

Setup Guide Axiom Budgeting Version 2019.3



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Contents

Chapter 1: Overview	5
What's new	5
Budget plan file improvements	6
Budget Labor Configuration driver improvements	8
Improved navigation to online help	9
Chapter 2: Understanding File Groups and Budget Plan File Setup	
Accessing file groups	
Working with file group aliases	
Setting the fiscal year for file group aliases	
Deleting a file group	13
Updating file group aliases	
Chapter 3: Setting Up Budget Plan Files	
Running the Budget Checklist process	24
Changing year and period	26
Preparing data for budget go-live	
Reconciling data	59
Working with Dimensions	59
Working with Drivers	
Setting variance thresholds	
Building and processing budget plan files	
Building plan files using a Scheduler job	
Configure budget security	
Running process management	
Releasing budget plan files	
Chapter 4: Rolling Forward to a New Budget Year	204
1. Archiving current year plan files (optional)	
2. Rolling data over to next year's file group	
3. Updating suite variables	
4. Updating process definitions	
5. Preparing for the next fiscal year	
6. Reviewing other systems for the new fiscal year	

Chapter 5: Working with Budget Plan Files	213
Using budget plan files	
Creating or modifying budget plan files	221
Chapter 6: Working with Reports	304
Browsing the Report Library	
Budgeting reports	306
Financial reports	

Overview

The purpose of this guide is to walk you through the steps for setting up budget plan files for your organization as well as how to work with budget plan files. This guide assumes that you have administrator role privileges and that you are familiar with the basic concepts related to using Axiom Budgeting and Performance Reporting, including the administrative aspects of the application. If you are new to Axiom software in general, we recommend that you first review the Getting Started and System Administration areas of the online help.

TIP: Online help offers these topics and many more, including multiple training videos related to how to use the Axiom Budgeting and Performance Reporting. You can access online help by navigating to the **Help** ribbon tab, click **Online Help**, and then click **Budgeting and Performance Reporting**.

What's new

Welcome to Version 2019.3 of Axiom Budgeting and Performance Reporting!

Enhancements in this release include:

- **Significant budget plan file performance improvements** Improved performance of the plan file open and save times and enhancements to the overall user experience.
- Budget plan file user interface improvements Improvements were made to the user experience by designing a new side navigation menu and an updated color palate that helps to focus a user's attention.
- Click-to-Expand feature We continued a theme from 2019.2 where we introduced the "click-toexpand" feature in the Provider Detail tab and expanded its use to the labor methods. The "clickto-expand" feature summarizes what would normally be a busy looking tab and reduces the initial view to summarized rows. You now have more control over their plan file session by selecting what and when you see detailed content.
- Budget Labor Configuration driver improvements To improve the administrator's ease of use when adding new budget groups to this driver, we added logic to start out the insertion of a new budget group with all the values from the Global group. This means essentially no inputs are needed to the new budget group unless changes from the global values are desired.

• Improved navigation to online help - The Main, Admin, and Help ribbon tabs now include a single listing of the online help sites for each product, including access to Axiom platform help from the Advanced Help link.

IMPORTANT: Some of the new features listed above have been included in the latest Prototype file group. You must create a new file group or update an existing file group to utilize the updated contents from the 2019.3 release. To create a new file group for a new budgeting year, follow the instructions in the section Rolling forward to a new budget year.

Budget plan file improvements

The 2019.3 release focused on mandates that included improved performance of the plan file open and save times and enhancements to the overall user experience. We set out to accomplish this in a manner that met the following objectives:



Improvements were made to the user experience by designing a new side navigation menu and an updated color palate that helps to focus a user's attention.

NEW BUDGET PLAN FILE

												_
	< Axiom AsQstant	A Home 💿 (BUD20) 101010 (R/O) ×	Provider (F	R/O) 🕅 Ini	itiatives (R/O)							
BUDGET Is the main model – and the only model – the main rity of	Navigation	Summary 101010 - EMA Internal Medicine (Provide	r Detail)			_						-
our Budget Users will need interact with.	Review Revenue Budget Review Employee Master Complete Labor Budget - JobCode Complete Expense Budget		FY17 Actual	FY18 Actual	FY19 Budget	FY19 Projected	FY20 Budget	Proj-Bud Variance Amt	Proj-Bud Variance %	New Initiatives	Final Budget	Proj- Vari: Ar
	Provider Budget Provider Budget - Detail Complete Provider Budget - Detail Complete Provider Labor Budget Add New Initiatives	Deductions from Revenue Net Patient Revenue Other Revenue	11.118.501 (11.118.501) 6.117.075	11.915.178 (11.915.178) 6.655.710	13.358.138 (13.358.138) 5.852.161	5.932.383 (5.932.383) 4.769.379	0 0 4.769.379	5.932.383 5.932.383 0	100.0% (100.0%) 0.0%	0	0 0 4.769.379	5.5 5.5
-	Complete Operating Plan	Total Revenue	(5,001,426)	(5,259,468)	(7,505,977)	(1,163,004)	4,769,379	5,932,383	(510.1%)	0	4,769,379	5,9
PROVIDER	Add Supporting Files	Salaries Employee Benefits	4.365.258	3.434.667 1.646.199	4.041.606	4.222.041	5.013.131 1.169.910	(791.090) 233.565	(18.7%) 16.6%	0	5.013.131	e :
Is now a separate file,	Financ	Contract Labor Physician Salaries	22,714 2,823.571	37,164 4,120,657	0 4,871,079	36,602 2,140,675	0 0	36,602 2,140,675	100.0% 100.0%	0	0	2.1
Tab. This will be a new		Employee Benefits - Physician Salaries - MidLevel	255.814 564.743	373.330 824.174	199,010 974,245	0 423.749	0	0 423.749	0.0%	0	0	
ovporionce for the End Users	eting	Employee Benefits - MidLevel	92,143	134,471	71,681	14,703	58,952	(44,249)	(301.0%)	0	58,952	
experience for the End Osers.	Budge	Professional Fees	10,404	104 542	114 365	2,959	2.959	(7.242)	0.0%	0	2.959	- 11
		Drugs and Pharmaceuticals	486,187	498,904	591,513	285,632	336,724	(51.092)	(17.9%)	0	336,724	
	ide	Purchased Services	0	29	26	33	33	0	0.0%	0	33	- 11
	ton	Depreciation	18.498	25.138	20.173	18.892	19,440	(548)	(2.9%)	0	19,440	- 11
OTHER FILES	aßpr	Other Expense Total Expense	2,072,479	2,677,772	1,420,353	2,493,294	2,541,513	(48,219)	(1.9%)	0	2,541,513	
- Official and a	6	Total Apendes	12,400,134	10,077,047	14,007,237	11,124,525	9,232,170	1,092,193	117.078		9,424,179	
New Initiatives, Operating	ant	Contribution Margin	(17,489,560)	(19,136,515)	(22,173,214)	(12,207,332)	(4,492,797)	7,824,535		0	(4,462,797)	7,0
Plan and History also open as	lesist	Statistical Analysis										
separate files.	eet 7	Other Key Statistic	0	59,204	60,388	44,745	47,097	2,352	5.3%	0	47,097	
	হ	Total-Key Statistic	0	59,204	60,388	44,745	47,097	2,352	5.3%	0	47,097	
	tant	Revenue / Unit	0.000	(88.836)	(124.296)	(25.992)	101.267	127.259	(489.6%)	0.000	101.267	1
	Assi	Salaries / Unit Reporter / Unit	0.000	142.164	163.723	152,488	106.443	46.045	30.2%	0.000	106.443	- 11
	8	Supplies / Unit	0.000	10.193	11,689	8.222	9.050	(0.828)	(10,1%)	0.000	9.050	- 11
	70,000	Other Expense / Unit	0.000	45.655	23.855	56.211	54.440	1.772	3.2%	0.000	54.440	-
	× 1	H + H Summary Stat_Rev Expense Jobco	de/Empl_List/								•	

We continued a theme from 2019.2 where we introduced the "click-to-expand" feature in the Provider Detail tab and expanded its use to the labor methods. The "click-to-expand" feature summarizes what would normally be a busy looking tab and reduces the initial view to summarized rows. The user can then has more control over their plan file session by selecting what and when they see detailed content.

ī.

FTEs from Target 11.29 11.25 2.67 PAID Hrs/Unit 0.627 0.628 1.411	
FTEs from Target 11.29 11.25 2.67 PAID Hrs/Unit 0.627 0.628 1.411	
PAID Hrs/Unit 0.627 0.628 1.411	
lobCode	
2/200 - EMC Radiology - MRI (JobCode)	
FTEs - Projected Using Actual Dollars	
Current Start End Alloc FY 2020 YTD Mar-Jun FY 2021 Mar-Jun FY 2021	
Job Code Rate Rate Rate Rate Rate Budget Actual Projected Budget Projected Budget	lotes
J00200 Technologist Assistant-Ro Assistant Variable	
Total Productive 0.00 0.42 0.42 2.20 6,687	
Total Non-Productive 0.00 0.03 0.03 136 409	
JobCode Total 0.00 0.45 0.45 0.45 2,356 7,096	
± Double click to show details 1	
J00287 Team Leader-MRI Technical Fixed	
Total Productive 0.00 0.93 0.93 0.93 18,381 56,771	
Total Non-Productive 0.00 0.15 0.15 0.15 14,338	
JobCode Total 0.00 1.09 1.09 1.09 23,165 71,109	
Double click to show details	
100646 Radiologic Technologist Technologist Technologist	
Total Productive 0.00 5.24 5.23 14.43 97.112 817.166	
Total Non-Productive 0.00 0.63 0.63 1.74 14.811 124.741	
JobCode Total 0.00 5.87 5.86 16.17 111,923 941,906	
Double click to show details	
Double Click to Insert New Job Code	

Performance gains were accomplished thru a multi-faceted approach that included optimizing the entire template for formula improvements, moving some template components to optionally selected tabs,

and development of platform capabilities to process open and save times significantly faster. If you are currently on a version of Axiom Budgeting and Reporting that is several versions older than 2019.3, you will likely see a significant change in your user experience.

One of the highlights for the Axiom team in this release was the defined approach to include several Axiom budget planning clients join us thru the development cycles. Several design sessions were held to showcase our progress along the way and offer invaluable feedback. This experience was enjoyed by all and will be an important ongoing improvement to our design model. Much of what you will see in this release is a direct contribution from your peer's feedback and influence.

As previously noted, it was Axiom's intent to minimize the burden of retaining users so we have kept the changes to a minimum for most users. The operation of the plan file is intended to be very familiar. We do have videos to support and assist with common plan file operations and we encourage administrators to direct users to the video content. You can find these videos on the VIdeos page of the Axiom Budgeting and Performance Reporting online help.

Budget Labor Configuration driver improvements

As the focus of this release was to improve performance, we minimized adding new features except for one important update was made to the Budget Labor Configuration driver. To improve the administrator's ease of use when adding new budget groups to this driver, we added logic to start out the insertion of a new budget group with all the values from the Global group. This means essentially no inputs are needed to the new budget group unless changes from the global values are desired.

We also added "click-to-insert" controls for key dimension-related values such as selecting pay types, job codes, and accounts. This helps reduce the risk of unintentional input errors that can cause plan file issues when processing.

Budget Workbook Labor Configuration Settings



Improved navigation to online help

The Main, Admin, and Help ribbon tabs now include a single listing of the online help sites for each product, including access to Axiom platform help from the Advanced Help link.

File	MAIN	HELP	ADMI	N Ho	ome											
•	?		∢						74	→	Freeze Panes			ß	×	
Open App Menus •	Onlin Help	ne Na o∙r	vigation •	Save	Refresh Data	Change View *	Drill	Additions •	Quick Filter	GoTo	Headings	Publish •	Reports Report Tips	Security Manager	Close Axiom SW	
Applications		Budgetin	ig & Perfe	ormance	Reporting		Workbo	ok Options			Display	File Output	Reports	Security	Exit	
 Axiom A My File ★ Fa R Workfle Workfle User Pr Workfle User Pr 	As av ec Ay fro t F	Capital P Capital T Compara Cost Acc Cost Man Decision Financial Rolling F Advance	lanning racking stive Anal ounting nagemen Support Planning orecast d Help	ytics t		-										

Understanding File Groups and Budget Plan File Setup

Before setting up budget plan files, we recommend that you first familiarize yourself with file groups and how they work.

Axiom Budgeting groups related files for a single year's annual budget into a file group. You maintain a single, designated file group for the active budget. This section covers file groups in detail.

Accessing file groups

You access file groups from the File Groups section of the Explorer task pane. Your access rights to each plan file (read-only or read/write) within a file group are determined by a combination of your security settings and workflow or process settings (if applicable).

To access a file group:

In the Explorer Explorer task pane, in the File Groups section, expand a file group to do the following:



Option	Description
Open Plan Files	Select the plan files to open by double-clicking a budget file group's plan file.
Create Plan Files	Create and save empty plan files, per the configuration settings in dimension tables and the file group's driver files.
Process Plan Files	Load historical data into each budget plan file, then run calculations based on calc methods in the dimension tables.
Copy Plan Files	Copy plan files from one file group to another.
Drivers	DriversDrivers store configuration settings and key statistics used throughout the file group. Driver files control plan-wide settings, such as the current planning period, and contain assumptions such as payroll- related rates and percentages, production or utilization statistics, and conversion rates that the plan files use to calculate and spread data.
Utilities	If your organization has purchased certain add-on modules, you might find additional utilities in this folder.
Process Definitions	Lists processes defined for the files group. Budget plan files include the Budget Approval Process definition, by default.
Scenarios	This section is not used in Axiom Budgeting 2019.3.

NOTE: By default, only Administrators can see the file group administration options for a group. Users without Administrator privileges can only open specific plan files for the file groups to which they have access.

Working with file group aliases

Because you need to manage current and future plan files simultaneously, the task panes recognize the fiscal year the administrator wants to point them to.

Additionally, using file group aliases allows you to determine when an annual update is made active in your environment. You can obtain updates at any time an update is made available, without affecting current operation settings.

In the ExplorerExplorer task pane, the File Group Aliases folder is located in the main File Group section. There are three aliases available and are currently defaulted with values. BP_CurrentYear, BP_NextYear, and BP_PriorYear.



This means that when using task panes to open plan files, the file group aliases determine which plan file set opens. For example, in the Budgeting task pane, there are two sets of budgets, Open Next Year Budgets and Open Current Year Budgets.

Axiom Assistant		
BUDGET PLANNING	~	•
Budgets		•
Open Next Year Budgets	\leftarrow	

When opening the Next Year Budgets, the dialog confirms that the plan files are for the next budget year.

A	A Open Plan Files										
	Open Plan Files for Budget-2021										
<ty< td=""><td colspan="10"><type filter="" here="" list="" to=""> Show Plan Files that have not been created</type></td></ty<>	<type filter="" here="" list="" to=""> Show Plan Files that have not been created</type>										
	DEPT	Description 💌	File Exists	Entity	Division	 KHABgtCode 	▼ RptN				
1	9100	EHS Accounting Operations (Employee)	TRUE	1	Other	19100	1910				
2	6140	EMC Emergency Room (CDM)	TRUE	2	Ancillary	26140	2614				
2	6320	EMC 3 West (CM_NonLabor)	TRUE	2	Nursing	26320	2632				
2	6340	EMC CCU (Staffing)	TRUE	2	Nursing	26340	2634				
2	6610	EMC 6A (JobCode ADC)	TRUE	2	Nursing	26610	2661				
2	6611	EMC Home Health	TRUE	2	Nursing	26611	2661				
2	7200	EMC Radiology - MRI (JobCode)	TRUE	2	Ancillary	27200	2720				
2	7215	New Radiology Department	TRUE	2	Ancillary	27215	2721				
2	7216	EMC Demo Dept	TRUE	2	Ancillary	27216	2721				
1	01010	EMA Internal Medicine (Provider Detail)	TRUE	10	EMA	101010	1010				
1	01020	EMA Internal Medicine (Provider Summary)	TRUE	10	EMA	101020	1010				
<							>				
						ОК	Cancel				

Setting the fiscal year for file group aliases

IMPORTANT: File group aliases also affect scheduled jobs. A scheduled job can only contain one fiscal year setting. By changing the file group aliases, you may be changing a data set the job will run. To confirm which file group aliases a scheduled job points to, open the job, and click **Process Plan Files** from the task pane. The **Select File Group** box on the **Options** tab displays the alias.

To set the fiscal year for file group aliases:

1. In the ExplorerExplorer task pane, in the File Groups section, right-click BP_CurentYear, and click Edit.

File Groups								
👻 퉬 File Group Aliases								
BP_CurrentYear								
😨 BP_NextYear	Edit							
BP_PriorYear	Delete							

2. In the File Group field, click the folder icon.

A Edit File Group Alias ?								
Alias Name B	P_CurrentYear							
File Group B	udget-2020							
Description								
The File Group associated with the current year's budget plan.								
		OK	Cancel					

- 3. Select the file group to use for the current year budget plan files.
- 4. Click OK.
- 5. Repeat Steps 2-4 for BP_NextYear and BP_PriorYear.

Deleting a file group

Deleting a file group deletes all of the files stored in the associated file group folder, including templates, plan files, drivers, calc method libraries, and workflows. Additionally, any document reference tables linked to the file group are also deleted.

IMPORTANT: You cannot undo this action, and the deleted files cannot be recovered using normal Axiom Budgeting functionality. Be sure that you no longer need the file group before you delete it. You may want to back up the Kaufman Hall Axiom database before deleting the file group.

To delete a file group:

1. In the ExplorerExplorer task pane, in the File Groups section, right-click the file group to delete.



- 2. Click Delete.
- 3. At the confirmation prompt, click Yes.

The system deletes the file group and all of its associated files.

Updating file group aliases

File group aliases are reference pointers that are used throughout the system to determine which file group corresponds to which budgeting year.

IMPORTANT: The aliases must be set before copying driver security so that the most recent year is used. For example, if a 2020 file group was created and the intent is to copy the file group security from 2019, then BP_CurrentYear must point to 2019 File Group.

To update file group aliases:

- 1. In the Admin ribbon tab, click System Browser.
- In the Axiom Explorer window, click File Group Aliases, and double-click the BP_CurrentYear or BP_PriorYear aliases to assign their respective file group year relative to the new file group year. For example, if creating a new 2020 file group, set the BP_CurrentYear to 2019 and BP_PriorYear to

2018.

A Axiom Explorer							
🕞 🕥 🏂 \Axiom\File Groups\FileGrou	pAliases						
File - View -							
My Files ^ ^	Alias Name	File Group Name		escription			
🛧 Favorites	ARP_CurrentYear	R ARP WEB V1	The File Group associated with the current year's asset replacement a	nalysis.			
Recent	ARP_NextYear	C ARP WEB V1	The File Group associated with next year's asset replacement analysis.				
My Documents	ARP_PriorYear	R ARP WEB V1	The File Group associated with the prior year's asset replacement ana	ysis.			
File Groups ^	BP_CurrentYear	🖾 Budget-2020	The File Group associated with the current year's budget plan.				
File Group Aliases	BP_NextYear	🔯 Budget-2021	The File Group associated with the next year's budget plan.				
Budget-2016	BP_PriorYear	🔯 Budget-2019	The File Group associated with the prior year's budget plan.				

3. In the Edit File Group Alias dialog, click the folder icon.

A Edit File	A Edit File Group Alias ?							
Alias Name	BP_CurrentYear							
Description	budget-2020							
The File Group associated with the current year's budget plan.								
		OK	Cancel					

- 4. In the Choose File Group dialog, select the file group, and click OK.
- 5. Click OK.
- 6. Click Close.

Setting Up Budget Plan Files

The numbered list below include the required and optional steps you need to complete to configure, test, and release the budget plan files in your organization for the next budgeting season. The system can also walk you through these same steps by running the Budget Checklist process.

TIP: The steps below link to the corresponding help topics, where applicable.

- 1. Change year and period.
- 2. Prepare data for budget go-live.
- 3. Reconcile data.
- 4. Create one plan file for each Labor tab template.
- 5. Process one plan for each Labor tab template.
- 6. Create plan files using the scheduled job.

NOTE: Run the Build & Process Budget Files job in Scheduler, and use a filter to run the job. Review the log for errors once the scheduled job completes to confirm that no errors have occurred.

- 7. Open a plan file, and save it to confirm there are no errors on save.
- 8. Review the Budget Configuration driver.
- 9. Review all the tabs of a plan file for reasonableness.

TIP: Specifically focus on the Stat_Rev, Expense, and Payroll tabs

- 10. General plan file tab review
 - a. Ensure navigation under Go To jumps as expected for all tabs.
 - b. Row/Col headers should be turned off for all tabs.
 - c. Confirm all print definitions look as expected.
 - d. Test each View option to ensure it displays/hides parts as expected.

- e. Verify print settings for all worksheets.
- f. Save the plan file to the database without any errors.
- g. Repeat steps below for different departments types (Nursing, Fixed, Admin).
- 11. Instructions tab review.
 - a. Review the due dates.
 - b. Review the budget questions.
 - c. Review the budget assumptions.
- 12. Summary tab review.
 - a. Do initiatives display as they should? Are initiatives set to be displayed in Budget Configuration driver?
 - b. Review labels for proper year setting.

TIP: Projected Year settings are highlighted in blue in the Budget Configuration driver and can be budget group specific.

c. Confirm columns hidden in the Budget Configuration driver are hidden in the plan file.

TIP: Set the Hide Column option in Budget Configuration driver.

d. Confirm "Display Contribution Margin on Summary Tab" is set properly.

TIP: Set the Display Contribution Margin on Summary Tab? option in Budget Configuration driver.

e. Review dollar and % variances for NYB to ensure reasonableness.

13. Stat_Rev tab review.

- a. Verify that History and YTD numbers are accurate.
- b. Verify that Projected numbers appear reasonable.
- c. Verify that all expected accounts interfaced.
- d. Verify that accounts appear under the correct section.
- e. Verify that accounts use the expected calc method.
- f. Test changing a calc method type used in a plan file.
- g. Confirm statistics coming from the Budget Statistics driver do not contain blue input cells.
- h. Confirm correct Budget Method selection.

- i. Verify that sections without data are hidden, as expected.
- j. Verify that the Global Drivers are reflected at the top from the Budget Driver driver for the corresponding Budget Group.
- k. Verify that all the expected drivers display.
- I. Verify that key statistics, identified in Dimensions, are listed.
- m. For revenue accounts, verify that the global adjustments display from the Budget Revenue Adjustments driver.
- n. Check review projections in CYP.
- o. Test that the summary section for revenue ties with the detail sections.
- p. Confirm that the columns hidden in the Budget Configuration driver are hidden in the plan file.
- q. Test to confirm red flag warnings disappear when all comments with red flags include comments.

14. Expense tab review.

- a. Verify that History and YTD numbers are accurate.
- b. Confirm column labels are accurate from the Budget Configuration driver.
- c. Verify that all expected accounts interface.
- d. Verify that accounts display under the correct sections.
- e. Verify that accounts use the expected calc method.
- f. Test changing a calc method type used in a plan file.
- g. Confirm that expense adjustments interface from expense-related drivers (Budget GlobalExp, Budget GlobalData, etc.) for all calc methods (Budget Group specific).
- h. Test resolving "Salaries do not match" warning.

NOTE: Test with provider and non-provider plan files.

i. Test using ePTO with and without ePTO (Gross and Net).

NOTE: See the Earned Paid Time Off setting in the Budget Labor Configuration driver to configure this feature.

j. Test resolving "Hours do not match" warning.

NOTE: Test with provider and non-provider plan files.

- k. Ensure that the Budget Method is correct for Detail Method.
- I. Review the Statistics spread total for Key Stat accounts.
- m. Confirm that the projected numbers appear reasonable.
- n. Confirm that the columns hidden in Budget Configuration tab are hidden in the plan file.
- o. Confirm that KHABgtMap works as expected.

NOTE: The DEPT column for calc methods that use KHABgtMap will be highlighted in a different background color. The DEPT column is visible ONLY if KHABgtMap is in used. Otherwise, the column is hidden.

p. Test the drilling feature by drilling historical GL Transactions.

NOTE: See the Expense Transaction Drilling setting in the Budget Configuration driver to enable this feature.

- q. Confirm that the Use Preliminary Estimate on Detail Calc Method option in the Budget Configuration driver works as expected.
- 15. Labor tab review.
 - a. Verify that the plan files interface with the expected labor type.

NOTE: ACCT.KHAStdLine (or other StdLine columns) Calc Method selection (Labor, ProviderLabor, etc.)

b. Verify that the expected job codes are interfaced.

NOTE: All job codes that work in the Dept YTD will be interfaced into the Dept.

- c. Review the Uniform Merit Increase Date.
- d. Review the FTE Comparison to YTD.
- e. Test with Projected FTE Starting Point.
- f. Test with Forecast FTEs from Projection.
- g. Change the titles for Program Additions Title and Position Changes Title, and confirm it displays up in the plan file.
- h. On the Staffing and Jobcode tabs, test % of Staffing Change with Volume.

NOTE: The default is set to 60% for Variable job codes.

i. Ensure that the FICA limits apply, regardless of the fiscal year (it should taper down in the

months of Oct – Nov, regardless of the fiscal year).

- j. Ensure that the total dollars match the dollars on the Expense tab.
- k. Confirm that the YTD Hours and YTD Dollars are accurate.
- I. Confirm that the GL mapping is accurate.

TIP: Select the Audit view in the Labor tab to confirm the account coding.

- m. Test the Dept_BasePay calc methods.
- n. Review the allocation rates in the JobCode block for reasonableness.
- o. Confirm that the PayType Mapping Analysis report includes no variances.
- p. Confirm that only the PayTypes mapped on the Budget Labor Configuration driver interface into the Jobcode block.
- q. Confirm that the Contract labor (Agency) is set up and interfaces appropriately.
- r. Confirm ePTO GLAcct maps correctly when set to Yes.

NOTE: Review the Earned PTO Hours Conversion Factor (by default, the system sets this to 80 hours) and PTO per FTE (by default, the system sets this to 176).

s. If using Lump Sum, confirm that the Budget Labor Limits is set up for max rates.

NOTE: The default is 100% for full payout of merit above max rate.

- t. Test by adding a new PayType to the Dollars section of JobCode block.
- u. Review the Fixed/Variable coding for each job code and test variability.

NOTE: For JobCode and Staffing labor tabs only; Comes from Dimension setting JobCode.Variable.

v. Test the overrides from the driver, if Budget Group specific.

NOTE: Cross check with the Budget Labor Override driver.

w. Update/change the days staffed and shift hours (impacts variable spread)

NOTE: For the Staffing and JobCodeADC labor tabs only.

- x. Employee labor tab only:
 - Confirm that the Empl_List tab is unavailable.

- Review the Employee labor tab for a complete list of the employees.
- y. ADC labor tab only:
 - On the ADCConfig tab, add a block for Global Budget Group and Dept Exceptions. Ensure that the ADCConfig tab options came through as expected.
 - Confirm that the Jobcode and ADC tabs are equal to each other for FTEs.
 - Review FTEs and Hours calculations for reasonableness.

16. Empl_List tab review.

- a. Verify all of the interfaced data (comes from Employee Master import).
- b. Check that all employees or job codes display under their home department.
- c. Check that increases are populated.
- d. Test the Lump Sum options.
- 17. Initiatives tab review (if applicable).
 - a. If enabled in New Initiatives tab of drivers, all the approved initiatives display on the Summary tab, and save to the database.
 - b. The list of initiatives that displays in the New Initiatives tab of Drivers is available for selection.
 - c. Test by adding new calc methods.

18. Dept_History tab review.

- a. Validate data by ensuring that the historical data ties to department P&Ls.
- b. Check that the Dept column for calc methods that use KHABgtMap are highlighted in a different background color.

NOTE: The Dept column is visible ONLY if KHABgtMap is used. Otherwise, the column is hidden.

- 19. Provider and Provider Comp tab review.
 - a. Verify that History and YTD numbers are accurate.
 - b. Verify that projected numbers appear reasonable.
 - c. Verify that all the providers that meet the threshold setup display, if applicable.
 - d. Verify the summary section totals the detail sections.
 - e. Verify that all stats and revenue flow to the Stat_Rev tab, as expected.
 - f. For Provider Detail methodology:
 - Verify the FTE is pulling from the ProviderComp tab.
 - Review the overall driver for the department, and compare the production days

based on provider FTE.

- Verify that seasonality appears reasonable, if provider has at least one year of history.
- Review the various data breakout, if using the detail method, to make sure the data is grouped appropriately.
- Review the Gross Charges section, and verify that the charges calculate either on Encounter, WRVU, Procedure, or RVU.
- g. Provider Summary methodology:
 - Verify that the system appropriately pulls FTE and driver stats from the Simple Dept Config driver.
 - Verify that the system pulls the spread from the Simple Dept Config driver.
- h. Verify that the expected job codes relating to providers interface with the ProviderComp tab.

NOTE: The system will interface all job codes that have worked in the department YTD into the department when the KHAInt on the Jobcode dimension is set to Provider.

- i. Verify that the YTD Hours and YTD Dollars are accurate.
- j. Verify that RVUs flow from the Provider tab.
- k. Verify that the Comp Models pull properly from the Provider List driver.
- I. Complete a few calculations manually to verify that the expected salary calculates.
- m. Review the compensation spread for reasonableness.
- n. Verify any additional pay/benefits either calculate properly in the provider block and/or pull appropriately from the Provider List driver.
- o. Ensure that the FICA limits are applicable, regardless of the fiscal year.

NOTE: It should taper down in the months of Oct – Nov, regardless of the fiscal year.

- p. Verify that the GL Mapping is accurate and flowing to the Expense tab.
- 20. Reconcile the budget.
 - a. Schedule nightly recalculation for all budgets to transfer results to the database.
 - b. Correct any errors encountered during the recalculation process.
 - c. Review the Budget Income Summary report for reasonableness.
- 21. Run and review optional calculator reports.
 - a. New Department utility

TIP: This utility is located in the Utility section of the file group year you will use for the planning cycle.

b. Deductions Calculator by Payor utility

TIP: Do not create a plan file for the Budget Deduction Department when using this utility.

- c. Deductions Calculator using FSDetail utility
- d. Deductions Calculator using FSPayor utility
- e. Budget Balance Sheet and Cash Flow utility
- 22. Run and review Budget Reconciliation reports.
 - a. Budget Department Audit report
 - b. Budget Process Management report
 - c. Budget Workbook Reconciliation report
 - d. Global Depreciation Reconciliation report
 - e. Global Expense Reconciliation report
 - f. Global Revenue Reconciliation report
 - g. Labor Non-Matched report
 - h. Payroll12 Hours Reconciliation report
 - i. Payroll12 Negative Hours report
 - j. PayType Mapping Analysis report
 - k. Reconcile NYBDetail to Financial report
 - I. Reconcile Payroll12 to Financial-Dollars report
 - m. Reconcile Payroll12 to Financial-FICA report
 - n. Reconcile Payroll12 to Financial-Hours report
 - o. Salaries Do Not Match report
- 23. Delete test plan files.
- 24. Clear test data from the budget data table.
- 25. Build budget plan files.
- 26. Process budget plan files.
- 27. Verify plan file creation and interface.

28. Advance the plan files using Process Management to Owner stage.

Running the Budget Checklist process

Use this process to walk you through the steps needed to create plan files for the next budgeting season. The Budget Checklist process displays all of the steps to complete on the left side of the window. Those steps that include sub-steps are indicated with an arrow icon, which you can click to expand or contract the list.

To run the Budget Checklist process:

1. In the Bud AdminBud Admin task pane, in the Prepare Budget Plan Files section, double-click Budget Checklist.

Prepare Budget Plan Files	^
🚟 Build & Process Budget Plan Files	
🔊 Review Preliminary Budget	
Recalculate Budgets (as needed)	
🔀 Budget Process Checklist	

- 2. In the Process Owner field of the Process Properties tab, do one of the following:
 - To assign a specific user as process owner, click Select User.
 - To assign users with specific roles as process owners, click Select Role.

NOTE: You must assign a user or role before you can run this process.

A Edit Process		?	\times
🖄 Edit th	ne definition of process 'Budget Checklist'.		
This proces	ss is currently inactive.	Start proc	cess
Process Properti	es Process Steps Notifications		
Process Name	Budget Checklist		
Display Name	Budget Checklist		
Description			
Process Ov	vner Admin Admin Select User Select Role		
Configuration	Properties		
Allow ste	p owners to see all steps in the process task pane		
🔠 Detault P	rrocess Assignment Chone selected>		

3. Click Start Process in the upper right corner of the dialog.

A Edit Process		?	×
🖄 Edit th	e definition of process 'Budget Checklist'.		
This proces	is is currently inactive.	Start p	rocess
Process Properti	es Process Steps Notifications		
Process Name	Budget Checklist		
Display Name	Budget Checklist		
Description			
Process Ow	vner Admin Admin Select User Select Role		

- 4. At the Start process 'Budget Checklist' prompt, click OK.
- 5. As you complete each step, click **Complete step** in the upper right corner of the screen.

TIP: An arrow icon displays next to steps that contain sub-steps. Click the icon to expand or contract the list of sub-steps.

NOTE: You can skip steps that do not apply to your organization.

Durana Chatur		2 ~									
A Process Status		· ^									
Process status details for process 'Budget Checklist'.											
Process is Active Started on 6/17/2019 by Admir	Admin E	dit process definition									
Stop process Process history	Complete step 😽 Move current step 🛛 🕀 Regenerate tasks	Dpen report									
➡ 1 - Change Year and Period No due date	1 - Change Year and Period (Report Step)	Status Active									
2 - Prepare Data for Budget Go-Live Not yet started	Step Details Associated Report YearPeriod.xlsx Usik Assigned Role: Budgeting Admin										
▶ 3 - Reconcile Data ♣ Not yet started	EQ Due Date (no due date) Step Activity										
4 - Create one plan file for each labor tab ter Not yet started	6/17/2019 15:45 ➡ Step 1 (Change Year and Period) activated Assigned to Admin Admin										
5 - Process one plan file for each labor tab te Not yet started											
6 - Create Plan files using the scheduled job Not yet started											

6. In the **Process Action** dialog, you can enter any details about the step you performed, and click **OK**.

TIP: The dialog also displays the next step in the process.

A Process Action	×
Mark process step as completed in process 'Budget Checklist'.	
Current Step Change Year and Period Admin Admin (admin) Next Step Admin Admin (admin)	
1000 characters remaining OK Cancel	I

7. If you need to stop the process as you work on the different steps, click **Stop process** in the upper left corner above the list of steps. This places the process in an inactive status until you are ready to start the process again.

TIP: To view a report of the process history, click Process history in the upper left corner above the list of steps.

A Process Status		? ×									
Process status details for process 'Budget Checklist'.											
Process is Active Sched on 6/17/2019 by Admin	Admin E	dit process definition									
Stop process Orocess history	🗸 Complete step 🛛 👼 Move current step 🛛 🕂 Regenerate tasks	🖺 Open report									
➡ 1 - Change Year and Period No due date	1 - Change Year and Period (Report Step)	Status Active									
2 - Prepare Data for Budget Go-Live Not yet started	Step Details Associated Report YearPeriod.xlsx C Assigned Role Budgeting Admin										
3 - Reconcile Data Not yet started	EQ Due Date (no due date)										

8. At the Are you sure that you want to stop this process? prompt, click OK.

Changing year and period

Use this table to configure the following for your organization:

• Set the fiscal year and the first month of the fiscal year

- Define the number of work days in the current year, last year, and next year
- Select the standard Full Time Equivalent (FTE) hours worked by employees in a year.

NOTE: The standard FTE hours you select in this worksheet displays as the default FTE Hours in the Budget Labor Configuration Budget Labor Configuration driver.

rimary	nputs			Save	Year	Table									
Fiscal Year	2017	•						Fisc	al						
loour rour	2017					Year		Yea	r		Description				
Fiscal Start I	Month July	•				2017		FY1	7		Actual				
						2017		FY1	7		Budget				
TE Hours	2080	•				2017		FY1	7		Projected				
						2017		FY1	7		Flex Budget				
Norking	Days Inputs					2015		FY1	5		L2 Actual				
		0	Level Marca	No. 1 Marca		2016		FY1	-		Last Year				
		Washing Dava	Last tear	Weshing Dave		2016		FY1	b		LY Budget				
Serial	Month	2017	2016	2018		2018		EV1	5		NY Budget				
7	luby	22	2010	2210		2017			/		rolecast				
,	outy	23	23	23	Perio	d Table									
8	August	23	23	23				Current	Lact	Next	Current	Last	Nevt	Current	
9	September	22	22	22	Serial	Month	Quarter	Vear	Vear	Vear	Year Month	Year Month	Year Month	Calendar Days	
10	October	23	23	23	7	July	1	2016	2015	2017	Jul-2016	Jul-2015	Jul-2017	31	
11	November	22	22	22	8	August	1	2016	2015	2017	Aug-2016	Aug-2015	Aug-2017	31	
12	December	23	23	23	9	September	1	2016	2015	2017	Sep-2016	Sep-2015	Sep-2017	30	
1	lanuar.				10	October	2	2016	2015	2017	Oct-2016	Oct-2015	Oct-2017	31	
	Sandary	23	23		11	November	2	2016	2015	2017	Nov-2016	Nov-2015	Nov-2017	30	
2	February	20	21	20	12	December	2	2016	2015	2017	Dec-2016	Dec-2015	Dec-2017	31	
3	March	23	23	23	1	January	3	2017	2016	2018	Jan-2017	Jan-2016	Jan-2018	31	
4	April	22	22	22	2	February	3	2017	2016	2018	Feb-2017	Feb-2016	Feb-2018	28	
5	May	23	23	23	3	March	3	2017	2016	2018	Mar-2017	Mar-2016	Mar-2018	31	
6	lune				4	April	4	2017	2016	2018	Apr-2017	Apr-2016	Apr-2018	30	
0	Julie	22	22	22	5	May	4	2017	2016	2018	May-2017	May-2016	May-2018	31	
		269	270	269	6	June	4	2017	2016	2018	Jun-2017	Jun-2016	Jun-2018	30	
Check to	Hide Year table													365	
								4							

The FTE Hours you select are reflected on the following tabs in the plan file:

- Expense
- Jobcode
- Staffing
- Employee
- ProviderComp
- altEmployee
- HHLabor

To set year and period:

1. In the Mgmt Admin task pane, in the Data Maintenance section, double-click Update Year and Period Tables.

Data Maintenance	^
😑 Change Payroll 27 Tables-Current Period	
😑 Update VCC Payroll Mapping Table	
😑 Update Payroll Dates Table	
😑 Update VCC Threshold Table	
😑 Update Year and Period Tables	
Data Imports	
🕨 퉬 Manual Data Input	
🕨 퉬 Data Reconciliation	
Payroll Accruals & Aggregation	
Revenue & Usage Utilities	

2. In the **Primary Inputs** section, complete the following options:

Option	Description
Fiscal Year	Select the fiscal year.
Fiscal Start Month	Select the month in which the fiscal year starts.
FTE Hours	Select one of the following:
	• To use the standard of the number of days worked multiplied by a 40-hour work week divided by 7, select 2086 .
	 To use the standard 40 hour work-week multiplied by 52 weeks, select 2080.

3. In the **Working Days Inputs** area, enter the number of working days for the current year, last year, and next year for each fiscal month.

TIP: To hide the year and/or period tables, click the corresponding check boxes under the Working Days Inputs section.

4. After making your changes, click Save.

Preparing data for budget go-live

Importing and loading data is an important part of keeping your budget up-to-date and correct. We recommend that you perform these actions on a biweekly and monthly bases.

The following topics provide instructions on running the required and optional data imports reports. These are the same imports you will run to create your monthly reports.

IMPORTANT: You must load and reconcile data *before* you start building and processing plan files.

Run these imports and utilities in the following order to load your data into the system:

1. Import General Ledger data - The Load 12 Month import brings in 12 months of General Ledger data from your source system. This will include values for revenues, deductions, expenses, etc. -

including values for balance sheet (if provided).

- 2. Import Monthly Statistics data The Load Monthly Stats import brings in departmental-level statistics, including key and non-key statistics. This can also include facility-level statistics. If payroll hours are not imported through the Payroll Transfer utility, then they will commonly be imported using this import.
- 3. Import Biweekly Payroll data Imports biweekly payroll data, which includes identifying department, job code, pay type, and employee ID values.
- Load Employee Master Imports the employee level detail information, including base rate, full/part time status, anniversary date, PTO balance, etc. The employees are listed by job code. The employee master is used in the interfacing and plan files to apply merit and market adjustments.
- 5. Loading Revenue and Usage data Imports your Charge Description Master (CDM) monthly data, including department, CDMCODE, revenue and volume type (i.e. inpatient, outpatient).

NOTE: This import only applies if your organization is licensed for the CDM template.

6. Load Provider Data - Imports the transactional-level records for a provider, including ID, department, and key database fields such as CPT, location, FinClass, and other related records. This information is used for reporting and budgeting purposes. Once loaded, you can configure whether to use the Provider Summary or Provider Detail options, and adjust your dimension accordingly. This is the core transactional data from your provider billing database.

NOTE: This import only applies if your organization is licensed for the Provider feature.

Other imports

These imports can be run in any order, as needed, with the exception of the Biweekly to Monthly Payroll Accrual utility. While these imports are not required to create budgets, they do provide enhanced reporting and plan file analysis without having to leave the Axiom application.

• Running the Biweekly to Monthly Payroll Accrual utility - Run this utility to accrue for hours, dollars, and statistics from your biweekly payroll import(Payroll26) into the monthly data tables (Payroll12).

IMPORTANT: This utility is a prerequisite to using the Monthly to GL Accrual utility.

• Running the Monthly to GL Accrual utility - If payroll hours are not coming through your GL Import, you can move your hours from the Payroll12 data tables created from the previous process to your Financial tables by running the Monthly to GL accrual utility.

IMPORTANT: Only run this utility if you are not loading hours from your GL using the GL12 Month or Monthly Statistics imports (step 1 or 2 above).

- Loading AP Detail data Imports your Accounts Payable sub-ledger detail, including amount, check date, check number, invoice date, invoice number, etc.
- Loading GL Detail data Imports your general Journal Entry detail, including department, account, and other identifying information.
- Loading MM Detail data Imports your Materials Management sub-ledger detail, including amount, item number, item description, location, quantity, unit price, and vendor information.
- Loading Accrued Receipts data Imports your Accounts Receipts sub-ledger detail, including item number, description, invoice date, vendor name and number, and other vendor identifier information.
- Summarizing CDM statistics to financial To use your Charge Description Master (CDMCODE) to create your statistics, we offer a save-to-database utility that summarizes the inpatient and outpatient volumes in the RevUsage database (ACT_RU_20XX) into statistic accounts that can be stored in the Financial database (ACT20XX).

NOTE: For this utility to work, your Kaufman Hall implementation consultant will help you design your CDMCODE table during the implementation.

Resolving import errors

If any of the imports experience validation errors, you can view them in two places in the system: a separate CSV file and the Execution log area of the Execute Import dialog, as shown in Step 8 of Loading GL12 Month data.

For more information, see Resolving import validation errors.

Loading GL12 Month data

Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a GL_ prefix.

To load GL12 Month data:

1. To change the current period, in the Admin ribbon tab, in the Database group, click Imports & Utilities > System Period/Year.

F	ile N	AIN ADMIN	AXIOMN	AIN Ho	ome										
Ad	min Task	Security Locked	System	Scheduler	Process	Impo	arts & Data	File		Freeze Panes	System	Recovery	?		
Ĩ	Panes •	 Items 	Browser		Management •	U	Itilities *	Protection		Headings	Tools *	·	-	Axiom SW	
Ap	plications	System I	Manageme	nt	Workflow	# P	System Peri	iod / Year	←	Display	Tools	Audit & Recovery	Help	Exit	
< Axiom Assistant						ES.	Table Curre	nt Periods							
BUDGET ADMINISTRATION					1. A.	Data Utilitie	s •	τΓ						_	
DODGET ADMINISTRATION						- 🦕	Imports	•			N				

2. In the System Current Period dialog, in the New Value field, type the new month value, and click OK.

File M Admin Task Panes •	ADMIN Security Locked Items	AXIOM System Browser	IMAIN H	ome Process Management •	Impo	orts & Data	File File		Freeze Panes Formula Bar Headings	System Tools •	Recovery	? Help	Close Axiom SW
Applications Axiom A BUDGET	System I ssistant FADMINISTRATIO	Managem DN	ent	Workflow		System Per Table Curre Data Utilitie Imports	iod / Year nt Periods 25	•	Bisplay	Tools	Audit & Recovery	Help	Exit
IMPO year.	RTANT: [Setting th	Do no ne sy:	ot chai stem p	nge the Sy period and	ste ve	m Cur ar cou	rent Ye ld affec	ar f t ot	ield unle her Axio	ss cha m Hea	nging over Ithcare Su	r a ne ite pr	w fiscal oducts.

3. In the Admin ribbon tab, in the Database group, click Imports & Data Utilities > Imports, Management Reporting> 01-Load GL 12 Months, and click Execute.



4. Click Execute.

Execute Import: 01-Load GL 12 months									
Execute Options Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save	Description								
🕨 Execute 🛛 🔚 Stop 🛛 Status	: not started								

5. In the Variables dialog, do the following, and click OK:

Field	Steps
Table: Select Table	Select the ACT or BUD table.
Year Selection: Input Year (YYYY)	Type the year to load.

6. In the Choose the import source file dialog, select the source file to load.-



If the import encounters validation errors, see Resolving import validation errors.

After you load the data, run the Income Statement Summary report in Explorer in Reports Library
 Management Reporting > Income Statement > Income Statement Summary to reconcile to your GL income statement.

Loading Monthly Statistic data

Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a ST_prefix.

To load Monthly Statistic data:

1. In the Admin ribbon tab, in the Database group, click Imports & Data Utilities > Imports > Management Reporting > 02-Load Monthly Stats, and click Execute.



2. Click Execute.

Execute Import: 02-Load Monthly Stats		×
Execute Options Description Allow pauses Preview only Ignore lookup and key errors Aggregate row on final save		
Execute Stop Status: not started		

3. In the Variables dialog, do the following, and click OK:

Field	Steps
Table: Select Table	Select the ACT or BUD table.
Year Selection: Input Year (YYYY)	Type the year to load.

4. In the **Chose the import source file** dialog, navigate to the location where you stored the source file, and select it.



If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

- 5. If you are not loading your statistics through an import set up by your Kaufman Hall Implementation Consultant, then you can also load statistics using a Save to Database report. There are standard reports delivered with your system for this, which you can find in Explorer in Management Reporting Utilities > Data Input > Input Monthly Statistics.
 - 🔻 🅌 Management Reporting Utilities
 - _My Utilities
 - 🕨 뷀 Alerts
 - Current Year Forecast
 - 🕨 뷀 Custom Utilities
 - 🔻 闄 Data Input
 - Input BiWeekly Contract Labor
 - Input Monthly Contract Labor
 - Input Monthly Statistics
- 6. Use the top section of the report, labeled **Add New Stats**, when entering a new Dept-Acct combination into the database.

If needed, you can copy additional rows by copying the entire row, and then using the **Insert Entire Row** option in Excel. If you Refresh the report, it will bring in all existing statistic combinations from the database, and you can then update any monthly value in the blue cells in the **Change Existing Stats** section.

Monthly Statistics In	nut Form							
Monthly Statistics In	iput rom	1						
KHA Health								
Click "Save" to save values to database					No changes m	ade		
6								
Department	DEPT	Description	InitID	Acct	July	August	September	October
Add New Stats								
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
<copy above="" an<="" and="" here="" if="" insert="" more="" rows="" td=""><td>re needed></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></copy>	re needed>							
Change Existing Stats								
EHS Sports Medicine	17840	Calendar Days	1	300	31	31	30	31
EHS *** Bldg-Med Office/East Hplex	17870	Calendar Days	1	300	31	31	30	31
EPG Clinic Administration	17879	Calendar Days	1	300	31	31	30	31
EPG Phys Clinic-North	17880	Calendar Days	1	300	31	31	30	31
EPG Phys Clinic-Occ HIth East	17881	Calendar Days	1	300	31	31	30	31
EPG Phys Clinic-Occ Hlth Midtown	17883	Calendar Days	1	300	31	31	30	31

7. After you complete your inputs, from the Main ribbon tab, click **Save** to send the data into the database and save the report.



Loading Biweekly Payroll data

Make sure you create and save the import file to a directory accessible by the Axiom Application server. The file should be saved as LD_MMDDYY_PP. For example, LD_100418_1

To load Biweekly Payroll data:

1. In the Admin ribbon tab, click Imports & Data Utilities > Table Current Periods.


2. Filter using the Table Type, and select **Payroll**.

Table Current Periods		? ×
For each table in the system you can specify a table-s should rely on the System Current Period.	pecific Curre t Period, or in	dicate that the table
Table Name 💌 Uses System Current Period	💌 Table Type 🖃	Folder Path
	-	Group By
		Contains Value
		Equality
		Pavment
		Provider
		RF Custom Data
	A	
		×

3. Change the period for all of the payroll tables where the Uses System checkbox is not selected.

Table Current Periods			?	×
For each table in the should rely on the S	system you can spec ystem Current Period.	ify a tabl	e-specific Current Period, or indicate the	at the table
Table Name	Uses System	Curre	ent Period 💌 Table Type 🗐	^
: 26 item(s)			Group By	
BUD_PAY12_2016	Y	8	Clear Elterr	VAx
BUD_PAY12_2017	v	8	Credi Privers	VAx
BUD_PAY12_2018	1	8	Contains	VAx
ACT_PAY27_2018		18	Value	VAx
BUD_PAY12_2014	\checkmark	8		VAx
BUD_PAY12_2015	1	8	Equality	VAx
BUD_PAY12_2019	1	8	EncData ^	Vax
BUD_PAY27_2017		18	EPM .	VAx
BUD_PAY27_2018		18	FinancialPlanning	VAx
BUD_PAY27_2019		18	Financial	Vax
BUD_PAY27_2014		18	FixedAssetListing	VAx
BUD_PAY27_2015		18	Payment	Vax v
(🗹 Payroll	>
			Provider -	ancel
			RF Custom Data	an rues

4. In the **Table Current Periods** dialog, double-click the current period for the table, and type the new period.

Table Current Periods

 \times

?

For each table in the system you can specify a table-specific Current Period, or indicate that the table should rely on the System Current Period.

Table Name	•	Uses System	Current Period	Table Type	-Y
: 26 item(s)					
BUD_PAY12_2016		\checkmark	8	Payroll	\Ax
BUD_PAY12_2017		\checkmark	8	Payroll	\Ax
BUD_PAY12_2018		\checkmark	8	Payroll	\Ax
ACT_PAY27_2018			18	Payroll	\Ax
BUD_PAY12_2014		\checkmark	8	Payroll	\Ax
BUD_PAY12_2015		\checkmark	8	Payroll	\Ax
BUD_PAY12_2019		\checkmark	8	Payroll	\Ax
BUD_PAY27_2017			18	Payroll	\Ax
BUD_PAY27_2018			18	Payroll	\Ax
BUD_PAY27_2019			18	Payroll	\Ax
BUD_PAY27_2014			18	Payroll	\Ax
BUD_PAY27_2015			18	Payroll	∖Ax ∨
<					>
			Ap	oply OK	Cancel

- 5. When you have finished all the tables, click **OK**.
- 6. In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 03-

Load Biweekly Payroll > Execute.

Imports & Data Utilities • Protectio	n -	Freeze Panes✓ Formula BarHeadings	System Tools ▼	Reco	very	? Help	Close Axiom SW			
😨 System Period / Year		Display	Tools	Audit & I	Recovery	Help	Exit			
😨 Table Current Periods	;									
队 Data Utilities	•	• • •								
Imports	Þ	+ Create New I	mport							
	~	Budgeting		•						
		🌗 Capital Plann	ing	• •						
		🌗 Capital Track	ing		ali	tn	nan	Ha		
		📗 Cost Manage	ement							
]] Costing		•						
		🐌 DSS		· · 1	OUNC	EMEN	NTS			
		Financial Plan	nning	•						1
		📗 Internal Utilit	ies	•	Import I	older N	/lanagement	t Reporting		12th o <u>f</u> each r
		🃕 Managemen	t Report	ing →	🔄 01-L	oad GL	12 months		F	reporte are av
		Productivity		Þ	🔄 02-L	oad Mo	onthly Stats		۲	
		Rolling Fored	cast	•	🔄 03-L	oad Biw	eekly Payroll)	Execute

7. In the Execute Import: 03-Load Biweekly Payroll dialog, click Execute.

Execute Import: 03-Load Biweekly P	?	\times	
Execute Options Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save	Description		
Execute Stop Status	not started		

8. In the Variables dialog, do the following, and click OK:

Field	Steps
Year Selection: Input Year (YYYY)	Type the year to load.
PayPeriod: Input Period (1 – 27)	In the drop-down, select the pay period to load to.

9. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.

.

Ochoose the import source file

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Organize • New folder							
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10. If there are any import exceptions, follow the import exceptions remediation from .

Loading Employee Master

Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a LM_prefix.

To load Employee Master:

1. In the Admin ribbon tab, in the Database group, click Imports & Data Utilities > Imports > Management Reporting > 10-Load Employee Master, and click Execute.



2. Click Execute.

A Execute Import: 10-Load Employee Master	?	×
Execute in development mode (data will not be saved to destination table)		
Execute Stop Status: not started		
Execution log	Show de	escription
	(Close

3. In the Variables dialog, do the following, and click OK:

FieldStepsYr: Input Year (YYYY)Type the year to load.

4. In the **Chose the import source file** dialog, navigate to the location where you stored the source file, and select it.

NOTE: We recommend that you name the file using a LM_prefix.

If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

5. After you complete your inputs, from the Main ribbon tab, click Save to send the data into the database and save the report.



Loading Revenue and Usage data

Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a RU_prefix.

To load Revenue and Usage data:

1. In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 09-Load RevUsage > Execute.

Import: Util	s & Data ities •	File Protection	•	 Freeze Panes Formula Bar Headings 	Systen Tools		Recovery	() Help	Clo Axion	se 1 SW	
📴 S	System Perio	od / Year		Display	Tools		Audit & Recovery	Help	Ex	it	
E T	able Currer	nt Periods	pet 9	Statistics X							
K, C	Data Utilitie	s 🕨	6								
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Ŵ	X	Υ		Budgeting	•					AA	
			ň	Capital Planning	•						
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			ň	Cost Management	•						
	Inst	ructions:	n.	Financial Planning	•						
	Afte	r adding a	ñ.	Internal Utilities	•	nev	/ Dept & Acct (codes for th	ne		
	Dep	t\Acct row	ñ	Management Repo	rting 🕨	Impo	ort Folder Manag	ement Repor	ting	1	
	histo	orical data		Productivity	•	2	01-Load GL 12 m	onths	•		
			ň.	Rolling Forecast	•	2	02-Load Monthly	Stats	•	-	
			ñ.	Strategy Managem	ent 🕨	2	03-Load Biweekly	Payroll	•		
			-				04-Load Provider	Detail	•		
							05-Load GL Detai	il	•		
							06-Load AP Deta	il	•		
						2	07-Load Material	s Issues			
							08-Load Accrued	Receipts	•		V
	Adm	nits				2	09-Load RevUsag	e	•		Execute
	Disc	harges				2	10-Load Employe	e Master	•		Edit
	Dati	antDave				4	11-Dimension CE	MCODE Upd	ate 🕨	×	Delete
	Falle	antDays				2	12-Service Line I	mport		-	

2. In the Execute Import: 09-Load RevUsage dialog, click Execute.

Execute Import: 09-Load RevUsage	?	×
Execute Options Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save		
Execute Stop Status: not started		

3. In the Variables dialog, do the following, and click OK:

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
Month: Select	In the drop-down, select the month to load to.
Current Month	

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.

Choose the import so	urce file			
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Puick access	M RU_201801	4/6/2018 9:30 AM	Microsoft Excel Work	

5. If there are any import exceptions, follow the import exceptions remediation from Loading GL12 Month data.

Loading Provider Detail data

Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a PB_prefix.

To load Employee Master:

1. In the Admin ribbon tab, in the Database group, click Imports & Data Utilities > Imports > Management Reporting > 4-Load Provider Detail, and click Execute.



2. Click Execute.

A Execute Import: 04-Load Provider Detail	?	×
Execute in development mode (data will not be saved to destination table)		
Execute Stop Status: not started		
Execution log	Show dea	scription
	C	lose

3. In the Variables dialog, do the following, and click OK:

Field	Steps
Yr: Input Year (YYYY)	Type the year to load.
Month: Select Current Month	Select the month to interface the data into the system from the drop- down.

4. In the **Chose the import source file** dialog, navigate to the location where you stored the source file, and select it.

NOTE: We recommend that you name the file using a PB_ prefix.

If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

5. After you complete your inputs, from the Main ribbon tab, click Save to send the data into the database and save the report.



Loading AP Detail data

Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an AP_prefix.

To load AP Detail data:

 In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 06-Load AP Detail > Execute.



2. In the Execute Import: 06-Load AP Data dialog, click Execute.

Execute Import: 06-Load AP Detail	?	\times
Execute Options Description Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save		
Execute Stop Status: not started		

3. In the Variables dialog, do the following, and click OK:

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
YearMonth: Select GLPeriod	In the drop-down, select the GLPeriod to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.

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5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading GL Detail data

Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a JE_prefix.

To load GL Detail data:

 In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 05-Load GL Detail > Execute.



2. In the Execute Import: 05-Load GL Data dialog, click Execute.

Execute Import: 05-Load GL Detail		?	\times
Execute Options	Description		
Allow pauses Preview only			
 Ignore lookup and key errors Aggregate rows on final save 			
Execute Stop Status:	not started		

3. In the Variables dialog, do the following, and click OK:

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
YearMonth: Select GLPeriod	In the drop-down, select the GLPeriod to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading MM Detail data

Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an MM_prefix.

To load MM Detail data:

 In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 07-Load Materials Issues> Execute.



2. In the Execute Import: 07-Load Materials Issues dialog, click Execute.

Execute Import: 07-Load Materials Issues				
Execute Options Description Allow pauses Image: Construction of the second				
Execute Stop Status: not started				

3. In the Variables dialog, do the following, and click OK:

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
YearMonth: Select GLPeriod	In the drop-down, select the GLPeriod to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.

Ohoose the import source file							
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5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Loading Accrued Receipts data

Make sure the import file is created and saved to a directory accessible by the Axiom Application server. We recommend naming the file with an AR_prefix.

To load Accrued Receipts data:

1. In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 08-Load Accrued Receipts > Execute.

Impo U	rts & Data tilities •	File Protection	•	 Freeze Panes Formula Bar Headings 	Systen Tools	n T	Recovery	? Help	Close Axiom	e SW	
# \$	System Peri	od / Year		Display	Tools	;	Audit & Recovery	Help	Exit	t	
# <u></u>	Table Curre	nt Periods	get :	Statistics ×							
ų.	Data Utilitie	is 🕨				- "Ev	en" 1/12 IF(\$AU1)	23-"CalDa	/s" INDE	X(ΔV\$1·	AV\$11704
5	Imports	•	+	Create New Import					,		
W	X	Ŷ		Budgeting	•	-				AA	
	~			Capital Planning	•	L					
	G	LOBA		Capital Tracking	•	Б					
				Contract Managem	ent 🕨						
	lac	tructione		Cost Management	•						
	1115	uccions.		Financial Planning	•		Devel 0. A set				
	Afte	er adding a		Internal Utilities	•	nev	v Dept & Acct o	codes for	the		
	Dep	ot\Acct row		Management Repo	rting 🕨	Imp	ort Folder Manag	ement Rep	orting		
	hist	orical data		Productivity	•	5	01-Load GL 12 m	onths	· ·		
				Rolling Forecast	•	5	02-Load Monthly	Stats	· • †		
				Strategy Managem	ent 🕨	5	03-Load Biweekly	/ Payroll	•		
			_			5	04-Load Provider	Detail	· ·		
						5	05-Load GL Detai	il	· ·		
						5	06-Load AP Deta	il	· ·		
						5	07-Load Material	s Issues	· ·		
						5	08-Load Accrued	Receipts		► Exe	ecute
	Adn	nits				5	09-Load RevUsag	je	· ·	🗊 Ed	it 🖓
	Disc	harges				5	10-Load Employe	e Master	•	× De	lete
	Pati	entDays				5	11-Dimension CD	DMCODE Up	date 🕨		
	Tota	alVisits				5	12-Service_Line_l	mport	- •		
		· · ·									

2. In the Execute Import: 08-Load Accrued Receipts dialog, click Execute.

Execute Import 08-Load Accrued Receipts			
Execute Options	Description		
Allow pauses Preview only			
 Ignore lookup and key errors Aggregate rows on final save 			
Execute Stop Status	: not started		

3. In the Variables dialog, do the following, and click OK:

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
YearMonth: Select GLPeriod	In the drop-down, select the GLPeriod to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

Summarizing CDM statistics to financial

To use your Charge Master (CDMCODE) to create your statistics, we offer a save-to-database utility that summarizes the Inpatient and Outpatient volumes in the RevUsage database (ACT_RU_20XX) into statistic accounts that can be stored in the Financial database (ACT20XX). For this utility to work, your Kaufman Hall consultant will help you design your CDMCODE table during the implementation process. For more information, see Setting up CDM Summarization.

To summarize CDM statistics to financial:

- To run this Save to Database utility, navigate to In the ExplorerExplorer task pane, in the Libraries section, click the Reports Library > Management Reporting Utilities > RevUsage folder, and double-click Summarize CDM Statistics.
- 2. In the drop down box in cell M19, select whether you are running the process for Current Year or Last Year.

Summo	arization of CDA	(Current Year					
						RVU Adj Volume		
CDMCode	Description	RVU	StatAcct	De	pt	July	August	September
				De	pt	2013	2013	2013
IP Statistics								
C2614010150	ER Level I <2Hr		1.00	212	26140	5	5	6
C2614010151	ER Level I >2Hr		1.00	212	26140	0	0	0
C2614010152	ER Level II <2Hr		1.00	212	26140	9	9	9
C2614010153	ER Level II >2Hr		1.50	212	26140	1.5	1.5	1.5
C2614010154	ER Level III <2Hr		1.00	212	26140	38	37	39
C2614010155	ER Level III > 2Hr		2.00	212	26140	158	154	162
C2614010156	ER Level IV <2Hr		1.50	212	26140	96	94.5	99
C2614010157	ER Level IV >2Hr		2.50	212	26140	1197.5	1165	1220
C2614010158	ER Level V <2Hr		2.00	212	26140	4	4	4
C2614010159	ER Level V >2Hr		2.50	212	26140	72.5	70	72.5
OP Statistics								
C2614010150	ER Level I <2Hr		1.00	212	26140	550	544	516
C2614010151	ER Level I >2Hr		1.00	212	26140	3	3	3
C2614010152	ER Level II <2Hr		1.00	212	26140	519	513	486
C2614010153	ER Level II >2Hr		1.50	212	26140	16.5	16.5	15
C2614010154	ER Level III <2Hr		1.00	212	26140	843	833	790
C2614010155	ER Level III > 2Hr		2.00	212	26140	380	376	356
C2614010156	ER Level IV <2Hr		1.50	212	26140	192	190.5	180
C2614010157	ER Level IV >2Hr		2.50	212	26140	1092.5	1080	1025
C2614010158	FR Level V <2Hr		2.00	212	26140	0	0	0

3. Refresh the data by doing one of the following:

• In the Main ribbon tab, click Refresh Data.



• Press F9.

TIP: After you initially configure the CDM settings, we recommend that you test with just one department before running this utility for all departments. You can do this by filtering the report for a department, and then selecting "Refresh Data" to see the results of the summarization. You can also use the Quick Filter from the Main ribbon tab to limit the data set to review. Once you are comfortable with your coding, remove the filter, and from the Main ribbon, click Saveb.

4. In the File Processing task pane, click Process file.

KHA Assistant



NOTE: You do not need to run this utility using Multipass unless you are a large health system and are noting performance issues when previously running.

The report calculates monthly volume multiplied by the RVU for all statistics listed as KeyStat ="Yes" in the CDMCODE dimension.

TIP: The system populates the key departmental statistics into the ACT20XX table, which are available to view in Open in Spreadsheet mode or by running any standard KHA report that contains key departmental statistics.

Resolving import validation errors

If the import experiences import validation errors, you can view them in two places in the system: a separate CSV file and the Execution log area of the Execute Import dialog, as shown in Step 8 of Loading GL12 Month data.

The CSV file is located in Explorer in the Imports Library > Management Reporting > Import Errors folder.



The CSV file shows you which rows of data were invalid within the context of the import data. This error file includes the following:

- Look up validation errors from Kaufman Hall's Software's built-in validation against lookup columns.
- Validation errors from any Custom Data Validation steps in the transforms.
- Key validation errors such as blank keys or duplicate keys.

You can also open the file from the Execute Import dialog by clicking the link the Status area. The status displays either "failed" or "warning," followed by "click here to open errors in a spreadsheet." The status type depends on whether the option to Ignore lookup and key errors is selected.

Import Wizard

Na	me 01-Load GL 12 months
C.	Vera Variables Manning Transforms Everyta
-	orce variables mapping manphing concerned
	Execute Options Description
	Allow pauses
	Preview only
	Ignore lookup and key errors
	✓ Aggregate rows on final save
1	Execute Stop Status: X failed, click here to open errors in a spreadsheet
Ē	xecution log:
l i	9:27:38 AM Imported data into dbo.tmp1059_27402
	9:27:38 AM Transforms 9:27:38 AM Transform I. Disabled
	9:27:38 AM Transform 2: Update dbo.tmp1059_27402 Set ACCT=GLAcct*1
	9:27:38 AM Transform 3: Disabled 9:27:38 AM Transform 4: Undate dho tmo1059 27402 Set Type='RS'
	9:27:38 AM Transform 5: Update temp column(Type, ACCT.Statement, ACCT=ACCT,)
	9:27:38 AM Transform 6: Update dbo.tmp1059_27402 Set DEPT=ENTITY*10000+GLDept
	9:27:38 AM Transform 5: Update deb.cmp1059_27402 Set Accredit, ACCTACCT + 65
	9:27:38 AM Transform 9: Update dbo.tmp1059_27402 Set
	שיטה ו-שיטה ו, מונד-מונד-מונד, מונצ-מונג, מונא-מונא, מונא-מונא, מונא-מונא-מונא, מונא-מונא, מונא-מונא, מונא-מונא Where Templa'C'
	9:27:39 AM Transform 10: Update dbo.tmp1059_27402 Set amt12=amt12+(BegBal+amt1+amt2+amt3+amt4+amt5+amt6+amt7+amt
	+amt2+amt3+amt4+amt5+amt0+amt(+amt0+amt10),amt100+amt10+amt0+amt0+amt1+amt1+amt2+amt3+amt4+amt5+amt0+amt0+amt0+ +amt6+amt7+amt8),amt8=amt8+(BeoBa)+amt1+amt2+amt3+amt4+amt5+amt6+amt7),amt7+(BeoBa)+amt1+amt1+amt2+amt4+amt3+am
	+amt5),amt5=amt5+(BegBal+amt1+ämt2+amt3+amt4),amt4=amt4+(BegBal+amt1+amt2+amt3),amt3=amt3+(BegBal+amt1+amt2),amt2
	Type= 85 9:27:39 AM Transform 11: Update dbo.tmo1059 27402 set INITIATIVEID=1
	9:27:39 AM Transform 12: Pre-save validate()
	9:27:39 AM Dronging temporary table dust tmo1059 27402
	9:27:40 AM Finished import '01-Load GL 12 months'
	Lookup error: row 1. Invalid Dimension DEPT (946346)
	Lookup error: row 2. Invalid Dimension DEPT (1046346)
	Import Failed: Save errors occurred during import

Each execution of an import that results in a lookup error generates a unique error file (differentiated by a date/time stamp). These error files are not automatically deleted; you must manually delete them when you finish investigating the error.

The CSV file contains the import data, followed by one or more validation columns. Validation columns are labeled as follows:

- LookupColumnName Lookup Error column Contains lookup and key validation messages. For example, Acct Lookup Error"\ when looking up against the ACCT column.
- AXTRANSFORM_StepNumber column Contains Custom Data Validation messages where StepNumber is the number of the associated transformation step. For example, AXTRANSFORM_5 when the associated transform is step 5 in the list.

If there are errors (most commonly new codes in Dimensions), add those codes to dimensions, and rerun the import.

Reconciling data

After importing and loading the data, you need to reconcile it to make sure it enters the system correctly before starting the budget process. We recommend that you perform these actions on a biweekly and monthly bases.

The following topics provide instructions on running the required reconciliation reports. These are the same reports you will run to create and reconcile your monthly reports.

IMPORTANT: You must load and reconcile data *before* you start building and processing plan files.

Run these imports and utilities in the following order to load your data into the system:

- 1. Reconcile Income Statement Use this report to review the Income Statement totals by FSDetail category for the current period and year-to-date compared to budget and prior year.
- Reconcile GL to GL Transactions If you load sub-ledger detail, such as Accounts Payable (AP), Accrued Receipts (AR), Materials Management (MM), and Journal Entries (JE), we have a reconciliation utility that ties the sub-ledger data back to the General Ledger data (ACT20XX). This report confirms that the data loaded to the GL matches the data loaded to the Journal Entry (JE) detail. It also compares the JE detail to AP, MM, and AR transactions to make sure the data balances.
- 3. Reconcile GL to RevUsage Use this report to reconcile GL revenue data in the Financial tables to the Revenue and Usage data imported into the database on a monthly and year-to-date basis. The desired result for this report is to show a zero variance.
- 4. Monthly RevUsage Reconciliations (For CDM template licensed users only) After all revenue and usage data is loaded, run the Monthly RevUsage Reconciliation. This report shows the IPVolume, IPRevenue, OPVolume, and OPRvenue by department for each month.
- 5. Biweekly Payroll Reconciliation Run this report after loading the biweekly payroll data to validate totals for the dollars, hours, and statistics from the import file.

Working with Dimensions

Dimensions are the key index fields for the tables in the Axiom Budgeting 2019.3 database. All data in the system will be associated with one or more dimensions.

A few examples of dimensions used in Axiom Budgeting 2019.3 include:

Each dimension has multiple fields. The fields within dimensions tables are typically referred to as columns. Field/column names are expressed as *tablename.fieldname*.

When Axiom Budgeting 2019.3 is first implemented, your Kaufman Hall Implementation Consultant helps you configure the dimension tables to reflect the structure of your organization (departments, entities, accounts, and so on). Subsequently, you may need to edit dimensions in order to add new departments, accounts, positions, pay types or other items to the database.

Working with the Dimension Maintenance utility

Your organization may use multiple distinct Entity Management branches within your structure to help manage your Axiom Software products. It might be the responsibility of each local product administrator to maintain their own elements within dimensions for each Axiom Software product that your organization is licensed for. Additionally, and ideally, each administrator should not be able to modify elements outside of their area, otherwise, reports and processes could be negatively impacted.

The Dimension Maintenance utility allows the administrator for a local branch to manage only grouping columns within a dimension and limits this dimension to only the elements that the administrator has access to.

IMPORTANT: Version 2017.1 and higher includes a variety of security changes to enable this tool. The dimension tables have been restricted to read-only access until the system administrator configures a user for dimension maintenance security. For more information, see Editing the security rights for a user.

The Dimension Maintenance utility allows administrators to:

- Have multi-user and filtered access to key universal dimensions.
- Restrict dimension grouping column maintenance to specified product grouping columns.
- Create dimension grouping columns, and assign them to products.
- Add new records and update all validated grouping columns, even when they are outside of that product range.
- Create dimension grouping columns that automatically display in an organized manner.

To enable the Dimension Maintenance functionality described above, the following features were created:

- In the Edit Data Structure mode, administrators can manage grouping columns using datasets.
- In the Dimension Maintenance utility, depending on their roles, users can select the products and dimensions to maintain.
- Using the security feature in the Dimension Maintenance utility, for each product, administrators can quickly assign write filters to those users who have an administrator role assigned to them.

The following table represents which dimensions are part of each product. A check mark means users can access the dimension using the Dimension Maintenance utility, but the records each user can edit depends on the security filter applied to each.

	Management Reporting Admin	Budgeting Admin	Rolling Forecast Admin	Capital Planning Admin	Capital Tracking Admin	Cost Management Admin	Costing Admin	DSS Admin	Financial Plan Admin
ACCT	4	4	4			4	4		4
CDMCode	4	4					1	4	
COSTCAT							4	4	
COSTITEM							-	4	
COSTMETHOD							1		
COSTPOOL							1	1	
СРТ	4	4					4	1	
DATATYPE	4	4							
DEPT	4	4	4	1	1	4	4	1	1
ENTITY	4	4	4	4	4	4	4	4	4
FINCLASS	4	4						4	
ICATEGORY						4			
INSPLAN							4	4	
IRESULTS						4			
ITYPE						4			
JOBCODE	4	4				4	4		1
LOCATION	4	4					4	4	
METRICID						4			
PAYTYPE	4	4				4	4		
PROVIDER	4	4					4	4	
REVCODE							4	4	
RFCODE			4						1
RFGROUP			4						1
YRMO							-	4	

The following dimension tables are not affected by this update and are not part of the Dimension Maintenance utility. Each of these dimensions retain:

- Full edit rights, per authorized user.
- Ability for direct table edit.
- Leverage existing edit tools as you have used in the past.

CalDate
CAPACCT
CODE
CPREQ Identity
CTReq
GLPeriod
GlobalSet
INITIATIVEID
MODEL
NODE
NODE_TYPE
PAYOR
POTrans
RFID
SCENARIO
Vendor

IMPORTANT: Because Axiom Budgeting and Performance Reporting uses CDMCODE, GLPERIOD, and INITIATIVEID dimension tables, which are not included as part of the Dimension Maintenance Utility, you will need to access these dimensions in the **Budget System Maintenance > View Dimension Tables** area of the **Bud Admin** task pane or from the **Explorer** task pane.

Configuring the Dimension Maintenance utility

To configure the Dimension Maintenance utility, do the following:

- 1. Configure the utility to assign any custom dimension grouping column to their respective products. For more information, see Assigning an existing grouping column to a dataset (product).
- Configure the security for each administrator user in the utility. You must apply a dimension filter to any member that you want to have edit rights. If NotConfigured displays, then the user does have edit ability. A filter grants users edit abilities for those records within the assigned filter. For more information, see Editing the security rights for a user.
- 3. Review and test the Dimension Maintenance utility.

Editing the security rights for a user

You can only access the security management feature of the Dimension Maintenance utility if you are assigned the security administrator role.

With Dimension Maintenance - Security, you can set in bulk the security rights for all users assigned a product administrator role for all dimensions for a specific dataset (product).

NOTE: If a user is assigned as an administrator for a product and as a user for another product, the user can only access the tables for the product they are administrator of. For example, if a user is a product administrator for Axiom Cost Accounting and a user for Axiom Budgeting and Performance Reporting, the user would only be able to edit the dimensions for Axiom Cost Accounting.

IMPORTANT: For a user (with a product administrator role) to edit a dimension, you must first assign them security rights using this utility.

To edit the security rights for a user:

- 1. From the Explorer task pane, in the Reports Library section, select System Files > Dimension Maintenance, and double-click Dimension Maintenance Security.
 - 🔹 🕌 System Files
 - BudgetIncomeSummary Drills
 - 🕨 뷀 CostDrills
 - Dimension Maintenance
 Dimension Maintenance
 Dimension Maintenance -Security
- 2. In the Select a Product drop-down, select the product to display the respective product administrators, and click OK.

€	Refresh Variables	×	<
[Select a Product]
		~	
	BP - Budget Planning		í.
	Cost - Cost Accounting		
	CP - Capital Planning		
_	CT - Capital Tracking		
	DSS - Decision Support		
	FP - Financial Planning		
	PR - Performance Reporting		
	RF - Rolling Forecast		

3. Select a user, and do one of the following:

IMPORTANT: If **NotConfigured** displays in the cell, then the user does not have edit rights. For full edit access on numeric dimensions, enter >= 0, for example Acct > 0.

То	Then
Use the filter	a. Right-click the cell to edit.
wizard to specify the security	b. Select Axiom Wizards > Filter Wizards.
rights	 c. Use the Filter Wizard to select and specify the security rights for a product administrator. For more information on using the Filter Wizard, do the following: On the Main ribbon tab, click Help. ii. In the left navigation pane, click Reference > Filters > Filter Wizard.
Enter the security rights manually	Click in a cell, and type the rights.

In the following example, Angela is not authorized to edit the ACCT dimension. She can, however, edit the DEPT dimension records for departments that belong to Entity 2.

Home	Dimension Main	ntenance -Security (R/O)	X				
∎ Mainte	nance - S	ecurity	NOTE: If NotConfigured displays in the cel access on numeric dimensions, enter >=0,	l, then the user doe for example Acct > (s not have edit rights. For f).	ulledit	
On	←						
DataSet filter : Tak	oleName IN ('Dept','AC	CCT','JOBCODE','PAYTYPE',	'CDMCode', 'COSTCAT', 'COSTITEM', 'COSTMET	HOD','COSTPOOL','C	PT', 'ENTITY', 'INSPLAN', 'LOC	CATION', 'PROVIDER', 'REVCODE', 'Y	RMO')
Set Save Enable	d to 'On' if you war	nt to save the updated v	alues to the security settings				
LoginName	First Name	Last Name	Email-Address	IsEnabled	IsAdmin	ACCT	
Adebruhl	Andy	Debruhl	Adebruhl@kaufmanhall.com	TRUE	TRUE	NotConfigured	1
admin	Admin	Admin	admin@axiomepm.com	TRUE	TRUE	NotConfigured	I

4. In the **Maintenance - Security** table, at the top of the utility, **On** indicates saving will post changes to the database.



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-

NOTE: The ability to save is initially enabled (On). Clicking **Save** on the **Main** ribbon tab posts any changes to the database.

5. In the Main ribbon tab, click Save.

Assigning an existing grouping column to a dataset (product)

You can associate each grouping column you create with multiple licensed products. The assignment determines which product each column gets displayed under within the Data Maintenance utility.

NOTE: You can only perform assignments for custom columns that your organization has added. We recommend that you do not change the assignments of any standard columns included with the product.

IMPORTANT: Make sure to define a default value entry for the column. To do this, complete steps 1-8 of Creating a grouping column.

To assign an existing dimension grouping column to a dataset (product):

1. From the Explorer task pane, in the Libraries section, click Table Library > !Dimensions.

Libraries	^
 Reports Library 	
Table Library	
🗸 🗁 !Dimensions	
Validation Tables	
ACCT	

2. Right-click a dimension, and select Edit table structure.



- 3. In the Edit Table dialog, click the Columns tab.
- 4. In the list of columns, select a column to assign, and click the Assign Column to Data Sets button.

0	Edit Table						
E	dit the columns contained in ta	able C(DSTCAT.				
General Table Properties Columns Aliases Sequences Calculated Fields							
	• • 🗙 • • 🕅 🗲	-					
[COSTCAT	1	Column Name	COSTCAT		-	
	Description		Description				
	ShortDescription		Data Type	String			
	Max String Length 15						
DisplayOrder			Key Column	True			
	COSTPOOL		Lookup Column			- 1	
	DirectElse						

5. In the **Data Set Assignment** dialog, in the list of data sets (products) that have predefined for you, select the checkbox next to the products to assign this grouping column to, and click **OK**.

NOTE: The list that displays will vary depending on the Axiom Healthcare Suite products you are licensed to use.

Data Set Assignment	?	\times
Column Name: COSTCAT.COSTCAT		
FP FP		
BP		
RF		
Cost		
СМ		
СР		
DSS		
General		
🗆 ст		
D PR		
ОК	Can	cel

Product	Product Node
Budget Planning	BP
Financial Planning	FP
Rolling Forecast	RF
Cost Accounting	Cost
Cost Management	СМ
Capital Planning	СР
Decision Support	DSS
Capital Tracking	СТ
Performance Reporting	PR
Available to all related products	General

General Table Properties Columns	Aliases Sequences Calcul	ated Fields			
+ - 🗙 + 🗣 📳					
V ACCT	Column Name	ACCT			
Description	Description	Account Number			
Credit	Data Type	Integer			
Statement	Key Column	True			
Statement	Lookup Column				
Туре	Hierarchy Display Name				
FSSummary	Product Data Sets	FP,BP,RF,Cost,CM,CP,DSS,Gene			
FSDetail	Is Filter Column	True			
FSPayor	Describes Key	False			
FSProvider	Column Classification	Default (Dimension)			

After you select the products, they display in the Edit Table dialog in the Product Data Sets field.

6. In the Edit Table dialog, click OK.

Managing dimensions

After you configure the Dimension Maintenance utility and set the security rights for the appropriate users, they can access the utility from the Administrator task pane to manage and configure dimensions. The products and dimensions a user can access will vary depending on their role. As an administrator, you can select all of the Axiom Software products.

Creating a grouping column

Some dimension tables include grouping columns that allow data associated with those records to share common settings or be rolled up into larger groups for calculation or reporting purposes.

NOTE: If you created a custom grouping column in Axiom Budgeting version 2016.4 or earlier, you need to assign it to a data set (product). For instructions, see Assigning an existing grouping column to a dataset (product).

Here are a few guidelines for naming your columns:

- Keep the descriptions of grouping columns short and simple.
- Avoid using common English words in your grouping column names, such as Interface or Union. Instead, combine words to come up with column titles such as IntGroup.
- It is good practice to fill out each grouping column for every element (table row).
- Spaces are not allowed. Use the underscore to separate upper/lower case words.
- Grouping columns cannot start with a number, but they may include a number.

To create a grouping column:

1. In the Explorer task pane, in the Libraries section, click Table Library > !Dimensions.

- 2. Right-click the dimension table to add the grouping column to, and select Edit table structure.
- 3. In the Edit Table dialog, click the Columns tab.
- 4. Above the list of column names on the left side of the tab, click the + button.
- 5. In the Column Name field, type a name for the new column.

IMPORTANT: Use only alphanumeric characters in group column labels.

- 6. In the Data Type field, click the drop-down button, and select String.
- 7. In the **Default Value** field, type a default value that displays to the user.
- 8. Click Apply.
- 9. In the list of columns, select the column you just added.
- 10. Above the list of columns, click the Assign Columns to Data Sets button.
- 11. In the **Data Set Assignment** dialog, select the checkbox for any Axiom Healthcare Suite products to add to the column to, and click **OK**.
- 12. In the Edit Table dialog, click OK.
- 13. To view the new column, in the Main ribbon tab, click Refresh Data.

The new grouping column now displays in the dimension.

Editing a dimension

The Dimension Maintenance utility allows you to edit the grouping columns for one or more products, but the product options available to you depend on the role assigned to you. Axiom Financial Planning administrators have rights to Financial Planning dimensions, Axiom Capital Planning and Capital Tracking administrators have rights to Capital dimensions, and so on.

TIP: You never edit database tables directly in the database. Instead, data is pulled into spreadsheets, where you can edit the data and then subsequently save it back to the database.

The columns that display depend on what products each column is assigned to using the Data Set Assignment.

When editing dimensions, keep in mind the following:

- The products you select determine the columns you can view.
- The dimension you select determines the table you can edit.
- Your role determines the records you can edit.

Some dimensions are not included in the Dimension Maintenance utility. You can continue to access and modify these dimensions from the Axiom product's Admin task pane, as usual. If the dimension you open displays as read-only, this means that you need to use the Dimension Maintenance utility to

modify it. For example, in Axiom Budgeting, when you open the DEPT dimension from **Bud Admin task pane > Budget System Maintenance > View Dimension Tables**, the tab displays DEPT R/O. Though you can view the dimension, you need to use the Dimension Maintenance utility to edit it. On the other hand, if you open the INITIATIVEID dimension, the tab does not display R/O. This means that you can modify the dimension as usual. This is because the INITIATIVEID table is not included in the list of tables that are maintained via the Dimension Maintenance utility. For a list of dimensions not included in the Dimension Maintenance utility, see the Overview section.

👌 KH Home		I JOBCODE (R/O)		DDE (R/O)	INITIATIVEID ×			
	А	В	(С	D	E	F	G
-2								
4		Data Typ	е		Integer	String	String	String
5	String Length		ngth			50	20	25

IMPORTANT: Edit dimension data with extreme care, as any errors introduced could cause problems throughout the system. Do not modify fields not described in Axiom documentation.

After you select the product(s) and dimension to edit, the Dimension Maintenance utility refreshes itself and displays the different products and the columns that belong to them for the dimension. As seen in the following example, the columns display in groups.

TIP: It is not always necessary to populate every field. Enter as much information in the dimension table as you have available.

Maintenance Dimension : PAYTYPE											
DataSet filter : (Dat	aSetname IN ('General','BP') OR DataSetName = '')										
(*) the column is duplicate. Only the first instance will be saved back		General	General					BP			
ΡΑΥΤΥΡΕ	Description	PaySummary	Ð	PayDetail	¢	FTE	Ð	Empl_Detail	ð	KHAInt	
P0001	Regular	Prod		Regular	\bigcirc	Yes	\bigcirc	Z_Employee	2	JobCode	
P0004	Paid Time Off	NonProd	0	NonProd	\sim	Yes	\simeq	Z_Employee (2	JobCode	
P0006	Sick Pay	NonProd		NonProd	\bigcirc	Yes	\bigcirc	Z_Employee	2	JobCode	
P0008	Jury Duty	NonProd	0	NonProd	\sim	Yes	\sim	Z_Employee (2	JobCode	
P0009	Education	Prod	0	Regular	\bigcirc	Yes	\bigcirc	Z_Employee (2	JobCode	
P0011	Payroll Adjustments	Prod	0	Regular	\sim	Yes	\simeq	Z_Employee (2	JobCode	
P0014	Personal Development	Prod	0	Regular	\bigcirc	Yes	\bigcirc	Z_Employee (2	JobCode	
P0015	Med Tech Pay	Prod	0	Regular	\sim	Yes	\sim	Z_Employee (2	JobCode	
P0016	Extra Shift	Other	0	Other	\sim	No	\bigcirc	Z_Employee (2	Dollars	
P0019	Education	Prod	0	Regular	\sim	Yes	\sim	Z_Employee (2	JobCode	
P0020	Call Pay	Other	0	Other	\sim	No	\sim	Z_Employee (2	Dept	
P0022	Call-Back	Prod	0	Overtime	\sim	Yes	\sim	Z_Employee (2	JobCode	
P0024	Sick Pay	NonProd	0	NonProd	\sim	Yes	\bigcirc	Z_Employee	2	JobCode	
P0028	PDO Cash-In	Other	0	Other	\sim	No	\sim	Z_Employee (2	NA	
P0030	Additional Pay	Other	0	Other	\sim	No	\bigcirc	Z_Employee (2	Dept	
P0031	Retroactive Pay	Prod	0	Regular	\bigcirc	Yes	\bigcirc	Z_Employee	2	JobCode	
P0035	Hol/Fit Pool Bonus	Prod	0	Regular	\sim	No	\sim	Z_Employee (2	Dollars	
P0037	Suppl Staff-Hourly	Prod		Regular	\bigcirc	Yes	\bigcirc	Z_Employee	2	JobCode	
P0039	Additional Pay	Other	0	Other	\sim	No	\sim	Z_Employee (2	Dollars	
P0050	Recognition Pay	Other	0	Other	\bigcirc	No	\bigcirc	Z_Employee (2	Dollars	
P0051	Sign On Bonus	Other	0	Other	\sim	No	\simeq	Z_Employee (2	Dollars	
P0054	Incentive Pay	Other	0	Other	0	No	\bigcirc	Z_Employee	2	Dollars	

In the blue cells, you can do the following:

• Choose from a list of validated values by double-clicking the folder in the column next to the grouping column.

General	
PaySummary	ð
Prod	
NonProd	

• Enter free-form values, though we recommend that you take into consideration any existing values or rules for that column.

Grouping columns tagged as General display first, as shown in the previous example. General columns are typical reference fields leveraged by multiple products. Each subsequent grouping displays based on the products you selected. Records display depending on the security assigned to you. For example, if a no write filter is assigned for that member, the dimension will return no records. For more information, see Editing the security rights for a user.

IMPORTANT: If you are not sure whether to edit a cell, contact your system administrator.

Some columns in dimensions tables are validated, allowing only certain predefined values. If you enter an invalid value, an error will occur when you save, specifying the cell so you may make a correction and save again.

The following are examples of validated columns:

- **RFCODE.RFStdLine** Used during the reporting process to identify the standard financial statement categories to use for each RFCode category. (Same as Acct.FSDetail in Axiom Management Reporting.)
- **RFCODE.RFType** Used during the forecast workbook interface process to define the categories within each model that an account or account group will be categorized into. (Similar to BudgetType in the traditional budget workbooks.)

For more information, see Adding validations.

To edit a dimension:

- 1. Launch the Dimension Maintenance Utility.
- 2. In the RF Admin task pane, in the Dimension Update section, double-click Dimension Maintenance.

I	Dimension Updates	^
	🔆 Dimension Maintenance	
Þ	퉬 Setup Review	

3. In the Cap Plan Admin task pane, in the Administration section, double-click Dimension Maintenance.

Administration

Capital Planning Drivers

Dimension Maintenance

Administrative Utilities

Administrative Utilities

Process Flow Configuration

Transfer to Capital Tracking

Build Imported Projects

4. In the Cap Track Admin task pane, in the Administration section, double-click Dimension Maintenance.



5. In the Cost Accounting Admin task pane, in the Costing Structure Maintenance section, doubleclick Dimension Maintenance.



6. In the Bud Admin task pane, in the Budget System Maintenance section, double-click Dimension Maintenance.



7. In the Main ribbon tab, click Refresh Data.
- 8. In the **Refresh Variables** dialog, do the following:
 - a. In the Select The Product To Edit drop-down, select the product.

NOTE: The list of products that display is determined by the Axiom product licenses that your organization owns.

- b. In the Select a Dimension to Edit drop-down, select the dimension, and click OK.
- 9. To retrieve a smaller subset of data, you can use the **Quick Filter** in the **Workbook Options** of the Main ribbon tab.

For detailed instructions on how to use the feature, see Applying a Quick Filter to a report.

- 10. Enter the dimension member attribute information in the appropriate cells. You can type a value in the cell free-form or select from a list of existing validated values. These are represented with a folder icon next to the grouping column. You can do one of the following to enter validated values:
 - Next to the column, double-click the folder icon. In the **Choose Value** dialog, select the value, and click **OK**.

Mainten	ance		_		_		
Dimension · PAV	TVPF						
DataSat filters (DataS	nt n n L						
(*) the column is duplica	e. Only the first instance will be saved back	General	V		¥		V
ΡΑΥΤΥΡΕ	Description	PaySummary	Ð	PayDetail	¢	FTE	Ð
P0001	Regular	Prod	0	Regular	0	Yes	ø
P0004	Paid Time Off	NonProd	\simeq	NonProd	\simeq	Yes	\simeq
P0006	Sick Pay	NonProd	0	NonProd	0	Yes	0
P0008	Jury Duty	NonProd	\simeq	NonProd	\simeq	Yes	\sim
P0009	Education	Prod	\simeq	Regular	\simeq	Yes	\simeq
P0011	Payroll Adjustments	Prod	\sim	Regular	\simeq	Yes	\simeq
P0014	Personal Development	Prod		Regular		Yes	\bigcirc
P0015	Med Tech Pay	Prod	\sim	Regular	\sim	Yes	\sim
P0016	Extra Shift	Other	\sim	Other	\sim	No	\sim
P0019	Education	Prod	\sim	Regular	\simeq	Yes	\simeq
P0020	Call Pay	Other	\sim	Other	\sim	No	\sim
P0022	Call-Back	Prod	\sim	Overtime	\sim	Yes	\sim
P0024	Sick Pay	NonProd	\simeq	NonProd	\sim	Yes	\simeq
P0028	PDO Cash-In	Other	\simeq	Other	\simeq	No	\simeq
P0030	Additional Pay	Other	\sim	Other	\simeq	No	\bigcirc

• If you have a large number of entries to make, instead of opening each folder, you can copy and paste the validated value to other cells in the same column.

Dimension : I DataSet filter : (Data (*) the column is dup	DANCE PAYTYPE ataSetname IN ('General','BP') olicate. Only the first instance will) OR DataS ! be saved ba	etName = '') ack	General	Copy validated value in cell	
ΡΑΥΤΥΡΕ	Description			PaySummar		¢
P0001	Regular			Prod		
P0004	Paid Time Off		Dects to callo	NonProd		
P0006	Sick Pay		Paste to cells	NonProd		
P0008	Jury Duty			NonProd		

IMPORTANT: Do not change the format of cells in dimensions (e.g., number, date, percentage, and so on).

11. After you finish making your changes, in the Main ribbon tab, click Save.

NOTE: If a column is missing, then it is assigned to a different dimension or not assigned. For more information, see Assigning an existing grouping column to a dataset (product).

Adding a dimension record

When you save the new dimension record, it displays in the existing table on the next utility refresh.

To add a dimension record:

- 1. Launch the Dimension Maintenance Utility.
- 2. In the RF Admin task pane, in the Dimension Update section, double-click Dimension Maintenance.



3. In the Cost Accounting Admin task pane, in the Costing Structure Maintenance section, doubleclick Dimension Maintenance.



4. In the Bud Admin task pane, in the Budget System Maintenance section, double-click Dimension Maintenance.



5. To select the product to add the new dimension record, do the following:

- a. Press F9 or in the Main ribbon tab, in the Workbook Option group, click Refresh Data.
- b. In the **Refresh Variables** dialog, from the **Select The Product To Edit** drop-down, select the Axiom Healthcare Product.
- c. From the Select a Dimension to Edit drop-down, select the dimension.
- d. Click OK.
- 6. At the bottom of the workbook, click the Add_New_Dimension tab.
- 7. You can type a value in the cell free-form or select from a list of existing validated values. These are represented with a folder icon next to the grouping column. You can do one of the following to enter validated values:
 - Next to the column, double-click the folder icon. In the **Choose Value** dialog, select the value, and click **OK**.

Add New Dimension Element Dimension : PAYTYPE DataSet filter : (DataSetname IN (General', BP) OR DataSetName = '') (') the column is durinote. only the first instructive will be sined back		(mark)	↓		
Save ? PAYTY	PE Description	PaySummary	🖆 PayDetail	C FTE	ß
No					0
No					
No					

• If you have a large number of entries to make, instead of opening each folder, you can copy and paste the validated value to other cells in the same column.

Add Dimensio DataSet filter (*) the column	New Dimens n : PAYTYPE r : (DataSetname IN ('General', is duplicate. Only the first instance	BP') OR DataS e will be saved bo	ement etName = ")	General	Copy validated value in cell	
Save? PAY	TYPE De	scription		PaySummary		Þ
No				Friday		\simeq
No		(Friday		Ø
No			Paste to cells	Friday		\bigcirc
No				Friday		\simeq
No				Friday		\bigcirc
No				Friday		Ø

8. For each record to create, in the Save? cell, click the drop-down box, and select Yes.

If you do not select Yes, the **Save**? cell for the new dimension displays No with a red background as a reminder that you need to save your changes. If you do not save your changes, the default values you enter will not display. If you leave the values unpopulated, the system will populate the defaults using those defined in the column properties in the dimension table.

Ad	Add New Dimension Element					
Dime	Dimension : PAYTYPE					
DataSe (*) the co	t filter : (DataSetname IN ('Gen olumn is duplicate. Only the first ins	eral','BP') OR DataSetName = '') tance will be saved back				
Save ?	РАҮТҮРЕ	Description				
Save ?	РАҮТҮРЕ	Description				
Save ?	PAYTYPE PayDate	Description				

9. In the Main ribbon tab, click Save.

No

Upon Save, the new record posts to the database and the utility refreshes, moving the newly saved record to the **Dimension Maintenance** tab.

IMPORTANT: When adding new records, the field used as that user's security filter must be completed and within their filter before it will save successfully. If it is not, the system displays a message that you cannot post this record to the database because it is outside of your write filter. For example, if a security administrator using the Dimension Maintenance Security provides a filter for Angela to grant her edit rights to the Department dimension for Entity =2, then Angela must enter 2 in the Entity column before saving. For more information about setting up security for the Dimension Maintenance utility, see Editing the security rights for a user.

Best practices for setting up the ACCT dimension and statistics

The ACCT dimension contains records for each account in the General Ledger (GL) of your organization, which includes balance sheet, income statement, hours, and statistics accounts. This topic focuses on best practices for statistics and hours accounts in Axiom Budgeting and Performance Reporting.

Overview

You can easily configure Axiom Budgeting and Performance Reporting system to use two types of statistics:

• Key Statistic (ACCT.Type is KeyStat)

- For revenue producing departments, we recommend that you use a Key Statistic that is the most directly connected to the resulting revenue.
 - Inpatient Care Areas Patient days
 - Surgical Care Services Operating Cases or Operating Minutes
 - Outpatient Care Areas Visits, Encounters, Procedures, or Cases

- For non-revenue producing departments, we recommend that you use a Key Statistic that is the most directly connected to the activity of those operations.
 - Housekeeping Square footage
 - IT Number of Devices
 - Other Overhead Areas Adjusted Patient Days
- Non-key Statistics (ACCT.Type is Statistic)
 - Non-key statistics are statistics captured by the department for reporting purposes but are not a primary driver of revenue and expenses. For example, a Labor and Delivery department may track procedures, but Deliveries is the designated key statistic as it is most directly connected to revenue and expense.

Designing the statistic account structure

We recommend creating a statistic account structure to include the following categories of Key Statistics:

- Inpatient Statistics (KeyIP) Used for hospital-billed patient revenue producing departments. These statistics drive inpatient revenue calculations. If an individual department contains multiple key statistic categories, the sum of KeyIP, KeyOP, and KeyOth will drive variable expense calculations.
- **Outpatient Statistics (KeyOP)** Used for hospital-billed patient revenue producing departments. These statistics drive outpatient revenue calculations. If an individual department contains multiple key statistic categories, the sum of KeyIP, KeyOP, and KeyOth will drive variable expense calculations.
- Key Other Statistics (KeyOth) This category serves a different purpose depending on department type. For physician-billed patient revenue producing departments, these statistics drive other patient revenue calculations. If an individual department contains multiple key statistic categories, the sum of KeyIP, KeyOP, and KeyOth will drive variable expense calculations. For non-revenue producing departments, this statistical category drives expenses.

A similar approach should be also considered for Non-Key Statistics:

- Inpatient Non-Key Statistics Used for revenue producing departments. These statistics do not drive inpatient revenue calculations, but they may be included for tracking purposes and other reporting requirements.
- **Outpatient Non-Key Statistics** Used for revenue producing departments. Tese statistics do not drive outpatient revenue but may be included for tracking purposes and other reporting requirements.
- Other Non-Key Statistics Can be used for both revenue and non-revenue producing departments. These statistics do not drive expenses and may be included for tracking purposes and other reporting requirements.

Other considerations

Many organizations track summarized statistic values such as Total Patient Days, Total Discharges, or Adjusted Discharges. In some cases, these are tracked in a single department, such as "Facility Statistics" or an administrative department. In other cases, the summarized statistic values are tracked in multiple departments. For example, the key statistic for a Nursing Administration department may be Total Patient Days and the key statistic for an Education department is also Total Patient Days. You should also consider GL account numbers that enable easy identification of facility statistics versus those used for department statistics.

Units of Time (Hours) accounts

When considering Units of Time accounts, your account structure can be easily established based on salary accounts. You may also want to capture hours by job classification.

TIP: If you do not currently track hours in your GL, we recommend prefixing the GL salary account with a "9" to allow you to track hours with the related salaries.

NOTE: If payroll hours are not coming through your GL Import, you can now move your hours from the Payroll12 data tables created from the previous process to your Financial tables by running the Monthly to GL Accrual utility.

To determine Units of Time, first identify whether or not hours are included in your FTE calculations:

- Productive Hours
 - Units of Time easily defined
 - Regular
 - Overtime
 - Agency
 - More difficult to define
 - Education
 - Orientation
 - Call-Back
 - Call-Pay
 - Treatment of premium pay
 - Differentials
 - Call Pay
 - Incentive Pay

- Non-Productive Hours
 - Units of Time easily defined
 - PTO
 - Sick
 - Bereavement
 - More difficult to define
 - Education
 - Orientation
 - Jury Duty

Stat account example

constants a	5			
Statistic Account	Examples			
Acct Tuno				
Acct Type Statictic	8		_	
Manhours	0 9			
Kov Statistic	,			
Key Innationt	10		_	
Key Autostient	20			
Key Other	20			
Non-Key Statistic				
Key Innatient	40 .			
Key Outpatient	50			
Kou Othor	60		Con	nnononts of a statistic account
Key Outer	uo las)		COL	iponents of a statistic account
Units of Measure (Examp	nes)			
Patient Days (Departmen Dischormor	100			
Distriarges	100			
Deliveries	130			
Observation Users	140			
Visite	140			
visits Descoduras	200		_	
Froceoures Loundor Dounde	405			
Source Footboo	403			
Johane Lootage	410			
Acco	unt Structure Exam	nle	Account Number	Account Description
1000	Indicates Key and	pic	Account Number	Account Description
	Innatient Outnatient			
Indicates Stat Acct	Other	Statistic		
	0			
8	10	300	└→ 810300	Inpatient Procedures (Key)
я	20	300	820300	Outpetions Dependence (Kow)
	20	500	020500	outpatient modeunies (key)
8	30	300	830300	Total Procedures (Key) ¹⁴
(2) in some cases procedu	ires my not be tracked as	Inpatient or Outpatient.	In this case, we use "Other" as the	Key Stat Type.
	Indicates Non-Key and			
	Inpatient,Outpatient,			
Indicates Stat Acct	Other	Statistic		
1	1	1		
g	10	300		lan ations from a dense (blan Kaul
a	-+0	500	- 040300	inpatient Procedures (Non-Key)
8	50	300	850300	Outpatient Procedures (Non-Key)
g	60	300	860300	T
		500		rotal Procedures (Non-Key)(2)
(2) In some cases procedu	ires my not be tracked as	Inpatient or Outpatient.	In this case, we use "Other" as the	Non-Key Stat Type.
Hours Account Ex	amples			

Units of Time (Examples)		Salary Accounts	
Hours - Regular	960100	Regular Wages	60100
Hours - Overtime	960110	Overtime Wages	60110
Hours - Non-Productive	960120	Non-Productive Wages	60120
Hours - Physician	960200 ¹ 11	Physician Wages	60200
Hours - MidLevel	960300 ^[1]	MidLevel Wages	60300
Hours - Contract Labor	960600 [1]	Contract Labor Expense	60600

(1) Hours accounts correspond to Salary and Wage Accounts. Kaufman Hall recommends prefixing the salaries account with "9" for simplicity.

Account Structure Ex	ample	Account Number	Account Description
Indicates Hours Acct	Salary Account		
	I		
9	60100	960100	Regular Hours
9	60110	960110	Overtime Hours
9	60120	960120	Non-Productive Hours
Setup Guide			Axiom Budgeting 81

Department Statistic Examples	Inpatient	Outpatient	Labor Statistic
Administrative Services			
			Adjusted Discharges
			Worked Davs
			Total Admissions
			Total Patient Days
			Formilaac
			Adjusted Dationt Daws
Human Resources			Aujusteu Patient Days
			Total FTES
			Total Employees
			Adjusted Discharges
			Instructional Hours
Patient Acces & Billing			
	Admissions	Registrations	Admissions & Registrations
			Claims Processed
Clinics			
	Worked RVUs	Worked RVUs	Worked RVUs
	Total RVUS	Total RVUS	Total RVUS
	Visits	Visits	Visits
	Encounters	Encounters	Encounters
Diagnostic Imaging			
	Inpatient Procedures	Outpatient Procedures	Procedures
	Inpatient RVUs	Outpatient RVUs	Total RVUs
Emergency Services			
	Inpatient ED Visits	Outpatient ED Visits	ED Visits
	Level 1 Visits	Level 1 Visits	Level 1 Visits
	Level 2 Visits	Level 2 Visits	Level 2 Visits
	Level 3 Visits	Level 3 Visits	Level 3 Visits
	Level 4 Visits	Level 4 Visits	Level 4 Visits
	Level 5Visits	Level SVisits	Level SVisits
Home Health and Hosnice			
nome neural and nospice			Home Care Visits
			Home Care Patient Dave
Laboratory Services			TRATE Care Fallen Days
Laboratory Services	Innations Billod Tacts	Outpatiant Billed Texts	Billod Torte
	Inpatient Dread and	Outpatient Dineu Tests	Total Desoderer
Nursing Units	inpatient Procedures	oupatient Procedures	TOLAI PIOLEUGIES
Nursing Units	Inputions Down	Observation Down	For itealout Bationt Dawn
Labor & Dalivani	inpatient Days	Observation Days	Equivalent Patient Days
Labor & Delivery	Deliverate -		D-lii
	Deliveries		Deriveries
	inpatient Days	Observation Days	
Renabilitation Services		0.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1	
	inpatient Bros		Billed Time Units (BTUS)
	inpatient kvus	Outpatient kvOs	lotai kvus
Respiratory Care			
	Inpatient CATS	Outpatient CATS	Clinical Activity Time Standards (CATS)
	Inpatient Procedures	Outpatient Procedures	Total Procedures
Surgical Services			
	Inpatient Cases	Outpatient Cases	
	Inpatient Minutes	Outpatient Minutes	Minutes
Support Services			
			Laundry Pounds
			Square Feet
			Meals Served
			Worked Days
			Calendar Days
			Items Processed
Transport Services			
			Transports

Flight Hours

Working with dimensions

Dimensions are key fields in each data table. Each dimension has its own table that includes a series of attributes (columns) for each element that further defines the dimension. These columns are leveraged throughout various Axiom Healthcare Suite products in reports, planning processes, and plan file configurations. Many dimensions, such as DEPT, are shared between various products.

When Axiom Healthcare Suite products are first implemented, a Kaufman Hall Implementation Consultant helps you configure the dimension tables to reflect the organizational structure such as departments, entities, accounts, and so on. Subsequently, editing dimensions to add new departments, accounts, positions, pay types, or other items to the database is part of your routine system maintenance.

IMPORTANT: Because many dimensions are shared across multiple Axiom Healthcare Suite products, do not delete a grouping column or modify entries in the dimension tables without consulting the administrators for the other applications.

Some columns in dimension tables are validated. This means they only allow certain predefined values that are contained in validation system table. If you enter an invalid value, an error occurs when you save, specifying the cell so you can correct it and save again using a corrected entry.

Examples of validated columns include:

- ACCT.Credit Identifies which accounts should have their signs reversed during an import.
- PAYTYPE.CM_PayCategory Defines which summary pay category to use for each Cost Management plan file during a sequential interface. May also be used in reporting for grouping PayTypes.
- JOBCODE.CM_PlanCode Used for combining job codes during reporting and Cost Management plan file creation. If there are historical values for two job codes that you want to report as one combined job code, list the surviving job code on both lines.

Dimensions are managed and maintained using the Dimension Maintenance utility. This utility allows users assigned the Product Administrator role to only manage grouping columns within specified dimensions. It also limits these dimensions to only the elements that the Product Administrator role can access. For more information, see the *Dimension Maintenance Utility Administrator's Guide*, which you can download from https://support.kaufmanhall.com/documentation/documentation.

ACCT

The ACCT dimension table contains records for each account in the GL of your organization. This includes accounts that can be found on the balance sheet, income statement, hours, and statistics.

Refer to the Axiom EPM Dimensions Setup files (AcctCoding sheet) for codes to use in \Axiom\Reports Library\System Files\Documents\Admin\Management Reporting\KHA EPM Dimensions Coding.xls.

NOTE: Some dimension tables are shared across multiple Axiom products. As a result, some of the columns listed in the following table may not display in the Dimension Maintenance Utility, depending on the Axiom products in which your organization is licensed.

Column	Description
ACCT	The Axiom Software account number. This can be the combination of the prime account and sub account, if that is how your GL system is set up.
Description	The account description from the GL. Do not enter a description in all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper().
Credit	 Used during the interface process to reverse the signs so values are stored in a positive condition in the database. Select one of the following valid entries: dr C Normally, Revenue and Liabilities are C, and all others are dr.
RptMap	Used to group accounts. Valid entries include any account numbers in the ACCT column. The system automatically copies the information in the ACCT column to this column during installation.
Statement	Used to identify the Financial Statement category. Select one of the following valid entries: BS (Balance Sheet) HoursJC (Jobcode Hours) Hours IS (Income Statement) KeyStat NI (New Initiatives) SCA (Cost Management) Statistic VCC (Variance Comments Collection) NOTE: This is an Axiom standard column and categories cannot be added or edited. The default value is NA.

Column	Description
Туре	Used to identify the major Financial Statement category. Select one of the following valid entries:
	• Asset
	Bmark (Benchmark)
	• Capital
	Comments
	Deduction
	• Equity
	Expense
	• GenStat
	HoursJC (Job Code Hours)
	Hours Koustat
	Liability NetAccet
	• Plan
	Revenue
	Scenario
	Statistic
	 Target (Hours codes that are not reported as FTEs should be coded as Statistic.)
	NOTE: This is an Axiom standard column and categories cannot be added or edited. The default value is NA.
FSSummary	Used to identify summary-level Financial Statement categories. For the naming convention, use the first letter of the type category with an underscore and then the category name. For example, R_PatientRev or E_Salaries.
	NOTE: This is an Axiom standard column and categories cannot be added or edited. Default value is NA.
FSDetail	Used to identify line-item Financial Statement categories. For the naming convention, use the first letter of the type category with an underscore and then the category name. For example, R_IPRev, R_OPRev. For a list of the available options, see Options for Acct.FSDetail.
	NOTE: This is an Axiom standard column and categories cannot be added or edited. The default value is NA.

Column	Description
FSPayor	A variation of FSDetail used if GL accounts have payor categories; used for Budgeting Deductions models. If this is not used, match to FSDetail. Categories can be added or edited. The default value is a blank.
FPCode	Used to identify the name of the Financial Planning category to use for summarization during the integration process with Axiom Financial Planning. If Axiom Financial Planning is not used, the default is NA.
FSProvider	Used to identify line-item Financial Statement categories. For the naming convention, use the first letter of the type category with an underscore and then the category name. For example, R_IPRev, R_OPRev.
	NOTE: This is only used if licensed for the Provider Budget Module. The default value is NA.
FPCategory	Used to identify the name of the Financial Planning category to use for transferring the financial plan targets during the integration process with Axiom Financial Planning. If Axiom Financial Planning is not used, the default is NA.
BPCode	Used to identify the payors from the Budget Deductions report. During installation, the system automatically copies the information from the FPCode column to this column.
FlexStat	Identifies the primary statistic used for Flexible Budgeting. The most common set up is KeyTot for all stat, hours, and expenses. Revenue uses KeyIP for IP, KeyOP for OP, and KeyOth for other patient revenue. The default is NA.
FlexPercent	Identifies default variable percentage (0-100%) to use for Flexible Budgeting. Values should be entered as decimals, 0.75 = 75%. The default value is 0 (zero).
ReclassType	A grouping attribute that is useful in defining the type of reclass to use in the in Axiom Cost Accounting reclass functionality.
AllocType	Defines the type of account for indirect allocations in Axiom Cost Accounting.
FlexGroup	Used to group accounts together for Flexible Budgeting. For example, Medical Supplies or Other Expenses. The default is NA.
CostVarPct	The Percent Variable for Axiom Cost Accounting; 0 = Fixed, which is used in the costing processes to determine the dollar weighted variability for calculation results.

Column	Description
KHAInt	Used to identify which tab an account should be interfaced to during the budget plan file create process. Valid entries include the following:
	 To assign to all statistics, revenue, and deduction accounts that will be budgeted in the budget plan files, type Stat_Rev.
	 To assign to all expense and hours accounts that will be budgeted in the budget plan files, type Expense.
	 To exclude an account from all budget plan files, type NA.
KHAStdLine	Used to identify default budget methodology used in budget plan files during budget plan file creation. Refer to calc methods for Stat_Rev sheet and Expense sheet in the <i>Axiom Budgeting and Performance Reporting Administrator's Guide</i> (Budget Plan Files chapter) for valid entries and definitions. The default value is NA.
Cost_Provider	Used by the Axiom Cost Accounting system when performing the Provider RVU costing method. This identifies the cost information at the account level that is associated to the Provider, which is then allocated to his or her patients' cost item or chargeable activities.
KHABgtCode	Used for combining accounts together during budget plan file creation. If there are historical values for two accounts that you want to budget as one combined account, list the surviving account number on both lines. If not combining accounts, this value should match value in the Account column. The default value is 0 (zero).

Column	Description
BudgetType	Used to identify which category an account should be interfaced to during the budget plan file interface process.
	If KHAInt = Stat_Rev, valid entries are:
	 IPRev OPRev OthPtRev OtherRev Allowance BadDebt KeyIP KeyOP KeyOth OthStat If KHAInt = Expense, valid entries are: Salaries Benefits Supplies OtherExp
	PaidHours The default value is NA
DropDown	Identifies Drop Down pick list when adding new accounts on Stat_Rev or Expense sheets in the budget plan file. It should be the same as value in BudgetType column.
CDMStdLine	Used to identify default budget methodology for CDM budget plan files (departments which have CDMStdLine in KHACMDimGrp column of DEPT Dimension) during budget plan file creation. It is used similarly to KHAStdLine in Budget Planning workbooks.
	Valid entries are:
	Statistical accounts = CDMStatistic
	IP Revenue accounts = CDMIPRevenue
	OP Revenue accounts = CDMOPRevenue
	Copy the remaining account assignments from KHAStdLine column.

Column	Description
KHASum	Used to summarize information from the Stat_Rev and Expense sheets to the Summary sheet within the budget plan files.
	NOTE: This is an Axiom standard column and categories cannot be added or edited. The default value is NA.
CYPMethod	Used to identify the methodology used for projecting the remainder of the current fiscal year. Valid entries are dependent upon values in KHAStdLine column:
	Input Monthly, Detail, of any of the Fixed Options.
	 Appual Appualize VTD value
	RemBud – Lise remaining hudget
	 CapBud – Use Total Budget less YTD actual
	 PctBud – Use percentage of CY Actual over Budget
	Variable – Use Variable
	Labor – Use Labor
	• FICA – Use FICA
	Hours – Use Hours
	GlobalExpense – Use GlobalExpense
	Depreciation – Use Depreciation
	IP_Per_Unit – Use IP_Per_Unit
	OP_Per_Unit – Use OP_Per-Unit
	Oth_Per_Unit – Use Oth_Per_Unit
PhyStdLine	Used to identify default budget methodology used in the Provider budget plan files (departments which have PhyStdLine in KHACMDimGrp column of the DEPT dimension table) during budget plan file creation. Refer to Provider Version Only: Calc Methods - Stat_Rev Sheet and Expense Sheet in the <i>Axiom Budgeting and</i> <i>Performance Reporting Administrator's Guide</i> (Budget Plan Files chapter) for valid entries and definitions. The default value is NA.

Column	Description
CYFMethod	Used to identify the methodology used for projecting the remainder of the current fiscal year in the current year forecast utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane in Financial Reporting > Financial Utilities > Current Year Forecast.
	Statistics:
	 Key Dept Statistics – See Forecast Methods below, normally use Trend Other Dept Statistics – See Forecast Methods below
	Revenue:
	IP Revenue – IP_Per_Unit OP Per_Unit
	Of Revenue – Of Per Unit Other Patient Revenue – Oth Per Unit
	Other Operating Revenue – See Forecast Methods below
	Salaries:
	Hours – See Forecast Methods below
	Salaries – Labor
	All Other Accounts: See Forecast Methods below
	Forecast Methods:
	 IP_Per_Unit: YTD IP_Per_Unit * Forecasted Volume
	 OP_Per_Unit: YTD OP_Per_Unit * Forecasted Volume
	 Oth_Per_unit: YTD Oth_Per_Unit * Forecasted Volume
	Labor: Actual Hourly Rate * Forecast Hours * Budget Rate Change
	RemBud: Remaining Budget from CYB
	Annual: YTD / Calendar Days * Remaining Calendar Days
	Rolling12: YID Actual / YID Budget * Remainder of LYA
	Variable: Actual Pate per Unit * Energiast Volume
	Trend
	CapBud: Remaining Budget not to exceed the annual budget
	You can also add additional CYFMethod columns. Create a new CYFMethod
	column and use this in conjunction with the CYFDimGrp column in the DEPT dimension if you need to use a different CYP method for different departments.

Column	Description
BudStat	Identifies Budget Statistic accounts used in Budget Statistics Driver. Standard entries are:
	• Admits
	PatientDays
	Discharges
	Adjuischarges Encounters
	ERVisits
	ClinicVisits
	You can also create custom stats to use in the Budget Statistics Driver and identify accounts appropriately. The default value is a blank.
CMStdLine	Used to identify the StdLine for Axiom Cost Management.
KHAStandardClass	KHA standard classification used for reporting.
BPCategory	Used to identify the Budget Planning category.
NewDeptStdLine	Used to set or update the calc method for each department.
InitStdLine	Use to make accounts available for initiatives in the Axiom Budgeting budget workbook.
	In the Choose Value dialog for the InitStdLine, there are five validated values to select from. The following table lists the Initiative Standard Lines that we recommend you assign to each account type:
	Statistics accounts to use Detail Line
	Patient Revenue accounts to use Patient Revenue
	Other Revenue accounts to use Detail Line
	Deduction accounts to use Detail Line
	Benefit accounts to use Detail Benefits w Percent
	All other expense accounts to use Detail Line
	Hours accounts to use Hours Line
	For accounts not configured, NA will be the default value
RFCode	Identifies the RFCode for account. Only used with Axiom Rolling Forecast. The default value is Z_Exclude.
CM_Group	Used to summarize account types at a higher level for Axiom Cost Management analysis and reporting needs.

Column	Description
InitType	Used by the system to select the sections so that when the user refreshes the plan file, the accounts will insert into the appropriate section of the Initiative block in the Axiom Budgeting budget workbook.
	In the Choose Value dialog for the InitType, you can configure up to seventeen possible values. The section types available are noted in the following list. NA is the default value until configured or for any account not configured.
	 Benefits ContractLabor Deduction Depreciation Drugs Hours Interest IPRev NA OPRev OtherExp OtherRev ProFees PurchSvcs Salaries Statistic
	Supplies
CM_NonLabor	Used to classify non-labor accounts in Axiom Cost Management according to FSDetail. Valid entries include the following: • Drugs • KeyStats • OtherExp • PurchSvcs • Supplies These classifications are used in reporting and plan creation.
СМ_Мар	Used to map accounts together in Axiom Cost Management. You can use this column to map closed accounts with another existing account or to group like accounts.
CM_TargetBgt	Used to create team workbooks in Axiom Cost Management at the account level.

Column	Description
CM_FlexStat	Used to identify the flex stat for Axiom Cost Management.
CMFlexPercent	Used to identify the flex percentage for Axiom Cost Management.

DEPT

The DEPT dimension contains records for each department within an organization. For example, radiology, emergency, finance, and so on.

Column	Description
DEPT	The Axiom Software department number, which is formed by combining the entity and cost center.
Description	The department description. The naming convention is entity abbreviation with department description. For example, MHS Operating Room.
	NOTE: For closed departments, add three asterisks to the beginning of the description. For example, MHS *** Operating Room. Descriptions should not be in all capital letters.
Entity	The Axiom Software entity code. The description lookup table is in the ENTITY dimension table. This should be the Business Unit, and match the first three to four characters of the department number.
CostCenter	The cost center portion of the department number. You can use this for comparative reporting across entities, such as comparing the cost per unit of all operating rooms across your health system.
RptMap	Used to consolidate departments for reporting.
BudgetGroup	A collection of departments used primarily for plan file purposes. This is commonly setup by a KHA consultant during implementation but can easily be updated by clients. For example, departments 16010 and 16020 may be assigned to EMC budget group.
	NOTE: BudgetGroup is a validated dimension so additions and deletions need to first be added/deleted in the associated validation table.
ProdMap	Used to consolidate departments for productivity reporting.
VP	The Vice President responsible for the department. Use the naming convention of FirstName LastName. This information is primarily used for rollup reporting.
Director	The director responsible for the department. Use the naming convention of FirstName LastName. This information is primarily used for rollup reporting.

Column	Description
Manager	The manager responsible for the department. Use the naming convention of FirstName LastName. This information is primarily used for rollup reporting.
Division	The division for rollup reporting, which is defined by your organization. You can use this information to consolidate types of departments together for reporting. For example, you can use the word Radiology to combine all radiology departments across all entities.
KHABgtTemplate	Used to identify the template to use for plan file creation. Valid options include the following: Master NoBudget RollingForecast NOTE: This is an Axiom standard column and categories cannot be added or edited. The default value is NA.
KHABgtCode	Used to identify departments to combine during plan-file creation.
TplOptions	Used to identify the template option based on licensed products. Valid options include the following: Master (common for all clients) MasterCDM (used for clients licensed for CDM option) MasterProvider NoBudget RFProvider
CM_Template	Used to assign a specific Axiom Cost Management plan template.
LaborType	Used to identify the labor method to use for plan file creation. Valid options are: altEmployee HHLabor JobCode JobCodeADC NoBudget Staffing NOTE: This is an Axiom standard column and categories cannot be added or edited. The default value is NA.
CM_Map	Similar to RptMap, used to consolidate departments for reporting.

Column	Description
KHACMDimGrp	Used to identify the Standard Line selected from the ACCT dimension for use in budget planning specifically for the budget values. Valid options are the options used on the ACCT dimension. For example the common ones uses include: KHAStdLine, PHYStdLine.
CM_TeamMap	Used to create team-planning workbooks. You can create teams by combining like departments or like accounts for team Axiom Cost Management planning.
JobcodeDimGrp	Used to designate which labor type distribution set applies to the associated department. KHAInt is the standard set of job code labor types. PhyInt is the modified set of job code labor types.
ProjDimGrp	Used to identify the Standard Line selected from the ACCT dimension for use in budget planning specifically for the projection values. Valid options are the options used on the ACCT dimension. For example the common ones uses include CYPMethod.
CM_Team	Create teams by combining like departments for team Axiom Cost Management planning.
KHABgtMap	Used for combining departments during plan-file creation. This column is also used when more than one department is needed in one plan file.
CM_Division	Used to group similar departments for Axiom Cost Management reporting and analytics.
CYFDimGrp	 Used to identify which CYFMethod column each department uses to forecast accounts. Valid options are: CYFMethod - Uses the method specified in ACCT.CYFMethod NA - Not Applicable [Other Column Name] - Uses the method specified in the corresponding column on the ACCT dimension table
FPNode	Used to group the department to the appropriate FPNode in Axiom Financial Planning.
ShowOnList_Costing	Determines which departments to include in the unit cost processing.
CM_BMarkStatus	 Used to define which departments to include in Axiom Cost Management benchmarking reports and analytics. Valid entries include the following: To include the department, type Yes. To exclude the department, type No.

Column	Description
FPType	Used to group the department to the appropriate FPTYPE in Axiom Financial Planning.
Owner	Used to identify the network ID of the person responsible for initial input of the plan file (i.e. Manager). It should be the same as their Axiom login ID. Naming convention would be first initial, full last name (or whatever your network ID naming convention is). If your organization does not use this role for plan file approval, type [skip] in the cell.
	IMPORTANT: Do not leave this cell blank.
DeptType	Determines the Direct or Indirect department category. Direct departments are those that generally provide patient care services and generate revenue, while Indirect departments are involved in support services and do not generate patient care related revenue.
FPNodeBS	Balance Sheet node for Axiom Financial Planning.
Reviewer	The network ID of the person responsible for reviewing the cost management plan, for example, Director. This information should be the same as the user's Axiom Software login ID. The naming convention is first initial, full last name or whatever your network ID naming convention is.
	If your organization does not use this role for plan file approval, type [skip] in the cell.
	IMPORTANT: Do not leave this cell blank.
Approver	The network ID of the person responsible for approving the cost management plan, for example, VP. This information should be the same as their Axiom Software login ID. The naming convention is first initial, full last name or whatever your network ID naming convention is.
	If your organization does not use this role for plan file approval, type [skip] in the cell.
	IMPORTANT: Do not leave this cell blank.
CM_DeptStandard	Used for mapping departments to external benchmark data. This mapping matches the department to the ExternalBMark information in the Axiom Cost Management file groups.
CM_PdHrsMetricID	The paid hours metric ID from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.

Column	Description
CM_WkdHrsMetricID	The metric ID for worked hours from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
CM_ NonLabor1MetricID	The metric ID for NonLabor 1 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
CM_ NonLabor2MetricID	The metric ID for NonLabor 2 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
BudLocalAdmin1	Used to select the local administrator for Axiom Budgeting.
CM_CombineStat	Used to determine if key statistics should be combined when grouping departments together with CM_Map grouping column for Axiom Cost Management. Valid entries include the following:
	 If the key statistics of the rolled up departments are to be cumulative, type Y. To only use the key statistics from the surviving department, type N.
CM_ NonLabor3MetricID	The metric ID for NonLabor 3 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
CM_ NonLabor4MetricID	The metric ID for NonLabor 4 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
CostMap	Allows departments to processed as a group in the unit cost processing phase of cost accounting. All costs for the group are combined and allocated to all of the Cost Items within the group. In most cases, the first or largest department of the groups becomes the target CostMap definition to which the other members are mapped.
ShowOnList_Budgeting	Used to identify if a department displays to be selected during the plan file creation process. Valid entries include the following: True
	• False
CM_ NonLabor5MetricID	The metric ID for NonLabor 5 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
BudLocalAdmin2	Used to select the local administrator for Axiom Budgeting.

Column	Description
MarkupName	The specified markup table to use when processing unit costs using the Reverse Markup method.
	NOTE: Currently only one table is available per department.
BudLocalAdmin3	Used to select the local administrator for Axiom Budgeting.
FinContact	Used to assign the finance contact for a department during the cost management process.
KeyStatDesc	Used to identify the description of the primary statistic for each department.
FlexGroup	Used for grouping departments together for the flexible budget utility. (For example, Imaging).
FlexDept	Used for defining each department as fixed or variable during the flexible budget utility. Valid entries include the following: • Yes • No • NA
Campus	Used as part of Axiom Cost Accounting.
KHAStandardClass	Used for reporting.
RFGroup	 Used to define your forecast groups. Consider: Management structure and cultural impact. Team concept versus individual department managers. The availability of a statistic that can be collected.
CM_ShowOnList	 Used to define which departments to build Axiom Cost Management plan files. Valid entries include the following: To build a plan file, type TRUE. To exclude from plan file lists and build, type FALSE.
CM_PlanGroup	Used to group departments together for applying assumptions and configurations in Axiom Cost Management driver files.
CM_ ExtBenchmarkSource	The source name of the external benchmark to use for this department in Axiom Cost Management. Used to link a department with the CM_Benchmarks_yyyy tables.

Column	Description
ShowOnList_Capital	Used to define which departments to build Axiom Capital Planning plan files. Valid entries include the following:
	TrueFalse
PM_IT	The IT reviewer assigned for Process Management in Axiom Capital Planning and Capital Tracking.
PM_Facilities	The Facilities reviewer assigned for Process Management in Axiom Capital Planning and Capital Tracking.
PM_Clinical	The Clinical Engineering reviewer assigned for Process Management in the Axiom Capital Planning and Capital Tracking systems.
PM_Voting	The owner of the prioritization process assigned for Process Management in Axiom Capital Planning and Capital Tracking.
ProviderType	Select, by dept, whether to use the Detail or Summary options for provider plan files.
PM_Legal	The Legal reviewer assigned for Process Management in Axiom Capital Planning and Capital Tracking.
PM_HR	The Human Resources reviewer assigned for Process Management in Axiom Capital Planning and Capital Tracking.
PM_Purchasing	The Purchasing or Supply Chain reviewer assigned for Process Management in Axiom Capital Planning and Capital Tracking.
PM_CFO	The Chief Financial Officer reviewer assigned for Process Management in Axiom Capital Planning and Capital Tracking.
PM_CEO	The Chief Executive Officer reviewer assigned for Process Management in Axiom Capital Planning and Capital Tracking.
PM_BOD	The Board of Directors reviewer assigned for Process Management in Axiom Capital Planning and Capital Tracking.
PM_Accounting	The Accounting reviewer assigned for Process Management in Axiom Capital Planning and Capital Tracking.
CM_DeptSeries	Groups departments into service lines or other client-defined series for Axiom Cost Management analytics and reporting.

CDMCODE

The CDMCODE dimension table includes all the charge codes within an organization. The charge codes are used to track gross revenue and statistics at an inpatient (IP) and outpatient (OP) level.

Column	Description
CDMCode	Used in Axiom Budgeting. This must be an alpha numeric field so that during the import process, a C is appended to all CDMCodes to ensure they are alpha numeric.
Description	Identifies the CDMCode description. Try to be as explicit as possible, avoid abbreviations, and use layman's terms. Descriptions should not be in all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper().
KeyStat	 Identifies which CDMCodes to use for key stat calculation. Valid entries include the following: To count the code, select Yes. To exclude the code, select No. To summarize all of the Yes codes as monthly key stats, use the Summarize CDMCode utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, Financial Reporting > Financial Utilities > RevUsag.
RVU	Identifies an RVU value for each CDMCode. This RVU value is used to weight each CDMCode for monthly reporting. To summarize all of the Yes codes as monthly key stats, use the Summarize CDMCode utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, Financial Reporting > Financial Utilities > RevUsage. This RVU may also be used as a source for RVU information in the costing process.
IPStatAcct	To summarize all of the Yes codes as monthly key stats, use the Summarize CDMCode utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, Financial Reporting > Financial Utilities > RevUsage. If you use this report, list a valid account number from the IP Statistic ACCT dimension to use to post to when running this utility each month.
OPStatAcct	To summarize all of the Yes codes as monthly key stats, use the Summarize CDMCode utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, Financial Reporting > Financial Utilities > RevUsage. If you are using this report, list a valid account number from the OP Statistic ACCT dimension to use to post to when running this utility each month.
IPRevAcct	Used for mapping if your organization is licensed for the CDMRevenue template. This maps CDMCodes to IP revenue accounts in the budget process.

Column	Description
OPRevAcct	Used for mapping if your organization is licensed for the CDMRevenue template. This maps CDMCodes to OP revenue accounts in the budget process.
KHABgtCode	Used for combining CDMCodes during budget plan file creation. If there are historical values for two CDMCodes that you want to budget as one combined CDMCode, list the surviving CDMCode on both lines. If you do not want to combine codes, then the code for this column should be the same as the CDMCode in the CDMCode column.
KHAStdLine	 Used during the budget creation process. Valid entries include the following: To budget that CDMCode, select CDM. To not budget that CDMCode, select NA.
KHAINT	 Valid entries include the following: If RVU > 0, IPStatAcc > 0, KeyStat=Yes, select Include. If RVU<0, IPStatAcc < 0, KeyStat=No, select Exclude.
UBRev	The Universal Billing Code associated with each charge code from your chargemaster. If there is no code available, then enter NA. This column is used for reporting purposes.
HCPCS_CPT	The Health Care Procedure Coding System/Current Procedural Terminology codes associated with each charge code from the chargemaster. If there is no code available, then enter NA. This column is used for reporting purposes.

DATATYPE

The DATATYPE dimension is used to load provider-level to the data tables. Each record is tagged with a DataType when loaded. Examples of DataTypes include Revenue, Visit, WRVU, and so on.

Column	Description
DATATYPE	The DATATYPE used in Axiom Budgeting and Performance Reporting. This must be an alpha code.
Description	Identifies the description to be use for budgeting and reporting.

Column	Description
BudgetType	Used during interface to determine which section each data type should interface to. Valid codes Include the following: • Encounter • Revenue • RVU • WRVU • Volume • NA
KHAInt	Used to identify which tab an account should be interfaced to during the budget plan file creation process. Valid entries include the following: • Driver • Statistic • Financial

INITIATIVEID

Use the INITIATIVEID dimension when budgeting for initiatives, which may or may not be approved. It allows for tracking the impact of proposed initiatives while keeping that data separate from the baseline budget.

Column	Description
INITIATIVEID	The INITIATIVEID used in Axiom Budgeting. This is used during the budget process to store new initiatives. InitiativeID 1 is used for baseline operations. All other initiative numbering is determined by the system administrator and must be numeric.
Description	Identifies the INITIATIVEID description to use for budgeting and reporting.
InitType	 Groups initiatives together for reporting and categorization. Valid entries include the following: Baseline (INITIATIVE 1 only) System - Initiatives that affect multiple departments. Dept - Initiatives for a single department.

Column	Description
Approve	The coding for Approve/Exclude for new initiatives. Valid entries include the following:
	Baseline (applies only to INTIA IVEID 1)
	• Approve - initiatives that have been approved.
	Exclude - Initiatives that are declined or deleted.
SaveCustom	Used to save from the Axiom Budgeting plan file to this dimension table.
	IMPORTANT: Do not alter or recode.
SaveTagDocID	Used to save from the Axiom Budgeting plan file to this dimension table.
	IMPORTANT: Do not alter or recode.
Profile	The profile type to apply to the initiative.
	To not use a profile, type NA.
	For more information on setting up initiative profiles, see "Setting up initiatives" in the Axiom Budgeting online help.

JOBCODE

The JOBCODE dimension table includes records for all of the JobCodes within your organization. Each JobCode represents a job position or role within the organization.

The following table lists all of the dimension options available in the JOBCODE dimension table:

Column	Description
JOBCODE	The Axiom Software job code. This entry must be an alpha-numeric field so that during the import process a J is prepended to all job codes to ensure they are alpha numeric.
Description	The job code description from the payroll system. Do not type descriptions using all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper().
GLAcct	The GL account where regular dollars are posted on the GL. If your payroll data maps to the GL based upon pay type, type 0 (zero).
HRAcct	The GL account where regular hours are posted on the GL. If your payroll hours map to the GL based upon pay type, type 0(zero).
FICAAcct	The FICA account code to use for each job code. You can use this to allocate FICA expense to different accounts by job code.

Column	Description
JobClass	The major job classes of individual job codes. You can use this to apply salary increases for specific groups. Commonly used entries include the following: Management Physician Professional Technical RN LPN Assistant Support Other Clerical Contract
GLClass	Used to identify the GL Class each job code is assigned to for budget and reporting salary-mapping purposes. The exception-mapping table is located in the GLPayrollMapping table. If mapping payroll by job code or pay type is not an option, this mapping table allows for special exceptions for payroll mapping.
Variable	Used to identify JobCodes, which are sensitive to volume changes. Valid entries include Fixed and Variable.
KHABgtCode	Used for combining accounts together during budget plan file creation. If there are historical values for two accounts that you want to budget as one combined account, list the surviving account number on both lines. If not combining accounts, this value should match value in the Account column. The default value is 0 (zero).
KHAInt	 Used to identify which tab an account should be interfaced to during the budget plan file create process. Valid entries include the following: JOBCODE PROVIDER To exclude an account from all budget plan files, type NA.

Column	Description
PhyInt	Used to create an alternative to the KHAInt classification for the associated job code. Valid entries include the following: • JOBCODE • PROVIDER • NA indicates the value will default to the value currently in the KHAInt
	column.
FTEFactor	(Optional depending on license) Defines the FTE factor for a two week period. Generally, this is set to 80 for all job codes. If your organization uses varying FTE Factors by job code, this may be different.
StdHours	Used to identify the standard FTE hours worked in a year. Options include Default, which is 2086 hours, and 2080. For more information, see "Working with FTE standard working hours" in the online help.
RFCODEGL	In Axiom Rolling Forecast, this may be used to allocate salaries to specific salary related RFCodes.
RFCODEHR	In Axiom Rolling Forecast, this may be used to allocate hours to specific hours related RFCodes.
FPCategory	Used to identify the name of the Financial Planning category to be used for transferring the financial plan targets during the integration process with Axiom Financial Planning is not used, the default is NA .
CostHR	The Prod Hours Account Definitions for Costing
CostGL	The Prod Dollars Account Definitions for Costing
CostClass	An alternative grouping column used in the costing process that is invoked during the loading of payroll information into the CGL as statistics to support a payroll related reclassification of GL dollars or hours.
CostVariable	Not used at this time.
ResourceJobClass	Used in the RVU developer process by the mapping of job codes to a Resource Job Class, which determines the level of detailed RVU development for labor resources. This attribute is also used in the mapping of payroll hour and dollar into an average wage rate in the resource table that then drives the calculation of the RVU.
CM_PlanCode	Used for combining job codes during reporting and plan file creation in Axiom Cost Management. If there are historical values for two job codes that you want to report as one combined job code, list the surviving job code on both lines.

ΡΑΥΤΥΡΕ

The PAYTYPE dimension table includes records for all of the possible categories of compensation that an employee might receive. For example, regular pay, paid time off, sick pay, incentive pay, and so on.

The following table lists all of the options available in this dimension table:

NOTE: Some dimension tables are shared across multiple Axiom products. As a result, some of the columns listed in the following table may not display in the dimension, depending on the Axiom products in which your organization is licensed.

Column	Description
ΡΑΥΤΥΡΕ	The Axiom Software pay type. This must be an alpha-numeric field, so that during the import process, a P is prepended to all pay types to ensure they are alpha numeric.
Description	Identifies the pay type description from the payroll system. Be as explicit as possible, avoid abbreviations, and use layman's terms. Do not enter a description using all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper().
PaySummary	Used in reporting to identify major pay categories. Select one of the valid entries: Prod NonProd Other Stat NA
PayDetail	Used in reporting to identify detail pay categories. Select one of the valid entries: • Contract • NA • NonProd • Other • Overtime • Regular • Stat

Column	Description
LaborDist	The variation of PayDetail used in Labor Distribution reporting. Valid entries include the following:
	 Regular Education PTO Overtime
	OnCallOther
	 Contract Stat NA
FTE	Indicates whether to include hours in FTE calculations. Select one of the valid entries:
	 To assign to pay types to count for FTE calculations such as Regular, Overtime, Education, PTO, Jury Duty, Bereavement, Sick, and so on, select Yes. To assign to pay types to not count for FTE calculations such as Differentials, Call Pay (not callback), Bonus, Benefits, and so on, select No. To assign to your productivity stat pay types, select Stat. If none of the above scenarios apply, select NA.
Empl_Detail	Used to identify pay types that are FTE related for employee-level budgeting. Select one of the valid entries:
	 If it is FTE-related, select Z_Employee. If it is not FTE-related, select NA.
KHAInt	Used to identify pay types to include in plan file processing. Select one of the valid entries:
	 To assign pay types to include in the JobCode block (generally FTE=Yes), select JobCode.
	 To assign pay types to include in the JobCode block as additional dollars (generally FTE=No; examples include call pay, differentials, bonus, etc.), select Dollars.
	 To assign pay types to budget at the department (not job code) level, select Dept.
	 To assign pay types to exclude from the budget workbooks such as PTO sellback, reimbursement\adoption reimbursement, car allowance, benefit expenses, and so on, select NA.

Column	Description
GLAcct	Used to identify the account number to use for dollars on the GL. Do one of the following:
	 If your payroll data maps to the GL-based upon job code, type 0(zero). If your payroll data does not map to the GL-based on job code, type the GL salary account from the ACCT dimension table.
HrAcct	Used to identify the account number to use for hours on the GL. Do one of the following:
	 If your payroll hours map to the GL-based upon job code, type 0(zero). If your payroll hours do not map to the GL-based on job code, type the GL hours account from the ACCT dimension table .
JobCode	The pay type summary groupings used for plan-file processing when using the Jobcode labor method. The code used must be a valid pay type.
Staffing	The pay type summary groupings used for plan-file processing when using the Staffing labor method. The code used must be a valid pay type.
Employees	The pay type summary groupings used for plan-file processing when using the Employee labor method. The code used must be a valid pay type.
Providers	The pay type summary groupings used for plan-file processing when using the ProviderComp labor method. The code used must be a valid pay type.
KHAStdLine	Used to identify default budget methodology used in budget plan files during budget plan file creation. Refer to the calc methods for the Stat_Rev sheet and Expense sheet in the <i>Axiom Budgeting and Performance Reporting</i> <i>Administrator's Guide</i> (Budget Plan Files chapter) for valid entries and definitions. The default value is NA .
CDMStdLine	Used to identify default budget methodology for CDM budget plan files (departments which have CDMStdLine in KHACMDimGrp column of DEPT Dimension) during budget plan file creation. It is used similarly to KHAStdLine in Budget Planning workbooks.
	Valid entries include the following:
	Statistical accounts = CDMStatistic
	IP Revenue accounts = CDMIPRevenue
	OP Revenue accounts = CDMOPRevenue
	Copy the remaining account assignments from KHAStdLine column.
Column	Description
---------------------	---
Accrue	Used to identify paytypes to be included when using the payroll accrual utility. Valid entries include the following:
	• To accrue during monthly payroll accrual process, type Yes.
	• To not accrue during monthly payroll accrual process, type No or NA.
RFPAYCLASS	Not used at this time.
Cost Variable	Not used at this time.
CM_PlanCode	Used for combining pay types during Axiom Cost Management reporting and plan-file creation. If there are historical values for two pay types that you want to report as one combined pay type, list the surviving pay type on both lines.
CM_PayCategory	Used in Axiom Cost Management to group individual pay types into summary categories for planning purposes. Examples include the following: Regular, Overtime, Education, PTO, Contract, Other, Stat.
CM_Paid	Used to identify the pay type to include in the Paid Hours calculations in Axiom Cost Management. Valid entries include the following:
	 For paytypes that will be included in paid hours, select Yes. For paytypes that will not be included in paid hours, select No.
CM_Worked	Used to identify the pay type to include in the Worked Hours calculations in Axiom Cost Management.
	For Pay Types that will be included in worked hours, select Yes.
	For Pay Types that will not be included in worked hours, select No.
CM_PaidDLLRS	Used to identify the pay type to include in the Paid Dollars calculations in Axiom Cost Management.
	For Pay Types that will be included in paid dollars, select Yes.
	For Pay Types that will not be included in paid dollars, select No.
CM_WorkedDLLRS	Used to identify the pay type to include in the Worked Dollars calculations in Axiom Cost Management.
	 For Pay Types that will be included in worked dollars, select Yes. For Pay Types that will not be included in worked dollars, select No.
ResourceCalculation	Determines the calculation behavior for the hours or dollars within the PAYTYPE when using the payroll information within the RVU development process. When labor rates are calculated for the Resource Table, the designation here determines if the Hours, Dollars, or Both are to be used in the numerator and denominator in the average.

Column	Description
CMStdLine	Used during the interface process to assign the standard planning method to use for each pay type. In other words, this identifies the desired formula to use to calculate Axiom Cost Management initiatives. It is used similarly to KHAStdLine in Budget Planning workbooks.

Options for Acct.FSDetail

- A_AccumDepr
- A_AR
- A_ARAllow
- A_BoardInvest
- A_BondAmort
- A_BondCost
- A_Cash
- A_CashInvest
- A_CIP
- A_CurLtdAsset
- A_CurOtherAsset
- A_CurReceivable
- A_Inventory
- A_Land
- A_LTNotesRec
- A_LTOtherAsset
- A_PPE
- A_Prepaid
- A_RelatedParty
- A_ThirdPartyRec
- A_Trusteed
- C_Comments
- D_BadDebt
- D_Charity
- D_Contractual
- D_Discounts
- E_BadDebt
- E_Benefits
- E_Depreciation
- E_Drugs

- E_Insurance
- E_Interest
- E_MaintRepairs
- E_MedSupplies
- E_OtherExp
- E_OthSupplies
- E_ProFees
- E_PurchSvcs
- E_RentLease
- E_Salaries
- E_SalariesContract
- E_SalariesMid
- E_SalariesPhy
- E_Utilities
- F_ContractFTEs
- F_NonProdFTEs
- F_OvertimeFTEs
- F_ProdFTEs
- H_Contract
- H_JCHours
- H_Midlevel
- H_NonProd
- H_Overtime
- H_Physician
- H_Prod
- L_AccExpense
- L_AccPayroll
- L_AP
- L_CurLTDebt
- L_CurOthLiab
- L_LTDebt
- L_LTOther1
- L_LTOther2
- L_ThirdPartyPay
- M_BmarkAdjD
- M_BmarkNOR
- M_DEPUOS
- M_NonLabor

- M_ONLPUOS
- M_PSPUOS
- M_SEPUOS
- M_TContPct
- M_TEducPct
- M_TEPUOS
- M_TFTERate
- M_TOTPct
- M_TPHUOS
- M_TUOSRate
- M_TWHPUOS
- N_NetAsset
- N_NetAssetPerm
- N_NetAssetTemp
- NA
- Q_Restricted
- Q_RestrictedPerm
- Q_RestrictedTemp
- Q_Unrestricted
- R_IPRev
- R_NonOpContrib
- R_NonOpExtraord
- R_NonOpGainLoss
- R_NonOpInterest
- R_NonOpInvest
- R_NonOpOther
- R_NonOpRev
- R_OPRev
- R_OtherRev
- R_OthPtRev
- S_Admits
- S_Deliveries
- S_Discharges
- S_Encounters
- S_ER Visits
- S_GenStat
- S_Global
- S_KeyIP

- S_KeyOP
- S_KeyOth
- S_Newborn
- S_OthStat
- S_PatientDays
- S_PayorDays
- S_PayorDisch
- S_PayorVisits
- S_StatOth
- Z_Exclude

Mapping the PAYTYPE dimension

	Used	for Report	ting				Used for Budgeting			Used for G	L Mapping
Sample PayType Codes	PaySummary	PayDetail	LaborDist	FTE	Empl_Detail	KHAInt	JobCode/Staffing/Employee	KHAStdLine	Accrue	GLAcct	HRAcct
Regular		Regular	Regular								
Overtime, Callback	Drod	Overtime	Overtime								
Contract	Piou	Contract	Contract	Yes (hours will be	Z_Employee (identify FTE-	Jobcode (assign to paytypes	Paytype mapping must match one of the codes on Budget Labor Config Driver; multiple codes are	Jobcode (default budget methodology for			
Education / Orientation		Education	Education	included in FTE calculations)	for Employee- level budgeting)	which will be included in the JobCode block)	grouped for budgeting (i.e. multiple "regular" codes are mapped to the primary regular code)	any code identifed as KHAInt="Jobcode")	Yes		
PTO, Holiday, Personal	NonProd	NonProd	РТО							Codes dollars to C GL. If payroll d data maps to GL da based on Jobcode, use 0, Jo otherwise assign ot GL salary account from a	Codes hours to GL. If payroll data maps to GL based on Jobcode, use 0, otherwise assign GL hours account from
Sick, Jury Duty											
Differential			Other					Options are:			
Bonus	Other	Other		No (hours will be		Dollars (assign to paytypes which will be interfaced into the JobCode block as additional dollars)	Paytype mapping will match the individual paytype, or like payetypes can be grouped (i.e.	AvgPerPaidHr, AvgPerProdHr, Holiday,	Yes or No		
Call			OnCall	FTE calculations)				Input_Monthly			
Mileage Reimbursement			Other				multiple call types mapping to one call type to simplify hudgeting)	MileageReimb			
Paytypes Budgeted at the Dept Level (examples might be Medical Director, Bonus)	Other	Other	Other	No	NA	Dept (assign to paytypes which will be budgeted at the Dept, not Jobcode, level)	Surbuil conferenti	Options are: Dept_AvgPerProdHr, Dept_InputMonthly or Dept_InputTotal		ACCT dimension	ACCT dimension
Payroll adjustments, reimbursements, PTO sellback, benefit expense, car allowance	NA	NA	NA	NA		NA (assign to paytypes which should be excluded from budget	NA	NA	Lisually NA		
Biweekly Statistic	Stat	Stat	Stat	Stat		plan files. Often the expense is budgeted for elsewhere, not through payroll)	IVA	1974	osuany NA		

AXIOM BUDGETING: PAYTYPE MAPPING SETUP

Working with Drivers

Driver files contain rates, statistics, and other drivers that your budget plan files reference to help calculate data. Driver files can also contain global values such as calendar information.

The data in driver files is ultimately saved to the database into one or more driver tables. These driver tables can then be referenced by templates/plan files to calculate planning data or determine other global settings for the file group.

In Axiom Budgeting 2019.3, the file group for each year's budget contains a set of driver files that display configuration settings and Budget Assumptions (key statistics) referenced by all of the other files within the file group.

The configuration settings in the driver files can impact the structure of budget plan files in the following ways:

- Show or hide sections of sheets, columns, and rows.
- Set default values and parameters within budget plan files, including:
 - Pay types
 - Number of pay periods
 - Thresholds for flagging variances
 - Column headings

Budget Assumptions are used in calculations throughout the entire budgeting process.

Examples of Budget Assumptions include:

- Inflation rates
- Labor merit increases and benefits percentages
- Revenue rates
- Any other statistics that impact multiple budgets

NOTE: Whenever you create a new budget, review the assumptions and settings in the driver files to make sure they still apply to the current year.

Cells in driver files are color-coded as follows:

- White shading Cells cannot be modified.
- Blue shading Input or modify data in the cell.
- Green shading Choose from a drop-down selection of entries.

Depending on a user's security profile settings, certain parts of a driver file may be protected.

IMPORTANT: Any change made to the configuration settings and assumptions in the driver files can impact the structure and contents of any number of related budget plan files.

The Budget Driver is referred to as a rebuildable driver. This means that the driver stores and controls information using data tables, which provides the ability to control who can edit driver data and what driver data each can edit. A rebuildable driver also provide other benefits:

- Secure access to default driver settings You determine who can edit the default sections in each driver table.
- Secure access to budget group exceptions You determine which Budget Groups each product admin member can view and edit.
- Filtered data access When editing the driver, filtered data access provides improved performance.

- **Multi-user driver file access** You can have multiple members responsible for separate budget groups access the same driver at the same time.
- **Updatability and enhancements** By removing the persistent file requirement, Kaufman Hall can provide you enhanced driver templates without any risk to current parameters and construct.
- Calc methods included You can add additional sections/rows with double-clicks instead of manually. You can save or delete each section using the drop-down next to each budget group section.

NOTE: Axiom Budgeting driver files may reference dimension tables shared with other applications.

Throughout the driver files, you define default settings and assumptions for use throughout the file group. In some cases, however, you might want to make exceptions for certain groups of departments, accounts, and so on. These groupings of exceptions (particularly departments) are referred to as *Budget Groups*. Many of the driver files include fields where you can indicate how budget groups are defined within the dimension tables.

After the driver data is stored in data tables, you must establish security by doing the following:

- Allow multiple users to access the driver files at the same time.
- Configure a user to only have access to the correct budget group sections or all sections of each driver file.

Opening budget driver files

There are many drivers available in Axiom Budgeting. You can access most of them from the Bud Admin task pane.

To open budget driver files:

- 1. In the Bud AdminBud Admin task pane, in the Budget Assumptions section, do one of the following:
 - To open next year's budget drivers, click Access NY Budget Assumptions.
 - To open this year's budget drivers, click Access CY Budget Assumptions.

B	Budget Assumptions	^
۲	Access NY Budget Assumptions	

- Access CY Budget Assumptions
- 2. Double-click the driver.
- 3. Refresh the variables by doing the following:

NOTE: Not all drivers include the ability to select variables, depending on the purpose of the driver.

a. In the Main ribbon tab, click Refresh Data, or press F9.



- b. In the Refresh Variables dialog, for each variable option, click Choose Value.
- c. In the Choose Value dialog, select one or more variables, and click OK.

TIP: If the dialog displays a large number of variables, you can use the **Select All** or **Clear All** to select or deselect all the selections in the check boxes. If you do not select check boxes for any variables, the system automatically includes all of the variables in the driver. If you click **Cancel**, no variables are included in the driver, and it displays blank.

4. After you make your changes, in the Main ribbon tab, click Save.



Order to set up drivers

Set up the drivers in the following order:

- 1. Budget Configuration
- 2. Budget Labor Configuration
- 3. Budget Statistics
- 4. Budget Driver
- 5. Budget Depreciation
- 6. Budget Global Data Configuration
- 7. Budget Global Data 1
- 8. Budget Global Data 2
- 9. Budget Global Data 3

- 10. Budget Global Data 4
- 11. Budget Global Expense
- 12. Budget Revenue GlobalRev
- 13. Budget Expense Adjustments
- 14. Budget Labor Rates
- 15. Budget Assumptions
- 16. Budget CDM Config
- 17. Budget CDM Overrides
- 18. Budget Expense Admin Adjustments Setup
- 19. Budget Expense Admin Adjustments
- 20. Budget Global Sum
- 21. Budget Labor Accounts
- 22. Budget Labor ADC Config
- 23. Budget Labor Alt FTE Factors
- 24. Budget Labor Benchmark driver
- 25. Budget Labor JobCode Dropdown
- 26. Budget Labor Limits
- 27. Budget Labor Override
- 28. Budget Labor Target
- 29. Budget Provider Configuration
- 30. Budget Provider
- 31. Budget Provider Global Provider
- 32. Budget Provider GlobalVolChg
- 33. Budget Provider List
- 34. Budget Provider Simple Config
- 35. Budget Provider Simple Dept Config Basic
- 36. Budget Provider Simple Dept Rate
- 37. Budget Provider Vol
- 38. Budget Revenue Adjustments
- 39. Budget Revenue Deductions

- 40. Budget Revenue Payor Adjustments
- 41. Budget StatAcct
- 42. Budget Statistics Supplement

Summary of commonly used drivers and use of global assumptions

Driver	Global	BudgetGroup	Comments				
Budget Assumptions	Plan files will default to Global if BudgetGroup block is not built out	Exceptions					
Budget Driver							
Budget Configuration	Plan files will default to Global if BudgetGroup	Exceptions	BudgetGroups built out in both drivers				
Budget Labor Configuration	block is not built out		must match				
Budget Depreciation	NA	BudgetGroup/DEPT/ACCT specific	Budget method must be identified in				
Budget GlobalData (1-4)			ACCT.KHAStdLine				
Budget GlobalExp							
Budget GlobalSum							
Budget Revenue GlobalRev							
Budget Expense	FSDetail level only	FSDetail or ACCT level.					
Adjustments	Plan files will default to Global if BudgetGroup block is not built out						
Budget Labor Benchmark	NA	NA	DEPT specific, regardless of BudgetGroup				
Budget Labor Limits	NA	NA	JOBCODE specific, regardless of BudgetGroup				
Budget Labor Override	NA	BudgetGroup, DEPT, or DEPT/JOBCODE specific					

Driver	Global	BudgetGroup	Comments
Budget Labor Rates	Global, Jobclass, or Jobcode specific	Global, Jobclass, or Jobcode specific	
	Plan files will default to Global if BudgetGroup block is not built out		
Budget Labor Target	NA	NA	DEPT/JOBCODE specific, regardless of BudgetGroup
Budget Revenue Adjustments	Global IP, OP, Other Patient, Other Revenue	Global or ACCT specific IP, OP, Other Patient, Other Revenue	
Budget Statistics	Includes high level stats only - Calendar & Worked Days, Paid Hours, Consolidated Stats (Admissions, Discharges, Patient Days, Outpatient Visits, ER Visits)	Includes Admissions, Patient Days, Discharges, Adjusted Discharges, Calendar Days, Worked Days	
	Consolidated Stats summarize BudgetGroups		

Budget Assumption and Configuration drivers

The following table includes a description of each type of assumption and configuration driver:

Driver	Description
Budget Configuration	Use to configure a variety of general settings that affect the majority of budget plan files.
	TIP: Usually the first driver you edit prior to creating a budget.
Budget Driver	Use to assign a driver statistic either to the facility or to an individual department, and assign a default statistic to be used if a department does not currently have a database statistic.

Driver	Description
Budget Assumptions	Use to control the contents of the Instructions and Planning sheets in budget plan files.
Budget Depreciation	Use to designate an alternative location for entering depreciation for specific expense accounts shared across departments without having to divide the depreciation between multiple budget plan files.
Current payroll period driver	Use to change the current period for the Payroll 27 tables.
Service Line data tables	Use to configure the import into tables that store your Decision Support data (DSS).

Budget Configuration

Overview

This driver contains a variety of general configuration settings that affect the majority of budget plan files. This is typically the first driver file you edit prior to creating a budget.

	Global Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bud_Target
	Dept Dimension Grouping Code to be used for Global Assignments	-							BudgetGroup		
	Use KHACMDimGrp?								Yes		
	Activate Red Flag Popup?								No		
	Expense Transaction Drilling, On or Off?								On		
	Dept Column Width?								15		
	Acct Column Wicth?								15		
	Allow Manual Refresh of AQs?								Off		
	Default Budget Workbook Configuration Settings										
2	Global (Drivers)	Global									
	Budget Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bud_Target
	Payroll27 - YTD Biweekly pay periods				18						
	Financial - Current Fiscal Year Period				б						
	Year of Fiscal Year End	2015	2016	2017				2017	2018		
	Fiscal Year Beginning and End Month				7			6			
	Current Year Beginning and YTD Date			07/01/16	12/31/16						
	Budget Tab Headings										
					FY 2017	FY 2017					
		FY 2015	FY 2016	FY 2017	Dec YTD	Jan-Jun	Manager	FY 2017	FY 2018	Preliminary	Budget
		Actual	Actual	Budget	Actual	Projected	Input	Projected	Budget	Budget	Target
	Month End							06/30/17	06/30/18		
	Months in Period	12	12	12	6	6		12	12		
	Days in Period	365	366	365	184	181		365	365		
	Identify columns to hide in budget workbooks	Yes	Yes	No	No	No	No	No		Yes	No
	Print Suppressor to hide WB columns	[HideColumn] [HideColumn]							[HideColumn]	
	Identify columns to hide in Summary Tab	No	No	No				No	No		No
	Drint Suppressente hide Summary columns										
	Print suppressor to fide summary columns										

The Budget Configuration driver is divided into a **Global Setup** section with settings that apply systemwide and a section with default settings, followed by separate sections for each defined budget group. Each section contains the following:

Global Setup

Open the driver, and then configure the Global Setup parameters to apply to all the budget plan files.

Global Budget Workbook Configuration Settings

Global Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim
Dept Dimension Grouping Code to be used for Global Assignments								BudgetGroup	
Use KHACMDimGrp?								Yes	
Activate Red Flag Popup?								No	
Expense Transaction Drilling, On or Off?								On	
Dept Column Width?									0
Acct Column Width?									15
Allow Manual Refresh of AQs?								Off	
	1								

Settings in this section include:

Option	Definition					
Dept Dimension Grouping Code to be used for Global Assignments	Define the groupings by which the system will build and assemble the plan files.					
Use KHACMDimGrp?	Define from the ACCT dimension which Stdline to use for the department. For example, if the budget plan file is a typical basic operating plan file used in a hospital, then you would use Account KHAStdline. For a physician department, you would likely select Physician KHAStdline.					
Activate Red Flag Popup?	For certain values, you can set variance thresholds which, if exceeded, cause a red flag icon (P_{2}) to display. Select one of the following options to determine whether or not the user needs to address the threshold by entering a comment:					
	 Yes - When the threshold is met, require the user to enter a comment in the Comment field before they can save the plan file. No - Allow the user to save the plan file without entering comments. 					
Expense Transaction	Select one of the following:					
Drilling, On or Off?	 On - To allow users to drill down to a subsidiary General Ledger in the Expense tab. 					
	 Off - To not allow users to drill down in the Expense tab. 					
Dept Column Width?	By default, the department column width is 15 pt. Use this field to enter different column width size.					
	NOTE: If you enter a size larger than 15 pt, large numbers will display in scientific notation (i.e. ########).					
Acct Column Width?	By default, the account column width is 15 pt. Use this field to enter different column width size.					
	NOTE: If you enter a size larger than 15 pt, large numbers will display in scientific notation (i.e. ########).					

Budget Setup section

The Budget Setup section for each budget group defines basic parameters such as pay periods and start and end months for the fiscal year.

Budget Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bud_Target E
Payroll27 - YTD Biweekly pay periods				18						
Financial - Current Fiscal Year Period				6						
Year of Fiscal Year End	2015	2016	2017				2017	2018		
Fiscal Year Beginning and End Month				1			12			
Current Year Beginning and YTD Date			01/01/17	06/30/17						
Budget Tab Headings										

Settings in this section include:

Option	Definition
Payroll27 - YTD Biweekly Pay Periods	Indicates how many pay periods have elapsed in the current fiscal year, in case you need to create a budget for a fiscal year already in progress.
Financial - Current Fiscal Year Period	Indicates the current fiscal year period, in case you need to create a budget for a fiscal year already in progress. When you build a new budget, the Current Period entered here must equal the Current Period of your data sources.
	IMPORTANT: Be sure to enter a specific number. Do not use the KHAPeriod formula (which returns the current period) in this cell, as it will cause your data to become out of sync as the value of KHAPeriod changes. Changing the value recalculates the YTD calendar days, impacting calculations throughout the system. For example, if this field is mistakenly set to seven months but the budgets were built using 8 months of data, most values will be overstated.
Year of Fiscal Year End	The calendar year in which the budget's fiscal year ends.
Fiscal Year Beginning and End Month	The month in which the fiscal year begins and ends for each budget plan file.
Current Year Beginning and YTD Date	The date when the current year budget began and the date when YTD data was imported.

Budget Tab Settings section

This section configures the sheet headings for time period columns in budget plan files.

Budget Tab Headings										
				FY 2017	FY 2017					
	FY 2015	FY 2016	FY 2017	Dec YTD	Jan-Jun	Manager	FY 2017	FY 2018	Preliminary	Budget
	Actual	Actual	Budget	Actual	Projected	Input	Projected	Budget	Budget	Target
Month End							06/30/17	06/30/18		
Months in Period	12	12	12	6	6		12	12		
Days in Period	365	366	365	184	181		365	365		
Identify columns to hide in budget workbooks	Yes	No	No	No	No	No	No		Yes	Yes
Print Suppressor to hide WB columns	[HideColumn]								[HideColumn]	[HideColumn]
Identify columns to hide in Summary Tab	Yes	No	No				No	No		Yes
Print Suppressor to hide Summary columns	[HideColumn]									[HideColumn]

Settings in this section include:

Option	Definition					
Month End	Determines the end date for all monthly spread sections in budgeting driver and plan files.					
	NOTE: This must be updated for the current year end at the beginning of each new budget cycle.					
Months in Period	Designates the number of months in each period, typically 12 for past year actual data, but may vary for the YTD period versus projected period for the current year.					
Days in Period	The total number of business days in the period.					
	NOTE: Must be updated for each budget year.					
Identify columns to hide in budget workbooksplan files	Enter the names of any columns you wish to hide on the Stat_Rev and Expense sheets in budget plan files.					
Print Suppressor to hide WB columns	Designates which columns have been suppressed per the previous row.					
Identify columns to hide in Summary Tab	Allows you to control which columns to display on the Summary sheet of the budget plan files. Set to Yes to hide, No to display in the budget plan files.					
Print Suppressor to hide Summary columns	Designates which columns have been suppressed per the previous row.					

Red Flag Parameters section

This section determines if and when users will be required to enter comments for variances in budget plan files (for more information, see the chapter on Variance Reporting).

neters	Volume	Rev
crease Threshold	2.5%	
d	(2.5%)	(5.
)	1,000	\$20,00

Settings in this section include:

Option	Definition
Percent Increase Threshold	Sets the percentage variance above budget for which users will be required to enter an explanation.
Percent Decrease Threshold	Sets the percentage variance below budget for which users will be required to enter an explanation.

Option	Definition
Dollar Threshold (+/-)	Sets a strict dollar amount above or below budget for which users will be required to enter an explanation

Other Tab Parameters section

This section addresses additional configuration options for budget plan files:

Other Tab Parameters

Other Tab Parameters				
Use Preliminary Estimate on Detail Calc Method?				Yes
Display Contribution Margin on Summary Tab?	Title	e:	Contribution Margin	Yes
Use Forecast for Current Year Projection?				No
Show Initiatives Tab?				Hide
Show Plan Tab?				Show
Show Empl_List tab with JobCode and Staffing Tabs?				Show
Show Empl_List tab with Employee Tab?				Hide
Show Net Revenue section on Stat_Rev tab (Requires Global Sum Setu	ıp)?			Hide
Show Empl_List tab with Employee Tab? Show Net Revenue section on Stat_Rev tab (Requires Global Sum Setu	ıp)?			Hide Hide

Settings in this section include:

Option	Definition
Use Preliminary Estimate on Detail Calc Method?	If set to Yes , the preliminary estimate displays on the detail sheet in budget plan files. If set to No , the system will hide the preliminary estimate row.
Display Contribution Margin on Summary Tab?	If set to Yes , the contribution margin row displays on the Summary sheet in the budget plan files. If set to No , the system will hide the contribution margin row. To display the margin, choose a custom name for that row on the Summary sheet.
Use Forecast for Current Year Projection?	Select Yes or No.
Show Initiatives Tab?	Select to Show or Hide the Initiatives tab.
Show Plan Tab?	Select to Show or Hide the Plan tab.
Show Empl_List tab with JobCode and Staffing Tabs?	Select to Show or Hide the Empl_List tab with the JobCode and Staffing tabs.
Show Empl_List tab with Employee Tab?	Select to Show or Hide the Empl_List tab with the Employee tab.
Show Net Revenue section on Stat_Rev tab (Requires Global Sum Setup)?	Select to Show or Hide the Net Revenue section on the Stat_Rev tab.

Budget Driver

Overview

This driver is used for two major purposes:

- 1. Assign a driver statistic either to the facility or to an individual department.
 - These drivers must exist in the Statistics sheet.
 - The code requested is the same code that is in column A of the Statistic worksheet which is a combination of columns B & C in the Statistic worksheet.
 - A red flag will indicate if an incorrect code has been input (refer to screen shot example).
- 2. Assign a default statistic to be used if a department does not currently have a database statistic.
 - Departmental Exceptions from the facility assignment can be entered in the lower half of this sheet (refer to screen shot below).

The Driver sheet contains the following columns for each entity:

- BudgetGroup Code
- Department Description
- IP Driver
- OP Driver
- Default Statistic

Drivers must be defined in column A on the Statistics sheet in order to be used.

- 10	R	S	Т	U		V	W	Х	Y	Ζ	AA	ABAC	AG
24													
25			Driv	ver									
26													
27			Global	Driver Ins	truc	tions:							
28			Enter ti	he Statisti	cal (Global Driver for All Depts on the Global Row pe	r Statistic Type						
29			The Gl	obal Drive	er No	ame in Col's: W, Y, and AA Need to be a valid no	me on the Statistics driver table in the	e Ci	ODE column				
30			Enter a	ny Depar	tmei	nt Exceptions from the Global Driver Line on the	indicated Rows						
31			These l	Drivers wi	ll ap	pear in the Departmental workbook at the Top	of the Stat_Rev & Expense Tabs.						
32				Þ		= Driver not found in CODE column of the BUD	ET2019_Statistics Table						
33			P.u.d.	+C									
25			Cod	getoroup		Department Description	IP Driver	D.	OP Driver	b,	Default Statistic	b.	
35			cou	c		Department Description	ii biivei		Of Driver	PC 1	Delaure Statistic		
2.0						Global Driver	CalendarDays		CalendarDays		CalendarDays		
38								1					
40						Enter Budget Group Code in U41				_			
41			_			Global Driver	-		_		_		
42				Dept		Departmental Exceptions							
43					0	<=Enter Dept No.	-		_		_		
44					0	<=Enter Dept No.	-		-		-		
45					0	<=Enter Dept No.	-		_		_		
46			_		_	Double Click to Insert New Exception Row							
48		Save				CCU Budget Group		_		_			
49			CCU			Global Driver	EMCAdmits		EMCTotalVisits		CalendarDays		
50				Dept		Departmental Exceptions							
51					0	<=Enter Dept No.	-		_		_		
52					0	<=Enter Dept No.	-		-		-		
53					0	<=Enter Dept No.	-		_		_		
54			_		_	Double Click to Insert New Exception Row							
56		Save				Home Health							
57			EHH			Global Driver	CalendarDays		CalendarDays		CalendarDays		
58				Dept		Departmental Exceptions							
59		_	_		0	<=Enter Dept No.	-		_				

Settings

Open the driver, and complete the driver settings, as needed.

Budget Assumptions

Overview

Use this driver to control the contents of the Instructions and Planning sheets in budget plan files. It is probably best to revisit this section after you have gone through the process of creating a budget and viewed these sheets in the context of a budget plan file.

BUDGET ASSUMPTIONS

bal	Global (Drivers)			
	BUDGET INSTRUCTION PROCESS STEPS	DUE:	USE:	
1	Attend Budget Training\Work Session	31-Dec-16	21-Jan-16	
2	Review Department Statistic Budget	31-Dec-16	31-Dec-15	
3	Adjust Staffing to Match Statistic Budget	31-Dec-16	31-Dec-15	
4	Review Overall Staffing	31-Dec-16	31-Dec-15	
5	Complete Other Department Expenses	31-Dec-16	31-Dec-15	
6	Review Overall Budget	31-Dec-16	4-Feb-16	
7	Meet with VP\Director for Budget Review\Changes	31-Dec-16	9-Feb-16	
8	Submit Completed Budget to Finance	31-Dec-16	11-Feb-16	
	Budget Contact			
1	Charlie Credit, Extension 1234			
2				
3				
	Budget Assumptions			Global
1	Overall Change in Patient Days	0.0%	0.0%	PatientDays
2	Change in Outpatient Visits	0.0%	(0.4%)	TotalVisits
3	Change in Emergency Visits	0.0%	(0.1%)	ERVisits
4	Intensive Care Change	0.0%	0.0%	NA
5	Cardiology Center will open January 1st	0.0%	0.0%	
6	4 Cardiologist will be recruited	0.0%	0.0%	
7	Current Staffing will absorb any anticipated Volume Change	0.0%	0.0%	
8	4 Cardiologist will be recruited	0.0%	0.0%	
9	Current Staffing will absorb any anticipated Volume Change	0.0%	0.0%	
10		0.0%	0.0%	
11	Travel \ Purchased Services reduction target:	0.0%	0.0%	
12	Overall reduction in Contract Labor-Test	0.0%	0.0%	
Acct	Planning Account		800000	
Title	Planning Questions		Operating Plan	
1	Objectives			
2	Risk Factors			
3	Factors That May Aid In Accomplishing The Objectives			
4	Provide Any Operational Factors That Will Not Occur Next Year			

5 Provide Any New Operational Factors That May Occur Next Year

6 Quality Improvement Plan

Settings

Open the driver, and define different sets of instructions and planning questions for each Budget Group.

Each section has three columns:

- Budget Instruction Process Steps Modify the description of each step.
- Due Enter the due date for step.
- Use Enter or modify the link.

Open the Budget Assumptions driver, and then use the following table to complete the settings in this driver, as needed:

Option	Definition
Budget Contact	Type the contact information for the Budget Administrator in case end users have any questions.

Option	Definition
Budget Assumptions	Input key budget assumptions in this section to display for the user's reference. Again, this is strictly for reference. These are not the cells that the system refers to for assumptions data when performing actual calculations.
Budget Planning Account	Type the account used to store plan tab answers.
Planning Questions	Type the questions to display on the Planning sheet in budget plan files.

Budget Depreciation

Overview

This driver provides an alternative location for entering depreciation for specific expense accounts shared across departments without having to divide the depreciation between multiple budget plan files.

To use this driver, set the budget method (KHAStdLine) in the ACCT dimension table to Depreciation.

To add a new department to the driver, double-clicking the Double click to Insert New Department cell.

Depreciation Use this wo To refresh th To reference	Instructions: orksheet for any I is tab, select the Re this worksheet, the blobal De	Department & Ar efresh Data buttori e budget method i preciatio	ccount combination that you wish on the KH Main Menu. This will setur n the Acct Dimension (KHAStdLine sho	to budget globall the account blocks uld be Depreciation	y instead of ent s. 1)	ering the value	s into each bud	get workbook.				
							FY 2017	FY 2017	FY 2017 Capital		FY 2018	F١
	Department	Account		Spread	FY 2016	FY 2017	YTD	CY	Additions	FY 2017	FAS	
	KHABgtMap	KHABgtCode	Account Description	Tag	Actual	Budget	Actual	Projected	(Partial Year)	Projected	Forecast	
71100 Depreciation - Equipment Double Click to Insert New Dept			l									
			Total		0	0	0	0	0	0		0
		71200	Depreciation - Buildings Double Click to Insert New Dept									
			Total		0	0	0	0	0	0		0

Settings

Open the driver, and complete the driver settings, as needed.

Configuring the current payroll period

Use the Change Payroll 27 Tables-Current Period utility to change the Payroll 27 tables current period.

NOTE: You must have the Administrator role profile to access this utility.

To configure the current payroll period:

1. In the Bud Admin or Management Reporting Admin task pane, in the Budget System Maintenance section, double-click Change Payroll 27 Tables-Current Period.

Budget System Maintenance	
😑 Change Payroll 27 Tables-Current Period	←
View Dimension Tables	-
🔀 Dimension Maintenance	
🕮 Review Paytype Mapping	
PayrollGLMapping	
Ø Validation Tables	
Other Dimension Utilities	
Right Archive Current Year Plan Files	

NOTE: The utility opens in a separate browser window.

2. From the New Pay Period drop-down, select the current pay period.

Set Pay Period						
Use this form to change the Current Pay Period.						
Current System Info: New Pay Period Info:						
Current Pay Period: 18	New Pay Period:	18 • 11 12 13 14 15 16 17 18				

- 3. Click Submit.
- 4. At the This may take around a minute to save prompt, click OK.
- 5. At the confirmation prompt, click **OK**.

Configuring the Service Line data tables

Service Line data tables allow you to house your Decision Support data (DSS). The tables are assigned to the Performance Reporting license such as many other tables that house data for Actuals.

The data tables are located in the Service Line folder in the Table Library accessed through the Explorer task pane.



Open Tables In Spread Sheet (OTIS) is available for the following Kaufman Hall standard roles for direct table access, if needed:

- Management Reporting Admin
- Management Reporting Analyst

You will need Management Reporting Admin role to use the import.

One standard import is available in the **Imports > Management Reporting** menu. You will need Management Reporting Admin role to use the import. File specs will be provided in the related file spec document and initial setup may be needed. Please contact Kaufman Hall customer support for assistance.



The Service Line data tables contain four key fields, twelve monthly periods columns, and calculated summary fields. The Key fields are defined as follows:

• Group Service Line – Service Line category name. This is client defined and no Kaufman Hall

standards are required. This same field is used to define the Service Line name when configuring the Service Line Supplement Driver.

- **Primary Payor Plan Code** Used to summarize payor categories. This is client defined and no Kaufman Hall standards are required. This is used for reporting only and is not used as a key field in the Service Line Supplement driver.
- Entity Code Level of summarization similar to Budget Group. This is NOT a validated dimension to the Entity validation table at this time, but we recommend that the Entity Code matches validated codes.
- **Data Type** Statistic category desired to be used in the data table. These are client defined and no Kaufman Hall standards are required.

	Home ServiceLine_2018 ×										
	A B	C D	E	F	G	н	en l'en e	J			
3											
4	Data Type	String	String	String	String	Numeric	Numeric	Numeric			
5	String Length	50	50	10	50						
6	Description	Service Line Group				Fiscal period/mo nth 1	Fiscal period/mo nth 2	Fiscal period/mo nth 3	Fi p n'		
8	Delete Row	GroupServiceLine 🚽	PrimaryPayorPlanCode 👻	EntityCode 🚽	DataType 👻	P1 🖵	P2 🚽	P3 🖵			
97		Cardiology	MCM22	EMA	Charges	362914.52	472828.28	491510.60	Γ		
98		Cardiology	MCM22	EMA	Days	38.00	52.00	50.00			
99		Cardiology	MCM22	EMA	Encounters	20.00	16.00	18.00			
100		Cardiology	MCM22	EMA	Net	102861.65	73302.48	109928.75			
101		Cardiology	MCM22	FMC	Charges	362904.52	472818.28	491500.60			
102		Cardiology	MCM22	EMC	Days	28.00	42.00	40.00			
103		Cardiology	MCM22	EMC	Encounters	10.00	6.00	8.00			
104		Cardiology	MCM22	EMC	Net	102851.65	73292.48	109918.75			
105		Cardiology	MCR00	EMA	Charges	1467941.48	1765490.92	1110140.96	1		
106		Cardiology	MCR00	EMA	Days	138.00	156.00	112.00			

Budget Global drivers

The following table includes a description of each type of Budget Global driver:

Driver	Description			
Budget Global Data Configuration	Use to configure settings related to the GlobalData calc method.			
Budget Global Data 1- 4	Use to configure next-year budget values by month for individual expense items.			
Budget Global Expense	Use as an alternative location for budgeting dollars to specific expense accounts shared across departments without having to divide the dollars between multiple budget plan files.			
Budget Global Sum	Use to calculate the value of an account on the Stat_Rev or Expense sheet based on the value of one or more other accounts on the Stat_Rev sheet.			

Budget Global Data Configuration

Overview

This driver contains settings related to the GlobalData calc method. The GlobalData calc method allows you to create configurable budget relationships for calculating NYB amounts for the Expense tab only. The GlobalData calc method is similar to GlobalExpense but allows you to use up to four configurable tabs in GlobalData Assumptions.

This calc method works much like Global Expense, Global Revenue, and Depreciation, which look to the StatData tab to get the budget values.

This driver file allows plan files to look up historical and projected values for expense items. To reference a department/account combination to the Global Data Assumptions, you must specify the GlobalData calc method in the appropriate grouping column on the ACCT dimension table. These accounts will then look to one of the four GlobalData sheets for historical and projected data.

To use GlobalData, you must first specify a default GlobalData sheet for accounts using the GlobalData calc method, along with any departmental or budget group exceptions. There are four sheets set up in the Global Data Configuration to use when creating alternate data sets. If you need more than four sheets or need to modify any of the default queries on the sheets, please contact your Kaufman Hall Consultant.

Global Data Configuration

				Description		Global Tab Nam
	Global			Global Data Tab		GlobalData
	Global					
	Budget Group)				
				CCU Budget Group		
Save	CCU			CCU Global Data Tab		TKDM
oure	Acct	Bu	daet Group	Departmental/Account Exceptions		
Save	1	23456 CC	uger ereup	Departmental, recount Exceptions		
Save	6	20000 CC	u	Other Supplies		TKDM1
Save	67	21000 CC	ŭ	Medical Supplies		TKDM1
Save		62145 CC	ŭ	Supplies - Implants		TKDM2
Save		62200 CC	U	Supplies - Drugs & Pharmaceuticals		TKDM33
			-	Double Click to Insert New Acct E	xception Row	
				Medical Center		
Save	EMC			EMC Global Data Tab		
oure	Acct	Bu	daet Group	Departmental/Account Exceptions		
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	24	ager croup	Double Click to Insert New Acct E	xception Row	
				Dauble Click to Jacont New Produc		
				Double Click to Insert New Budge	Storoup Exception	
	Acct	Bu	dget Group			
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	11111 Glo	bal			TKDMd
						in bind
	Acct	De	pt			
Save		11111 472	210		RCH Radiology-CT Scan	TKDMg
Save	63	30000 475	510	Professional Fees	RCH Respiratory Care	TKDMg
				Double Click to Insert New Depar	tment/Acct Exception	

Settings

Open the driver, and then use the following table to complete the driver settings, as needed:

Budget Global Data 1-4

Overview

Each of the four GlobalData drivers allows you to adjust current year projections and next-year budget values by month for individual expense items. The initial values are populated from source data using predefined queries.

Global Data Budget								FY 2017
	Department KHABgtMap	Account KHABgtCode	Dept Description	Account Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	YTD Actual
	10000	600000	EHS Balance Sheet	Salaries	18,180,540	19,607,240	20,554,204	9,575,563
	17840	71100	EHS Sports Medicine	Depreciation - Equipment	355,390	310,963	348,530	161,508
	17880	872110	EPG Phys Clinic-North	New Initiatives-Interest	1,900,415	1,721,850	2,039,100	888,258
	17885	872110	EPG Phys Clinic-East	New Initiatives-Interest	1,695,920	1,404,754	2,508,496	704,684
	17891	72210	EPG Phys Clinic-South	Amortization	2,927,336	3,205,326	3,337,241	1,544,008
	17895	71200	EPG Phys Clinic-West	Depreciation - Buildings	1,476,210	22,293	340,290	30,225
	19000	73990	EHS Administration	Allocated To Departments	(4,406,524)	(16,263,221)	(14,738,458)	(7,428,208
	19060	71100	EHS Corporate Communications	Depreciation - Equipment	2,724,571	2,339,182	2,719,474	1,218,029
	19080	71100	EHS Teleservices	Depreciation - Equipment	334,730	338,349	331,509	163,261
	19100	872110	EHS Accounting Operations (Employee)	New Initiatives-Interest	588,224	498,289	509,414	248,131
	19105	71100	EHS Payroll (Alternate Employee)	Depreciation - Equipment	98,614	191,627	261,290	98,023
	19110	872110	EHS Administrative Finance	New Initiatives-Interest	231,492	306,364	231,301	136,927
	19150	71200	EHS Information Services	Depreciation - Buildings	6,110,223	6,631,508	6,378,995	3,329,761
	19160	71100	EHS Audit Services	Depreciation - Equipment	103,039	82,469	81,168	41,674
	19170	71200	EHS Medical Information Network	Depreciation - Buildings	1,012,591	1,210,106	1,010,063	556,334
	19185	72210	EHS Corporate Health Services	Amortization	283,658	273,620	279,648	132,697
	19220	71200	EHS Human Resources	Depreciation - Buildings	1,068,309	978,911	1,190,338	481,711
	19250	71200	EHS Performance Improvement	Depreciation - Buildings	145,729	182,629	230,823	98,079
	19370	71200	EHS Risk Management And Safety	Depreciation - Buildings	246,242	272,729	236,966	142,294
	20000	73950	EMC Balance Sheet	Administration Allocation	35,159,695	41,599,326	86,331,041	20,769,252
	26100	71210	EMC Nursing Administration	Building Rent - Intercompany	1,099,493	1,249,758	1,463,385	629,529
	26140	872110	EMC Emergency Room (CDM)	New Initiatives-Interest	3,437,704	6,523,423	1,844,296	3,147,242

Settings

- 1. Open the driver.
- Right-click the Client Filter cell above the Dept Description column header, and select Axiom Wizards > Filter Wizard.

Global Data Budget									
			Acct.Type='Expense'	<< Last Saved Filter					
\rightarrow			Acct.Type='Expense'	<< Client Filter (right click for wizard then select refresh)					
	Department	Account			FY 2015				
	KHABgtMap	KHABgtCode	Dept Description	Account Description	Actual				
	10000	60100			15,582				

- 3. Create or select an existing filter to use. For instructions, see Using the Advanced Filter Wizard.
- 4. Refresh the variables by doing one of the following:
 - In the Main ribbon tab, click Refresh Data.



- Press F9.
- 5. In the Refresh Variable dialog, click Choose Value.
- 6. In the Choose Value dialog, do one of the following, and click OK:
 - To select one or more values to include, select the check box next to the value.
 - To select all of the values, click Select All.

- To unselect all of the selected values, click Clear All.
- 7. Use the following table to make edits to the driver:

Option	Description
CY Projected	Type the adjusted current year projection.
Month-Year Budget	Type the budget values for each month.

- 8. To delete a record, in the far left column, select **Delete** from the drop-down.
- 9. After making your changes, in the Main ribbon, click Save.



Budget Global Expense

Overview

This driver provides an alternative location for budgeting dollars to specific expense accounts shared across departments without having to divide the dollars between multiple budget plan files. Some common uses are for Building Rent and Inter-company Allocations.

Use this sheet for any department and account combination to budget globally instead of by entering values into individual budget plan files.

For an account to reference the values on this sheet, the budget method (KHAStdLine) in the ACCT dimension table must be set to **GlobalExpense**.

You can add additional rows by copying the formulas from the ones already set up.

Global Expense Instructions:

Use this worksheet for any Department & Account combination that you wish to budget globally instead of entering the values into each budget workbook.

To refresh this tab, select the Refresh Data button on the KH Main Menu. This will setup the account blocks. To reference this worksheet, the budget method in the Acct Dimension (KHAStdLine should be GlobalExpense)

To add additional KHAStdLine columns, add those in the "Data Filter" section on the Sheet Assistant

Global Expense Budget					FY 2017	FY 2017				
Department	Account		FY 2016	FY 2017	YTD	CY	FY 2017		FY 2018	Jul-17
KHABgtMap	KHABgtCode	Account Description	Actual	Budget	Actual	Projected	Projected	Spread Tag	Budget	Budget
	62199	OMC Allocation								
		Double Click to Insert New Dept								
	62199	Total	0	0	0	0	0		0	0
	71110	Equip Rent - Intercompany								
26340	71110	EMC CCU (Staffing)	6,513	6,346	3,051	0	3,051	Previous Input	0	0
		Double Click to Insert New Dept								
	71110	Total	6,513	6,346	3,051	0	3,051		0	0
	71210	Building Rent - Intercompany								
26340	71210	EMC CCU (Staffing)	45,358	40,899	22,608	0	22,608	Previous Input	0	0
		Double Click to Insert New Dept								
	71210	Total	45,358	40,899	22,608	0	22,608		0	0

Settings

Open the driver, and then complete the driver settings, as needed.

Budget Global Sum

Overview

This driver allows you to calculate the value of an account on the Stat_Rev or Expense sheet based on the value of one or more other accounts on the Stat_Rev sheet.

Use this sheet for any department and account combination to budget as a percentage of the total of specific accounts on the Stat_Rev sheet.

To reference this sheet, enter GlobalSum as the budget method in the ACCT dimension table (KHAStdLine).

You can add additional rows by copying the formulas from the ones already set up.

IMPORTANT: Do not change the codes on Row1 or delete a column without consulting with Kaufman Hall first.

Settings

Open the driver, and complete the following sections in the GlobalSum sheet:

Revenue Accounts to be Summed section

Use this section to list the accounts on the Stat_Rev sheet to sum together.

Accounts to sum together and have the same adjustment factor applied should have the same Account Summary Group.

Summary groups can be text or numeric. Do not use the word Unused to avoid inadvertent summations.

The only methodologies that can be summed are the following:

- Allowance
- BadDebt
- CDMIPRevenue
- CDMOPRevenue
- IP_Payor
- IP_Per_Unit
- OP_Payor
- OP_Per_Unit
- Oth_Payor
- Oth_Per_Unit
- ProviderRev

You can add additional rows by copying the formulas from the ones already set up.

IMPORTANT: Do not change the codes on Row1 or delete a column without consulting with Kaufman Hall first.

Displayed fields and settings in the Revenue Accounts to be Summed section include:

Option	Description
Budget Group	 Acct – Add or modify the account number. AcctSumGroup1-4 – There are four account summary groups available. Add or modify these values.
Dept\Acct Exceptions	 Dept – Add or modify the department. Acct – Add or modify the account number. AcctSumGroup1-4 – There are four account summary groups available. Enter or modify these values.
Acct Exceptions	 Acct – Add or modify the account number. AcctSumGroup1-4 – There are four account summary groups available. Enter or modify these values.

Global Sum

Revenue Accounts to be Summed Use this section to list the accounts on the Stat_Rev tab to be summed together.

Accounts that are to be summed together and have the same adjustment factor applied should have the same Account Summary Group

Summary groups can be text or numeric. Do not use the word "unused" to avoid inadvertant summations. The only methodologies that can be summed are Allowance, BadDebt, CDMIPRevenue, CDMOPRevenue, IP_Payor, IP_Per_Unit

	,,,
OP_Payor, OP_Per_Unit, Oth_Payor, Oth_Per_Unit, ProviderRev	

		, , ,		CH	CI	CJ	CK	
				Acctsumoroup1	Acctsumoroupz	Account	Acctsumoroup4	
				Summary Group 1	Summary Group 2	Summary Group 3	Summary Group 4	
	Global Only	Acct	Global Acct Exceptions	Summary Group 1	Summary Group 2	Summary Group S	Summary Group 4	
Save	ciobal city	330000	Other Patient Revenue	Unused	Unused	Unused	Unused	Unused
Cavo		40000	Capitation Adjustment	Unused	Unused	Unused	Unused	Unused
Cave		40000		Upweed	Unused	Unused	Unused	Unused
Save		61301	FICA - Provider	onused	Unused	onused	Unused	Unused
		C	Default ACCT	Unused	Unused	Unused	Unused	Unused
		C	Default ACCT	Unused	Unused	Unused	Unused	Unused
		0	Default ACCT	Unused	Unused	Unused	Unused	Unused
		0	Default ACCT	Unused	Unused	Unused	Unused	Unused
		0	Default ACCT	Unused	Unused	Unused	Unused	Unused
			Double Click to Insert New Exception					
	Budget Group	Acct	BudgetGroup\Acct Exceptions					
Save	ehs	310000	ehs-Inpatient Revenue	Unused	Unused	Unused	Unused	Unused
	_	C	<= Enter Budget Group and Acct No.	Unused	Unused	Unused	Unused	Unused
	_	C	<= Enter Budget Group and Acct No.	Unused	Unused	Unused	Unused	Unused
	_	C	<= Enter Budget Group and Acct No.	Unused	Unused	Unused	Unused	Unused
	_	C	<= Enter Budget Group and Acct No.	Unused	Unused	Unused	Unused	Unused
	_	C	<= Enter Budget Group and Acct No.	Unused	Unused	Unused	Unused	Unused
			Double Click to Insert New Exception					
				1				

Accounts to use GlobalSum Methodology section

Fields and settings in the Accounts to use GlobalSum Methodology section include:

Option	Description
Option Dept\Acct Exceptions	 Description Dept – Add or modify the department. Acct – Add or modify the account number. Summary Group Column – From the drop-down, select one of the following: AcctSumGroup1 AcctSumGroup2 AcctSumGroup2 AcctSumGroup4
	Adjustment Factor Summary Group 1
	Adjustment Factor Summary Group 1
	Adjustment Factor Summary Group 1
	Summary Group 1
	Summary Group 2

Option		Description
Acct Exceptio	ns	 Acct – Add or modify the account number. Summary Group Column – From the drop-down, select one of the following AcctSumGroup1 AcctSumGroup2 AcctSumGroup3 AcctSumGroup4 Adjustment Factor Summary Group 1 Adjustment Factor Summary Group 2 Summary Group 1 Summary Group 2
Accounts to use GlobalSum M Use this section to list the acco Accounts that have the same <i>i</i> No summary groups can be i A separate adjustment factor of NOTE! The GlobalSum methodology of The GlobalSum methodology of Global Only Save Save	ethadology unts on the Stat_Rev or E Account Summary Group trained in each compute can be applied to each sur dology can only be used in an the Expense tab can be Acct 320000 Outpat S40000 Norby 0 Defaul 0 Defaul 0 Defaul 0 Defaul 0 Defaul 0 Defaul	ense tabs that will be computed using the summation of Summary Groups of the revenue accounts listed above. iil be summed and the adjustment factor applied. account. Be sure to fill in ALL columns in this section for any row used. (use "unused" rather than leave blank) mary group. Use a negative factor to perform subtraction. the "Deduction" and "Other Revenue" section of the Stat_Rev tab. section of the Stat_Rev tab. Summary Group Lookup Description Column folobal Acct Exceptions nt Revenue AcctSumGroup1 CH AccT AcctSumGroup1 CH

Budget Expenses drivers

ble Click to

The following table includes a description of each type of Budget Expense driver:

Driver	Description
Budget Expense Adjustment	Use to control expense rate increases by facility, broken out by income statement category.
Budget Expense Admin Adjustments Setup	Use to make incremental adjustments to manager inputs on budget plan files.

Budget Expense Adjustments

Overview

This driver contains the following fields for controlling expense rate increases by facility, broken out by income statement category (as defined in the FSDetail column of the ACCT dimension table).

Expe	nse Adju	stments								
				FY 2017	FY 2018	Fiscal		Benefit	s Only	
				Projection	Budget	Effective		FY 2017	FY 2018	FY 2017
		Category	Description	Adjustment	Adjustment	Month		Fixed %	Fixed %	Rate/FTE
	Default Expense	Adjustments:								
		FSDetail	FSDetail - Financial Statement Rollup							
		E_Salaries	Use the Labor Rates Tab							
		E_Benefits	Benefits	0.0%	3.0%	7		22.0%	22.0%	0.00
		E_Depreciation	Depreciation	0.0%	0.0%	1				
		E_Interest	Interest	0.0%	0.0%	1				
		E_Insurance	Insurance	0.0%	8.0%	1				
		E_OtherExp	OtherExp	0.0%	2.5%	1				
		E_Drugs	Drugs	0.0%	12.0%	1				
		E_MedSupplies	MedSupplies	0.0%	3.0%	1				
		E_OthSupplies	OthSupplies	0.0%	4.0%	1				
		E_MaintRepairs	MaintRepairs	0.0%	2.0%	1				
		E_ProFees	ProFees	0.0%	1.0%	1				
		E_PurchSvcs	PurchSvcs	0.0%	1.0%	1				
		E_RentLease	RentLease	0.0%	1.0%	1				
		E_Utilities	Utilities	0.0%	8.5%	1				
Save	сси	CCU Budget Group	Apply inflation to Detail accounts?	No	No		On	lv applies t	o Benefit Acco	unts
	BudgetGroup	FSDetail	FSDetail Exceptions							
Save	CCU	E_Benefits	Benefits	5.0%	10.0%	4		1.0%	2.0%	3.00
Save	CCU	E_Drugs	Drugs	20.0%	10.0%	6		4.0%	3.0%	2.00
Save	CCU	E_MedSupplies	MedSupplies	0.0%	0.0%	0		0.0%	0.0%	0.00
	ccu		<= Select FSDetail Code	0.0%	0.0%	0		0.0%	0.0%	0.00
	CCU		<= Select FSDetail Code	0.0%	0.0%	0		0.0%	0.0%	0.00
	CCU		<= Select FSDetail Code	0.0%	0.0%	0		0.0%	0.0%	0.00
	CCU		<= Select FSDetail Code	0.0%	0.0%	0		0.0%	0.0%	0.00
	CCU		<= Select FSDetail Code	0.0%	0.0%	0		0.0%	0.0%	0.00

Settings

Open the driver, and then use the following table to complete the settings in this driver, as needed :

Option	Definition
FY <i>Year</i> Projection Adjustment	Use to modify expense values for current year projection.
FY <i>Year</i> Budget Adjustment	The default expense adjustment for all budget plan files (exceptions can be made for any defined Budget Groups in the sections below)
Budget Groups	Defines exceptions to the global expense adjustments for any defined Budget Groups. Exceptions can be made by FSDetail category and/or Account.
	NOTE: Axiom Budgeting overrides default exceptions with the FSDetail exceptions and overrides any FSDetail-level exceptions with the ACCT exceptions. This applies for <i>both</i> current year and next year's budget.

Option	Definition
FY <i>Year</i> Fixed %	Used if using the PctofSalaries_FixedPct methodology. This will set a fixed percentage to be used for all departments in that budget group rather than the historical percentage which would be different for all departments.
FY <i>Year</i> Rate/FTE	Used if using the RatePerFTE_Fixed methodology. This will set a fixed rate per FTE to be used for all departments in that budget group rather than the historical rate which would be different for all departments.

Budget Expense Admin Adjustments Setup

Overview

Use these drivers to make incremental adjustments to manager inputs on Budget plan files. To use these drivers, you must first set up the accounts in the Budget Expense Adjustments driver.

Settings

When you open the driver, double-click where indicated to insert a row.

Admin Expense Adj Setup

	ACCT	Acct Description	Method
Save	62100	Supplies - General - Amount	Amount
Save	0	Default ACCT	_
Save	0	Default ACCT	_
Save	0	Default ACCT	_
Save	62130	Supplies - Med Surg Nonbillable - Percent	Percent
		Double Click to Insert New Input Row	

Use the drop-down menu to select whether to enter exceptions for that DEPT/ACCT combination by **Amount** or **Percent**.

Admin Expense Adj Setup ACCT Acct Description Method Save 62100 Supplies - General - Amount Amount Amount Save O Default ACCT - _ Save O Default ACCT - _

Repeat for as many DEPT/ACCT combinations as you need to enter exceptions. When you are finished, save the file.

Next, open the Budget Expense Admin Adjustments driver from the Budget Admin task pane. When you open the driver file, your DEPT/ACCT combinations display. Finally, save the Budget Expense Admin Adjustments driver.

NOTE: This driver only links to calc methods for Detail, Fixed, Rate Per FTE, and Variable. It is not designed to work for FTE or salary adjustments.

Budget CDM drivers

The following table includes a description of each type of Budget CDM driver:

Driver	Description
Budget CDM Configuration	Use to set configuration options for the CDMRevenue tab in budget plan files, including the inpatient and outpatient volume settings.
Budget CDM Overrides	Use to override the charge per unit rate for specific CDM codes, either globally or by budget group/department.

Budget CDM Config



Use this driver to configure the CDMRevenue tab in Budget plan files, including the inpatient and outpatient volume settings.

	Budget Option - Activate KHABgtMap?	Yes		
	Worksheet Security Settings	Hide Distrib?	Level	SavetoDB
_	CDM Revenue	Ν	3	Yes
ave EMA	Medical Associates			
	Stat_Rev Integration Option	Volume		
	Allocate CDM Revenue to GL Accounts	Yes		
	Use CDMCode.GLAcct to integrate with Stat_Rev	No		
	Optional CDM Revenue Column Display			
	Last Year Actual	Show		
	Current Year Budget	Show		
	Preliminary Budget	[HideColumn]		
	IP Revenue Spread	IP Driver		
	OP Revenue Spread	OP Driver		

Settings

Open the driver, and then use the following table to complete the driver settings, as needed:

Option	Description
Budget Option -	Select one of the following:
Activate KHABgtMap?	 To activate KHABgtMap, select Yes.
	 To not activate KHABgtMap, select No.
Stat_Rev Integration Option	 From the Allocate CDM Revenue to GL Accounts drop-down, do the following:
	 To calculate the total revenue on the CDMRevenue sheet to be allocated to the GLAccounts interfaced on the Stat_Rev sheet, select Yes. The allocation uses YTD history as its allocation method.
	 If you select No, the Use CDM GLAcct to integrate with Stat_Rev automatically will turn to Yes, and it will use the mapping from the RevUsage dimension table on the IPRevAcct and OPRevAcct columns.
	 From the Use CDMCode.GLAcct to integrate with Stat_Rev drop- down, select Yes or No.

Option	Description
Optional CDM Revenue Column Display	 Select whether to Show or Hide the Last Year Actual, Current Year Budget, and Preliminary Budget columns on the CDMRevenue sheet in the budget plan files.
	• From the IP Revenue Spread and OP Revenue Spread drop-downs, choose the default spread in the budget plan files. Choices include the Driver, Calendar Days, Work Days, Even, or History. You can override this setting in each budget plan file.

Budget CDM Overrides



Use this driver to override the charge per unit rate for specific CDM codes, either globally or by budget group/department.
CDM Overrides					
	CDM Code	Description	IP	OP	
		GLOBAL SECTION			
Save	C2614010150	ER Level I <2Hr	50.00	80.00	
		Double Click to Insert New Exception			
		BUDGET GROUP SECTION			
Save	EMC	Medical Center			
Save	C2614010151	ER Level I >2Hr	100.00	120.00	
		Double Click to Insert New Exception			
Save	EPG	Physician Group			
Save	C2614010152	ER Level II <2Hr	0.00	0.00	
Save	C2614010156	ER Level IV <2Hr	0.00	0.00	
Save	C2614010157	ER Level IV >2Hr	0.00	0.00	
Save	C2614010158	ER Level V <2Hr	0.00	0.00	
		Double Click to Insert New Exception			
		Double Click to Insert New Budget Group Block			
		DEPARTMENT SECTION			
Save	17,88	0 EPG Phys Clinic-North			
Save	C2614010152	ER Level II <2Hr	0.00	0.00	
Save	C2614010156	ER Level IV <2Hr	0.00	0.00	
		Double Click to Insert New Exception	l i i i i i i i i i i i i i i i i i i i		
Save	17,88	1 EPG Phys Clinic-Occ HIth East			
Save	C2614010157	ER Level IV >2Hr	0.00	0.00	
Save	C2614010158	ER Level V <2Hr	0.00	0.00	
		Double Click to Insert New Exception	l i i i i i i i i i i i i i i i i i i i		
Save	26,14	0 EMC Emergency Room (CDM)			
Save	C2614010151	ER Level I >2Hr	50.00	60.00	
		Double Click to Insert New Exception			
	CDMOverrides				

Settings

Open the driver, and then complete the driver settings, as needed.

Option	Description
CDM Code	Type the charge code to override.

Option	Description
Description	Displays a description of the charge code you entered in the CDM Code column.
IP	Inpatient
ОР	Outpatient

Budget Labor drivers

The following table includes a description of each type of Budget Labor driver:

Driver	Description
Budget Labor Configuration	Use to configure default settings for tracking and calculating labor-related expenses.
Budget Labor Rates	Use to control the wage rate increases globally for your entire organization as well as for specific budget group and department categories.
Budget Labor Accounts	Use to configure certain salary or benefit accounts to use total salaries or a subset of salary accounts to use in the calculation.
Budget Labor ADC Configuration	Use to configure the job classes and staffing ratios for each job class.
Budget Labor Alt FTE Factors	Use to configure Alt FTE factors.
Budget Labor Benchmark driver	Use to define a benchmark target of FTEs or Worked Hours per Unit of Service (WHPUOS) by department.
Budget Labor JobCode Dropdown	Use for any department where a filter applied to a JobCode drop-down provides a streamlines list for the user.
Budget Labor Limits	Use to top-out rates when needed.
Budget Labor Override	Use to make overrides to the various labor-related sheets, such as Empl_ List, in budget plan files.
Budget Labor Target	Use to define a target of Worked Hours per Unit of Service (WHPUOS) by department and job code.

Budget Labor Configuration

Overview

This driver contains default settings for how labor-related expenses are tracked and calculated. You can set exceptions for specific budget groups by adding another calc method and entering data for the specific budget group.

Budget Workbook Labor Configuration Settings

	Global Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bud_Target
	Activate Dept Based Pay?						Default JobCode:	JDept	Yes		
Save	Global (Drivers)	Global									
	Global Hours per FTE Convention	Default	2086								
	Global Calendar Days	365	366	365	184	181		365	365		
	Global Work Days in Period	261	261	260	173	87		260	276		
	Global Hours in Period	2,086	2,091	2,086	1,051	1,034		2,086	2,086	2,086	
	Global Number of Holidays				4	2		6	6		
	Labor Configuration										
	% of Staffing Change with Volume								60.0%		
	Medicare Tax							1.5%	1.5%		
	Current FICA Rate	Consider impact of pre-tax benefit selections 6.2%					6.2%				
	Current FICA Limit							\$110,100	\$113,700		
	Retirement Below FICA limit							10.0%	12.0%		
	Retirement Above FICA limit							15.0%	18.0%		
	Retirement Max Limit							\$100,000	\$150,000		
	Uniform Merit Increase Date?						No		09/04/16		
	FTE Comparison to YTD	Empl_List - Sched	uled FTEs or Cu	irrent Year Budge	t FTEs		CYB_FTE		80.00	Default for Sche	duled FTEs
	Projected FTE Starting Point	YTD FTEs or Sche	duled/Budget F	TEs per above			YTD_FTE				
	Forecast FTEs from Projection								Yes		
	Hours per PayPeriod								80.00		
	Hours per Monthly								173.8095		
	Reimbursed Salaries Account								99999999		
		1									

Settings

Open the driver. The top of the sheet begins the settings for the global configuration, including the following calc method blocks:

- Labor Configuration
- Standard Budget PayTypes
- Earned Paid Time Off Setup

After configuring the global labor drivers, you can do the same for each budget group.

Global Setup and Default Budget Workbook Configuration Settings section

Global Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim
Activate Dept Based Pay?						Default JobCode:	JDept	Yes	
Global (Drivers)	Global								
Global Hours per FTE Convention	Default	2086							
Global Calendar Days	365	366	365	184	181		365	365	
Global Work Days in Period	261	261	260	173	87		260	276	
Global Hours in Period	2,086	2,091	2,086	1,051	1,034		2,086	2,086	2,086
Global Number of Holidays				4	2		6	б	

Settings in this section include:

Option	Definition
Activate Dept Based Pay?	Enable or disable department-based pay and designate a default JobCode (the default is initially set to JDept).
Global or BudgetGroup name Hours	Do one of the following for each BudgetGroup:
per FTE Convention	 To use the default standard work hours specified by your organization, select Default.
	NOTE: The default selected by your organization is configured in the YearPeriod table.
	• To use the non-default standard work hours, select it from the list. For example, if the default is 2086, then it displays as Default. The other option that would display is 2080.
	For more information, see Changing year and period.
Global or <i>BudgetGroup name</i> Calendar Days	The calendar days for the YTD, remainder of the current year, and upcoming budget years.
Global or <i>BudgetGroup name</i> Work Days in Period	The work days in each period.
Global or <i>BudgetGroup name</i> Hours in Period	The hours in each period, calculated by work days.
Global or <i>BudgetGroup name</i> Number of Holidays	The number of holidays in each period.

Labor Configuration section

In this section, enter basic assumptions and key statistics related to payroll.



Settings in this sheet include:

Option	Definition
% of Staffing Change with Volume	The ratio of staffing increases to volume increases.
Medicare Tax	The Medicare tax rate for staff.
Current FICA Rate	The FICA rate for staff.
Current FICA Limit	The FICA limit for staff for the calendar year.
Retirement Below FICA limit	The retirement benefit rate to apply before the employee's salary passes the amount in the Current FICA limit cell.
	In the following example, the current FICA limit is \$113,700. As a result, the retirement benefit is calculated at 12%.
Retirement Above FICA limit	The retirement benefit rate to apply when the employee's salary exceeds the amount in the Current FICA limit cell but does not exceed the amount in the Retirement Max Limit cell.
	For example, an employee's salary increases to \$125,000. As a result, the retirement benefit rate increases from 12% to 18%.
Retirement Max Limit	The amount at which the retirement benefit rate stops.
Uniform Merit Increase Date?	Click Yes and designate a date when the merit increases go into effect; otherwise, click No .

Option	Definition
FTE Comparison to YTD	Can use Scheduled FTEs (from Labor Master import) or CYB FTE – Current year budget FTEs from Payroll26.
Projected FTE Starting Point	Use this option to set the starting point for projected FTE counts.
	 To use the scheduled or budget as the projection starting point, select YTD_FTE To set the starting point as schedule and budget, select Sched/Budget
	NOTE: To use CYB_FTE, you must run the Monthly to Biweekly report under <i>Reports Library > Management</i> <i>Reporting Utilities > Payroll</i> to transfer your budgeted FTEs from the monthly payroll tables to the biweekly payroll tables. Default setting is Sched_FTE, which feeds from the Empl_List in the budget plan files.
Forecast FTEs from Projection	To set the default budget FTEs to zero in all labor sheets (JobCode, Staffing and Employee), select No . The default setting is Yes .
Hours per PayPeriod	Defines the number of hours in a pay period. The default is 80.
Hours per Monthly	This should not be edited.
Reimbursed Salaries Account	This should not be edited.
KHASum Code for Agency	Summary code for Agency labor.
KHASum Code for Physician	Summary code for Physician labor.
Use Self-Balancing to Target on JobCode tab?	When active, this feature forces the department budget to a selected target on the Benchmark sheet.
JobCode to use for Self-Balancing JobCode Adjustment	Input valid job code for variable and fixed.
PayType to use for Self-Balancing JobCode Adjustment	Input valid pay type for variable and fixed. The default is the Regular pay type specified in the Standard Budget PayTypes Productive Categories section below.
Account to use for Self-Balancing JobCode Adjustment	Input valid account for variable and fixed. Default is the "Regular" account specified in the Standard Budget PayTypes Productive Categories section below.

Option	Definition
Projection FTEs - Use YTD Actual or NYB Adjusted	You can base the Projected FTE allocation off of YTD or NYB. This means that if there are adjustments in the yellow allocation rows from the base YTD calculation, you can elect to make that same assumption for the Projected FTE.
	For example, assume that the YTD% for overtime was 4% YTD. The projection would also be 4% and would calculate the overtime FTE accordingly. But, assume an adjustment to overtime allocation of 8% is made. This would normally apply to just NYB, but now that 8% adjustment can apply to the Projection FTE too.
Program Additions	Allows for custom naming of the Program Additions row. To change the name, type the desired name in the cell to the left of the label.
Position Changes	Allows for custom naming of the Position Changes row. To change the name, type the desired name in the cell to the left of the label.

Standard Budget PayTypes section

This section defines the pay categories for Productive, NonProductive, and Contract labor that you can assign to the JobCode, Staffing, and Employee columns in the PAYTYPE dimension table. This determines how different paytypes are spread out over the months of a year. The initial configuration is set up by your Kaufman Hall Implementation Consultant during implementation.

Standard Budget PayTypes	Default Description	Staffing Group	Spread Method	Multiplier		PayType		Account
Productive Categories		_		_				
Regular	Prod Category 1 - Must be Regular	Regular		1.00	Prod	P0001		60100
Overtime	Prod Category 2	Overtime	FTEAlloc	1.50	Prod	POVT		60100
Education	Prod Category 3	Education	Global	1.00	Prod	P0009		60100
Prod Category 4	Prod Category 4	Regular	FTEAlloc	1.00	Prod	NotUsed		60100
Prod Category 5	Prod Category 5	Regular	Global	1.00	Prod	NotUsed		60100
Prod Category 6	Prod Category 6	Regular	FTEAlloc	1.00	Prod	NotUsed		60100
	Lump Sum Payout Entry Only>>>			100.00%		P0001	100.00%	60100
Lump Sum Payout	Lump Sum Payout - use			100.00%		P0001	100.00%	60100
NonProductive Categories								
Paid Time Off	NonProd Category 1 - Must be PTO	NonProd	FTEAlloc	1.00	NonProd	P0004		60100
NonProd Category 2	NonProd Category 2	NonProd	FTEAlloc	1.00	NonProd	NotUsed		60100
NonProd Category 3	NonProd Category 3	NonProd	FTEAlloc	1.00	NonProd	NotUsed		60100
NonProd Category 4	NonProd Category 4	NonProd	FTEAlloc	1.00	NonProd	NotUsed		60100
NonProd Category 5	NonProd Category 5	NonProd	FTEAlloc	1.00	NonProd	NotUsed		60100
Contract Labor Categories				JobCode	Default Rate - A	Applied only if no histo	rical rate	
Contract Labor	Contract Labor - Category 1			J09999	125	PAGC		60100
Contract Labor - Category 2	Contract Labor - Category 2			0	0	NotUsed		60100
Contract Labor - Category 3	Contract Labor - Category 3			0	0	NotUsed		60100
Contract Labor - Category 4	Contract Labor - Category 4			0	0	NotUsed		60100
Contract Labor - Category 5	Contract Labor - Category 5			0	0	NotUsed		60100
Contract Labor - Category 6	Contract Labor - Category 6			0	0	NotUsed		60100
Contract Labor - Category 7	Contract Labor - Category 7			0	0	NotUsed		60100
contract tabor - category /	contract Labor - category /			•	0	NULUSCU		60100

Settings in this section include:

Option	Definition
Productive Categories	Includes regular, overtime, education, and so on.
NonProductive Categories	Includes time off and other non-productive hours.
Contract Labor Categories	Define up to seven categories of contract labor in the labor models
Productivity Statistic	Defines the PayType used to store productivity statistics, usually PStat.

Earned Paid Time Off Setup section

Use this section to determine how PTO is computed based on labor hours.

Earned Paid Time Off Setup			_	
Earned Paid Time Off	Compute Earned PTO?	Yes	GL Method	Net
Earned PTO Hrs Conversion Factor		80.00	GL Account	60900
Default Earned PTO Hours Per FTE		176.00		

Settings in this sheet include:

Option	Definition
Earned Paid Time Off Setup	Set whether to use calculated PTO. To use historical taken PTO as the budgeted PTO, select No . If you select Yes , you can select the gross or net method for earned PTO.
Earned PTO Hrs Conversion Factor	The rate at which hours accrue based on which account.
Default Earned PTO Hours Per FTE	The default annual per-FTE PTO hours earned.

Working with FTE standard working hours

The FTE Hours standard specified from the YearPeriod table is included in the Budget Labor Configuration tab. This allows you to not only define standard working time globally across your organization, but you can also define it for each budget group.

Budget Workbook Labor Configuration Settings

Global Setup	Two Years Ago	Last Year	Current Bud	YTD	Pro
Default Earned PTO Hours Per FTE					
Medical Center	EMC	_			
EMC Hours per FTE Convention	Default	- 2086			
EMC Calendar Days	Default	365	365	182	
EMC Work Days in Period	201	261	260	173	
EMC Hours in Period	2,091	2,086	2,086	1,040	
EMC Number of Holidays				4	

In the Budget Labor Configuration driver, the Default values are set up in the YearPeriod table where you can set the standard working hours by job code.

¢)Home 🛛 🐼 [Bl	JD19] Budget Cor	figuration	🐼 [BUD19] E	Budget Labor Con	figuration	Period X	П
	AB	AC	AD	AE	AF	AG	AH	
1	NYTDWkDays	CYFTE	LYFTE	NYFTE	WCYFTE	WLYFTE	WNYFTE	CYTI
2	Decimal	Decimal	Decimal	Decimal	Decimal	Decimal	Decimal	Dec
4								
5								
6	NYTDWkDays	CYFTE	LYFTE	NYFTE	WCYFTE	WLYFTE	WNYFTE	CYT
	Next Year YTD	Current Year	LastYear FTE	NextYear	Current Year	LastYear	NextYear	Cur
_	Worked Days	FTE Factor	Factor	FTE Factor	WDFTE Factor	WDFIE Factor	Factor	YTC
/	01	47744	47744	47744	101.00	101.00	100.00	
8	21	. 177.14	177.14	177.14	184.00	184.00	168.00	
9	44	1/7.14	1/7.14	1/7.14	168.00	168.00	184.00	
10	66	171.43	171.43	171.43	176.00	176.00	176.00	
11	87	177.14	177.14	177.14	176.00	1 84 .00	168.00	
12	109	171.43	171.43	171.43	168.00	160.00	176.00	
13	131	. 177.14	177.14	177.14	1 84 .00	1 84 .00	176.00	
14	153	177.14	177.14	177.14	168.00	176.00	176.00	
15	173	160.00	165.71	160.00	168.00	160.00	160.00	
16	196	177.14	177.14	177.14	184.00	176.00	184.00	
17	216	171.43	171.43	171.43	168.00	176.00	160.00	
18	239	177.14	177.14	177.14	176.00	168.00	184.00	
19	261	171.43	171.43	171,43	176.00	176.00	176.00	
20	1	2,085.71	2,091.43	2,085.71	2,096.00	2,088.00	2,088.00	-
21			·				-	-

You do this in the StdHours column in the JOBCODE dimension table. This is a validated field so the two options are Default and 2080 Hours.

Delete Row	JOBCODE -	Description •	GLACE *	HrAct *	FTEAct *	FICAAcc •	JobClass *	GLClas •	Variabii •	KHABgtCodi *	KHAIn *	FTEFacto *	StdHour *	Retiremen *
	300002	Executive Vice President	0	0	0	61300	Management	Staff	Fixed	100002	JobCode	80.00	Default	NA
	300005	Receptionist-Admin	0	0	0	61300	Clierical	Staff	Fixed	1000075	JobCode	80.00	Default	NA
	300006	Receptionist	0	0	0	61300	Clierical	Staff	Fixed	100006	JobCode	80.00	Default	NA
	300008	Management Engineer	0	0	0	61300	Professional	Staff	Fixed	100008	JobCode	80.00	Default	NA
	300010	President for The Trust	0	0	0	61300	Management	Staff	Fixed	J00010	JobCode	80.00	2080 Hours	NA
	300012	Architect	0	0	0	61300	Professional	Staff	Fixed	J00012	JobCode	80.00	Default	NA

The FTE Hours standard specification is especially helpful if your organization has a mix of employees using the Jobcode or ProviderComp labor methods but are using alternate FTE standard working hours. For example, highly compensated employees are perhaps using a 2080 FTE scale while others are using a 2086 FTE scale, yet they are on the same Jobcode labor type.

NOTE: As an administrators, you only need to update this column if you need the alternate scale. The column automatically displays Default, so no additional configuration is required.

NOTE: Standard reports do not recognize FTE calculations based on the two scales. We recommend that you modify or create your reports to represent the FTE values, if needed. For example, if an FTE using 2080 hours is calculated with a denominator of 2086, then the FTE displays as .9971, unlesss rounded to two decimals.

After setting up and applying the FTE Standard, within the plan file, a row is added. If the 2080 Hours option is selected, the hours will be based on the FTE factors on this row.

Expens	e!Z69																
		•	🗿 Home 🛛 🜆 [B	UD19] 2720	0 (R/O) ×	🖽 ЈОВСО	DE										
			R	S	Т	U	V	W	Х	Y	Z	AA	AB	AC	AD	AE	
ode		37															
	2.54	38	EMC_NonProc	8.49%	8.22%	8.49%	8.49%	7.67%	8.49%	8.22%	8.49%	8.22%	8.49%	8.49%	8.22%	100.00%	
		39	EMC_NonProc	8.49%	8.22%	8.49%	8.49%	7.67%	8.49%	8.22%	8.49%	8.22%	8.49%	8.49%	8.22%	100.00%	
		40	EMC_NonProc	8.49%	8.22%	8.49%	8.49%	7.67%	8.49%	8.22%	8.49%	8.22%	8.49%	8.49%	8.22%	100.00%	
°	* 7	41	EMC_NonProc	8.49%	8.22%	8.49%	8.49%	7.67%	8.49%	8.22%	8.49%	8.22%	8.49%	8.49%	8.22%	100.00%	
		42	EMC_NonProc	8.49%	8.22%	8.49%	8.49%	7.67%	8.49%	8.22%	8.49%	8.22%	8.49%	8.49%	8.22%	100.00%	
		43															
1		44		31	30	31	31	28	31	30	31	30	31	31	30	365	
je		45		1,391	1,391	1,346	1,391	1,346	1,391	1,391	1,256	1,391	1,346	1,391	1,341	16,372	
	7	46		8.50%	8.50%	8.22%	8.50%	8.22%	8.50%	8.50%	7.67%	8.50%	8.22%	8.50%	8.19%	100.00%	
1		47	EMC_Holiday	1	0	1	0	1	1	1	0	0	0	1	0	6	
de		48		177	171	177	177	160	177	171	177	171	177	177	171	2.086	
		49	[stop]	177	171	177	177	160	177	171	177	171	177	177	171	2,080	
		50															
		51		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ess Zeros: 🗖		52		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
n Update: 🗖		53		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
•		54		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

In the monthly hours row of the applicable Labor calc method, the formula looks for 2080 Hour, and if present, then the hours are based on the 2080 row, as seen i the calculation highlighted in the following example.

The following example shows the option selected from the JOBCODE dimension.

	,	4G106 ▼ 🤇	<i>f</i> ∗ =S10	6*I <mark>F(\$FW106="2080 Hours",\$\$49,</mark> \$\$48)					
		🕽 Home 🛛 🜆 [BUD	19] 27200 (R/O) 🛛 🛛	I JOBCODE						
		A	С	E	AD	AE	AF	AG	AH	AI
	70									
	71	JOBCOD	E		3.054					
5	72	27200 - EMC Ra	diology - MRI (J	obCode)	0.000					
1	73				0.00					
<i>.</i>	74				4.454					
	75				68.6%					
į	76									
n ndu	77									
1	78	dol			Sep-19	Total		Oct-18	Nov-18	Dec-:
ļ	79	Code	Dept		FTEs	FTEs		Hours	Hours	Hour
5	96	109999	27200	Contract Labor - Category 2	0.00	0.00		0	0	
Q	102	JInitiative	27200	New Initiatives	0.00	0.00		0	0	
10	103									
2	104									
	105	J00200	27200	Technologist Assistant (27200_601)						
	106			Current Paid FTEs	9.00	8.98		1,590	1,539	:
2					•			-		

	A	C	E	FU	FV	FW	
70							
	JOBCOD	E					
71	27200 - EMC Ra	diology - MRI (I	obCode)				
72	27200 - Elvic Ita	laioiogy - Mila (j	obcode)				
74							
75							
76							
77							
78	dol						
79	Code	Dept		ManAdj	Jobcode	StdHours	
103					1.0113	-	
104	100000				[AQ11]		
105	J00200	27200	Technologist Assistant (27200_601		J00200	2080 Hours	
106			Current Paid FTEs			2080 Hours	
107			Program Additions			2080 Hours	
108			Position Changes			2080 Hours	1
109			Total Paid FTEs			2080 Hours	
110			Regular			2080 Hours	
111			Overtime			2080 Hours	
112			Education			2080 Hours	
116			Lump Sum Payout			2080 Hours	
117			Technologist Assistant - Total Produ			2080 Hours	
118			Paid Time Off using YTD			2080 Hours	
123			Double Click to Insert New Pay Type			2080 Hours	
124			Technologist Assistant			2080 Hours	
125			Earned Paid Time Off		. L	2080 Hours	
126	J00200	27200	Retirement				
127			Calendar YTD for Retirement calc				
128	100397	27200	Team Leader (22200 60100)		100007	Default	
129	500201	21200	Current Baid ETEr		100207	Default	
130			Current Palo Files			Default	
131			Program Additions			Default	

The following example shows the option selected from the JOBCODE dimension.

Budget Labor Rates

Overview

The Budget Labor Rates driver allows you to control the wage rate increases globally for your entire organization as well as for specific budget group and department categories. For each category, you can also set rate increases by job code (determined by the JobClass grouping column in the JOBCODE dimension table), job class, and step.

There are two types of wage rate increases you can configure:

- Annual Merit The effective date from the labor master file is used in the budget plan file. If there is no match to the Empl_List, the Merit Month is used by default.
- Market Adjustments The Market month listed in Budget Assumptions is the month in which the increase is applied. You can define up to two Market Adjustment merit increases.

Settings

Open the driver. When configuring the Labor Rate driver, you begin by specifying global rate and merit increases that apply to the broadest set of job codes. Next, you specify the rate and merit increases by specific budget group. Finally, you can finish your configuration at the most specific category—by department.

NOTE: Budget groups are normally used for entities within your organization, but you can use them any way you wish.

Within each Labor Rate category, you can specify rate and merit increases by job code, job class, and step. The following is a list of the different configuration combinations you can set up, in order of broadest to most specific.

- Global | Global (Broadest)
- Global | JobClass
- Global | JobClass | Step
- Global | JobCode
- Global | JobCode | Step
- BudgetGroup | Global
- BudgetGroup | JobClass
- BudgetGroup | JobClass | Step
- BudgetGroup | JobCode
- BudgetGroup | JobCode | Step
- Dept| Global
- Dept | JobClass
- Dept | JobClass | Step
- Dept | JobCode
- Dept | JobCode | Step (Most specific)

When it comes to actually applying the rate and merit adjustments, Axiom Budgeting evaluates each job code and applies the most specific Labor Rate driver configuration first. If a configuration does not apply to the specific job code, the system evaluates the next least-specific configuration to see if it applies. If it does not, the system continues to evaluate the job code until it meets the requirements of a configuration.

In the following example, rates have been specified for Global |JobClass and Global | JobClass | Step for a job class defined as Other. Employees who meet the step criteria will receive a 30% increase while those in the same job class that do not meet the step criteria will only receive a 20% increase.

Labor	Rates Driver file refreshes a	ifter save.	To make a correction, select Delete in co	Change Note: In umn R and save	put JobClass or JobCode in column U by	double clicking an	d picking from the	list.	FY 2018
or refresh file	or refresh file without saving to clear unwanted entries.					FY 2017 Projected			Budget Merit
	BudgetGroup Category				Description	Merit	Market-1	Market-2	Rate
Save			Global (Drivers)						
	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	Global	>>	Other		Other	20.0%	20.0%	20.0%	20.0%
Save	Global	>>	Other	1055A	Other	30.0%	30.0%	30.0%	30.0%
			Devil-1. Click to be east Name to below	and Stan					

In the following example, note the configuration of Global-J00200.

Labor	abor Rates				nput JobClass or JobCode in column U by	v double clicking and	picking from the li	st.	
Instructions:	Driver file refreshes a	fter save.	To make a correction, select Delete in col	mn R and save					FY 2018
or refresh file	e without saving to cle	ar unwante	d entries.			FY 2017 Projected			Budget Merit
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate
			Global (Drivers)						
	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	13.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	Global		Control		Control	15.0%	0.0%	0.0%	0.0%
Save	Global		Technical		Technical	6.0%	6.0%	7.0%	8.0%
Save	Global	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
			Double Click to Insert New Jobclass	and Step					
	BudgetGroup		JobCode	Step	Job Code Exceptions				
Save	Global		J00031		Clinical Technician	2.0%	4.0%	6.0%	8.0%
Save	Global		J00200		Technologist Assistant	3.0%	3.0%	3.0%	3.0%
Save	Global	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%

In this next example, note that Global-J00200 is recognized in the Empl_List tab.

		Fiscal Month: Calendar Month: FTE Hours: Calendar Days: EMPLOYEE LISTING		
		27200 - EMC Radiology - MRI (JobCode)		
Job Code	Dept		CY Lump Sum	Global Code
J00200	27200	Technologist Assistant-Ro		
100200	27200	Bennett, Laura D.	900	Global-J00200_
		Technologist Assistant-Ro - Total:	900	Global .
J00287	27200	Team Leader-MRI		
J00287	27200	Pitre, Jason J.	3,942	EMCTechnical_
		Team Leader-MRI - Total:	3,942	EMCTechnical_

When configuring the Labor Rate driver, remember the following:

- The most specific labor rate you configure will be the one that controls the labor rate adjustments.
 For example, if you configure the rates for Dept | Global, but you do not specify the rates for Dept | JobClass, then the rates apply to everyone in the department—regardless of job class, job code, or step.
- To minimize the number of configurations you need to set up and maintain, we recommend using the global configurations to institute your rate and merit increases for most job codes. You should only use the more specific labor rate categories and configurations as exceptions.

The configurations you make in the Labor Rate driver affects the following tabs in the plan file:

- JobCode
- Staffing
- Employee
- Provider
- HHLabor
- AltFTE

The same exception principle that is applied in expense adjustment is applied here as well. After Axiom Budgeting determines that it is an exception, all other related increases will not apply.

You can make exceptions to budget groups by adding another calc method block and entering the code for the budget group.

Labor	Rates			Change Note: I	Input JobClass or JobCode in column R by	y double clicking and	picking from the	list.		
Instructions	Driver file refreshes	after save	To make a correction select Delete in c	umn O and sav	10				FV 2018	
or refresh file	e without saving to cl	lear unwan	ted entries.	Sann o and sav	•	FY 2017 Projected Budget Merit				
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate	Month
			Global		Global Change	0.0%	0.0%	0.0%	5.0%	Sep-2016
Save			Health System							
	EHS		Budget Group Global		Global Change	0.0%	0.0%	0.0%	0.0%	Sep-2016
	BudgetGroup		JobClass	Step	Job Class Exceptions					
Save	EHS	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%	Sep-2016
			Double Click to Insert New Jobclas	s and Step						
	BudgetGroup		JobCode	Step	Job Code Exceptions					
Save	EHS	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%	Sep-2016
			Double Click to Insert New Jobcod	e and Step						
Save			Medical Associates							
	EMA		Budget Group Global		Global Change	10.0%	15.0%	20.0%	25.0%	Sep-2016
	BudgetGroup		JobClass	Step	Job Class Exceptions					
Save	EMA		Physician		Physician	1.0%	2.0%	3.0%	4.0%	Sep-2016
Save	EMA	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%	Sep-2016
			Double Click to Insert New Jobclas	s and Step						
	BudgetGroup		JobCode	Step	Job Code Exceptions					
Save	EMA		J00655		Physician	6.0%	10.0%	15.0%	20.0%	Sep-2016
Save	EMA	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%	Sep-2016
			Double Click to Incost New Johcod	and Ston						

Configuring labor-rate details

1. To make global rate changes for the Global, BudgetGroup, and/or Department categories, in the Global Change row, type rate increase percentages in the Merit, Market-1, and Market-2

columns.

Labor	Labor Rates				Change Note: Input JobClass or JobCode in column U by double clicking and picking from the list.						
Instructions:	Driver file refreshes a	after save.	To make a correction, select Delete in c	olumn R and save	5				FY 2018		
or refresh file	or refresh file without saving to clear unwanted entries.					FY 2017 Projected			Budget Merit		
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate		
Save			Global (Drivers)								
	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.0%		
	BudgetGroup		JobClass	Step	Job Class Exceptions						
Save	Global	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%		
			Double Click to Insert New Jobclas	s and Step							
	BudgetGroup		JobCode	Step	Job Code Exceptions						
Save	Global		100006		Receptionist	2.0%	2.0%	2.0%	2.0%		
Save	Global		J00006	СН	Receptionist	3.0%	3.0%	3.0%	3.0%		
Save	Global	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%		
			Double Click to Insert New Jobcod	e and Step							
Save			Health System								
	EHS		Budget Group Global		Global Change	5.0%	6.0%	7.0%	8.0%		
	BudgetGroup		JobClass	Step	Job Class Exceptions						
Save	EHS	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%		
			Double Click to Insert New Jobclas	s and Step							

2. To add a job class or job code to an existing labor-rate category, click >> next to <= Click here to enter JobClass or <= Click here to enter JobCode.

Laboi	abor Rates				Change Note: Input JobClass or JobCode in column U by double clicking and picking from the list.							
Instructions	Driver file refreshes a	fter save.	To make a correction, select Delete in o	olumn R and sav	e				FY 2018			
or refresh fil	e without saving to cle	ear unwant	ed entries.			FY 2017 Projected			Budget Merit			
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate			
Save			Global (Drivers)									
	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.0%			
	BudgetGroup		JobClass	Step	Job Class Exceptions							
Save	Global	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%			
			Double Click to Insert New Jobclas	ss and Step								
					_							
	BudgetGroup		lobCode	Sten	Job Code Exceptions							
Save	Global		100006	Step	Receptionist	2.0%	2.0%	2.0%	2.0%			
Save	Global		J00006	СН	Receptionist	3.0%	3.0%	3.0%	3.0%			
Save	Global →	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%			
			Double Click to Insert New Jobcoc	le and Step								
Save			Health System									
	EHS		Budget Group Global		Global Change	5.0%	6.0%	7.0%				
	BudgetGroup		JobClass	Step	Job Class Exceptions							
Save	енз 🔶	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%			
			Double Click to Insert New Jobclas	ss and Step								

3. To add a step to a job class or job code, in the **Step** field, type the step code or description.

Labor	Labor Rates				Change Note: Input JobClass or JobCode in column U by double clicking and picking from the list.							
Instructions:	Driver file refreshes a	after save.	To make a correction, select Delete in co	lumn R and save					FY 2018			
or refresh file	without saving to cle	ear unwant	ed entries.			FY 2017 Projected			Budget Merit			
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate			
Cave			Global (Drivers)									
Jave	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.0%			
	BudgetGroup		JobClass	Step	Job Class Exceptions							
Save	Global	>>	<= Click here to enter JobClass		\leftarrow	0.0%	0.0%	0.0%	0.0%			
			Double Click to Insert New Jobclass	and Step								
	BudgetGroup		JobCode	Step	Job Code Exceptions							
Save	Global		J00006		Receptionist	2.0%	2.0%	2.0%	2.0%			
Save	Global		J00006	СН	Receptionist	3.0%	3.0%	3.0%	3.0%			
Save	Global	>>	<= Click here to enter JobCode		\leftarrow	0.0%	0.0%	0.0%	0.0%			
			Double Click to Insert New Jobcode	and Step								
					-							
Save			Health System									
	EHS		Budget Group Global		Global Change	5.0%	6.0%	7.0%	8.0%			
	BudgetGroup		JobClass	Step	Job Class Exceptions							
Save	EHS	>>	<= Click here to enter JobClass		←	0.0%	0.0%	0.0%	0.0%			
			Double Click to Insert New Jobshars	and Stop	`							

4. To make rate changes for job classes and job codes for a labor-rate category, type rate increase percentages in the **Merit**, **Market-1**, and **Market-2** columns.

La	Labor Rates				Change Note: Ir	Change Note: Input JobClass or JobCode in column U by double clicking and picking from the list.							
Instr	ructions: E	Driver file refreshes a	fter save.	To make a correction, select Delete in co	umn R and save					FY 2018			
or re	efresh file	without saving to cle	ear unwant	ed entries.			FY 2017 Projected			Budget Merit			
		BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate			
	Save			Global (Drivers)									
		Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.0%			
		BudgetGroup		JobClass	Step	Job Class Exceptions							
1	Save	Global	>>	<= Click here to enter JobClass		\rightarrow	0.0%	0.0%	0.0%	0.0%			
				Double Click to Insert New Jobclass	and Step	ŕ							
		BudgetGroup		JobCode	Step	Job Code Exceptions							
1	Save	Global		J00006		Receptionist	2.0%	2.0%	2.0%	2.0%			
1	Save	Global		J00006	СН	Receptionist	3.0%	3.0%	3.0%	3.0%			
1	Save	Global	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%			
				Double Click to Insert New Jobcode	and Step								
						-							
	Save			Health System									
		EHS		Budget Group Global		Global Change	5.0%	6.0%	7.0%	8.0%			
		BudgetGroup		JobClass	Step	Job Class Exceptions							
:	Save	EHS	>>	<= Click here to enter JobClass		\rightarrow	0.0%	0.0%	0.0%	0.0%			
				Double Click to Insert New Jobclass	and Step	,							
						-							

5. To add another job class or jobcode and step, double-click **Double Click to Insert New Jobclass** and Step or Double Click to Insert New Jobcode or Step.

Labor Rates				Change Note: Input JobClass or JobCode in column U by double clicking and picking from the list.						
Instructions:	Driver file refreshes a	after save.	To make a correction, select Delete in co	umn R and save					FY 2018	
or refresh file	without saving to cle	ear unwant	ed entries.			FY 2017 Projected			Budget Merit	
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate	
6			Clabel (Delesse)							
Save			Global (Drivers)					-		
	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.0%	
	BudgetGroup		JobClass	Step	Job Class Exceptions					
Save	Global	>>	Other		Other	0.0%	0.0%	0.0%	0.0%	
Save	Global	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%	
		\rightarrow	Double Click to Insert New Jobclass	and Step						
	BudgetGroup		JobCode	Step	Job Code Exceptions					
Save	Global		J00006		Receptionist	2.0%	2.0%	2.0%	2.0%	
Save	Global		J00006	сн	Receptionist	3.0%	3.0%	3.0%	3.0%	
Save	Global	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%	
		\rightarrow	Double Click to Insert New Jobcode	and Step						

6. To add a new budget group and/or department, do the following:

a. In the Enter New BudgetGroup Code section or the Enter New Department Code section, in the BudgetGroup column, type the budget group or department group in the blue cell.

			Enter New BudgetGroup Code in Q6						
\rightarrow			Global		Global Change	0.0%	0.0%	0.0%	0.0%
, í	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save		>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save		>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save		>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save		>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save		>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save Save Save Save Save	BudgetGroup	>> >> >> >>	JobCode <= Click here to enter JobCode Budget Group	Step	Job Code Exceptions	0.0% 0.0% 0.0% 0.0%	0.0% 0.0% 0.0% 0.0%	0.0% 0.0% 0.0% 0.0%	0.0% 0.0% 0.0% 0.0%
				1					
			Enter New Department Code in Q80]					
\rightarrow	0		Department Global		Global Change	0.0%	0.0%	0.0%	0.0%
	Department		JobClass	Step	Job Class Exceptions				
Save	0	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save	0	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save	0	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save	0	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save	0	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%

- b. To add another new budget group or department, double-click **Double Click to Insert New** Budget Group or Double Click to Insert New Department Group.
- c. To add job classes, job codes, or steps to the new category, complete Steps 2-5.
- 7. When you are done making changes, in the Main ribbon tab, click Save.

NOTE: After you click Save, any new budget groups and departments that you added move up to the list of existing budget groups and departments. The system then reorganizes the list in alphabetical order.

8. At the confirmation prompt, click **OK**.

Budget Labor Accounts

Overview

Use this driver to configure certain salary or benefit accounts to use total salaries or a subset of salary accounts to use in the calculation. You can set the configuration for all or configure it for a specific budget group.

Labor and Benefit Accounts

Global Accounts		Description	Labor Type
Salary	DEPT	Global Account Settings	
		Double Click to Insert New Global Salary Account	
Benefit	DEPT	Global Account Settings	
		Double Click to Insert New Global Benefit Account	
Other	DEPT	Global Account Settings	
		Double Click to Insert New Global Other Account	
		Double Click to Insert New Budget Group	

Settings

Open the driver, and then complete the driver settings, as needed.

Budget Labor ADC Config

Overview

In the Budget Labor ADCConfig driver, configure the job classes and staffing ratios for each job class. The staffing ratios are used to build out the nursing grid in the budget plan files. You must also determine if each class is considered:

- Fixed Position is fixed but is not replaced for PTO calculation.
- Fixed With Replacement Position is fixed but is replaced for PTO calculation.
- Variable Position is replaced for PTO calculation and fluctuates with volume changes.

For each defined job class, you must input a staffing ratio to determine the flexing point of each Average Daily Census level.

There are sections to do this globally for all departments, make exceptions by BudgetGroup, or make exceptions by department. For each defined job class, you must input a staffing ratio.

Fields and settings in the ADC Configuration driver include:

- Global Used to set a global staff-per-patient ratio for each category.
- BudgetGroup Designate exceptions by budget group.
- **Dept** Designate staff per-patient-ratios by department. This is the most commonly used section.

NOTE: To activate the ADC sheet for a department, enter JobcodeADC in LaborType in the DEPT dimension table.

ADC Configuration

Enter shift hours in Grids 2 & 3; Enter 0 if only using one shift (total MUST = 24 with the Stnd / Shift 1 being the plug)

				Standard / Shift 1				
				Jobclass	Jobclass	Jobclass	Jobclass	Jobclas
	Global	Item	Description	1	2	3	4	5
	Global	Hours	Global - Hours	16.00				
	Global	Jobclass	Global - Jobclass	Management	Clerical	Professional	Assistant	Technical
	Global	Fixed/Variable	Global - Fixed/Variable	Variable	Fixed	Fixed	Fixed	Fixed
	Global	Staffing Ratio	Global - Staffing Ratio	1.0	1.0	1.0	1.0	
	0.1.10	H						
	BudgetGroup	Item	Budget Group Exceptions					
Save	EMC	Hours	EMC - Hours	8.00				
	EMC	Jobclass	EMC - Jobclass	RN	LPN	Technical	Clerical	Assistant
	EMC	Fixed/Variable	EMC - Fixed/Variable	Variable	Fixed w/Replacement	Fixed	Fixed	Variable
	EMC	Staffing Ratio	EMC - Staffing Ratio	1.0	1.0	1.0	1.0	
	Double Click to Insert Ne	ew Budget Group Exceptio	n(s)					
	Dept	Item	Dept Exceptions					
Save	26610	Hours	EMC 6A (JobCode ADC)	8.00				
	26610	Jobclass	EMC 6A (JobCode ADC)	RN	LPN	Clerical	Technical	Assistant
	26610	Fixed/Variable	EMC 6A (JobCode ADC)	Variable	Variable	Fixed	Fixed w/Replacement	Fixed w/Replacer
	26610	Staffing Ratio	EMC 6A (JobCode ADC)	5.0	5.0	1.0	1.0	
	Double Click to Insert No	w Dept Exception(s)						
				I				

Settings

Open the driver, and then complete the driver settings for Global, BudgetGroup, and Dept, as needed, for each shift.

Budget Labor Alt FTE Factors

This driver allows you to enter different bi-weekly hours for some job codes due to union labor contracts. For example, you might need to enter 75 hours for some job codes instead of 80.

Overview

Use this driver to configure the Alternate FTE factors.

Alternate FTE Factors

FTE Factor is in Weekly Hours or BiWeekly Hours? > > > > BiWeekly Alternate JobCode Description FTE Factor J00069 Information Desk Clerk 80.00 J00071 Room Clerk 80.00 J00072 Patient Insur Team Leader 80.00 J00074 Insurance Clerk 80.00 J00076 Operations Assistant Occup 80.00 J00080 LPN-BBHS 75.00 J00083 Manager-Clinical Data 80.00 J00085 Drug Coord/Team Leader 80.00 J00086 Substance Abuse Team Leader 80.00 J00087 Crisis Intervention Intake 80.00 J00088 MHS Unit Clerk 75.00 J00089 Receptionist 80.00 J00090 Unit Clerk I 80.00 J00092 Substance Abuse Technician 80.00 J00098 LPN/Unit Clerk 75.00 J00099 Counselor 80.00 J00100 Director 80.00

Settings

Open the driver, and then use the following table to complete the driver settings, as needed:

Option	Description
JobCode	Type the job code.
FTE Factor	Type the FTE factor.

Budget Labor Benchmark driver

Overview

Use this driver to define a benchmark target of FTEs or Worked Hours per Unit of Service (WHPUOS) by department. You can define a target for the current year (CY Target) as well as next year (NY Target). The Target Type column contains drop-downs to select the type of target to use for each department.

Benchmark Factors

					CY TA	CY TARGET				NY TARGET	
	Dept	Department Name	Target Type	Total FTEs	WHPUOS	PHPUOS	Paid-Wrk Variance	Total FTEs	WHPUOS	PHPUOS	Paid-Wrk Var
Save	19100	EHS Accounting Operations (Employee)	FTE	9.000	0.000	0.000	0.00%	9.000	0.000	0.000	0.00%
Save	26140	EMC Emergency Room (CDM)	WHPUOS	0.000	2.339	2.588	9.61%	0.000	2.339	2.564	8.77%
Save	26230	EMC CVS	WHPUOS	0.000	21.895	24.970	12.31%	0.000	21.895	24.592	10.96%
Save	26310	EMC 3 East	WHPUOS	0.000	11.332	12.673	10.58%	0.000	11.332	12.531	9.57%
Save	26320	EMC 3 West	WHPUOS	0.000	10.329	11.785	12.35%	0.000	10.329	11.605	11.00%
Save	26340	EMC CCU (Staffing)	WHPUOS	0.000	21.500	19.573	(9.85%)	0.000	21.000	18.932	(10.92%)
Save	26350	EMC AICU	WHPUOS	0.000	18.970	21.010	9.71%	0.000	18.970	20.812	8.85%
Save	26430	EMC Well Baby Nursery	WHPUOS	0.000	3.717	4.071	8.70%	0.000	3.717	4.040	8.00%
Save	26440	EMC Mother/Baby	WHPUOS	0.000	10.759	12.370	13.02%	0.000	10.759	12.160	11.52%
Save	26450	EMC NICU	WHPUOS	0.000	9.051	10.363	12.66%	0.000	9.051	10.197	11.24%
Save	26460	EMC 5 North	WHPUOS	0.000	9.350	11.257	16.94%	0.000	9.350	10.934	14.49%
Save	26470	EMC 4 East	WHPUOS	0.000	10.119	10.297	1.73%	0.000	10.119	10.294	1.70%
Save	26480	EMC O/P Oncology	WHPUOS	0.000	1.755	2.009	12.64%	0.000	1.755	1.977	11.22%
Save	26520	EMC Pediatrics	WHPUOS	0.000	11.121	12.725	12.61%	0.000	11.121	12.523	11.20%
Save	26530	EMC 5C	WHPUOS	0.000	9.006	10.051	10.40%	0.000	9.006	9.942	9.42%
Save	26550	EMC PICU	WHPUOS	0.000	7.813	7.813	0.00%	0.000	7.813	7.813	0.00%
Save	26610	EMC 6A (JobCode ADC)	WHPUOS	0.000	7.760	9.000	13.78%	0.000	7.680	8.900	13.71%
Save	26620	EMC 6B	WHPUOS	0.000	8.859	9.935	10.84%	0.000	8.859	9.819	9.78%
Save	26630	EMC 6C	WHPUOS	0.000	10.271	11.661	11.92%	0.000	10.271	11.495	10.65%
Save	26640	EMC 6D	WHPUOS	0.000	8.624	9.700	11.09%	0.000	8.624	9.581	9.99%
Save	26750	EMC Breast Health Center	WHPUOS	0.000	1.502	1.668	9.93%	0.000	1.502	1.652	9.03%
Save	26790	EMC Same Day Surgery	WHPUOS	0.000	2.393	2.692	11.08%	0.000	2.393	2.659	9.98%
Save	26810	EMC GI Lab	WHPUOS	0.000	4.030	4.549	11.41%	0.000	4.030	4.490	10.24%
Save	26840	EMC Continence Clinic	WHPUOS	0.000	1.488	1.624	8.41%	0.000	1.488	1.613	7.76%
Save	26850	EMC Labor And Delivery	WHPUOS	0.000	26.271	30.004	12.44%	0.000	26.271	29.539	11.06%
Save	27030	EMC Central Supply	WHPUOS	0.000	0.156	0.176	11.61%	0.000	0.156	0.174	10.41%
Save	27060	EMC Laboratory	WHPUOS	0.000	0.081	0.093	12.36%	0.000	0.081	0.091	11.00%
Save	27070	EMC Pathology Support	WHPUOS	0.000	0.113	0.126	9.97%	0.000	0.113	0.125	9.06%

Settings

Open the driver, and then use the following table to complete the driver settings, as needed:

Option	Description
Dept	Displays the department code.
Department Name	Displays the name of the department.
Target Type	Select the target number of paid FTEs for the department.
Total FTEs	Type the target number of FTEs for the department.
WHPUOS	Type the number of Worked Hours per Unit of Service.
PHPUOS	Type the number of Paid Hours per Unit of Service.

Budget Labor JobCode Dropdown

Overview

Use the Budget Labor JobCode Dropdown driver for any department where a filter applied to a JobCode dropdown provides a streamlined list for the user.

NOTE: This methodology only works with the Add New JobCode methodologies on the JobCode tab.

JobCode Filters by Dept

 Dept	Department Name	JobCode Filter
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
Double Click to	Insert New JobCode Filters	

Settings

Open the driver, and then complete the driver settings, as needed.

Budget Labor Limits

Overview

Use the Budget Labor Limits driver to top-out rates when needed.

Settings

Open the driver, and then complete the driver settings.

- Enter any applicable Job Code and its corresponding rate limit. If a Job Code has a rate limit of \$20.00 per hour and the 5% increase will exceed that, then the rate is capped at \$20.00 per hour.
- The MaxRate is used to determine if a lump sum payout should be calculated when a salary
 increase is applied to employee rates. If you do not want to calculate lump sum payouts, set the
 MaxRate to \$1000. You can also set the Lump Sum Payout Multiplier on the Configuration sheet
 to 0%.
- The Mid Rate (MidPoint) is used when a new Job Code is added to a departmental budget. The Budgeted Rate defaults to the rate listed here, if available.
- The Mid and Max Rate values should reflect the rates that will be used in the new budget year. In most cases, they should be adjusted by Human Resources to include the range updates related to merit and market assumptions.

Labor Limits

				Min	Mid	Max
		JobCode	Description	Rate	Rate	Rate
	Save	J00006	Receptionist	\$0.00	\$0.00	\$0.00
	Save	80000L	Management Engineer	\$0.00	\$0.00	\$0.00
	Save	J00012	Architect	\$0.00	\$0.00	\$0.00
	Save	J00016	Reimbursement Director	\$0.00	\$0.00	\$0.00
	Save	J00017	Financial Accountant	\$0.00	\$0.00	\$0.00
	Save	J00018	Staff Accountant	\$0.00	\$0.00	\$0.00
	Save	J00019	Payroll Coordinator	\$0.00	\$0.00	\$0.00
	Save	J00020	Financial System Database	\$0.00	\$0.00	\$0.00
	Save	J00021	Director	\$0.00	\$0.00	\$0.00
	Save	J00022	Assistant Staff Accountant	\$0.00	\$0.00	\$0.00
	Save	J00023	Director-Budget	\$0.00	\$0.00	\$0.00
	Save	J00024	Director	\$0.00	\$0.00	\$0.00
	Save	J00025	Clinical Dir Anesthesia	\$0.00	\$0.00	\$0.00
	Save	J00026	Staff Anesthetist	\$0.00	\$0.00	\$0.00
	Save	J00029	Technician II	\$0.00	\$0.00	\$0.00
	Save	J00030	Technician I	\$0.00	\$0.00	\$0.00
	Save	J00031	Clinical Technician	\$0.00	\$0.00	\$0.00
	Save	J00033	Anesthesia Technician II	\$0.00	\$0.00	\$0.00
	Save	J00036	Manager-Environmental Svc	\$0.00	\$0.00	\$0.00
	Save	J00038	Paint Team Leader	\$0.00	\$0.00	\$0.00
	Save	J00039	Environmental Svcs Team Leader	\$0.00	\$0.00	\$0.00
	Save	J00040	Grounds Team Leader	\$0.00	\$0.00	\$0.00
	Save	J00041	Chief Printer	\$0.00	\$0.00	\$0.00
	Save	J00042	Painter	\$0.00	\$0.00	\$0.00
	Save	J00044	Office Coordinator	\$0.00	\$0.00	\$0.00
	Save	J00047	Mail Clerk/Printer Assist	\$0.00	\$0.00	\$0.00
	Save	J00048	Storeroom Clerk	\$0.00	\$0.00	\$0.00
	Save	J00049	Groundskeeper	\$0.00	\$0.00	\$0.00
	Save	J00050	Environmental Asst	\$0.00	\$0.00	\$0.00
	Save	J00051	Environmental Asst	\$0.00	\$0.00	\$0.00
	Save	J00052	Interior Designer	\$0.00	\$0.00	\$0.00
	Save	J00053	Power Sweeper Operator	\$0.00	\$0.00	\$0.00
H.	∢ ► н\La	borLimits				

Budget Labor Override

Overview

Use this driver to make overrides to the various labor-related sheets, such as Empl_List, in budget plan files. You can configure labor overrides at the following levels:

- Global
- Budget Groups
- Department Exceptions
- Department Jobcode Exceptions

The plan file calc methods process the overrides by first evaluating for exceptions at the job code level, then department exceptions, budget group exceptions, and then finally applies the default settings at the global level.

Labor Overrides allow you to modify how the Jobcode, Staffing, and Employee tabs calculate salaries and related statistics and expenses.

You can adjust the following items:

- The source for Regular and PTO pay
- The source for PTO and EPTO FTEs
- The spread of pay across pay types

Settings

Open the driver, and then use the following table to complete the driver settings, as needed:

Option	Definition				
Department	The department in which to apply the labor override.				
Jobcode	The job code for the specified department to apply the labor override.				
	NOTE: This column is only editable in the Department - Jobcode Exceptions section.				
Regular Rate Source	Select the Regular Rate Source to use for the beginning budget rate for each job code.				
	 History – Uses the historic rate based on the most recent current period actual. 				
	 Base – Uses the base rate from the Employee Master sheet. 				
	 Global – Uses the rate of pay entered on this tab in the Rate Override Amount column. 				
Rate Override	Enter the override amount.				
Amount	NOTE: This column is only editable in the Department - Jobcode Exceptions section.				
PTO Rate Source	Select the beginning PTO budget rate for each job code.				
	• Base – Uses the rate listed on the Employee Master sheet.				
	 Regular – Uses the Regular pay rate for PTO. 				

Option	Definition
PTO FTE Source	Select the source of FTE for PTO Calculation.
	• YTD – Uses actual Year-to-Date FTE.
	 Rolling12 – Uses 12-month actual (full year) FTE.
	 EPTO – Uses the EPTO rate based on scheduled. This may not match the actual EPTO rate.
EPTO% Override	Enter one of the following to override the calculated EPTO% from the Empl_List:
	 A percentage to override the standard PTO calculation.
	 History or NA - If you do not want to adjust the EPTO%, enter NA, and the default lookup to Emp_List logic applies.
	IMPORTANT: Do not enter zero (0), because zero is a valid adjustment percentage.
Adjustment to Calculated PTO%	Modify the EPTO% used on the PTO row. This is a data validation entry field, with a range from 0%-200%. For example, if the EPTO% for a selected job code is 8%, and you enter 100% as the default in this column, the value remains at 8% (i.e. 8% x 100% = 8%). If you enter the adjustments to calculated EPTO% as 80%. then 6.4% would display as the value on the PTO row.
EPTO FTE Source	Select the source of the FTE for Earned PTO Calculation, if that option is enabled on the Configuration sheet.
	• YTD – The YTD FTE.
	 Scheduled – The scheduled FTEs from the Employee Master sheet.
Paytype Distribution Overrides	Enter the Override FTE Allocation percentages by category. For each category, do one of the following:
	Enter a percentage.
	 To use the historical percentage by category by job code, select History.
	NOTE: History is the default. You can enter or modify this value. There are several columns available, for both Prod and NonProd entries.

Adding a new row to a section

To add a new row to a section, click the Double Click to Insert New Budget Group/Dept Exception/Jobcode Exception row.

Labor	Rate Ove	errides												
	Department Jobcode Description		Regular Rate Source	Rate Override Amount	PTO Rate Source	PTO FTE Source	EPTO% Override	Adjustment to Calculated PTO %	EPTO FTE Source	Prod Regular	Paytype Dist	ribution Overrides: Prod Overtime		
	Global		Budget Group - Global (Drivers)	History		Regular	EPTO	9.00%	100.00%	YTD	No Entry		0.00%	
	Budget Groups											Entering zer Enter "Histo	ro (0) will allocate not ory" to default to histo	thing to t pric sprea
Save	CCU		Budget Group - CCU Budget Group	History		Base	YTD	History	100.00%	Scheduled	No Entry		0.00%	History
Save	EHS		Budget Group - Health System	History		Base	YTD	History	100.00%	Scheduled	No Entry		0.00%	History
Save	EMA		Budget Group - Medical Associates	History		Base	YTD	3.00%	100.00%	Scheduled	No Entry		0.00%	History
			<== Enter Valid Budget Group	History		Base	Rolling12	NA	100.00%	Scheduled	No Entry	History		History
			<== Enter Valid Budget Group	History		Base	Rolling12	NA	100.00%	Scheduled	No Entry	History		History
			<== Enter Valid Budget Group	History		Base	Rolling12	NA	100.00%	Scheduled	No Entry	History		History
			<== Enter Valid Budget Group	History		Base	Rolling12	NA	100.00%	Scheduled	No Entry	History		History
			<== Enter Valid Budget Group	History		Base	Rolling12	NA	100.00%	Scheduled	No Entry	History		History
	Double Click to Insert New Budget Group													

Displaying the legend

The Labor Override Legend provides descriptions that corresponds to specified columns. The letter next to the description corresponds to the letter that displays above the column, as seen in the following screen shot.

By default, the legend is hidden. To display it, in the Main ribbon tab, click Change View > Legend.

To hide the legend, in the Main ribbon tab, click Change View > Default.

NOTE: When you close and reopen the driver, the system automatically hides the legend.



Budget Labor Target

Overview

Use this driver to define a target of Worked Hours per Unit of Service (WHPUOS) by department and job code.

Target Tab Instructions

Use this worksheet for any Department & JobCode combination that you wish to budget for using a targeted worked hours per unit or Paid FTE target. This methodology only works with the JobCode and Employee labor methodologies.

To reference this worksheet, the JobCode must be set to Fixed/Variable either in dimensions or the budget workbook.

Worked Hours per Unit Targets

						NY TARGET	
		Dept	Department Name	JobCode	Description	Per UOS	Fixed
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
	Save	17880	EPG Phys Clinic-North	j00030	Technician I	10.000	5.000
		Double Click to	Insert New Targets				

Settings

Open the driver, and complete the following:

- A target can only be defined for next year (NY Target).
- You can only enter a variable target based on worked hours per unit of service or a fixed paid FTE target.
- The variable FTE calculation in the budget plan file will be forced to match the target.
- This method does not work on the Employee sheet since there is no variable logic.

Budget Revenue drivers

The following table includes a description of each type of Budget Revenue driver:

Driver	Description
Budget Revenue GlobalRev	Use to budget all dollars for specific revenue accounts centrally without touching each individual budget plan file.
Budget Revenue Adjustments	Use to control the revenue rate increases by BudgetGroup broken out by Inpatient, Outpatient, and Other Revenue.

Driver	Description
Budget Revenue Deductions	Use to control the rest-of-year projection as well as monthly budget assumptions for those deduction accounts that are budgeted at the department level.
Budget Revenue Payor Adjustments	Use to configure percentage shifts in payor mix.

Budget Revenue GlobalRev

Overview

Use this driver to budget all dollars for specific revenue accounts centrally without touching each individual budget plan file. Common uses are for Other Operating revenue and Inter-company allocations.

Settings

To reference this sheet, the budget method (KHAStdLine) in the ACCT dimension table must be GlobalRevenue.

	Global Revenue Budget					FY 2017	FY 2017				
			-	FY 2016	FY 2017	YTD	CY	FY 2017	FY 2018	Spread	17-J
	Department	Account	Account Description	Actual	Budget	Actual	Projected	Projected	Budget	Tag	Budget
Save		53870	Telephones								
Save	0	53870	Default	0	0	0	0	0	0	Previous Input	0
	Double Click to Ins	ert New Dept Row									
			Total	0	0	0	0	0	0		0
н ч э ы	GlobalRev					4					•

Budget Revenue Adjustments

Overview

This driver allows you to control the revenue rate increases by BudgetGroup broken out by Inpatient, Outpatient, and Other Revenue.

Settings

You can make department and account exceptions.

- Effective Month is based on Fiscal month (If FYE is June, January is effective month 7.)
- Departmental Exceptions are allowed at the bottom of each section.

• Common exceptions are if nursing inpatient increases will occur at a different rate than other inpatient services, you need to enter each nursing department as an exception. You can also use this to reflect the results of a price optimization study.

IMPORTANT: After you enter a department or account as an exception, any global facility parameter will not be applicable.

	Revenue Adjustments												
					Projec	tion Modifiers					Budget Mod	fiers	
	BudgetGroup Cod	le	Description	IP	OP	Other Patient	Other Rev	IP	Fiscal Eff Mth	OP	Fiscal Eff Mth	Other Patient	Fiscal Eff Mth
		Global	Global Revenue Increase	0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
			Eliminations				No						
Save	ELM		Global Revenue Increases	0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
	DEPT	Acct	Departmental/Account Exceptions										
Save	90000	0 Global	ELM Balance Sheet	0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
Save	90000	31100	IP - Medicare	0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
Save	90000	31200	IP - Medicaid	0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
Save	90000	31300	IP - Blue Cross	0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
			Double Click to Insert New Exception Row										
			Double Click to Insert New DeptAcct Block										
			Health System				No						
Save	EHS		Global Revenue Increases	0.0%	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
			Double Click to Insert New DeptAcct Block										
			Double Click to Insert New Budget Group Block										
HANN	RevenueAdjustments	/		_		1							•

Budget Revenue Deductions

Overview

Percentage of Gross Revenue for Estimated Deductions

The Deductions driver controls the rest-of-year projection as well as monthly budget assumptions for those deduction accounts that are budgeted at the department level.

The assumptions can be defined by:

- BudgetGroup and Account
- Department and Account

The same exception principle that is applied in expense adjustment is applied here as well. After Axiom Budgeting determines that it is an exception, all other related increases will not apply.

	Departmen Percentage of Gross	tal Deduct Revenue for Estima	ions ted Deductions	FY 2018 Projected	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	
	BudgetGroup	Acct	Description	%	Budget	Budget	Budget	Budget	Budget	Budget	
Save	EHS		100 EHS-Patient Days	0.0%	2.0%	2.0%	2.0%	0.0%	0.0%	0.0%	
	Dept	Acct	Dept\Acct Exceptions								
Save	17840		100 EHS Sports Medicine	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Save	19100		100 EHS Accounting Operations (Employee)	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	11.1%	
			Double Click to Insert New Dept								
Save	EHS		110 EHS-IP Procedures	0.0%	2.0%	4.0%	6.0%	0.0%	0.0%	0.0%	
	Dept	Acct	Dept\Acct Exceptions								
Save	17840		110 EHS Sports Medicine	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Save	19100		110 EHS Accounting Operations (Employee)	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	11.1%	
			Double Click to Insert New Dept Double Click to Insert New Budget Group								

Settings

Open the driver, and complete the following settings:

- BudgetGroup Enter or modify this value.
- Acct You can enter, modify this value.
- [Monthly budget amounts] 12 months of budget amounts, which you enter or modify.

Budget Revenue Payor Adjustments

Overview

This driver allows for percentage shifts in payor mix. Payor adjustments are used for revenue accounts in the general ledger system and set up by payor. In the ACCT dimension table, you need to configure the FSPayor column to use this sheet. List a valid code in the FSPayor column and list percentage changes in the inpatient, outpatient, and other patient columns. The payor shifts displays in the Stat_Rev sheet in budget plan files.

FSPayor	Description	Inpatient	Outpatient	Other Patient
Comm	Comm	0.0%	0.0%	0.0%
НМО	НМО	0.0%	0.0%	0.0%
Medicaid	Medicaid	0.0%	0.0%	0.0%
Medicare	Medicare	0.0%	0.0%	0.0%
Other	Other	0.0%	0.0%	0.0%
Self Pay	Self Pay	0.0%	0.0%	0.0%
Double Clic	k to Insert New Global Row			
EMC	Medical Center			
Comm	Comm	0.0%	0.0%	0.0%
НМО	НМО	4.0%	0.0%	0.0%
Medicaid	Medicaid	35.0%	40.0%	45.0%
Medicare	Medicare	0.0%	2.0%	0.0%
Other	Other	0.0%	0.0%	33.0%
Other				

PAYOR ADJUSTMENTS

Settings

Open the driver, and complete the following settings:

- FSPayor Enter or modify this value.
- InPatient Enter or modify this value.
- **OutPatient** Enter or modify this value.

• Other Patient – Enter or modify this value.

Budget Statistics drivers

The following table includes a description of each type of Budget Statistics driver:

Driver	Description
Budget Statistics	Use to ensure that your historical data for budget is the same as the data in the database.
Budget StatAcct	Use to set up with the Revenue_Stat (on Stat_Rev) and Variable_Stat (on Expense) calc methods.
Budget Statistics Supplement	Use to create custom statistics to pull into the Budget Statistics Driver.

Budget Statistics

Overview

The Budget Statistics driver ensures that your historical data for budget is the same as the data in the database. It is referenced by the Statistics, GlobalRev, GlobalExp and Depreciation worksheets for LYA, CYB and CYA_YTD information. Also, the Rolling12 spreads on the Statistics worksheet are pulled from the StatData tab.

If you are using staggered start periods for your budget groups, the GlobalStatUpdate report has logic that will pull the appropriate values to correspond to the correct period.

	GLOBAL	. STATISTI	CS									
	Instructions:						1	FV 2017	FV 2017		Actual	
	After adding a ner	w Budget Group code	e or new Dent & Acct codes for the		FY 2015	FY 2016	FY 2017	Dec YTD	lan-lun	FY 2017	Percent	1
	Dent\Acct rows H	lit Save. The new row	vs will come back populated with	Spread Tag	Actual	Actual	Budget	Actual	Projected	Projected	of Total	Change
	historical data if a	vailable.	o nil come back populacia mili	spross ray			onagor					annige
			Generic Statistics									
			Calendar Days		365	366	365	184	181	365		
			Worked Days		261	261	260	173	87	260		
			Paid Hours		2,086	2,091	2,086	1,051	1,034	2,086		
			Consolidated									
	Admits		Total Admissions		6,854	8,195	2,490	3,929	3,879	7,808		
	Discharges		Total Discharges		0	0	0	0	0	0		
	PatientDays		Total Patient Days		100,686	117,764	90,834	58,673	42,345	101,018		
	TotalVisits		Total Outpatient Visits		245,898	239,788	223,722	97,353	117,227	214,580		
	ERVisits		Total ER Visits		0	0	0	0	0	0		
	DEPT	ACCT	Total Patient Days by Nursing Unit									
	0	0	<=Enter Dept & Acct No.	Default Calc	0	0	0	0	0	0	0.00%	0.0%
	0	0	<=Enter Dept & Acct No.	Default Calc	0	0	0	0	0	0	0.00%	0.0%
	0	0	<=Enter Dept & Acct No.	Default Calc	0	0	0	0	0	0	0.00%	0.0%
			Double Click to Insert New Patient Day Row									
			Total Patient Days (Excl Nursery)		0	0	0	0	0	0		
	0	0		D.C. H.C.L					0		0.0001	0.001
	0	0	<=Enter Dept & Acct No.	Default Calc	0	0	0	0	0	0	0.00%	0.0%
	0	0	<=Enter Dept & Acct No.	Default Calc	0	0	0	0	0	0	0.00%	0.0%
			Total Patient Days		0	0	0	0	0	0	0.00%	
	BudgetGroup	Stat Name	OP Driver Statistics									
	EHS	Encounters	Outpatient Encounters	Default Calc	0	0	0	0	0	0		0.0%
	EHS	ERVisits	Emergency Visits	Default Calc	0	0	0	0	0	0		0.0%
	5116	one is										
	EHS	OPVISITS	Outpatient Visits		0	0	0	0	0	0		
	EHS	ClinicVisits	Clinic Visits	Default Calc	0	0	0	0	0	0		0.0%
H + F H Sta	tistics					4						•

NOTE: Click Refresh Data to refresh your statistics with the latest information available.

Settings

Open driver. For each entity, this driver contains the following information:

- BudgetGroup Enter or modify this value.
- Stat Name Enter or modify this value.
- **DEPT** Enter or modify this value.
- ACCT Enter or modify this value.
- Spread Tag (Facility Statistics only) Select the default calc method to use for the budget group.

The Global Statistics sheet contains the following additional columns:

- FY 20XX Actual Actual, year before last.
- FY 20XX Actual Actual, last year.
- FY 20XX Budget This year's budget.
- FY 20XX Dec YTD Actual This year's December YTD actual.
- FY 20XX Jan-Jun Projected This year's January June, projected.
- FY 20XX Projected This year, projected.
- Actual Percentage of Total Percentage change from previous year.
- Change Percentage change.
- Budget Percent of Total Budget percent of total.
- FY 20XX Budget Next year's budget total.
- Bud-Proj Amt Variance amount, budget vs. projection.
- Variance % Variance percentage.

The Service Line information at the bottom of the worksheet is pulled from the Budget Service Line Supplement driver. Before you make any changes to these line items, make sure to select **Previous Input** from the **Spread Tag** column. This will ensure your edits are retrieved from the Statistics driver table versus using the default calculations.

	GLOBA	L STATISTICS												
	Instructions:							FY 2018	FY 2018		Actual		Budget	
	After adding a ne	ew Budget Group code or new Dep:	& Acct codes for the	♥	FY 2016	FY 2017	FY 2018	Jan YTD	Feb-Dec	FY 2018	Percent	Annual	Percent	FY 20
	Dept\Acct rows, I	Hit Save. The new rows will come ba	ck populated with	Spread Tag	Actual	Actual	Budget	Actual	Projected	Projected	o' Total Char	ge Input	of Total	Budg
	historical data if	available.												
			Generic Statistics											
			Calendar Days		366	365	365	31	334	365				
			Worked Days		261	261	260	173	87	260				
			Paid Hours		2,086	2,091	2,086	1,051	1,034	2,086				
			Consolidated											
	Admits		Total Admissions		8,195	8,195	2,490	592	3,879	4,471				
	Discharges		Total Discharges		0	0	0	0	0	0				
	PatientDays		Total Patient Days		117,764	107,330	90,832	8,984	52,668	61,652				
	Total√isits		Total Outpatient Visits		239,788	239,788	223,722	15,923	117,227	133,150				1
	ERVisits		Total ER Visits		0	0	0	0	0	0				
	EMC	Test	Medical CenterTest	Default Calc	3,442,692,848	3,461,711,476	2,588,833,907	966,665,482	****	*****	228	79%	0	37,421,7
	BudgetGroup	Service Line Name	Service Line Selection											
Save	EMC	Cardiology_charges	Medical CenterCardiology_charges	Previous Input	0	13,517,089		6,449,632	500	6,450,132	46	1.8%	0	36,2
Save	EMC	Cardiology_Encounters	Medical CenterCardiology_Encounters	Default Calc	0	214		103	1,110	1,213	46	5.7%	0	
Save	EMC	Cardiology_Net	Medical CenterCardiology_Net	Previous Input 9	0	3,460,522		0	0	0	(10	0.0%)	0	
Save	EMC	EMC_Combined	Medical CenterEMC_Combined	Default Calc	0	38,182,607		17,885,420	192,700,976	210,586,396	45	1.5%	0	1,161,4
Save	EMC	General Medicine_charges	Medical CenterGeneral Medicine_charges	Default Calc	0	24,665,518		11,435,788	123,211,393	134,647,181	44	5.9%	0	735,0
Save	EMC	General Medicine_Encounters	Medical CenterGeneral Medicine_Encounters	Default Calc	0	361		166	1,789	1,955	44	1.4%	0	
Save	EMC	GI Medical_Days	Medical CenterGI Medical_Days	Default Calc	0	733		382	4,116	4,498	51	3.6%	0	

Budget StatAcct

Overview

Use this driver for set up with the Revenue_Stat (on Stat_Rev) and Variable_Stat (on Expense) calc methods.

Settings

Open the driver, and enter the department and account combination on the left, then the driven by department and account on the right. These calc methods will then pick up the set up to be used for the calculation in budgets.

Stat Account

Statistic Account for Variable_Stat or Revenue_Stat Methodologies

			Description	Driven By		
	Dept	Acct	Dept\Acct Exceptions	Department	Account	Description
Save	27381	62100	EMC Rehab Svcs-East	0	0	0_0
Save	27382	62100	EMC Rehab Svcs-West	0	0	0_0
			Double Click to Insert New Exception			

Budget Statistics Supplement

Overview

The Budget Statistics Supplement driver allows you to create custom statistics to pull into the Budget Statistics Driver.

Setting variance thresholds

The threshold level determines how much an account can vary from budget before department managers are required to enter comments explaining the variance.

To configure the threshold level, navigate to one of the following:

- In the Bud Admin task pane, in the Financial Reporting section, click Financial Utilities > System Setup, and double-click VCC_Threshold.
- In the Mgmt Admin task pane, in the Dimension & Reference Maintenance section, click System Setup, and double-click VCC_Threshold.

NOTE: In the ACCT dimension table, you need to create or include Variance Comments accounts for the Summary selection where ACCT.Type='Comments'.

T.

General settings

Tolerance I	Levels for Alerts:						
		Min	Max	Threshold	Summary	Level	
FSSummary Group	s: Description	Yellow	Red	Red	Account	of Comments	
Custom Filter for Alert P	rocessing:	-					
Comparison Time Series						СҮВ	
Revenue & Usage Comp	arison:	Select Budge	et or YTD Ave	rage for CDMC	ode Comparis	on: CYB	
Flag Max Positive Varian	ces as Required					3MthAvg	
Use H_JCHours for Paid	Hours filter (Default is H_Hours)					SameMthLY	
General Threshold Lev	els					* Select desired level to	
						store comments to per	
Summary	Summary					report area	
S_KeyStat	Key Statistic	0.0%	2.0%		700000	Summary	
H_JCHours	Paid Hours	0.0%	2.0%		760000	Summary	
R_PatientRev	Patient Revenue	0.0%	5.0%	\$0	730000	Summary	

In the top section of the sheet, you may select the following options:

1. To only view thresholds for particular departments, type criteria in the **Custom Filter for Alert Processing** cell (*e.g.*, "(Dept.Manager='Chris Sparks' or Dept=101010)").

IMPORTANT: Do not remove the "Acct.Statement <>'NI'" criteria, otherwise new, approved initiatives will be included.

IMPORTANT: Custom filters will not be applied to the optional Variance Comments Collection tab in the Month End Reporting dashboard.

- 2. In the **Comparison Time Series** cell, select one of the following options in which to base the variance in the reports:
 - For regular current year budget variances, select CYB.
 - For flexible budget variances, select FLX.
 - For three-month average variances, select **3MthAvg**.

- For prior month variances, select LastMth.
- For the same month last year variances, select SameMthLY.
- 3. In the Revenue & Usage Comparison field, do one of the following:
 - To enable drilling in the statistic section down to CDMCode, select **Budget**.
 - If unsure which option to select, select Budget.
- 4. In the Flag Max Positive Variance as Required cell, do one of the following:
 - To be alerted to variances in a favorable direction as well as variances in an unfavorable direction, select Yes.
 - To not be alerted to variances, select No.
- 5. If your organization uses H_JCHours for Paid Hours, do the following:
 - In the Use H_JCHours for Paid Hours filter (Default is H_Hours) cell, select Yes.
 - If you are not sure, select No.
- 6. In the Activate Variance Comments Collection tab on Month End Review Dashboard dropdown, select one of the following options:
 - To create a Variance Comment Collections in the Month End Review dashboard where you will manage variance comments, select **Yes**.
 - To manage variance comments in the Excel Client, especially if you already have customized filters, select **No**.

Comment level settings

In the Summary portion of the General Threshold Levels section of the page, you may decide whether to collect comments at a summary level or account detail level.

	MPORTANT: Vali	d account cod	es are	neede	ed if repor	rting at t	he Summary leve		
То	lerance Level for Alerts								Save
	Custom Filter for Alert Processing:		(Dept.Manag	er='Chris Sparks'	or Dept=101010)				
	Comparison Time Series		Three Month /	Average 🔻					
	Revenue & Usage Comparison		YTD Average	•					
	Flag Max Positive Variances as Required		Yes	•					
	Use H_JCHours for Paid Hours filter		No	•					
	Activate Variance Comments Collection tab of	n Month End Review Dashboard	Yes	•					
	FSSummary		Min	Max	Threshold	Level of	Summary		
Û	Groups	Description	Yellow	Red	Red	Comments	Account		
+ A	dd Entity Exception to Threshold Level Table								
	✔ General Threshold Levels							_	A.
	▲ 1 - KH University								
	Summary								
	S_KeyStat	Key Statistic	0.0%	2.0%		Summary •	700000		
	H_Hours	Paid Hours	0.0%	2.0%		Summary •	700000		
	R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	Summary 🔻	700000		
	R_OtherRev	Other Revenue	0.0%	5.0%	\$0	Detail	•		
	R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0	Detail	-		

This setting is reflected in the Comment Input reports. If you select **Summary**, a single comment input field displays at the summary level. If you select **Detail**, individual comment input fields display for each account.

FSSummary		Min	Max	Threshold	Level of	Summary
會 Groups	Description	Yellow	Red	Red	Comments	Account
 Add Entity Exception to Threshold Level Tab 	le					
A 2 - KH Medical Center						
Summary						
S_KeyStat	Key Statistic	1.0%	1.0%		Summary 🔻	700000 - Variance Comments - Statistics 🔹
H_Hours	Paid Hours	1.0%	1.0%		Summary 🔻	700000 - Variance Comments - Statistics 🔹
R_PatientRev	Patient Revenue	1.0%	1.0%	\$1	Summary 🔻	730000 - Variance Comments - Patient Revenue
R_OtherRev	Other Revenue	1.0%	1.0%	\$1	Summary V	700000 - Variance Comments - Statistics
R_NonOpRev	Non-Operating Revenue	1.0%	1.0%	\$1	Detail 🔻	
E_Salaries	Salaries	1.0%	1.0%	\$1	Summary V	123459876 - Test Code MW 🔹

If using the summary level, you need to create a dummy account to accept comment input. You need to add the dummy accounts to the ACCT dimension table, and then indicated in the Summary Account column on the ThresholdLevel sheet.

	Revenue & Usage Comparison Flag Max Positive Variances as Required Use H_JCHours for Paid Hours filter Activate Variance Comments Collection ta	o on Month End Review Dashboard	YTD Average Yes No Yes	* * * * * * *			ļ	
	FSSummary		Min	Max	Threshold	Level of	Summa	ary
t	Groups	Description	Yellow	Red	Red	Comments	Accou	int
+	Add Entity Exception to Threshold Level Table							
	General Threshold Levels 1 - KH University							
	S KevStat	Key Statistic	0.0%	2.0%		Summanı =	7000	0
	L Hours	Paid Hours	0.0%	2.0%		Summary V	70000	10
	n_nours	Faid Hours	0.0%	2.0%		Summary V	/0000	0
	R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	Summary 🔻	70000	00
	R_OtherRev	Other Revenue	0.0%	5.0%	\$0	Detail 💌		
	R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0	Detail 🔻		

IMPORTANT: Do not assign any new account to an existing FSSummary category, otherwise the next month that account will show up in detail. Use Summary instead.

You can define exceptions for summary level (and all other Threshold settings by Entity) in the sections further down the worksheet.
	FSSummary		Min	Max	Threshold	Summary	Level of
Û	Groups	Description	Yellow	Red	Red	Account	Comments
+ 4	dd Entity Exception to Threshold Level Table						
	E_OtherExp	Other Expense	0.5%	2.5%	\$1,000		
	∧ 1 - KH Health System						
	Summary						
	S_KeyStat	Key Statistic	0.0%	2.0%		700000	Summary 🔻
	H_Hours	Paid Hours	0.0%	2.0%		700000	Summary 🔻
	R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	700000	Summary 🔻
	R_OtherRev	Other Revenue	0.0%	5.0%	\$0		Detail 🔻
	R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0		Detail 🔻
	E_Salaries	Salaries	0.5%	5.0%	\$0		Detail 🔻
	E_Supplies	Supplies	0.5%	2.5%	\$0		Detail 🔻
	E_OtherExp	Other Expense	0.5%	2.5%	\$0		Detail 🔻
	Detail Level						
	S_KeyStat1	Key Statistic	0.0%	2.0%			
	H_Hours	Paid Hours	0.0%	2.0%			
	R_PatientRev	Patient Revenue	0.5%	5.0%	\$5,000		

Flag alert settings

For each account, you may define ranges at which various flags are set:

Revenue & Usage Comparison Flag Max Positive Variances as R Use H_JCHours for Paid Hours fi Activate Variance Comments Col	lequired Iter lection tab on Month End Review Dashboard	YTD Average Yes No Yes	v v v v v v	ļ			
FSSummary		Min	Max	Threshold	Level of	Summary	
🗇 Groups	Description	Yellow	Red	Red	Comments	Account	
 Add Entity Exception to Threshold Le 	evel Table						
✔ General Threshold Levels							
A 1 - KH University							
Summary							
S_KeyStat	Key Statistic	0.0%	2.0%		Summary 🔻	700000	
H_Hours	Paid Hours	0.0%	2.0%		Summary 🔻	700000	
R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	Summary 🔻	700000	
R_OtherRev	Other Revenue	0.0%	5.0%	\$0	Detail 💌		
R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0	Detail 🔻		

For each summary and/or detail account, you may set thresholds that will trigger flags with different color coding in the variance reports.

Color	Description
Green	Displays on the report if the variance is below the value in the Min Yellow column.
Yellow	Displays on the report if the variance exceed the Min Yellow amount but remains below the Red Threshold .

Color	Description
Red	Displays on the report if the variance is greater than Max Red but comments are not required.
Red w/Yellow Box	Displays in the yellow cell if variance is greater than Max Red and comments are required.

Building and processing budget plan files

A budget contains budget plan files for each department, organized into file groups, which typically each contain a single year's budget.

IMPORTANT: Before you build and process plan files, you must first load and reconcile data. For more information, see Preparing data for budget go-live

To initially create plan files for a new year, you will need to:

- 1. Build plan files Creates the budget plan file.
- 2. Process plan files Populates the budget plan file with data from the Axiom database that you preloaded.

Budget file groups contain plan files with budget data for each department in the organization. However, you do not copy individual plan files when cloning a file group. Instead, you use the Build & Process Budget Files job in the Axiom Scheduler to generate a new set of plan files for the new budget year.

Budget plan files are generated from templates. Which templates are used for a particular department and how those templates are configured is based on settings in our Budget Configuration and Assumptions driver files.

NOTE: The Build & Process Budget Files job creates and saves the plan files per the configuration settings in the dimension tables and the file group's driver files—it does not populate the files with data. Populating the plan files with data is an additional step that we will discuss later.

Within the job, creating and processing are broken out to two different tasks to allow each to be run independent of each other.

Building budget plan files

To build budget plan files:

1. In the Bud AdminBud Admin task pane, in the Prepare Budget Plan Files section, double-click Build & Process Budget Plan Files.



2. In the box on the left side of the Scheduler dialog, click Create Plan Files.

Axi	om Sched	uler - B	uild & Pr	ocess Bu	dget Files					
Job	Service									
						1	₽			
New	Open	Save	Close	Run Once	Add	Move Up	Move Down	Remove Selected	Clear All	
		Job					Tasks			
🗋 Build	d & Proce	ss Budg	et Files (R/O)						
Ger Job Sch	neral Variables eduling R	ules		 Task Control Task Details General Plan Files 						
No ▲ Tasi Job	tification ks Create Pl Process F Results	an Files Plan File	5	Selec	t File Grou Overwrite e	p: BP_I	NextYea	r 🦷		

3. Click the folder icon.

(a) Axio	om Sched	luler - B	uild & Pr	ocess Bu	dget Files					
Job	Service									
			2		÷	1	₽		Ň	
New	Open	Save	Close	Run Once	Add	Move Up	Move Down	Remove Selected	Clear All	
		Job					Tasks			
🗋 Build	d & Proce	ss Budg	et Files (R/O)						
Ger Job Sch Eve Not A Tasl	neral Variables eduling R nt Handle tification ks Create P Process R Results	s Rules ers Ian Files Plan File	5	> Task	: Control : Details al Plan F t File Grou Overwrite e	iles up: BP_I existing p	NextYea olan files	r 📔	•	

4. In the Choose File Group dialog, select the file group, and click OK.

Ochoose File Group	×
Select the target file group for creating plan files	
● Show File Groups ○ Show Aliases	
Budget-2016 (Budget-2016)	~
Budget-2017 (Budget-2017)	
Budget-2018 (Budget-2018)	
Budget-2019 (PROTOTYPE) (Budget-2019 (PROTOTYPE))	
Capital Planning Forms OLD (Capital Planning Forms OLD)	
Capital Planning-2016 (CapitalPlanning-2016)	
Capital Planning-2017 (CapitalPlanning-2017)	
Capital Planning-2018 (CapitalPlanning-2018)	
Capital Planning-2019 (CapitalPlanning-2019)	
Capital Tracking-Projects (CapitalTracking)	\sim
OK	Cancel

5. To create specific plan files, you can apply filters, as needed. For example, to only run for a selected Entity or Dept. To apply filters, in the **Task Details** section, click the **Plan Files** tab. Select

the Use filter radio button to access filtering options.

	Axio	om Sched	uler - Bi	uild & P	ocess Bu	dget Files														?		×
I	Job	Service																				
									\rightarrow	<u>→</u>												
	New	Open	Save	Close	Run	Add	Move	Move	Remove	Clear												
			Job		Office		op	Tasks	Selected	~												
ſ	🗋 Build	d & Proce	ss Budg	et Files (R/O)																	
	Ger	neral			> Task	Control																
	Job Sch	Variables eduling R	ules		👻 Task	Details																
	Eve	nt Handle	rs		Gener	al Plan F	iles															
	Not ⊿ Tas	tification ks			Spec	ify plan file	es to crei	ate: 🤇	Choose	from list	Use	filter ()	All									
		Create Pl	an Files		Plan	File Filter:										V 1	ilter Wi	zard	8 Refres	h plan fil	e list	
	Job	Process F Results	'lan File	s																		
					Disc	61		- 0														-
					Plan	mes matcr	ning nite	r: U								1			1			- 1
					DE	PT 💌	DESCR	IPTION	•	ile Exists	-	ENTITY	•	DIVISION	•	KHABGT	CODE	-	RPTMAP	•	MAN	4
1																						

6. After you select the options you want, in the Job ribbon, click Run Once.



7. After creating the plan files, you need to process them. For more information, see Process plan files.

Refreshing data

Most of the data in Axiom Software is stored in a database. Plan files are typically generated as needed by populating a template file with the relevant data from the database. The template used for a particular plan file often depends on the configuration settings selected in the driver file for that file group. Most plan files automatically refresh/recalculate data on open. If you need to update an open workbook to reflect changes to the database or driver files, however, you can use the Refresh feature.

In plan files, this feature is only available to product administrators and to users with the Run AQs in Plan Files security permission. This control prevents users from inadvertently overwriting plan data when the template is not designed to accommodate data updates.

An Axiom query is a method of querying data from the database and updating a specific range in a sheet with the data. If an Axiom query is configured to refresh when the file is opened, however, that refresh occurs for all users, regardless of their security settings. Therefore, you may see data updates in the file when it is first opened, regardless of whether the Refresh feature is available to use.

For administrators, typically the only time you may refresh individual plan files is during plan file testing. To test changes made to a template, you build a plan file from the template, and then refresh the plan file to bring in data. After testing has been completed and the final plan files are built out, use the **Process Plan Files** utility to refresh plan files in a batch process rather than refreshing individual files.

After the plan files have been rolled out to end users, you only refresh the plan files if the templates are designed to accommodate ongoing data updates. For example, when performing rolling forecasting, your templates are designed to accommodate bringing in a new period of actuals data each month or each quarter. On the other hand, if you are performing traditional annual budgeting, then your templates are designed so that actual data is brought in once at the start of the process. After that initial baseline is set, typically no further data updates are brought into the plan files.

To refresh a plan file:

• On the Main tab, in the File Options group, click Refresh.



NOTE: You may be prompted to define values before the refresh occurs. If so, these values are applied to the plan file to impact the data refresh.

Viewing budget plan file templates

Templates define the default file structure for budget plan files. Each template contains one or more sheets that are copied into a budget plan file at the time it is initially created. Individual cells in templates may contain formulas (tags) that define how data flows from the database into the corresponding budget plan file cells and/or how data input or modified in the plan should be written back to the database.

In all Axiom Software products, templates are generally standardized for each application and not editable by users. However, you may still view the contents of templates to help trace formulas back to the source data and understand how data in plan files flows to and from the central database.

Which templates (or sheets within templates) are used to create a particular plan file depends on settings within the related driver files and dimension table(s). You may or may not be able to configure these associations, depending on the application and particular category of plan file.

NOTE: After plan files have been created from templates, subsequent changes to the template do not impact the plan files unless the plan files are re-created.

To view templates:

1. In the ExplorerExplorer task pane, in the File Groups section, click the file group for the templates to view.



- 2. Click Templates.
- 3. Double-click the template to view.
- Processing budget plan files

To process budget plan files:

1. In the Bud AdminBud Admin task pane, in the Prepare Budget Plan Files section, double-click Build & Process Budget Plan Files.



2. In the box on the left side of the Axiom Scheduler dialog, click **Process Plan Files**.

Axio	om Sched	luler - B	uild & Pr	ocess Bu	dget Files					
Job	Service									
							₽	×	<u>∢</u>	
New	Open	Save	Close	Run Once	Add	Move Up	Move Down	Remove Selected	Clear All	
		Job					Tasks			
🗋 Build	& Proce	ss Budg	et Files (I	R/O)						
Gen	eral			> Task	Control					
Job	Variables	;		✓ Task Details						
Scn Eve	eduling R at Handle	ules		General Plan Files						
Not Task	ification s			Selec	t File Grou	ip: BP_I	NextYea	r 🛛 🖬		
	Create Pl Process I	an Files Plan File	5		Overwrite e	xisting p	olan files	?		
Job	Kesults									

3. To process specific plan files, you can apply filters, as needed. For example, to only run for a selected Entity or Dept. To apply filters, in the **Task Details** section, click the **Plan Files** tab. Select the **Use filter** radio button to access filtering options.

Job Service			
New Open Save Close Run Once	Add Move Move Remove Clear Up Down Selected All		
dol	Tasks		
Build & Process Budget Files (R/O)			
General Job Variables Scheduling Rules Event Handlers Notification Tasks Create Plan Files Job Results Pla	Task Control Task Details Stions Plan Files Axiom Queries Processing Variables eecify plan files to process: Choose from list Use filter All an file Filter: Filter Wizard Refresh p	lan file li	st

4. To process the plan files, in the Job ribbon, click Run Once.



Building plan files using a Scheduler job

Use a filter in Scheduler to run the Build & Process Budget Files job. To confirm that no errors occurred, review the log for errors after the scheduled job completes.

To build plan files using a Scheduler job:

1. From the Admin ribbon tab, click Scheduler.



- 2. In the Job ribbon tab, click Open.
- 3. Double-click the **Budgeting** folder.
- 4. Double-click Build & Process Budget Files.

NOTE: By default, the job is already set up to run, but you can complete steps 5-9 if you want to filter the plan files to build and process. Otherwise, skip to step 10.

5. In the left-hand navigation, click Tasks > Create Plan Files (if it's not already selected).



- 6. In the General tab, click the folder icon.
 - A Axiom Scheduler Build & Process Budget Files

Job	Service										
							₽	×	<u>∢</u>		
New	Open	Save	Close	Run Once	Add	Move Up	Move Down	Remove Selected	Clear All		
		Job					Tasks				
🕼 Sch	eduled Jol	bs []) Build 8	2 Process	Budget Fi	les					
Ge	neral			> Task	Control						
Var	riables			✓ Task	✓ Task Details						
Sch	neduling F	lules		Gener	al Plan F	iles			K		
No Tas	tification ks Create P Process I	l <mark>an Files</mark> Plan File	s	Selec	t File Grou Overwrite e	up: BP_I	NextYea blan files	r 📔			
Ke	suits										

7. Select the file group in which to select the plan file to create.

A Choose File Group	×
Select the target file group for creating plan files	
● Show File Groups ○ Show Aliases	
Budget-2016 (Budget-2016)	~
Budget-2017 (Budget-2017)	
Budget-2018 (Budget-2018)	
Budget-2019 (Budget-2019)	
Budget-2020 (Budget-2020)	
Budget-2020 For Dave (Budget-2020 For Dave)	
Budget-2020 Prototype POC (Budget-2020 Prototype POC)	
Budget-2021 (Budget-2021)	
Budget-2021_v4 (Budget-2021_v4)	
Capital Planning-2016 (CapitalPlanning-2016)	\sim
OK Car	ncel

8. Click the Plan Files tab, and click Use filter.

Scheduled Jobs 🚺 Build	& Process Budget Files
General Variables Scheduling Rules Event Handlers Notification Tasks Create Plan Files Process Plan Files Results	 Task Control Task Details General Plan Files Specify plan files to create: O Choose from list Use filter O All All plan files will be created (11).

- 9. From the list, select the plan files to create by clicking the check box next to the left of the **DEPT** column.
- 10. In the Job tab, click Run Once.



Configure budget security

This section provides the security settings for the Kaufman Hall Axiom Product roles - per the design of the Axiom Budgeting product. It is intended not only to provide additional education towards security settings but to also serve as an audit tool to validate your current Axiom EPM roles.

For more details regarding general set up and maintenance of Axiom security, see About security.

For more details regarding general set up and maintenance of Axiom Security, see "About security" in the Axiom Budgeting online help.

Design

Security is pre-configured according to each product. Each product provides five primary roles: System Admin, Product Admin, Local Admin, Product Analyst, and Product User. Each role includes pre-configured security to access specific locations, files, and features. You apply data filters to control each user's reach into the data.

There are two main elements to setting up security in Axiom products:

- **Role** Allows access to features and files, but not data. Roles define what a user can do, which are defined and explained in the Roles section.
- Filter Allows access to data and plan files with standard filters built into each role. The filters are directly referenced from the dimension tables, which provides the ability to maintain data access through the dimensions for additional disseminated control. These are explained in the Filters section.

► Filters

The Product User, Analyst, and Local Admin roles come pre-configured with a flexible, dynamic filter. Each member requires a unique filter. For example, the ICU manager needs a unique filter to restrict access to only ICU information, as true with every member of the suite. We accomplish this by using a variable to drive each user's data filter from a reference table you would commonly maintain. The most common table is the DEPT dimension. This table is shared by many planning process and data tables, and provides an excellent means to protect your data. Other products may have an alternative key table that drives security filters. We will use the DEPT dimension in our examples.

Each product includes nine columns in the DEPT dimension, which you assign to user's login IDs based on who is the owner of that role for each department listed. Those security columns with login IDs are referenced by the corresponding role as for unique data and plan file filters. In the following table, CSparks is assigned a Budget User role. The role gives him access to specific features, functions, and tools. The role also includes a dynamic data filter for all budget data tables of "If BPOwner or BPReviewer or BPApprover = login name". So, when CSparks logs in, his role filter will apply his login name to his budget role filter, resulting in if BPOwner or BPReviewer or BPApprover = CSparks. This gives him access to the budget planning data tables for ICU and ER.

Dept	Product User			Product Analyst			Local Product Admin		
	BPOwner	BPReviewer	BPApprover	BPAnalyst	BPAnalyst2	BPAnalyst3	BPAdmin	BPAdmin2	BPAdmin3
ICU	CSparks	CSparks	SSmith	CJones	TSmith	NA	SBaker	CCredit	DDobbs;NHon
ER	GJones	CSparks	LWinter	CJones	DTom	TSmith	SBaker	CCredit	DDobbs

Managing member's data and plan file filters are managed by assigning each members login ID to the respective departments in the DEPT dimension without the need to access security. This allows you to minimize number of members with security access since Local Admin members can manage security filters through dimension ownership assignments.

Adding additional users

If you need additional users than the fields provide, you may create and use pseudo roles as an assignment vs. a single login name. Every member of that role will inherit permissions to that department. For example, let's say you have six local admins that need rights to all departments and only there are only three slots available in the dimensions. You would do the following:

- 1. Open Security Manager.
- 2. Create a new role.
- 3. Assign the six members to the new role.
- 4. Open the Dimension Maintenance Utility.
- 5. In the DEPT dimension, assign the role name to each of the departments in the BPAdmin column, and save the changes.
- 1. Open Security Manager.
- 2. Create a new role.
- 3. Assign the six members to the new role.
- 4. Open the Dimension Maintenance Utility.
- 5. In the DEPT dimension, assign the role name to each of the departments in the BPAdmin column, and save the changes.

For instructions related to managing security and managing dimensions, see the following topics in the online help:

TIP: To find the exact topic listed below, type the name of the topic with quotations.

- "The Security Management dialog"
- "Managing roles"
- "Managing users and roles"
- "Launching the Dimension Maintenance Utility"
- "Editing a dimension"

All of the members with that role will now have proper permissions.

If you need to assign broader filters, such as "Region='IOWA', you can apply a custom filter directly to the user. A user-level filter and a role filter combine as an OR statement "User Filter OR Role Filter". The user filter is applied in multiple locations.

Security basics

Security is configured by four sections.

Туре	Description
Product permissions	General administrative functions. Many of these permissions span all products. You can grant many of the permissions in the other sections. This permission level is suite-wide.
Product file groups	Determines access to what file groups, plan file filters, access, and abilities.
Data table types	Determines access to data tables. Tables are categorized by type. For example, the Financial type contains all the GL financial tables.
Files	Determines access to select Axiom EPM files.

► Tools

Name	Description
Security Manager	Allows you to maintain the complete security options for all users and roles. We recommend this tool for adjusting security at the individual level.
Security Spreadsheet	Provides a spreadsheet view of file group and table options for all users and roles.
	IMPORTANT: Use caution when using this tool. If two or more security members save this file with overlapping filters at the same time, the system will overwrite one over the other.
Product Security Setup Utilities	Allow you to bulk assign roles and data filters. Each product has a configured set in the Product Utilities > Security Setup folder. You must be a member of Security Admin to post changes. We recommended using this tool for initial product and role assignment.
Dimension Security Utility	Allow you to assign permissions for Admin members to maintain dimensions. You must be a member of Security Admin to post changes.
Product Driver Security Utility	Allows you to assign permissions for Admin or Analyst members to maintain dimensions. You must be a member of Security Admin to post changes.
Active Directory Import	Using the Active Directory Import, you can map directory groups to EPM roles to automate enabling new members.

Roles

Each EPM license/product comes with the following role types:

Role	Description	Configuration Abilities	Table Abilities	Plan File Abilities	Report Abilities
System Admin	Person with all access security. No restrictions. Admin Check in User security. Recommend no person have this right. Recommend one generic login in case of rare need.	All access	All access	All access	All access
Suite Admin	Manages overall suite, table and system configuration. Typically limited to 1-2 members.	Home page File group management Apply software updates System Browser Admin ribbon	Current period settings Table modifications New dimension grouping columns	None	R/W access to all suite files
Product Admin	Product administrator. Responsible for configuration, process, and structure.	Audit History Imports System Browser Drivers Dimensions Exports Admin ribbon Scheduled jobs Process definitions	Filtered access to data tables Dimension edit Driver edit View tables Budget custom tables	Create new R/W filtered access Unprotect Recalculate	Product reports – R/O Product utilities – R/W Create new
Product Local Admin	Local product administrator. Data imports, Dimension Maintenance, Drivers, Report Writing	Drivers Dimensions Imports Admin ribbon Scheduled jobs Process definitions	Filtered data access Dimension edit Driver edit View tables (R/O) Budget custom tables	Create new R/W filtered access Unprotect Recalculate	Product reports – R/O Product utilities – R/W Create new
Product Analyst	Designated to support managers via plans during planning process. R/W access to filtered plan files	Main ribbon	Filtered data access	R/W filtered access Unprotect	Product reports – R/O Product utilities – R/W Create new
Product User	General consumer of the process & information.	Main ribbon	Filtered data access	R/O access until step owner	Product reports-R/O
Security Admin	Manages security settings	Security access	None	None	Product security tools
Tech Admin	Ability to apply updates and scheduled jobs	Admin ribbon	None	None	None

Budget planning provider roles

Role	Description	Configuration Abilities	Table Abilities	Plan File Abilities	Report Abilities
Budgeting Physician Admin	Manages provider budget configuration and data Access to provider reports, utilities, and drivers	Provider drivers Imports	View provider dimensions Provider drivers View provider dimensons Edit provider dimensions	See Provider tabs Need Budget Admin role	Provider reports Provider utilities
Budgeting Physician	Access to provider reports, drivers	None	Filtered data access	See Provider tabs Need Budget User or Analyst role	Provider reports

Product permissions

Category	Subsystem	Everyone	Prod User	Prod Analyst	Prod Local Admin	Prod Admin	Suite Admin	Notes
Permissions								
Announcements	Yes	No	No	No	No	No	Yes	Not needed. Currently not in use.
Explorer	Yes	No	No	No	No	Yes	Yes	Access to the System Browser via the Admin Task Pane. All users have access to explorer task pane.
Exports	Yes	No	No	No	No	Yes	Yes	Ability to create new data Exports.
File Groups	Yes	No	No	No	No	No	Yes	Clone and edit file groups.
Imports	Yes	No	No	No	Yes	Yes	Yes	Ability to create new imports.
								Ability to run existing imports is managed in Files.
Locked Items	Yes	No	No	No	Yes	Yes	Yes	Ability to unlock items.
Security	Yes	No	No	No	No	No	No	Access to the Security Module.
Tables	Yes	No	No	No	No	No	Yes	Ability to create/delete/modify table structure.
								Ability to change table current periods
Task Panes-Edit	Yes	No	No	No	No	No	No	Do not modify EPM provided task panes. Permission should be granted at the User level.
Updates	Yes	No	No	No	No	No	Yes	Ability to apply Axiom updates. System Admin role.
Audit History	Yes	No	No	No	No	Yes	Yes	Ability to view full system activity log for the suite. Use caution granting this. User Level exceptions.
Remove Protection	Yes	No	No	No	No	No	Yes	Ability to unprotect any file accessible. Unprotect rights is granted in the Files section. Not here.
Sched. Jobs	Yes	No	No	No	Yes	Yes	Yes	Ability to edit / create/Delete scheduled jobs.
User Folder	Yes	No	No	Yes	Yes	Yes	Yes	Access to "my documents". Typically applied to users who will be writing "in-progress" reports.

Product file groups

Category	Subsystem	Everyone	Prod User	Prod Analyst	Local Prod Admin	Prod Admin	System Admin	Notes
Modify	Yes	No	No	No	No	Yes	Yes	Edit file group configuration and clone. Limited Membership
Create Plans	Yes	No	No=BP CP=Yes	Yes	Yes	Yes	No	Ability to create new plan files for the file group. Data population is the role of Process Plan Files.
Create Records	No	No	Yes	Yes	Yes	Yes	No	Only used with on-demand FGs. Yes for Capital Planning, Tracking, and Financial Planning
Process Plan	Yes	No	No	No	Yes	Yes	No	Ability to interface new data into plan files.
Run Queries	Yes	No	No	No	No	No	No	Ability to refresh a plan file on demand. Not Leveraged today. Leave
Calc Methods	No	No	No	No	No	No	No	Refrain from making calc method changes. Calc methods are replaced with each update thereby removing any modifications you may have made.
File Groups – Plan	Files							
File Access	Read/Write	Not Config	Read Only	R/W	R/W	R/W	Not Config	Product Users are dependent on Process Management to escalate them to
Save Data	Yes		No	Yes	Yes	Yes		Required if R/W above is selected.
CM Insert	Yes		No	Yes	Yes	Yes		Ability to add new Accts/Jobcodes/Other Records
CM Change	Yes		No	No	Yes	Yes		Ability to change a calc method from one to another.
Unprotect	Yes		No	Yes	Yes	Yes		Ability to unprotect the workbook.
Sheet Assistant	Yes		No	No	Yes	Yes		Ability to view the Plan File Sneet Assistant
File Processing	Yes		No	No	No	NO		Should be marked TRUE Will not interfere even if you don't use Process
Process Mgmt	ies .		153	15	10	165		Management for that file group.
All or Filtered	All		Filtered	Filtered	Filtered	All Access		All = Access ALL Plan Files with no filter. Filtered = Limited access to Plan Files
Filter BP			Dept.BPOwner='(CurrentUser.LoginName)' OR	Dept.BPAnalyst='(CurrentUser.LoginName)' OR	Dept.BPAdmin+'(CurrentUser.LoginName)' OR	Dept.BPAdmin='(CurrentUser.LoginName)'		Configured with nine security columns in the Department dimension. Each
			Dept.BPReviewer='(CurrentUser.LoginName)' OR	Dept.BPAnalyst2='{CurrentUser.LoginName}' OR	Dept.BPAdmin2='(CurrentUser.LoginName)' OR	OR		set of three columns determines filter access for Budget Planning.
			Dept.BPApprover='{CurrentUser.LoginName}'	Dept.BPAnalyst3='{CurrentUser.LoginName}'	Dept.BPAdmin3='(CurrentUser.LoginName)'	Dept.BPAdmin2='{CurrentUser.LoginName}'		Complete any three columns with user login IDS.
								Local Product Admin.
								BPAdmin2
								BPAdmin3
								Product Analyst
								BPAnalyst BPAnalyst2
								8PAnalyst3
								General Product Owner
								8POwner
								BPApprover
Filter CP			Dept.Capital_Owner1='{CurrentUser.LoginName}' OR	Dept.CPAnalyst='(CurrentUser.LoginName)' OR	Dept.CPAdmin='{CurrentUser.LoginName}' OR	Dept.CPAdmin='{CurrentUser.LoginName}'		Configured nine security columns in the Department Dimension. Each set
			Dept.Capital_Owner2='{CurrentUser.LoginName}' OR	Dept.CPAnalyst2='{CurrentUser.LoginName}' OR	Dept.CPAdmin2='{CurrentUser.LoginName}' OR	OR		of three columns determines filter access for Capital Planning. Complete
			OR	bepconknarysta= (contentoser.cogrinvarie)	bepcerkulmins= (currentoser.cognivame)	OR		each three columns with user login rbs.
			Dept.Capital_Approver='{CurrentUser.LoginName}'			Dept.CPAdmin3='{CurrentUser.LoginName}'		CAPAdmin
								CAPAdmin2
								CAPAdmin3
								Product Analyst
								CAPAnalyst CAPAnalyst2
								CAPAnalyst3
								General Product Owner
								CAPOwner CAPOwiewer
								CAPApprover
Filter CT			Dept.Capital_Owner1='(CurrentUser.LoginName)' OR	Dept.CPAnalyst='(CurrentUser.LoginName)' OR	Dept.CPAdmin='(CurrentUser.LoginName)' OR	Dept.CPAdmin='{CurrentUser.LoginName}'		Configured nine security columns in the Department Dimension. Each set
			Dept.capital_Owner2='(CurrentUser.LoginName)' OR Dept.Capital_Reviewer='(CurrentUser.LoginName)'	Dept.CPAnalyst2='(CurrentUser.LoginName)' OR Dept.CPAnalyst3='(CurrentUser.LoginName)'	Dept.CPAdmin3='(CurrentUser.LoginName)' OR Dept.CPAdmin3='(CurrentUser.LoginName)'	UK Dept.CPAdmin2='(CurrentUser.LoginName)'		of three columns determines filter access for Capital Planning. Complete each three columns with user login IDS.
			OR			OR		Local Product Admin.
			Dept.Capital_Approver='{CurrentUser.LoginName}'			Dept.CPAdmin3='(CurrentUser.LoginName)'		CAPAdmin
								CAPAdmin2
								Product Analyst
								CAPAnalyst
								CAPAnalyst2
								CAPAnalysts
								General Product Owner
								CAPReviewer
								CAPApprover
Filter FP			Node.Model.Owner1='(CurrentUser.LoginName)' OR	Node.Model.Analyst='{CurrentUser.LoginName}' OR	Node.Model.Admin='(CurrentUser.LoginName)' OR	No Filter		Configured nine security columns in the Model Dimension. Each set of
			Node_Model.Reviewer='(CurrentUser.LoginName)' OR	Node.Model.Analyst2= (CurrentUser.LoginName)' OR Node.Model.Analyst3='(CurrentUser.LoginName)'	OR			each three columns with user login IDS.
			OR	ginterit,	Node.Model.Admin3='{CurrentUser.LoginName}'			Local Product Admin.
			Node.Model.Approver='{CurrentUser.LoginName}'					FPAdmin
								FPAdmin2 FPAdmin3
								Product Analyst
								Product Analyst FPAnalyst
								Product Analyst FPAnalyst FPAnalyst2 FPAnalyst3
								Product Analyst FPAnalyst2 FPAnalyst2 FPAnalyst3 General Product Owner
								Product Analyst FPAnalyst FPAnalyst2 FPAnalyst2 General Product Owner FPOwner

Data table types

Category	Subsystem	Everyone	Prod User	Prod Analyst	Local Prod Admin	Prod Admin	System Admin	Notes
No Type (Drivers)	Full	Full RO	NC	NC	NC	NC		Driver & Reference tables. Everyone has full access to these tables. Enables
Budget Drivers	Full/Read	Full RO/CW	NC	NC	NC	NC		Exception: Everyone has full read access & no write.
ů.								Editors of Drivers must be assigned a filter via Budget Driver Security tool.
Dimension Validation	R/W Full	Full OTIS=None	NC	NC	NC	NC		Everyone has full Read access to these tables.
Dimensions	R/W Full	Full Read	NC	NC	NC	NC	NC	Everyone has ReadOnly, No write dimension access.
		Custom W.						Requires product admin/analyst user to have a write filter to product dimensions to be able to modify. Use Dimension
		No Filter						security tool to assign flitters.
		OTIS-None						
Budget Exceptions:		Full Access:			OTIS = READ for:	OTIS = READ for:		See Physician Admin or Physician user for Provider related data & dimensions.
		GLPeriod			Acct	Acet		Product Admins can view the listed CDM codes with read only table view access for viewing. Editing Dimensions is
		CalDate			CDMCode	CDMCode		accomplished in Dimension Maintenance Utility
					Dept	Dept		
					Entity	Entity		
					Initiative ID	Initiative ID		
Capital Exceptions:		Full Access:				OTIS=Read		The listed dimensions are not part of the Dimension
		CapAcct				For:		
		Code				CapAcct		
		CPReq20XX				Code		
		Pawor				CPReq20XX		
		POTrans				Pavor		
		TempPOTrans				POTrans		
						TempPOTrans		
Fin Plan Exceptions		Full Access:				OTIS=READ		
		Code				For:		
		GlobalSet				Code		
		Model				GlobalSet		
		Node Node Two				Nodel		
		Payor				Node Type		
		Scenario				Pavor		
						Scenario		
RF Exceptions:		Full Access:						
		RFCode						
		RFID						
Product Contain Parts	D/W Euli	REGROUP	Entl	Full	Full	Full Access		Sull Access. Only Product Admin members can change structure
Product Custom Data		10	OTIS=None	OTIS=None	OTIS=None	OTIS=RW		This is the table Type to assign any / all custom tables & mapping tables
						Allow Change		
MR-BP: EmpRoster	Full/RW/Chg	NC	Role Filter	Role Filter	Role Filter	Role Filter		Employee Roster.
			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
MR-BP: Financial	Full/RW/Chg	NC	Role Filter	Role Filter	Role Filter	Role Filter		Financial Data: GL & GL Transactions
			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
MR-BP: Payroll	Full/RW/Chg	NC	Role Filter	Role Filter	Role Filter	Role Filter		Bi-weekly & Monthly Paryoll
			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
MR-BP: Provider	Full/RW/Chg	NC						Physician Data
MR-BP: RU	Full/RW/Chg	NC	Role Filter	Role Filter	Role Filter	Role Filter		Revenue & Usage
			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
CP: Cap comments	Full/RW/Chg	NC	Role Filter	Role Filter	Role Filter	Role Filter		Capital Planning Comments
			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
CP: Capital	Full/RW/Chg	NC	KOIE Filter	KOIE FIITER	Kole Filter	KOIE FIITER		Capita Planning Data
			UTI3=NUTIE	Ions-None	louis-kw	long-kw	1	I
CP: Cap Def	Full/RW/Chg	NC	Full	Full	Full	Full		Capital Planning Definition & Configuration
			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
FP: FinancialPlan	Full/RW/Chg	NC	Role Filter	Role Filter	Role Filter	Full		Financial Planning Data
			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
FP: FPDefaults	NC	NC	Full Read	Full Read	Full Read	PUIL OTIS-DW		Hinancial Hanning Default Template Configuration
			OTIS=None	OTIS=None	OTIS=Read	UTI3-KW		
EPM	Full/RW/Chg	Full/None	NC	NC	NC	NC		Home page announcements. Only Product Admins can make announcement changes.
Cost Mgmt								Cost Management Data

► Files

Category	Subsystem	Everyone	Prod User	Prod Analyst	Local Prod Admin	Prod Admin	System Admin	Notes
Product Files								
Product Reports	R/W Full	NC	RO/E	RO/E/SA/FP	RO/E/SA/FP	RO/E/SA/FP	Full Access	General: all reports in the Product reports folder are Read Only for all roles. Exceptions listed below. If you want to edit a report you must save as to the custom folder to gain rights.
Prod Rpt Custom	NC	NC	NC	RW/E/SA/U/FP	RW/E/SA/U/FP	RW/E/SA/U/FP	Full Access	Recommend we add a ROLE for each Ministry and create corresponding parent folders within this custom directory. Each Ministry role will restrict access to specific custom folder.
Provider	NC	NC	No Access	No Access	No Access	No Access	Full Access	A Provider Role Required
Product Utilities	R/W Full	NC	NC	RW/E/SA/U/FP	RW/E/SA/U/FP	RW/E/SA/U/FP	Full Access	General: all reports in the Product Utility folder are Read Write for admin & analyst roles. Exceptions listed below.
Prod Utility Custom	NC	NC	NC	RW/E/SA/U/FP	RW/E/SA/U/FP	RW/E/SA/U/FP	Full Access	Recommend we add a ROLE for each Ministry and create corresponding parent folders within this custom directory. Each Ministry role will restrict access to specific custom folder.
Provider	NC	NC	NC	No Access	No Access	No Access	Full Access	Provider Role Required
Security	NC	NC	NC	No Access	RO/E/SD	RO/E/SD	None	Requires the Security Admin role to modify
System Files								
Dimension Maint Folder	RW/E/SD/U	NC	NC	NC	NC	NC	Full Access	Requires BP Table Structure Role
Dimension Maint File	NC	NC	NC	NC	RO/E/SD	RO/E/SD	Full Access	Dimension security filter must be established to modify.
Prod Doc Admin	RW/E	NC	NC	RW/E	RW/E	RW/E	Full Access	
Prod Doc User	RW/E	NC	RO	RW/E	RW/E	RW/E	Full Access	
Product Forms	RO	NC	RO	RO	RO	RO	Full Access	
Suite Forms	RO	RO	NC	NC	NC	NC	Full Access	
Home Files	RO/SD	RO	NC	NC	NC	RO/SD	Full Access	
Images	RO	RO	NC	NC	NC	NC	Full Access	
Product Drills	RO	NC	RO	RO	RO	RO	Full Access	
Suite Variables	RW/E/SD	Read Only	NC	NC	NC	RW/E/SD	Full Access	
Scheduler - Product	RW/E	NC	NC	NC	RW/E	RW/E	Full Access	
Exports - Product	RW/E/E	NC	NC	NC	RW/E/E	RW/E/E	Full Access	
Imports - Product	RW/E/E	NC	NC	NC	RW/E	RW/E	Full Access	
Task Pane - Product	RO/E	NC	RO-no admin	RO	RO	RO	Full Access	
Task Pane - Suite	RO/E	RO	NC	NC	NC	NC	Full Access	
Ribbons	RO	NC	RO	RO/E	RO/E	RO/E	Full Access	
KH Admin	NC	NC	No access	RO	RO	RO		
KH Main	NC	RO	NC	NC	NC	NC		
Process Definition - Product	RW/E	NC	RO	RO	RW/E	RW/E	Full Access	
Data Diagrams								
File Groups - Product	Max Access	NC	NC	RW/E/SD	RW/E/SD	RW/E/SD	Full Access	
Drivers	NC	NC	NC	RO/E/SD/SA	RO/E/SD/SA	RO/E/SD/SA		
Process Def	NC	NC		RO/E		RW/E		
Templates	No Access	NC		RO		RO		
Utilities	NC	NC		RW/E/SD/SA/FP		RW/E/SD/SA/FP		

Specialty roles

Role	Permissions	File Group	Tables	Files
Budgeting Hide Labor	None	None	None	Hides Labor Tabs
Budgeting Hide ProvComp	None	None	None	Hides Provider Compensation Tab
Budgeting Hide ProvSalaries				Hides GL Provider Salaries
Budgeting Hide Salaries				Hides GL Salaries
Budgeting Physician Admin	None	None	Dimension OTIS=R CPT; DataType; Dept; Entity; FinClass; Location; Provider Provider: Admin Role Filter Otis=Read	
Budgeting Physician	None	None	Provider: Owner Role Filter Otis=None	Provider Budget: RO Explorer File P. Provider Utilities: RW
Global Driver Mgmt	None	None	All Budget Drivers: Full Access OTIS = Read	None

Running process management

Running the Budget Approval Process

To use the Budget Approval Process:

- In the Explorer Explorer task pane, in the File Groups section, click Budget-20XX > Process Definitions.
- 2. Double-click Budget Approval Process.

3. To view the steps in the process, click the Process Steps tab.

e) Edit Plan File Process	?	×
Edit the definition of plan file process 'Budget Approval Process' in File Group 'Budget-2018'.		
This process is currently inactive.	Start pr	ocess
Process Properties Process Steps Notifications Web Configuration		
+ Add - Duplicate Delete		
Base Budget Build		
Budget Owner Input		
Budget Approval		
🐺 Finance Approval		
Арріу ОК	Can	cel

The steps for running the Budget Planning Process include:

Step	Name	Description
1	Budget Configuration	Notifies the Budgeting Admin to configure the new year's budgeting file group.
2	Driver Configuration Updates	Notifies the Budgeting Admin to make any necessary updates to the Driver files.
3	Volume Assumptions	Notifies the Budgeting Admin to adjust volume assumptions for the new year.

Step	Name	Description
4	Budget Approval	This subprocess containing multiple steps:
	Stages	 Base Budget Build – Prompts the Budgeting Admin to build plan files for the file group.
		 Budget Owner Input – Prompts department managers to edit their respective budget plan files.
		 Budget Review – Submits plan files to their designated reviewers for approval.
		 Executive Approval – Submits approved plan files to their designated executive for approval.
		 Finance Team Approval – Submits approved plan files to their designated financial department contact for approval.

Copying the Recalculate Budget Files job

In Axiom Budgeting, you can copy the Recalculate Budget Files job to recalculate the budget files for one or more specified entities.

To copy the Recalculate Budget Files job:

- 1. In the ExplorerExplorer task pane, in the Libraries section, click Scheduler Jobs Library > Budgeting, and double-click Recalculate Budget Files.
- 2. In Tasks list in the left window pane, click Process Plan Files.
- 3. Right-click any of the tabs, and click **Save As**.

K) Axion	n Schedu	ıler - Re	calcula	te Budge	t Files									
ſ	Job	Service													
				2		÷	1	+	×	N					
	New	Open	Save	Close	Run Once	Add	Move Up	Move Down	Remove Selected	Clear All					
			Job					Tasks							
	🗋 Recal	culate Bu	dget File	s											
	Cen	oral			> Job	Control									
	Job	variables													
	Sche	eduling Ru	ules		✓ Task	k Details				-					
	Ever Noti	nt Handle fication	rs		Optic	ons Pla	an Files	Axion	n Queries	Proce	essing Vari	ables			
	🗆 Tas	(S				'				-					
	Job	Process F Results	lan Files		Sel	ect File Gro	up: BP	NextYea	ir 🧧						
					~	Save docu	ument aft	er proces	sing						
					V	Run Save	To Datab	ase on p	lan files af	ter proces	ssing				
					Create a plan file restore point before processing										
					A	dvanced O	ptions								
						Worker B	atch Size	(leave bl	ank for aut	tomatic):					

- 4. Name and save the new scheduler job file.
- 5. Click the Plan Files tab.
- 6. At the Specify plan files to process option, select Use filter.
- 7. Create a filter to specify an entity by entering the filter syntax in the **Plan File Filter** box or click the Filter Wizard button.
- 8. Click the Axiom Queries tab.
- 9. In the **Refresh On Open** column heading, click the gray drop-down, and in the **Value** field, type **True**. This filters the list for all the AQs that should contain the check mark.

(a) Axior	m Schedu	iler - Re	calculat	e Budget	Files											? ×
Job	Service															
					-	1	•	×								
New	Open	Job	Close	Once	Add	Up	Down Tasks	Selected	All							
🗋 Reca	alculate Bu	dget Files	s													
Ger	neral			> Job (Control											
Job	Variables				D 1 1											
Sch Eve	eduling Ru ent Handlei	ules rs		✓ Task	Details											
Not	tification sks			Optio	ns Pla	an Files	Axiom	Queries	Pro	cessing Variables						
loh	Process P Results	lan Files		Active	Axiom Qu	eries for s	elected F	lan Files	are sho	wn in the list below. Select	ed Axiom Querie	s will be run when the	related	l Plan Files are	processed.	
	/ Results				Templa	te 👤	Worl	sheet	-	Axiom Query	•	Refresh On Open	<u>.</u> 7	Dynamic	*	
				H H	Master Master		Varia Varia	bles		AQ2: BudgetConfiguration	DriverOnOpen	True		G	Group By	
				Ŭ.	Master		Instru	uctions		AQ1: Instructions	Diverbilopen	True		d	aar Eiltara	
					Master		Instru	uctions		AQ2: Contact Info	- D-1 0 0	True		Cir		
					Master		Drive	rs rs		AQ1: ExpenseAdjustments AQ2: LaborAccounts Drive	s Driver On Open ar On Onen	True	- 1	Contains		
				T	Master		Drive	rs		AQ3: GlobalDataConfig Dr	river On Open	True	- 1	Contains		
				<u></u>	Master		Drive	rs		AQ4: GlobalExp Driver On	Open	True	- 1	Value True		
					Master		Drive	rs		AQ5: GlobalSum Driver Or	n Open	True				
					Master		Drive	rs Dour		AQ6: Provider Dept Config AQ4: Collide On Open	g Driver On Open	True				_ок
				3	Master		Stat	Rev		AQ4: Collide On Open		True		False		
				1	Master		JobCo	de		AQ1: Labor Configuration	Driver On Open	True		False		
					Master		JobCo	ode		AQ2: Labor Configuration	Driver On Open	True		False		
					Master		JobCo	ode		AQ3: Labor Configuration	Driver On Open	True		False		
					Master		JobCo	ode		AQ4: Labor Override Drive AQ5: Banchmark Driver Q	er On Open	True		False		
					Master			Jue		AQ5: Benchinark Driver O AQ1: ADCConfig Driver Or	n Open	True		False		
				1	Master		Empl	List		AQ3: LaborRates	il opdit	True		False		
				•	Master		Empl	List		AQ4: LaborRates		True		False		
					Master		Empl	List		AQ5: LaborRates		True		False		
					Master		Empl	_List		AQ6: LaborRates		True		False		
				Ĕ	Master		Empl	List		AQ7; LaborRates		True		False		
				Ū.	Master		Empl	List		AO9: LaborRates		True		False		
					Master		Empl	List		AQ10: LaborRates		True		False		
				<u> </u>	Master		Empl	List		AQ11: LaborRates		True		False		
					Master		Empl	_List		AQ12: LaborRates		True		False		
					Master		Embi	_LISL		AQ13: Laborkates				- aise		

10. Click any blank check boxes, and then click Save.

Releasing budget plan files

After you start building plan files, they become available to your end users - unless you restrict them - so you want to make sure you are ready before releasing them to your end users.

Ensure that Security and Process Management is set up and ready to go.

Under certain circumstances, you may want to wait to make them available for a few days. For example, waiting until after the weekend or a major holiday.

TIP: We recommend that you review reconciliation reports on a daily basis until the budget is complete. This allows you to find and troubleshoot any issues quickly because you are starting each day with "clean" data. If you wait too long to reconcile your budget, it can take longer to find where the problems are located and resolve them. It also puts your organization or department in a constant state of readiness so that you can report information at a moment's notice

Rolling Forward to a New Budget Year

IMPORTANT: Upgrade Axiom to the most current release, and then follow these steps. Also make sure you're not in an active budget cycle.

As part of the implementation process, a Kaufman Hall Implementation Consultant helps you create a budget file group for the current year, as discussed the section Setting Up Budget Plan Files. As part of the implementation process, a Kaufman Hall Implementation Consultant helps you create a budget file group for the current year, as discussed the section "Setting up budget plan files" in the online help.

For the next or subsequent file year, however, there are steps you need to complete to set up next year's file group. These steps include the following:

- 1. Archive the current year plan file. (Optional)
- 2. Roll data over to next year's file group.
- 3. Update suite variables.
- 4. Update process definitions.
- 5. Prepare for the next fiscal year.
- 6. Review other system areas.

1. Archiving current year plan files (optional)

The Archive Current Year Plan Files command allows you to convert the current plan files in a file group to static snapshots of the files, for viewing only. This command is intended to be used in cases where planning is finished for the file group, but you still want the ability to view the finalized plan files. However, you do not want the plan files to be updated with new data or save data to the database.

When you run this command, the system first creates a plan file restore point, so that you can restore the plan file if a user accidentally executes it. Then, the system opens each plan file and normal "open processes" occur, including applying default views, hiding sheets, and executing refresh-on-open Axiom queries and data lookups.

NOTE: The plan file starts out in the same state it would be in if the user executing the command opened the file normally.

The system then processes each plan file as follows:

- Converts all formulas in the plan file to values.
- Deletes all control sheets. This disables any process that depends on a control sheet, such as Axiom gueries or save-to-database.
- Disables refresh variables, action codes, and data lookups by prefixing the primary tags with an x. For example: [xActionCodes].
- Applies workbook and worksheet protection, as configured on the original default Control Sheet.
- Saves the plan file in this static state.

When a plan file is opened after being archived by the command, data queries will not run because there is no longer any Control Sheet, and no formulas are left to be calculated. Manually refreshing the file will have no effect. Users can still save the file if they have read/write access to it, but save-to-database processes will no longer execute because there is no longer any Control Sheet.

IMPORTANT: The system processes all plan files using the permissions of the user who is executing the command. This means that the plan files will be opened, refreshed, and then "frozen" based on the permissions of that user. All users who open the archived files will see the plan files in the same state. For example, if the "live" plan file used formulas to dynamically show and hide sheets based on the current user's permissions, this will no longer apply to the archived file.

After you run this command, you can reverse the archive process by restoring the previous versions of plan files using the restore point created by the command. For more information, see "Restoring archived plan files" in the online help.For more information, see Restoring archived plan files.

TIP: As a back up measure, you can also export the plan file to a network folder, import it back into the system, and save over the range valued plan file, if needed.

To archive current year plan files:

1. In the Bud AdminBud Admin task pane, in the Budget System Maintenance section, double-click Archive Current Year Plan Files.



2. At the Are you sure you wish to archive file group 'Budget-year' file group? prompt, to continue, click Yes.

NOTE: The system determines the budget file group to archive based on the file group associated with the current year's budget plan.

IMPORTANT: Confirm your File Group Alias for **Current Year** is pointed to the file group you intend to archive.

2. Rolling data over to next year's file group

The Rollover File Group utility moves all of the data from the current file group to next year's file group. This includes the driver and security setting data.

To roll data over to next year's file group:

 Confirm or edit the Current Year file alias to point to the file group that you want the data (including drivers) to copy from. Let's say you are building a 2020 file group, then you likely want to point the Current Year file alias to the 2019 file group. For instructions, see Updating file group aliases.

NOTE: In most cases, the Current Year alias will already be pointing to the correct file group, but we recommend that you check before running the Rollover File Group utility.

- 2. In the Bud AdminBud Admin task pane, in the Manage File Groups section, and click Rollover to Next Year File Group, double-click Rollover File Group.
- 3. At the Confirmation prompt, click **OK** to roll over the 20XX file group using the prototype file group.

NOTE: This may take a few minutes to complete.

4. At the Success prompt, click OK.

3. Updating suite variables

To update suite variables:

- 1. In the Manage File Groups section, and double-click Update Suite Variables.
- 2. In the Suite Variable Input Form, edit the following fields, and click Save:

Field	Entry
BudActiveFG	FG0027 (example of code only. Mouse over the File Group created and use that code)
BudgetYr	Type the year to activate. For example, 2019 or 2020.
BudgetActiveFGName	Type the file group to activate. For example Budget2019.

- 3. In the Main ribbon tab, click Save.
- 4. Close the Suite Variable Input Form.

Your most current driver data is automatically copied to the new file group. We recommend that you update the driver data, as necessary.

4. Updating process definitions

The 20XX file group contains Kaufman Hall generic process definitions (Budget Approval Process) setup. You must update these definitions before use.

You can also copy the process definition file from the previous year file group. You can do this in Axiom Explorer using the copy / paste or export file / import file option.

5. Preparing for the next fiscal year

If you are applying the update, then it is likely you are ready to prepare your system for the next fiscal year. This section includes some of the common steps, but it may not be an exhaustive list so please contact Kaufman Hall Support with any questions.

- Update system periods.
- Update year and period tables.
- Update payroll dates tables.
- Update the current payroll schedule.
- Update the Budget Configuration driver.
- Update the Budget Statistics driver.

The new budget file group is now active, but see 6. Reviewing other systems for the new fiscal year to make sure all systems have been reviewed and updated before you begin working with the new budget file group.

Changing year and period

Use this table to configure the following for your organization:

- Set the fiscal year and the first month of the fiscal year
- Define the number of work days in the current year, last year, and next year
- Select the standard Full Time Equivalent (FTE) hours worked by employees in a year.

NOTE: The standard FTE hours you select in this worksheet displays as the default FTE Hours in the Budget Labor Configuration Budget Labor Configuration driver.

Primary I	nputs				Save	Year	Table									
Final Vers		0017							Fisc	al						
Fiscal tear		2017	•				Year		Yea	r		Description				
Fiscal Start I	Month	July	•				2017		FY1	7		Actual				
							2017		FY1	7		Budget				
FTE Hours		2080	•				2017		FY1	7		Projected				
							2017		FY1	7		Flex Budget				
Working	Days Inpu	uts					2015		FY1	5		L2 Actual				
			a	1			2016		FY1	6		Last Year				
			Current Year	Last Year	Next Year		2016		FY1	-		LY Budget				
Sarial	Month		2017	2016	2019		2018		FY II	7		NY Budget				
7	huke		2017	2010	2010		2017		ET I	/		Forecast				
<i>'</i>	July		23	20	23	Perio	d Table									
8	August		23	23	23				Current	Last	Maut	Current	Last	Maut	Current	
9	September		22	22	22	Serial	Month	Quarter	Vear	Vear	Year	Year Month	Year Month	Year Month	Calendar Days	Cal
10	October		23	23	23	7	July	1	2016	2015	2017	Jul-2016	Jul-2015	Jul-2017	31	our
11	November		22	22	22	8	August	1	2016	2015	2017	Aug-2016	Aug-2015	Aug-2017	31	
12	December		23	23	23	9	September	1	2016	2015	2017	Sep-2016	Sep-2015	Sep-2017	30	
1	la munero de la monte de la					10	October	2	2016	2015	2017	Oct-2016	Oct-2015	Oct-2017	31	
	January		23	23	23	11	November	2	2016	2015	2017	Nov-2016	Nov-2015	Nov-2017	30	
2	February		20	21	20	12	December	2	2016	2015	2017	Dec-2016	Dec-2015	Dec-2017	31	
3	March		23	23	23	1	January	3	2017	2016	2018	Jan-2017	Jan-2016	Jan-2018	31	
4	April		22	22	22	2	February	3	2017	2016	2018	Feb-2017	Feb-2016	Feb-2018	28	
5	May		23	23	23	3	March	3	2017	2016	2018	Mar-2017	Mar-2016	Mar-2018	31	
6	June		22	22	22	4	April	4	2017	2016	2018	Apr-2017	Apr-2016	Apr-2018	30	
~	June	_		44	44	5	May	4	2017	2016	2018	May-2017	May-2016	May-2018	31	
		-	269	270	269	6	June	4	2017	2016	2018	Jun-2017	Jun-2016	Jun-2018	30	
Check to	Hide Year ta	ble													365	
Check to	Hide Period	table							•							

The FTE Hours you select are reflected on the following tabs in the plan file:

- Expense
- Jobcode
- Staffing
- Employee
- ProviderComp
- altEmployee
- HHLabor

To set year and period:

1. In the Mgmt Admin task pane, in the Data Maintenance section, double-click Update Year and Period Tables.



2. In the **Primary Inputs** section, complete the following options:

Option	Description
Fiscal Year	Select the fiscal year.
Fiscal Start Month	Select the month in which the fiscal year starts.
FTE Hours	Select one of the following:
	 To use the standard of the number of days worked multiplied by a 40-hour work week divided by 7, select 2086.
	 To use the standard 40 hour work-week multiplied by 52 weeks, select 2080.

3. In the **Working Days Inputs** area, enter the number of working days for the current year, last year, and next year for each fiscal month.

TIP: To hide the year and/or period tables, click the corresponding check boxes under the Working Days Inputs section.

4. After making your changes, click **Save**.

Setting payroll dates

Use this table to manage your organization's pay period dates. This table is used in many of the productivity and pay period reports.

IMPORTANT: If your organization uses more than two cycles, it will not display in this table.

To set payroll dates:

1. In the Mgmt Admin task pane, in the Data Maintenance section, double-click Update Payroll

Dates Table.

Data Maintenance	^
😑 Change Payroll 27 Tables-Current Period	
Update VCC Payroll Mapping Table	
😑 Update Payroll Dates Table	
Update VCC Threshold Table	
Update Year and Period Tables	
Data Imports	
Manual Data Input	
Data Reconciliation	
Payroll Accruals & Aggregation	
Revenue & Usage Utilities	
Standard Data Assessment	

2. For Cycle 1 and Cycle 2, from the **Select the initial period pay date** drop-down, select the date for Pay Period 1.

Payro	ll Dates											Sav	ve
												Hide Cy	cle 1
[Cycle1							Cycle 2				Hide Cy	cle 2
	7/2/2016	# ×	<<< Select the	initial period pay date				7/9/2016	🛱 ×	<<< Select the i	nitial period pay date		
	0	•	<<< Select the	number of days the Pay	Date is after the Pay F	Period End Date		0	•	<<< Select the r	number of days the Pay	y Date is after the Pay	/ Period E
	Current Year	o		Last Year		Next Year		Current Year	0		Last Year		
Pay	Pay Period	Current tear	Fiscal	Pay Period	Last Year	Pay Period	Next tear	Pay Period	Current tear	Fiscal	Pay Period	Last Year	
Period	End Date	Pay Date	Month	End Date	Pay Date	End Date	Pay Date	End Date 2	Pay Date 2	Month 2	End Date 2	Pay Date 2	
1	7/2/2016	7/2/2016	1	7/4/2015	7/4/2015	7/1/2017	7/1/2017	7/9/2016	7/9/2016	1	7/11/2015	7/11/2015	Â
2	7/16/2016	7/16/2016	1	7/18/2015	7/18/2015	7/15/2017	7/15/2017	7/23/2016	7/23/2016	1	7/25/2015	7/25/2015	
3	7/30/2016	7/30/2016	1	8/1/2015	8/1/2015	7/29/2017	7/29/2017	8/6/2016	8/6/2016	2	8/8/2015	8/8/2015	
4	8/13/2016	8/13/2016	2	8/15/2015	8/15/2015	8/12/2017	8/12/2017	8/20/2016	8/20/2016	2	8/22/2015	8/22/2015	- 1
5	8/27/2016	8/27/2016	2	8/29/2015	8/29/2015	8/26/2017	8/26/2017	9/3/2016	9/3/2016	3	9/5/2015	9/5/2015	

TIP: You can hide or show Cycle 1 and 2 using the toggle under the Save button.

- 3. From the Select the number of days the Pay Date is after the Pay Period End Date drop-down, select the number of days.
- 4. After you make changes, click **Save** in the upper right corner of the page.

Payro	ll Dates										-	Sav	/e
												Hide Cyc	sle 1
	Cycle1							Cycle 2				Hide Cyc	:le 2
	7/2/2016	×	<<< Select the	initial period pay date				7/9/2016	≅ ×	<<< Select the i	nitial period pay date		
	0	Ŧ	<<< Select the	number of days the Pay	Date is after the Pay F	Period End Date		0	¥	<<< Select the r	number of days the Pay	Date is after the Pay	Period E
_	0 . V					N W		0					_
	Current Year	0 1 1	m 1	Last Year		Next Year		Current Year	o		Last Year		
Pay	Fay Period	Current Year	Fiscal	Find Date	Last rear	Fay Period	Next fear	Fay Period	Day Date 2	Fiscal Month 2	Pay Period	Last rear	
1	7/2/2016	7/2/2016	1	7/4/2015	7/4/2015	7/1/2017	7/1/2017	7/9/2016	7/9/2016	1	7/11/2015	7/11/2015	
2	7/16/2016	7/16/2016	1	7/18/2015	7/18/2015	7/15/2017	7/15/2017	7/23/2016	7/23/2016	1	7/25/2015	7/25/2015	- 11
3	7/30/2016	7/30/2016	1	8/1/2015	8/1/2015	7/29/2017	7/29/2017	8/6/2016	8/6/2016	2	8/8/2015	8/8/2015	н.
4	8/13/2016	8/13/2016	2	8/15/2015	8/15/2015	8/12/2017	8/12/2017	8/20/2016	8/20/2016	2	8/22/2015	8/22/2015	- 1
5	8/27/2016	8/27/2016	2	8/29/2015	8/29/2015	8/26/2017	8/26/2017	9/3/2016	9/3/2016	3	9/5/2015	9/5/2015	

Configuring the current payroll period

Use the Change Payroll 27 Tables-Current Period utility to change the Payroll 27 tables current period.

NOTE: You must have the Administrator role profile to access this utility.

To configure the current payroll period:

1. In the Bud Admin or Management Reporting Admin task pane, in the Budget System Maintenance section, double-click Change Payroll 27 Tables-Current Period.



NOTE: The utility opens in a separate browser window.

2. From the New Pay Period drop-down, select the current pay period.

Set Pay Period		
Use this form to change the Current Pay Period.		
Current System Info:	New Pay Period Info:	
Current Pay Period: 18	New Pay Period:	18 • 11 12 13 14 15 16 17 18

- 3. Click Submit.
- 4. At the This may take around a minute to save prompt, click OK.
- 5. At the confirmation prompt, click **OK**.

6. Reviewing other systems for the new fiscal year

Refer to the budget checklist and all of the topics related to it. Although the budget file group is now active, there remains a few system areas to review and possibly update.

• Bring data current – Bring the GL and Statistic data current.

- Verify Budget Control columns in the DEPT dimension table Validate that the DEPT dimension key Budget columns have been reviewed and updated.
- Verify the Budget Control columns in the ACCT, JOBCODE, and PAYTYPE dimension tables
- Load updated employee master data.
- Build 1-5 sample budgets for verification.
- Adjust dimension budget settings and driver information accordingly.

Working with Budget Plan Files

All of the files, utilities, process definitions, and other materials for a budget year are grouped together into a single file group. The file group includes all of the budget plan files for each department. Budget plan files are the primary means by which users pull data from and write data back to the central database. Your organization creates a budget plan file for each department that needs a budget.



A budget plan file includes the following sheets:

• Instructions – Provides a guide to completing budget plan files, plus support contact information.

- Budget Includes all of the sheets associated with entering and reviewing the budget values.
 - Summary Provides a high-level summary of the department budget, based on information from the plan file.
 - Statistics and Revenue Most of the sheet is pre-populated, but may require your input for projections for next year's budget.
 - Labor Provides several different sheets for tracking payroll, depending on the method used by your organization and/or department.
 - Expense Summary and Detail of non-payroll expenses. Most of the sheet is pre-populated, but may require your input for projections and next year budget.
- Provider or ProviderComp Overview of encounters, procedures, gross charges, and RVUs for each provider.

NOTE: Available only to organizations with the Provider module license.

- New Initiatives Allows users to enter values into both approved and excluded (unapproved) initiatives. Only approved initiatives are included in plan file totals. Totals incorporating excluded initiatives are tracked in a separate column on the Summary sheet.
- Operating Plan Questionnaire covering strategic budget concerns. A useful tool to help keep real-world priorities in mind while you are working on budgets.
- Department History Used to calculate monthly spreads on the Expense tab. Contains a history of budget updates going back 18 months.

The budget plan file also allows you to include supporting files that you can attach to the budget.

Using budget plan files

Each budget plan file contains multiple sheets. Within a sheet, you can view data and/or input or modify the values in blue or green cells.

Opening budget plan files

Your access rights to each budget plan file (read-only or read/write) within a file group are determined by a combination of your security settings and workflow or process settings, if applicable.

The Open Plan Files dialog lists all budget plan files available to you based on your role profile and security settings. Use the filter box at the top of the dialog to quickly find a plan file based on the plan code or description. You can also sort and filter the list to narrow down the list. If you have previously opened a budget plan file within this session, the system highlights that plan file by default when you open the dialog.

A Open Plan F	iles					?	\times
Open I	Plan Files for Budget-2021						
<type f<="" here="" td="" to=""><td>ilter list></td><td></td><td></td><td>Show Plan File</td><td>s that have not b</td><td>een cre</td><td>ated</td></type>	ilter list>			Show Plan File	s that have not b	een cre	ated
DEPT	Description	File Exists	Entity 💌	Division 💌	KHABgtCode	•	RptN
19100	EHS Accounting Operations (Employee)	TRUE	1	Other	19100		1910
27200	EMC Radiology - MRI (JobCode)	TRUE	2	Ancillary	27200		2720
101020	EMA Internal Medicine (Provider Summary)	TRUE	10	EMA	101020		1010
<							>
				[OK	Can	:el

Depending on your Axiom role profile, you can open budgets from either the Budgeting or Bud Admin task panes.

From the Budgeting task pane

1. From the Main ribbon tab, click Open App Menus, and select Budgeting.



2. In the Budgets section, double-click Open Next Year Budgets or Open Current Year Budgets.



- 3. In the Open Plan Files dialog, select the budget plan file or files to open, and click OK.
- 4. If you have read/write permissions to a file but you want to open it as read-only to prevent locking the file from other users, right-click your selection, and select **Open Read Only**.
- From the Bud Admin task pane
 - 1. From the Adminribbon tab, click Admin Task Panes, and select Budget Admin.



2. In the Budget Files Administrationsection, double-click Open Next Year Budgets or Open Current Year Budgets.
| < | Axiom Assistant | | |
|-------------|--|---|--|
| | Budget System Maintenance | ^ | |
| s and Tasks | Change Payroll 27 Tables-Current Period A View Dimension Tables Dimension Maintenance Review Paytype Mapping PayrollGLMapping | | |
| My File | A Validation Tables A Other Dimension Utilities A rchive Current Year Plan Files | | |
| \times | Budget Assumptions | ^ | |
| d Admin | Access NY Budget Assumptions Access CY Budget Assumptions
Configure Task Pane Items Visibility | | |
| Bu | Prepare Budget Plan Files | ^ | |
| | Build & Process Budget Plan Files
Review Preliminary Budget
Recalculate Budgets (as needed) | | |
| | Budget Files Administration | ^ | |
| | 🔁 Open Next Year Budgets
🔁 Open Current Year Budgets | | |
| | Administer Process Management | ^ | |
| | Process Management | | |
| | Budget Audit Reports | ^ | |
| | Audit Reports | | |
| | Budget Financial Tools | ^ | |
| | Budget Balance Sheet
Budget Deductions
FP Payor | | |
| | Financial Reporting | ^ | |
| | Hinancial Reporting Financial Utilities | | |
| | Budget Reporting | ^ | |
| | Budget Analysis Budget Utilities | | |
| | Manage File Groups | ^ | |
| | Follover to Next Year File Group Update 2019 File Group Update 2020 File Group Update 2021 File Group Update 2021 File Group | | |

- 3. In the Open Plan Files dialog, select the budget plan file or files to open, and click OK.
- 4. If you have read/write permissions to a file but you want to open it as read-only to prevent locking the file from other users, right-click your selection, and select **Open Read Only**.

The selected budget plan files open. If a file was opened read-only, then the text **(R/O)** displays in the file tab. You cannot save read-only budget plan files.

If the dialog is empty, then either you do not have access to any budget plan files in the file group or the budget plan files have not yet been created for the plan codes that you have rights to.

If another user has the budget plan file open with read/write permissions, then the file is opened as readonly—regardless of your security permissions.

Navigating budget plan files

When you first open a budget plan file, the system displays two main areas: the Navigation panel and the sheet display area. By default, the Summary sheet and its associated budget sheets display when the plan file is first opened.

The Navigation panel is the primary way in which to open the different sheets that make up the budget plan file. To open a specific sheet, double-click the tab name.

NOTE: If your organization is licensed to use the Provider module, the Navigation panel will include links to those sheets as well.

< A:	riom Assistant	Home 70 [BUD21] 1910	0 X Initiatives	R Plan										
N	lavigation	177 Ava Hourt	v Rate - Staff	122 11011										
My Files and Tasks	ORad Instructions Budget Gravity Budget Summary Graviewer Budget Summary Complete Statistic Budget S Review Revence Budget S Complete Labor Budget Employee S Complete Expense Budget	Summary 19100 - EHS Accountin	ig Operations (Emp	oloyee)										
dmin	Complete Operating Plan Complete Operating Plan Review Department History Complete Add Supporting Files Forum Review			FY18 Actual	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	Proj-Bud Variance Amt	Proj-Bud Variance %	New Initiatives	Final Budget	Proj-Bud Variance Amt	Proj-Bud Variance %
A bud	E save budget	Financial Summary												
Sheet Assistant BudgetGuide B	Double-click a name to open sheets	Salaries Employee Benefits Supplies Depreciation Other Expense	Total Expenses Contribution Margin	366,721 80,590 15,609 8,586 30,067 501,574 (501,574)	242,539 54,242 10,431 5,725 19,727 332,663 (332,663)	372,655 169,876 18,925 8,775 30,257 600,487 (600,487)	591,186 221,286 18,252 8,552 29,701 868,977 (868,977)	800,220 356,121 18,954 8,800 30,015 1,214,109 (1,214,109)	(209,034) (134,835) (702) (248) (313) (345,132) (345,132)	(35.4%) (60.9%) (3.8%) (2.9%) (1.1%) (39.7%)	0 0 0 0 0 0	800,220 356,121 18,954 8,800 30,015 1,214,109 (1,214,109)	(209,034) (134,835) (702) (248) (313) (345,132) (345,132)	(35.4%) (60.9%) (3.8%) (2.9%) (1.1%) (39.7%)
Data Source Assistant		Statistical Analysis Inpatient Key Statistic Other Key Statistic	Total-Key Statistic	0 362 362	0 365 365	0 365 365	873 366 1,239	873 365 1,238	0 (1) (1)	0.0% (0.3%) (0.1%)	0 0 0	873 365 1,238	0 (1) (1)	0.0% (0.3%) (0.1%)
E		Salaries / Unit Repofits / Unit		1,013.042	064.490	1,020.972	477.147	646.262	(169.114)	(35.4%)	0.000	646.262	(169.114)	(35.4%)
treal		Supplies / Unit		43,119	28.577	+00.413	14.731	287.605	(109.005)	(01.0%)	0.000	287.005	(109.005) (0.576)	(01.0%)
ge Si		Other Expense / Unit		106.778	69.732	106.937	30.874	31.347	(0.473)	(1.5%)	0.000	31.347	(0.473)	(1.5%)
lessa		p	Total Exp / Unit	1,385.563	911.407	1,645.170	701.353	980.521	(279.168)	(39.8%)	0.000	980.521	(279.168)	(39.8%)
2		Contri	ibution Margin / Unit	(1,385.563)	(911.407)	(1,645.170)	(701.353)	(980.521)	(279.168)	39.8%	0.000	(980.521)	(279.168)	39.8%

Each sheet you open displays as a separate tab in the plan file. The exception to this are the budget tabs, which are grouped and open together as a unit to help facilitate the process of adding and entering values. To move from one tab to another, you can use the Navigation panel or click the tab at the top of the display area.

<	Axiom Assistant	A Home	😰 [BUD21] 19100	😨 Initiatives	😰 Plan	😰 Dept History 🛛 🛛					
	Navigation ^ ^	F44	▼ Actual								
	Read Instructions										
sks	- 💾 Budget										
Ta	🔂 Review Budget Summary	Depar	rtment His								
pu	Complete Statistic Budget										
S a	\$ Review Revenue Budget	19100 - EH	IS Accounting Ope	erations (Employ	yee)						
-ile	🚨 Complete Labor Budget - Employee										
\geq	\$ Complete Expense Budget					Last Year Actual					
2	Add New Initiatives					Jul-18	Aug-18				
	💾 Complete Operating Plan		Acct			Actual	Actual				
	Review Department History										
E	Add Supporting Files	Koy Dopart	tmont Statistics								

In the grouped budget sheets, you can also click the tab names at the bottom of the display area.

Summary

19100 - EHS Accounting Operations (Employee)

	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	Proj-Bud Variance Amt	Proj-Bud Variance %
Financial Summary							
Salaries	366,721	242,539	372,655	591,186	800,220	(209,034)	(35.4%)
Employee Benefits	80,590	54,242	169,876	221,286	356,121	(134,835)	(60.9%)
Sunnlies	15 609	10 431	18 925	18 252	18 954	(702)	(2.8%)
Contribution Margin / Unit	(1,385.563)	(911.407)	(1,645.170)	(701.353)	(980.521)	(279.168)	39.8%
Hours Analysis							
Paid FTEs - Staff	9.08	6.09	9.07	13.60	17.70	(4.10)	(30.1%)
Total Paid FTEs	9.08	6.09	9.07	13.60	17.70	(4.10)	(30.1%)
✓ ✓ → ↓ Summary / Stat_Rev / Expense / Employee /							

You can easily move around to different sections within sheets by using the **GoTo** function on **Main** ribbon tab. This opens a drop-down menu that lists links to specific sections of the budget. This is typically a faster and more convenient way of reaching the section you need when working with tabs that contain a large amount of data.



The system allows you to open multiple budget plan files simultaneously so that you can work on them from one screen. To do this, click the Budgeting or Bud Admin tab, and open another budget plan file. The system assigns color codes the tabs specific to each plan file. In the following example, the blue tabs belong to the plan files for department 19100 and the orange tabs belong to the budget for department 27200.

۰	Axiom Assistant	A Home	🔄 [BUD21] 19100	Initiatives	🔄 Plan	🖾 Dept History	🔄 [BUD21] :	27200 (R/O)	Initiatives (R/O)	🔄 Plan (R/O)	🗑 Dept Histo	ry (R/O) X
	Navigation	F44	✓ Actual									
~	Read Instructions											
1 Task	Review Budget Summary	Depar	tment His	story								
es and	Complete Statistic Budget S Review Revenue Budget	27200 - EM	27200 - EMC Radiology - MRI (JobCode)									
ly File	🙎 Review Employee Master 🙎 Complete Labor Budget - JobCode											
2	Complete Expense Budget					Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19
	Complete Operating Plan		Acct			Actual	Actual	Actual	Actual	Actual	Actual	Actual
Admin	S Review Department History Add Supporting Files	Key Depart	ment Statistics									

To close a sheet, click the X next to the tab name. If you have unsaved data, the system will prompt you to save before closing.

NOTE: If th	NOTE: If there is only one sheet open for the plan file and you close it, the entire plan file will close.										
A Home	😰 [BUD21] 19100	🗵 Initiatives	😰 Plan	🐼 Dept History 🗵							

Changing sheet views

On the **Main** ribbon tab, click the **Change View** drop-down to select how to display data on certain budget tabs.



For example, the Statistics and Revenue tab drop-down menus allows you to choose whether a section of a sheet displays data for annual, monthly, and projection intervals.



Understanding cell formatting and input types

The cells in the budget plan file are color coded as follows:

- White cells: Displays information only. The values are either hard-coded, pre-populated from the database, or calculated from other fields, and cannot be changed.
- Blue cells: These fields can be edited. Blue-shaded cells might be empty or pre-populated with a value or formula that you can change.
- Green cells:. From these cells, you can select from one of several predefined options.

While different budget plan files call for different types of user input, some common cases where the user is called upon to enter values include:

- Adjustments Some calculations depend on historical account balances and can only be affected by changing the budgeted increase over the previous year.
- **Spreads** Some calculations automatically spread the budget value over the year, others allow direct entry to adjust the monthly spread.
- **Monthly input** There are sections on some tabs that allow you to enter values, while others have formulas which pre-populate values directly into each of the twelve months.
- Variance comments / Red flags For certain values, the Budget Administrator may set variance thresholds which, if exceeded, cause a red flag icon (^[2]) to display. The system may display a warning message if you attempt to save the budget. When this happens, enter a comment in the Comment field explaining the reason(s) for the variance. Entering a comment allows you to save the budget normally.

Understanding source data

The majority of a budget is pre-populated with data. Sources for this data include:

- **Dimension tables** When you open a plan file, Axiom Budgeting typically runs a query against one or more dimension tables and returns data for the specified department, account, and so on.
- **Data tables** These tables contain data associated with one or more dimensions. Budgeting-related examples include Financial and Payroll data tables.
- Driver files Some cells in plan files contain formulas that reference assumptions (key statistics) contained in the plan file's driver files.
- File group variables Axiom Budgeting can associate certain variables with a file group. The variable most often used in Axiom Budgeting 2019.3 is the file group year, which is set by Kaufman Hall when initially creating the file group.
- Other cells / other sheets Some values are calculated based on the contents of other cells or sheets within the plan file.

Understanding calculation methods

Calculation methods (calc methods) are pre-formatted groups of rows with pre-defined cell contents that can be inserted into plan files or reports. For instance, a budget plan file might use calc methods to insert multi-line records for each account associated with a given department.

The cells in a calc method may include formulas. These formulas might incorporate variables that reference the year of an associated file group or an assumption or configuration setting in a driver file. Some calc methods also incorporate user-defined variables.

Creating or modifying budget plan files

When preparing a budget, complete the sheets in the budget plan file in the following order:

- 1. Read the Instructions sheet.
- 2. To get a sense of where the budget currently stands, review the budget Summary sheet.

TIP: Before you begin entering budget values, review the Department History sheet to look for anomalies or holes in the data that do not make sense or cannot be explained - especially if you intend to use the Department History used for Monthly Spreads section. Make sure to resolve any data issues before you start creating a new budget for the next budget year.

- 3. Enter adjustment amounts on the Statistics and Revenue sheet. Provide comments for any red flags.
- 4. Review the Employee Listing sheet to ensure that the number of resources listed in the Jobcode sheet matches the employee list.
- 5. Enter adjustment amounts on the Provider Detail or Provider Summary sheet, if applicable. Provide comments for any red flags.

NOTE: This tab displays only if your organization has purchased the Provider module.

6. Complete the Labor sheets.

NOTE: Most organizations/departments use the Jobcode sheet, but the plan file may also include Staffing, Employee, and/or ADC sheets, depending on payroll methodologies employed at your organization.

- 7. When salary adjustments occur, adjust the Employee sheet.
- 8. Enter adjustment amounts on the Expense sheet. Add or update accounts, as necessary. Provide comments for any red flags.
- 9. As you enter values for the budget, review the Department History sheet to confirm whether new values are in line with expectations.
- 10. Enter information for new initiatives on the Initiatives sheet, if applicable.
- 11. To clarify strategic objectives, complete the questions on the Operating Plan sheet.
- 12. Attach any supporting files needed for evaluating or supporting the budget.
- 13. Save the budget plan file, and advance it to the next stage of process management for review/approval.

For instructions on how to navigate the plan file, change views, etc., see Using budget plan files.

Reading instructions

Overview

The Instructions sheet provides information related to the following areas:

- **Timeline and Deadlines for Submitting Budgets** Dates and other deadline information for submitting your budget.
- Your Contact for Budgeting Questions Is The name and contact information for the person in your organization to contact if you have questions about managing the budget plan file.
- **Budget Assumptions** Overall, high-level assumptions that may be important when creating your budget.
- Instructions for Budgeting Instructions related to navigating and entering information in the budget.

NOTE: The information on this tab, including the section names, are determined and set up by your organization. If you have Administrator privileges, you can add or edit the contents of this tab in the Budget Assumptions driverBudget Assumptions driver.

Instructions

101010 - EMA Internal Medicine (Provider Detail)

Timeline and Deadlines for submitting budgets:	Due
	00.00.07
1 Attend Budget Training/Work Session	02/28/17
2 Review Provider Volumes	02/28/17
3 Review Department Statistic Budget	02/28/17
4 Review Provider Compensation	02/28/17
5 Adjust Staffing to Match Statistic Budget	02/28/17
6 Complete Other Department Expenses	04/04/17
7 Review Overall Budget	04/09/17
8 Submit Completed Budget to Finance	04/11/17

Your contact for Budgeting Questions is:

	Charlie Credit, Extension 1234
Budget Assumptions	Change
1 Overall Change in Encounters	3.3%
2 New location will open January 1st	3.3%
3 4 Family Practice providers will be recruited	0.0%
4 Current Staffing must absorb any anticipated volume change	0.0%
5 All Inflation assumptions will be provided by Finance	0.0%
6 All rate changes will be provided by Finance	0.0%
7 Outpatient Care Center will perform ALL Surgery Triage	0.0%
8 Overall reduction in overtime usage	0.0%

Instructions for Budgeting:

Obtain a copy of the instructions from Budget Administration and read before you begin.

Budget Plan File Legend	
History or calculation	12,345
Input Area	12,345
Drop-Down Selection	Admissions

Modify worksheets as Follows:

a STATISTICS: Adjust the Current Year Projection & Next Years Budget Accordingly

- b REVENUE: Adjust the Current Year Projection & Next Years Budget Accordingly
- c JOBCODE: Modify JobCode worksheet according to instructions
- d EMPLOYEE LISTING: (Information only) Displays currently assigned employees
- e EXPENSE: Adjust the Current Year Projection & Next Years Budget Accordingly
- f HISTORY: (Information only) Displays historical monthly account activity

Printing - Select AXIOM Ribbon, Print and select desired items.

Save Data - Select AXIOM Ribbon, Save. This saves the plan file and posts changes to the database. If any errors occur during this process, please contact Charlie Credit, Extension 1234.

Reviewing budget summary

Overview

The Summary sheet provides an overview of the entire budget. Before making revisions, review the Summary tab to get a sense of where the budget currently stands. After completing revisions, return to the Summary sheet to see how the figures have changed. This sheet is also useful when submitting a budget plan file for leadership review.

This sheet includes data from two sources:

- Base Budget Summary of inputs on Stat_Rev and Expense tabs based on KHASum (set in column U in the ACCT dimension table).
- New Initiatives Incremental volumes, revenue, FTEs, and expenses for approved new initiatives. It does not include data from unapproved initiatives.

This tab includes the following sections:

The Financial Summary section displays totals from the other tabs, along with the contribution margin. The Analysis sections consist of Statistical Analysis and Hours Analysis, and features calculated metrics to help gauge the reasonableness of a submitted budget.

Summary

101010 - EMA Internal Medicine (Provider Detail)

	FY 2018	FY 2019	FY 2020	FY 2020	FY 2021	Proj-Bud Variance	Proj-Bud Variance	Final	Proj-Bud Variance	Proj-Bud Variance
	Actual	Actual	Budget	Projected	Budget	Amt	%	Budget	Amt	%
Financial Summary										
Deductions from Revenue	12,767,956	9,508,638	24,267	6,364,086	0	6,364,086	100.0%	0	6,364,086	100.0%
Net Patient Revenue	(12,767,956)	(9,508,638)	(24,267)	(6,364,086)	0	6,364,086	(100.0%)	0	6,364,086	(100.0%)
Other Revenue	5,131,523	3,463,990	4,822,144	5,027,209	5,027,209	0	0.0%	5,027,209	0	0.0%
Total Revenue	(7,636,433)	(6,044,648)	4,797,877	(1,336,877)	5,027,209	6,364,086	(476.0%)	5,027,209	6,364,086	(476.0%)
Salaries	5 424 033	4 522 363	4 687 382	5 833 557	4 016 305	1 817 252	31.2%	4 016 305	1 817 252	31.2%
Employee Benefits	2 473 386	1,883,355	2 075 618	1 605 761	1 433 339	172 422	10.7%	1 433 339	172 422	10.7%
Contract Labor	36 935	18 545		36 703	0	36 703	100.0%	0	36 703	100.0%
Physician Salaries	4 276 894	2 860 804	3 101 363	0	0	0	0.0%	0	0	0.0%
Employee Benefits - Physician	210 485	140,717	143,203	0	0	0	0.0%	0	0	0.0%
Salaries - MidLevel	855,248	572.181	1.377.752	1,508,694	2,179,426	(670,731)	(44,5%)	2,179,426	(670,731)	(44,5%)
Employee Benefits - MidLevel	101.246	67,736	69.117	25.578	102,185	(76.608)	(299.5%)	102.185	(76.608)	(299.5%)
Professional Fees	4.866	3.374	4.866	3.374	3.374	(. 2,500)	0.0%	3.374	(12,500)	0.0%
Supplies	197.815	152 182	41 926	100.476	0	100.476	100.0%	0,011	100 476	100.0%
Drugs and Pharmaceuticals	520 204	402.537	70.299	236,431	0	236 431	100.0%	0	236 431	100.0%
Purchased Services	520,204	20	5	20	20	0	0.0%	20	0	0.0%
Depreciation	21 305	15 973	21.820	21 222	21.837	(615)	(2.9%)	21.837	(615)	(2.9%)
Other Expense	3 767 329	2 580 121	3 835 708	3 633 203	3 693 945	(60 743)	(1.7%)	3 693 945	(60 743)	(1.7%)
Total Expenses	17,889,750	13,219,909	15,429,057	13,005,018	11,450,431	1,554,587	12.0%	11,450,431	1,554,587	12.0%
									.,	
Contribution Margin	(25,526,183)	(19,264,557)	(10,631,180)	(14,341,895)	(6,423,223)	7,918,673		(6,423,223)	7,918,673	
Statistical Analysis										
Other Key Statistic	97 943	73.066	19 252	48 720	0	(49.720)	(100.0%)	0	(48 720)	(100.0%)
Total-Key Statistic	97,943	73,066	18 253	48,720	0	(48,720)	(100.0%)	0	(48,720)	(100.0%)
Total-Key Statistic	51,545	75,000	10,235	40,720	0	(40,720)	(100.070)	0	(40,720)	(100.070)
Revenue / Unit	(77.968)	(82.729)	262.854	(27.440)	0.000	27.440	(100.0%)	0.000	27.440	(100.0%)
Salaries / Unit	108.156	109.133	502.191	151.455	0.000	151.455	100.0%	0.000	151.455	100.0%
Benefits / Unit	28.436	28.629	125.346	33.484	0.000	33.484	100.0%	0.000	33.484	100.0%
Supplies / Unit	7.331	7.592	6.148	6.915	0.000	6.915	100.0%	0.000	6.915	100.0%
Other Expense / Unit	38.732	35.577	211.603	75.078	0.000	75.078	100.0%	0.000	75.078	100.0%
Total Exp / Unit	182.654	180.932	845.289	266.932	0.000	266.932	100.0%	0.000	266.932	100.0%
Contribution Margin / Unit	(260.622)	(263.661)	(582.435)	(294.372)	0.000	294.372	(100.0%)	0.000	294.372	(100.0%)
Hours Analysis										
Paid FTEs - Staff	80.47	53,83	62.88	90.71	75 14	15 57	17.2%	75.14	15.57	17.2%
Paid FTEs - Contract	0.18	0.12	0.00	0.18	0.00	0.18	100.0%	0.00	0.18	100.0%
Total Paid FTEs	80.65	53.05	62.89	90.90	75.14	15 75	17 3%	75.14	15 75	17 3%
Paid FTEs - Dhysician	g 27	5.60	16.67	0.00	0.00	0.00	0.0%	0.00	0.00	0.0%
Daid FTEs - MidLovel	7.00	4.60	13.25	13.10	10 20	(6 20)	(48 196)	10.00	(6.20)	(48 196)
Fund i tes Midlevel	7.00	4.09	13.55	13.10	19.59	(0.50)	(40.170)	19.59	(0.50)	(40.170)
Avg Hourly Rate - Staff	\$32.41	\$40.39	\$35.70	\$30.80	\$25.63	\$5.17	16.8%	\$25.63	\$5.17	16.8%
Total Paid Hours / Unit	1.713	1.536	7.193	3.895	0.000	3.895	100.0%	0.000	3.895	100.0%

Completing statistic budget and reviewing revenue budget

Overview

Use the Statistics and Revenue sheet to review and adjust current year projection amounts and next year's budget for statistics, revenues, and deductions. The sheet is segmented into two main areas: statistics and revenue.

NOTE: Provide comments in any red comment cells.

Statistics section

The following table describes the sections in this sheet:

Statistics and Revenue

101010 - EMA Internal Medicine (Provider Detail)

		Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
Acc	t	Budget							
Global Drivers									
	Worked Days	22	24	21	22	23	22	22	269
	Calendar Days	31	31	28	31	30	31	30	365
Key Department	Statistics								
459	RVUs-Worked	0	0	0	0	0	0	0	0
459	RVUs-Worked	0	0	0	0	0	0	0	0
	Double Click to Insert New Key Statistic								
	Total Key Statistics	0	0	0	0	0	0	0	0
Other Non-Key S	Statistics								
380	Encounters-New	0	0	0	0	0	0	0	0
381	Encounters-Established	5,197	5,949	4,902	5,202	5,430	5,455	5,217	63,523
382	Encounters-Other	0	0	0	0	0	0	0	0
499	RVUs-Total	14,847	16,997	14,004	14,893	15,514	15,577	14,996	181,640
499	RVUs-Total	731	795	694	731	767	731	762	8,965
	Double Click to Insert New Other Non-Key Statistic								
	Total - Other Non-Key Statistics	20,775	23,741	19,600	20,826	21,711	21,763	20,975	254,128

Section	Description
Global Drivers	Summarizes the Budget Assumptions used to drive initial projections for the department.
Key Department Statistics	Includes department-specific statistics that drive the variable gross revenue, variable costs, and variable labor calculations in the workbook. Global drivers are used to apply the overall organization growth assumptions to the department statistic.
	You can make adjustments in the Mar-Jun change for CY as well as % Adjust and Amt Adjust columns for NY Budget. Key statistics, such as patient days by Nursing unit, are defined in the Budget Statistics driverBudget Statistics driver.
	NOTE: If a statistic Dept/Acct combination is listed in the Budget Assumptions driverBudget Assumptions driver, no adjustments may be made in the budget plan file.
Other Non-Key Statistic	Displays other statistics captured for the department, but do not drive any other calculations in the workbook.

Revenue section

The following table describes the sections in this sheet:

Statistics and Revenue

101010 - EMA Internal Medicine (Provider Detail)

		Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
Acc	t	Budget							
Revenue									
	Inpatient Revenue	0	0	0	0	0	0	0	0
	Outpatient Revenue	0	0	0	0	0	0	0	0
	Other Patient Revenue	0	0	0	0	0	0	0	0
	Total Patient Revenue	0	0	0	0	0	0	0	0
40000	Capitation Adjustment	0	0	0	0	0	0	0	0
40000	Capitation Adjustment	0	0	0	0	0	0	0	0
40000	DPO Contractual Allowance	0	0	0	0	0	0	0	0
51050	PPO Contractual Allowance	0	0	0	0	0	0	0	0
51050	PPO Contractual Allowance	0	0	0	0	0	0	0	0
51315	Comm Timely Filing Discount	0	0	0	0	0	0	0	0
52500	Bad Debt	0	0	0	0	0	0	0	0
52500	Bad Debt	0	0	0	0	0	0	0	C
52810	Charity Discounts	0	0	0	0	0	0	0	C
52810	Charity Discounts	0	0	0	0	0	0	0	0
50100	Mcare - Inpatient Discount	0	0	0	0	0	0	0	C
	Double Click to Insert New Deduction								
	Total - Deductions	0	0	0	0	0	0	0	C
	Net Revenue								
	Double Click to Insert New Net Revenue								
	Difference	0	0	0	0	0	0	0	0
	Total - Net Revenue	0	0	0	0	0	0	0	0
	Other Revenue								
58000	Department Income	399.858	399.858	399.858	399.858	399.858	399.858	399.858	4,798,301
58000	Department Income	17 145	17 145	17 145	17 145	17 145	17 145	17 145	205 741
58001	Income	1 931	1 931	1 931	1 931	1 931	1 931	1 931	23 167
50001	Double Click to Insert New Other Revenue	1,551	1,551	1,551	1,551	1,551	1,551	1,551	20,107
	Total - Other Revenue	418,934	418,934	418,934	418,934	418,934	418,934	418,934	5,027,209
	Total Revenue	418 934	418 934	418 934	418 934	418 934	418 934	418 934	5 027 209
Patient Revenue	Detail								
	Inpatient Revenue								
	Double Click to Insert New Inpatient Revenue								
	Outpatient Revenue								
	Double Click to Insert New Outpatient Revenue								
	Other Patient Revenue								
34000	Professional Services	0	0	0	0	0	0	0	0
34000	Professional Services	0	0	0	0	0	0	0	C
	Double Click to Insert New Other Patient Revenue								
		~	~	~	~	~	•	~	

Section	Description
Patient Revenue	Summarizes all revenue. Displays projections based on historical revenue per unit plus price increase (revenue adjustments) times volume.
Patient Revenue Detail	Displays detailed patient revenue, both inpatient and outpatient, by specific account.
Other Revenue	Models the projection and budget for other operating revenue accounts, typically using a Fixed Revenue calc method, which uses the projected value as the starting point for budget. You can make adjustments in the Mar-Jun change, % Adjust, and Amt Adjust columns.

Inserting a new statistic or revenue line item

You can add statistic or revenue line items to individual sections, including:

- Key and non-key statistics
- Deductions
- Net and other revenue
- Inpatient, outpatient, and other patient revenue

The system adds the line by inserting the appropriate calc method into the sheet. The following table lists the available calc methods used by the corresponding section in the sheet:

Calc Method	Description	Sheet Section
Add New Detail	Zero-based expense calculations when adding a new account. Inputs are done on the Detail tab in the budget plan file.	 Other Patient Revenue Other Revenue
Add New Fixed Revenue	Use this new revenue calc method to add a new Fixed Revenue account.	 Inpatient Revenue Outpatient Revenue Other Patient Revenue Other Revenue
Add New Input Monthly	Use this new revenue or statistic calc method to add a new account.	 Deductions from Revenue Inpatient Revenue Outpatient Revenue Other Patient Revenue Other Revenue
Add New Statistic	Use this new statistic calc method to add a new key statistic account.	Key Department Statistics
Add New Statistic_Oth	Use this new statistic calc method to add a new Other Statistic account.	Other Non-Key Statistics
GlobalSum	This SPM allows you to budget for an account at a percentage of the total of specific other account(s) within the same workbook.	Net Revenue

Calc Method	Description	Sheet Section
ProviderRev	Transfers Revenue calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables. NOTE: Only available to organizations with the Provider module license	 Inpatient Revenue Outpatient Revenue Other Patient Revenue
ProviderStat	Transfers Statistic calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables.	 Key Department Statistics Other Non-Key Statistics

To insert a new statistic or revenue line item:

- 1. Navigate to the section to add the new line item.
- 2. Double-click the Double Click to Insert... cell.

Key Department Statistics								
459 RVUs-Worked	0	0	0	0	0	0	0	0
459 RVUs-Worked Double Click to Insert New Key Statistic	0	0	0	0	0	0	0	0
Total Key Statistics	0	0	0	0	0	0	0	0

 In the Insert Calc Method(s) in sheet Stat_Rev dialog, select the calc method to insert, and click OK.

NOTE: If the line only uses or your organization is only licensed for one type of calc method, this dialog will not display. The system will open the Calc Methods Variable dialog instead.

- 4. In the Calc Methods Variable dialog, enter or select the account and department number, and click OK.
- 5. Enter the appropriate values in the blue cells, as needed.
- 6. After making your changes, in the budget file Navigation panel, click Save Budget.

TIP: You can also click the Save button in the Main ribbon tab.

Reviewing employee master

Overview

Use the Employee Listing sheet as reference to calculate when salary adjustments occur throughout the planning cycle. This sheet lists all employees by job code and includes details regarding each employee's current and next year's rate as well as their merit and market increase month and percentage.

Employee Listing

Employee Listing

27200 - EIVIC Radiology - Miki (Jobcode)																				
	Roll Current	Rate to End	i of Year			Merit Incr	eases for Bud	get		Market Inc	rease for Bu	dget		Market In	crease 2 for I	Sudget				
Job	Base	CYReview	CYReview	CY	Beginning	Review	Review	Annual		Effective	Market	Market		Effective	Market	Market	Budget	Yr-End	Empl	Sched
Code	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %	Rate	Rate	Status	FTEs
J00200 Technologist Assistant																				_
100200 Reppett Laura D	\$7.21	May	11	2.00%	\$7.42	Max	11	2.00%	\$7.65	Dec	6	0.00%	\$7.65	Anr	10	0.00%	\$7.65	\$7.65		1.00
Socos bernett, caula b.	41.41	intuy		3.00 %	41.45			3.00 %	41.00	Dec		0.00%	41.00	Apr	10	0.0010	41.00	41.00		1.00
Technologist Assistant - Total:	\$7.21			3.00%	\$7.43			3.00%	\$7.65			0.00%	\$7.65			0.00%	\$7.65	\$7.65		1.00
J00287 Team Leader																				
J00287 Pitre, Jason J.	\$27.00	Aug	2	0.00%	\$27.00	Aug	2	3.00%	\$27.00	Dec	0	0.00%	\$27.00	Apr	10	0.00%	\$27.00	\$27.00	A	1.00
Team Leader - Total:	\$27.00			0.00%	\$27.00			0.00%	\$27.00			0.00%	\$27.00			0.00%	\$27.00	\$27.00		1.00
									40.100											
J00509 Technologist Assistant II																				
J00509 Not Currently Filled	\$25.00	Dec	6	0.00%	\$25.00	Dec	6	3.00%	\$25.00	Dec	6	0.00%	\$25.00	Apr	10	0.00%	\$25.00	\$25.00	A	1.00
Technologist Assistant II - Totak	\$25.00			0.00%	\$25.00			0.00%	\$25.00			0.00%	\$25.00			0.00%	\$25.00	\$25.00		1.00
nethologiat Administrati - Totale	46.5.00			0.007	\$25.00			0.00%	42.5700			0.0070	46.5.00			0.0010	\$25.00	42.000		1.00 1
J00646 Radiology Technician																				
J00646 James, Jeana P.	\$26.28	Jan	7	0.00%	\$26.28	Jan	7	3.00%	\$27.07	Dec	6	0.00%	\$27.07	Apr	10	0.00%	\$27.07	\$27.07	А	0.10
J00646 Bell, Aimee H.	\$25.77	Sep	3	0.00%	\$25.77	Sep	3	3.00%	\$26.54	Dec	6	0.00%	\$26.54	Apr	10	0.00%	\$26.54	\$26.54	A	1.00
J00646 Dukes, Stephanie D.	\$26.20	Aug	2	0.00%	\$26.20	Aug	2	3.00%	\$26.99	Dec	6	0.00%	\$26.99	Apr	10	0.00%	\$26.99	\$26.99	A	1.00
J00646 Chisolm, Frances C.	\$26.37	Dec	6	0.00%	\$26.37	Dec	6	3.00%	\$27.16	Dec	6	0.00%	\$27.16	Apr	10	0.00%	\$27.16	\$27.16	A	1.00
J00646 Flynn, Michael S.	\$25.55	Mar	9	3.00%	\$26.32	Mar	9	3.00%	\$27.11	Dec	6	0.00%	\$27.11	Apr	10	0.00%	\$27.11	\$27.11	A	1.00
J00646 Haddad, Melinda A.	\$27.51	Jul	1	0.00%	\$27.51	Jul	1	3.00%	\$27.78	Dec	6	0.00%	\$27.78	Apr	10	0.00%	\$27.78	\$27.78	Α	1.00
J00646 Ryan, Jeffrey W.	\$24.86	Apr	10	3.00%	\$25.61	Apr	10	3.00%	\$26.37	Dec	6	0.00%	\$26.37	Apr	10	0.00%	\$26.37	\$26.37	A	0.60
	-																			
Radiology Technician - Total:	\$26.13			0.82%	\$26.34			2.63%	\$27.04			0.00%	\$27.04			0.00%	\$27.04	\$27.04		5.70 1

To make the budget plan file as accurate as it can be when calculating salaries, the system takes into account any potential current year rate increases set to take place - depending on when the budget plan file is built. For example, let's say the following budget plan file is built in month 8. All the radiology technicians except Michael and Jeff have likely received their rate increases already because 0% displays in the CY Inc % column and their anniversary dates have already passed. However, Michael is set to receive his increase in month 9 and Jeff in month 10. The system anticipates this increase by showing that their beginning rate as 3% higher than their current rate and uses this rate for the budget.

Imployee Listing																
27200 - EMC Radiology - MRI (JobCode)																
	Roll Current	Rate to End	of Year			Merit Incr	eases for Bud	aet		Market Inc	rease for Bu	daet		Market In	crease 2 for l	Budget
Job	Base	CYReview	CYReview	CY	Beginning	Review	Review	Annual		Effective	Market	Market		Effective	Market	Market
Code	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %
J00200 Technologist Assistant																
J00200 Bennett, Laura D.	\$7.21	May	11	3.00%	\$7.43	May	11	3.00%	\$7.65	Dec	6	0.00%	\$7.65	Apr	10	0.00%
Technologist Assistant - Total	\$7.21			3.00%	\$7.43			3.00%	\$7.65			0.00%	\$7.65			0.00%
reentologist Asistant Total.				5.0010	47.45			5.0070	\$1.05			0.0070	\$1.05			0.001
J00287 Team Leader																
J00287 Pitre, Jason J.	\$27.00	Aug	2	0.00%	\$27.00	Aug	2	3.00%	\$27.00	Dec	6	0.00%	\$27.00	Apr	10	0.00%
Team Leader - Total:	\$27.00			0.00%	\$27.00			0.00%	\$27.00			0.00%	\$27.00			0.00%
J00509 Technologist Assistant II																
100500 Net Consetto Filled	625.00	D	2	0.00%	635.00	Des		2.009/	635.00			0.000/	605.00		10	0.000
Jobson Not Currently Filled	\$25.00	Dec	0	0.00%	\$25.00	Dec	0	3.00%	\$25.00	Dec	0	0.00%	\$25.00	Apr	10	0.00%
Technologist Assistant II - Total:	\$25.00			0.00%	\$25.00			0.00%	\$25.00			0.00%	\$25.00			0.00%
J00646 Radiology Technician																
J00646 James, Jeana P.	\$26.28	Jan	7	0.00%	\$26.28	Jan	7	3.00%	\$27.07	Dec	6	0.00%	\$27.07	Apr	10	0.00%
J00646 Bell, Aimee H.	\$25.77	Sep	3	0.00%	\$25.77	Sep	3	3.00%	\$26.54	Dec	6	0.00%	\$26.54	Apr	10	0.00%
J00646 Dukes, Stephanie D.	\$26.20	Aug	2	0.00%	\$26.20	Aug	2	3.00%	\$26.99	Dec	6	0.00%	\$26.99	Apr	10	0.00%
J00646 Chisolm, Frances C.	\$26.37	Dec	6	0.00%	\$26.37	Dec	6	3.00%	\$27.16	Dec	6	0.00%	\$27.16	Apr	10	0.00%
J00646 Flynn, Michael S.	\$25.55	Mar	9	3.00%	\$26.32	Mar	9	3.00%	\$27.11	Dec	6	0.00%	\$27.11	Apr	10	0.00%
J00646 Haddad, Melinda A.	\$27.51	Jul	1	0.00%	\$27.51	Jul	1	3.00%	\$27.78	Dec	6	0.00%	\$27.78	Apr	10	0.00%
J00646 Ryan, Jeffrey W.	\$24.86	Apr	10	3.00%	\$25.61	Apr	10	3.00%	\$26.37	Dec	6	0.00%	\$26.37	Apr	10	0.00%
Radiology Technician - Total:	\$26.13			0.82%	\$26.34			2.63%	\$27.04			0.00%	\$27.04			0.00%
nationagy recention rotati	420110			0101210	\$11010 I			210070	461101			010070	461101			

The system does the same for scheduled budget market and merit increases as well. In this example, everyone will receive a 3% merit increase but no market increases. The system allows you to include up to two market increases, which simply provides a way to apply additional percentages beyond the merit increase. For example, a contract may stipulate that nurses receive two market increases per year.

The system then layers together all of the rate adjustments as well as the merit and market increases to provide you with values related to the amount that salaries will increase month-over-month over the year. In the following example, July starts with an increase of 0.70% but begins to increase month to month as more employees receive their salary adjustments. These values are used in the Jobcode tab to calculate salaries.

The last month of the fiscal year becomes the "fully burdened" month because by this point all of the increases have occurred. The effective rate for the fiscal year is located in the Total FTEs column. Knowing the effective rate helps you determine the effect of adding merit or market adjustments. In the example below, the user now knows that adding a 3% merit increase will result in a 1.67 effective rate.

Job Code	Position Code	Jul-20 FTEs	Aug-20 FTEs	Sep-20 FTEs	Oct-20 FTEs	Nov-20 FTEs	Dec-20 FTEs	Jan-21 FTEs	Feb-21 FTEs	Mar-21 FTEs	Apr-21 FTEs	May-21 FTEs	Jun-21 FTEs	Total FTEs
J00200 Technologist Assistant														
J00200 Bennett, Laura D.		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Technologist Assistant - Total:	Increase %:	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.00%	3.00%	0.50%
J00287 Team Leader														
J00287 Pitre, Jason J.		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Team Leader - Total:	Increase %:	(0.00%)	(0.00%)	0.00%	(0.00%)	0.00%	(0.00%)	(0.00%)	0.00%	(0.00%)	0.00%	(0.00%)	0.00%	(0.00%)
J00509 Technologist Assistant II														
J00509 Not Currently Filled		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Technologist Assistant II - Total:	Increase %:	0.00%	0.00%	(0.00%)	0.00%	(0.00%)	0.00%	0.00%	0.00%	0.00%	(0.00%)	0.00%	(0.00%)	(0.00%)
J00646 Radiology Technician														
J00646 James, Jeana P. J00646 Bell, Aimee H. J00646 Dukes, Stephanie D. J00646 Chisolm, Frances C. J00646 Fynn, Michael S. J00646 Haddad, Melinda A. J00646 Ryan, Jeffrey W.		0.10 1.00 1.00 1.00 1.00 1.00 0.60												
Padialagy Tashnisian Totak	Increase 9/1	0.10%	0.70%	1 2 2 9/	1 2 2 9/	1 2 2 9/	1 7 4 9/	1 0 0 9/	1 0 0 %	2 2 2 9/	2 6 2 9/	2 6 2 9/	2 6 2 8/	1 6 79/

The remaining section of the sheet is devoted to the scheduled hours for scheduled FTE employees. The system projects scheduled hours based on when the employee was hired and whether they are working full or part time.

Keep in mind the following when using this sheet:

- Employees are only listed in their home department. The Jobcode sheet may show more employees than what are listed for the job code in the Employee Listing sheet. This means that employees have been borrowed from other departments.
- The Employee Listing sheet only displays current active employees.
- To add an employee, you must do so through the labor method itself. For example, if you use the employee budgeting methodology, you must add a new employee in the Employee sheet.
- Merit and market increase factors are defined in the LaborRates sheet of the Budget Labor Assumptions driverBudget Labor Assumptions driver.
- This sheet incorporates max rate logic to calculate the lump sum payout if an employee is currently above their max limit or defined increases will put them above the limit.
- Max limits are defined in the Budget Labor Limits driverBudget Labor Limits driver.

Use this sheet to calculate PTO accrual hours if activated in the Budget Configuration driverBudget Configuration driver.

Completing labor budget

Overview

Different departments may use different methodologies to track their labor expenses (FTEs and salary dollars). To facilitate this, the budget plan file template includes several different labor sheets for tracking payroll. When a department's budget plan file is first created, the system copies the payroll sheet specified for that department in the LaborType field of the DEPT dimension table.

There are four Labor sheets used to cover these methodologies:

- JobCode Use for departments needing the ability to adjust FTEs on a monthly basis or based on volume.
- **Employee** Use to allow departments to budget at the employee level. No volume adjustments are included in the salary calculations.
- **Staffing** Use for 24/7 departments to prepare the budget by shift/day of the week.
- ADC Configuration Use for nursing departments to prepare the budget Average Daily Census (ADC) and Nursing Staffing grid levels by job class.

NOTE: This tab only works with the JobCode tab.

• **Provider Detail and Provider Summary** - Use to budget at the provider level.

JobCode sheet

Overview

The JobCode sheet is used for departments that need to adjust FTEs on a monthly basis or based on volume.

		1																	
							PROD Hrs/Unit	8.807	7.760	7.680				7.680	7.680	7.680	7.680	7.680	7.6
							Target Hrs/Unit	7.760	7.760	7.680				7.680	7.680	7.680	7.680	7.680	7.6
							FTEs From Target	(5.28)	0.00	0.00				0.00	0.00	0.00	0.00	0.00	0.
							PAID Hrs/Unit	9.772	8.701	8.466				8.468	8.463	8.589	8.666	8.307	8.3
							Prod %	90.1%	89.2%	90.7%				90.7%	90.7%	89.4%	88.6%	92.4%	92.
lobCode																			
JUDCUUE																			
26610 - EMC 6	A (JobCode ADC)																		
							FTEs - Projected	Using Actual	1		Dollars								
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	Spread	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-2
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes Method	FTEs	FTEs	FTEs	FTEs	FTEs	FTE
JStat	Dept Primary Statistic							7,017	3,509	10,606									
	Departmental Total						0.00	49.26	43.87	43.05	585,893	1,929,071		64.52	65.56	67.01	67.58	65.11	57.
	Total Program Additions								0.00	0.00		0		0.00	0.00	0.00	0.00	0.00	0.
	Total Position Changes								0.00	0.00		0		0.00	0.00	0.00	0.00	0.00	0.
	Total Productive FTEs						0.00	44.40	39.12	39.05		1,701,025		58.52	59.50	59.92	59.89	60.20	52.
	Total Non-Productive FTEs						0.00	4.86	4.75	4.00		228,046		6.00	6.07	7.09	7.69	4.92	4.
JTargetAdj	Variable Productive Adjustment to Target	t							(2.26)	3,43	(29,165)	155,660		7.16	8.06	8.41	8.40	8.38	5.
109999	Contract Labor	125.00	125.00	125.00			0.00	0.00	0.00	0.00	0	0		0.00	0.00	0.00	0.00	0.00	0.
109999	Contract Labor - Category 2	250.00	250.00	250.00			0.00	0.00	0.00	0.00	0	0		0.00	0.00	0.00	0.00	0.00	0.1
Jinitiative	New Initiatives									0.00		0		0	0	0	0	0	
																			_
J00031	Clinical Technician			Technical			Variable												
	Total Productive						0.00	1.34	8.41	5.59	53,046	104,874		8.40	8.40	8.40	8.40	8.40	8.
	Iotal Non-Productive						0.00	0.19	1.22	0.62	7,594	15,014		0.86	0.96	1.17	1.74	1.10	1.
	Jobcode Total	4					0.00	1.54	9.63	6.21	60,641	119,888	· · · · · · · · · · · · · · · · · · ·	9.26	9.36	9.57	10.14	9.50	9.
	Double click to show details																		
100090	Unit Clark I			Clarical			Fixed			0									
100050	Total Productive			Cicitan			0.00	0.02	0.01	(0.17)	71	210		(0.75)	(0.58)	(0.27)	(0.12)	(0.10)	(0)
	Total Non-Productive						0.00	0.00	0.00	0.18	0	0		0.76	0.59	0.27	0.13	0.11	0
	JobCode Total						0.00	0.02	0.01	0.01	71	210		0.01	0.01	0.01	0.01	0.01	0.
	1 Double click to show details																		
100191	Staff RN			RN			Variable												
500151	Total Productive						0.00	22.75	18.93	19.04	363.352	1,133.847		29.40	29.40	29.40	29.40	29.40	25.
	Total Non-Productive	1					0.00	2.32	1.93	1.96	57,224	167.677		2.57	2.92	3.71	4.17	2.62	1.
	JobCode Total	1					0.00	25.07	20.86	21.00	420,575	1,301,524		31.97	32.32	33.11	33.57	32.02	26.
	T Double click to hide details	1																	
100101	Staff DN			DN		0.00	Variabla	60.0%	1.75	3.74	Work	ed Hours Per Unit	Effective ETE	0.00	0.00	0.00	0.00	0.00	0.1
100191	3400 PM	1		1111		0.00	• mable	00.0%	3.13	3.14	work	a nours Per Onit	Effective FTE	0.00	0.00	5.00	0.00	5.00	0.0

This sheet is comprised of three main areas:

Summary and Target

This area displays at the top of the sheet and provides an overview of the productive hours, target hours per unit, FTEs from target, paid hours per unit, and the productive percentage. This area automatically updates as detail is added to each job code block. Targets are defined by department on the Budget Labor Benchmark driverBudget Labor Benchmark driver.

The Summary and Target area provides a quick and easy way to ensure that your numbers are on track without having to dive into the details.

							PROD Hrs/Unit	8.807	7.760	7.680			
							Target Hrs/Unit	7.760	7.760	7.680			
							FTEs From Target	(5.28)	0.00	0.00			
							PAID Hrs/Unit	9.772	8.701	8.466			
							Prod %	90.1%	89.2%	90.7%			
lobCodo													
JUDCUUE													
26610 - EMC 6A	(JobCode ADC)												
							FTEs - Projected	Using Actual			Dollars		
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	N
JStat	Dept Primary Statistic							7,017	3,509	10,606			
	Departmental Total						0.00	49.26	43.87	43.05	585,893	1,929,071	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	rotar rosition changes								0.00	0.00			
	Total Productive FTEs						0.00	44.40	39.12	39.05		1,701,025	
	Total Non-Productive FTEs						0.00	4.86	4.75	4.00		228,046	
JTargetAdj	Variable Productive Adjustment to Target								(2.26)	3.43	(29,165)	155,660	
109999	Contract Labor	125.00	125.00	125.00			0.00	0.00	0.00	0.00	0	0	
109999	Contract Labor - Category 2	250.00	250.00	250.00			0.00	0.00	0.00	0.00	0	0	
JInitiative	New Initiatives									0.00		0	

Jobcode Statistics

This section displays all of the statistic values related to the job codes in the department, including the following:

- Departmental totals
- Total program additions
- Total position changes
- Total productive FTEs
- Total non-productive FTEs

		Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	F
						FTEs - Projected	Using Actual			Dollars	
26610 - EMC 6A (Job	Code ADC)										
apodaor											
I a la C a al a											
						Prod %	90.1%	89.2%	90.7%		
						PAID Hrs/Unit	9.772	8.701	8.466		
						FTEs From Target	(5.28)	0.00	0.00		
						Target Hrs/Unit	7.760	7.760	7.680		
						PROD Hrs/Unit	8.807	7.760	7.680		

			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	N
JStat	Dept Primary Statistic							7,017	3,509	10,606			1
	Departmental Total						0.00	49.26	43.87	43.05	585,893	1,929,071	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTEs						0.00	44.40	39.12	39.05		1,701,025	
	Total Non-Productive FTEs						0.00	4.86	4.75	4.00		228,046	
JTargetAdj	Variable Productive Adjustment to Target								(2.26)	3.43	(29,165)	155,660	Ĺ
109999	Contract Labor	125.00	125.00	125.00			0.00	0.00	0.00	0.00	0	0	
109999	Contract Labor - Category 2	250.00	250.00	250.00			0.00	0.00	0.00	0.00	0	0	
JInitiative	New Initiatives									0.00		0	

Jobcode

Most of the sheet is comprised of the individual job code values. By default, the sheet displays only a summary view of the job code that includes the total productive, non-productive FTEs as well as the total FTEs for the job code.

JobCode	(labCada ADC)											
20010 - EIVIC 04	(JOBCODE ADC)					FTEs - Projected	Using Actual			Dollars		
Job Code		Current	Start	End	Alloc	FY 2020 Budget	YTD	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021	Notes
J00031	Clinical Technician	 Ruce	Technical	Ruce	Rate	Variable	Actual	riojecteu	Dudget	riojected	Duuger	Hotes
	Total Productive					0.00	1.34	8.41	5.59	53,046	104,874	
	Total Non-Productive					0.00	0.19	1.22	0.62	7,594	15,014	
	JobCode Total					0.00	1.54	9.63	6.21	60,641	119,888	
	▲ Double click to show details											
100090	Unit Clerk I		Clerical			Fixed						
	Total Productive					0.00	0.02	0.01	(0.17)	71	210	
	Total Non-Productive					0.00	0.00	0.00	0.18	0	0	
	JobCode Total					0.00	0.02	0.01	0.01	71	210	
	↓ Double click to show details											
J00191	Staff RN		RN			Variable						
	Total Productive					0.00	22.75	18.93	19.04	363,352	1,133,847	
	Total Non-Productive					0.00	2.32	1.93	1.96	57,224	167,677	
	JobCode Total					0.00	25.07	20.86	21.00	420,575	1,301,524	
	T Double click to hide details											

To view the job code details, double-click the **Double click to show details** cell. From this expanded section, you can view specific details about the job code.

JobCode	A (JahCada ADC)														
20010 - ENIC 0	()Obecide Abe)						FTF- Declasted	Hainen Astron	5		Deller		í		
			Current	Start	End	Alloc	FIEs - Projected	Using Actual	Mar-lun	EX 2024	Dollars Mar-Jun	EV 2024		Spread	Jul.2
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes	Method	FTEs
JInitiative	New Initiatives									0.00		0			
J00031	Clinical Technician			Technical			Variable								
	Total Productive						0.00	1.34	8.41	5.59	53,046	104,874			8,
	Total Non-Productive						0.00	0.19	1.22	0.62	7,594	15,014			0.
	JobCode Total						0.00	1.54	9.63	6.21	60,641	119,888			9.
	T Double click to hide details														
J00031	Clinical Technician			Technical		50.00	Variable	60.0%	1.67	1.10	Work	ed Hours Per Unit	Target Worked Hours Per Unit 50	Effective FTE	0.0
	Current Paid FTEs						0.00	1.54	9.63	6.21					9.
	Program Additions			\$8.97					0.00	0.00				Fixed	0.
	Position Changes			\$8.97					0.00	0.00				Fixed	0)
	Fixed/Volume Spread Variance									0.00					0.
	Total Paid FTEs						0.00	1.54	9.63	6.21					9.
	Regular	History	\$8.70	\$8.97	\$8.97	85.3%	0.00	1.31	8.21	5.46	51,246	101,315			8.
	Overtime	150.0%	\$12.50	\$12.88	\$12.88	2.1%	0.00	0.03	0.20	0.13	1,800	3,559		FTEAlloc	0.
	Education	100.0%	\$8.70	\$8.97	\$8.97	0.0%	0.00	0.00	0.00	0.00	0	0		Global	0)
	Lump Sum Payout						0.00				0	0			
	Clinical Technician - Total Productive					87.4%	0.00	1.34	8.41	5.59	53,046	104,874			8,
	Paid Time Off using YTD	100.0%	\$8.70	\$8.97	\$8.97	12.6%	0.00	0.19	1.22	0.62	7,594	15,014		FTEAlloc	0.
	Double Click to Insert New Pay Type														
	Clinical Technician					100.0%	0.00	1.54	9.63	6.21	60,641	119,888			9.
	Accrued PTO rate from Empl_List		\$8.70	\$8.97	\$8.97	0.0%						0			
	Calendar YTD for Retirement calc														

Sheet columns

The following table provides descriptions for the columns in this sheet:

Column Name	Column Letter	Description
Job Code	А	The job code identification number (using Jobcode.KHABgtCode).
Current Rate	G	The hourly rate as of the start of the budget process.
Start Rate	Н	The hourly rate as of the start of the new budget year. This includes any salary increases expected to occur in the remainder of the current year.
End Rate	I	The hourly rate as of the end of the budget process. This includes all salary increases through the end of the budget year. This is calculated using the last month of the budget as this would contain the effective rate of all merit & market adjustments.
Alloc Rate	J	Calculated based upon YTD actual % of total FTE. You can make adjustments to allocate NYB FTEs for salary calculations.
Sched	К	Scheduled FTEs from the labor master file or CYB FTEs depending on the configuration option chosen in the Budget Configuration Assumptions driver file.
YTD Actual	L	Year-to-date FTEs from the Payroll26 database.
<i>Month-Month</i> Projected (FTEs)	М	Projected FTEs for the remaining months of the current fiscal year. Initial FTE allocation is the same as YTD.

Column Name	Column Letter	Description
FY20XX Budget (FTEs)	Ν	Starting point matches projected FTEs. You can make monthly adjustments to the <i>Month</i> FTEs columns (columns S-AD).
Month-Month Projected (Dollars)	0	Projected dollars for the remaining months of the current fiscal year.
FY20XX Budget (Dollars)	Р	Projected dollars for the budget year.
Notes	Q	Enter comments for the line item, as needed.
Spread Method	R	Select a spread method for the pay type, as needed.
Month FTEs	S-AD	Enter a percentage of each FTE factor to the total factor. For example, let's say that the FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month. NOTE: Not all pay types allow you to update the spread
		amount.
<i>Month-Year</i> Hours	AG-AS	Hours spread across months, including total budgeted hours.
<i>Month-Year</i> Dollars	AT-BF	Dollars spread across months, including total budgeted dollars.
Month-Year FICA	BH-BT	FICA spread across months, including total budged FICA.
Projected FICA	BW	Total projected FICA amount.
Month-Month Hours	ВХ	Total budgeted hours for the remaining months of the fiscal year.

The following sections include instructions on performing specific actions in this sheet.

Updating the staffing ratio for a job code

Use these instructions if you want to change the default staffing ratio type.

To update staffing ratio type for a job code:

1. Navigate to the job code, and double-click **Double click to show details**.

JobCode 27200 - EMC Rae	diology - MRI (JobCode)											
						FTEs - Projected	Using Actual			Dollars		
		Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code		Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes
JInitiative	New Initiatives								0.00		0	
J00200	Technologist Assistant-Ro		Assistant			Variable						
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	
[L Double click to show details											

- 2. In the job code title row, from the drop-down, select one of the following:
 - Variable Input is the worked FTEs per a normal work week. Non-productive hours are added to productive based upon allocation percentage. This setting is a default from the JOBCODE dimension. When Variable, the values in the job code will fluctuate based on changes in the departments volume.
 - **Fixed** Input is the total paid FTEs per a normal work week. Non-productive hours are allocated based upon allocation percentage. This setting is a default from the JOBCODE dimension. When FIXED, the values in the jobcode will not fluctuate based on changes in the departments volume.
- 3. In the Notes column (column Q), enter comments, as needed.
- 4. After making your changes, in the budget file Navigation panel, click Save Budget.

TIP: You can also click the **Save** button in the **Main** ribbon tab.

Updating start rate and projected FTEs for program additions and position changes

To update start rate and projected FTEs for program additions and position changes:

1. Navigate to the job code, and double-click **Double click to show details**.

JobCode 27200 - EMC Ra	adiology - MRI (JobCode)											_
						FTEs - Projected				Dollars		
		Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code		Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes
JInitiative	New Initiatives								0.00		0	
J00200	Technologist Assistant-Ro		Assistant			Variable						
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	
	↓ Double click to show details											

2. In the Program Additions field (column H), type the start rate amount.

JobCode												
27200 - EMC Ra	diology - MRI (JobCode)											
							FTEs - Projected	Using Actual	S		Dollars	
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget
JInitiative	New Initiatives									0.00		0
J00200	Technologist Assistant-Ro			Assistant			Variable					
	Total Productive						0.00	0.42	0.42	0.42	2,220	6,687
	Total Non-Productive						0.00	0.03	0.03	0.03	136	409
	JobCode Total						0.00	0.45	0.45	0.45	2,356	7,096
	T Double click to hide details											
J00200	Technologist Assistant-Ro			Assistant		0.00	Fixed					
	Current Paid FTEs						0.00	0.45	0.45	0.45		
	Program Additions			\$7.43					0.00	0.00		
	Position Changes			\$7.43					0.00	0.00		
	Fixed/Volume Spread Variance									0.00		
	Total Paid FTEs						0.00	0.45	0.45	0.45		
	Regular	Base	\$7.21	\$7.43	\$7.65	89.8%	0.00	0.40	0.40	0.40	2,070	6,235
	Overtime	150.0%	\$10.81	\$11.14	\$11.47	4.3%	0.00	0.02	0.02	0.02	150	452
	Education	100.0%	\$7.21	\$7.43	\$7.65	0.0%	0.00	0.00	0.00	0.00	0	0
	Lump Sum Payout						0.00				0	0
	Technologist Assistant - Total Production	e				94.1%	0.00	0.42	0.42	0.42	2,220	6,687
	Paid Time Off using YTD	100.0%	\$7.21	\$7.43	\$7.65	5.9%	0.00	0.03	0.03	0.03	136	409
	Double Click to Insert New Pay Type											
	Technologist Assistant					100.0%	0.00	0.45	0.45	0.45	2,356	7,096
	Accrued PTO rate from Empl_List		\$7.21	\$7.43	\$7.65	8.5%						0
	Calendar YTD for Retirement calc											

- 3. In the Position Changes field (column H), type the start rate amount.
- 4. In the *Month-Month* Projected column (column M) for the program additions and position changes line items, as needed.
- 5. In the Notes column (column Q), enter comments, as needed.
- 6. After making your changes, in the budget file Navigation panel, click Save Budget.

Updating the allocation rate for a job code pay type

To update the allocation rate for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

JobCode 27200 - EMC Ra	diology - MRI (JobCode)											
		 	<i>a.</i> .			FTEs - Projected	d Using Actual			Dollars		
		Current	Start	End	Alloc	FY 2020	YID	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code		Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes
JInitiative	New Initiatives								0.00		0	
J00200	Technologist Assistant-Ro		Assistant			Variable						
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	1
[L Double click to show details											

2. In the Alloc Rate column (column J), enter a percentage for each line item, as needed.

Code												
0 - EMC Rac	liology - MRI (JobCode)											
							FTEs - Projected	Using Actual			Dollars	
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget
JInitiative	New Initiatives									0.00		
100200	Technologist Assistant Po			Accietant			Variable					
100200	Total Productive			A solution			0.00	0.42	0.42	0.42	2 220	6.69
	Total Non-Productive						0.00	0.03	0.03	0.03	136	40
	JobCode Total						0.00	0.45	0.45	0.45	2.356	7.09
7	Double click to hide details						0.00			0110	0,000	
J00200	Technologist Assistant-Ro			Assistant		0.00	Fixed					
	Current Paid FTEs						0.00	0.45	0.45	0.45		
	Program Additions			\$7.43					0.00	0.00		
	Position Changes			\$7.43					0.00	0.00		
	Fixed/Volume Spread Variance									0.00		
	Total Paid FTEs						0.00	0.45	0.45	0.45		
	Regular	Base	\$7.21	\$7.43	\$7.65	89.8%	0.00	0.40	0.40	0.40	2,070	6,23
	Overtime	150.0%	\$10.81	\$11.14	\$11.47	4.3%	0.00	0.02	0.02	0.02	150	45
	Education	100.0%	\$7.21	\$7.43	\$7.65	0.0%	0.00	0.00	0.00	0.00	0	
	Lump Sum Payout						0.00				0	
	Technologist Assistant - Total Productiv	e				94.1%	0.00	0.42	0.42	0.42	2,220	6,68
	Paid Time Off using YTD	100.0%	\$7.21	\$7.43	\$7.65	5.9%	0.00	0.03	0.03	0.03	136	40
	Double Click to Insert New Pay Type											
	Technologist Assistant					100.0%	0.00	0.45	0.45	0.45	2,356	7,09
	Accrued PTO rate from Empl_List		\$7.21	\$7.43	\$7.65	8.5%						
	Calendar YTD for Retirement calc											

- 3. In the **Notes** column (column Q), enter comments, as needed.
- 4. After making your changes, in the budget file Navigation panel, click **Save Budget**.
- Updating the spread method for a job code pay type

To update the spread method for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

JobCode 27200 - EMC Ra	diology - MRI (JobCode)					FTEs - Projected	Using Actual			Dollars		1
		Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code		Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes
JInitiative	New Initiatives								0.00		0	
J00200	Technologist Assistant-Ro		Assistant			Variable						
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	1
[Double click to show details											

2. From the Spread Method column (column R), select the spread method to use.

		Spread	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
ob Code		Method	FTEs	FTEs											
Initiative	New Initiatives		0	0	0	0	0	0	0	0	0	0	0	0	0
J00200	Technologist Assistant-Ro														
	Total Productive		0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42
	Total Non-Productive		0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03
	JobCode Total		0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
	Double click to hide details														
J00200	Technologist Assistant-Ro	Effective FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Current Paid FTEs		0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
	Program Additions	Fixed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Position Changes	Fixed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fixed/Volume Spread Variance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Paid FTEs		0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
	Regular		0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
	Overtime	FTEAlloc	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02
	Education	Global	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Lump Sum Payout														
	Technologist Assistant - Total Producti		0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42
	Paid Time Off using YTD	FTEAlloc	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03
	Double Click to Insert New Pay Type														
	Technologist Assistant		0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45

3. In the *Month-Year* FTEs columns (columns S-AD), make adjustments, as needed.

NOTE: The spread methods available are configured by your organization.

4. After making your changes, in the budget file Navigation panel, click Save Budget.

Adding contract labor

To add contract labor:

1. Navigate to the contract labor job code.

obCode 27200 - EMC Ra	diology - MRI (JobCode)												
							FTEs - Projected	Using Actual			Dollars		
Job Code			Current Rate	Start Rate	End Rate	Alloc Rate	FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	No
JStat	Dept Primary Statistic							17,282	17,094	34,282			
	Departmental Total						0.00	7.79	36.08	26.24	658,462	1,508,825	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTEs						0.00	6.98	34.90	23.77		1,330,501	
	Total Non-Productive FTEs						0.00	0.81	1.18	2.46		178,324	
JTargetAdj	Fixed Adjustment to Target								(0.46)	(0.08)	(8,393)	(4,132)	
JTargetAdj	Variable Productive Adjustment to Target								25.31	3.60	456,861	203,665	
100000	Contract Labor	24.30	24.30	24.30			0.00	0.19	0.19	0.00	3 2 3 3	0	
100000	Contract Labor Category 2	24.30	24.30	24.30			0.00	0.19	0.19	0.00	3,233	0	
1099999	Contract Labor - Category 2	24.50	24.30	24.50			0.00	0.19	0.19	0.00	5,235	0	
Jinitiative	New Initiatives									0.00		0	

- 2. In the Current Rate column (column G), enter the hourly rate for the contract labor.
- 3. In the Start Rate column (column H), enter the starting rate.
- 4. In the *Month-Month* **Projected** (FTEs) column (column M), enter the projected FTE value.
- 5. In the *Month-Year* FTEs columns (columns S-AD), enter the FTE spread across months.
- 6. After making your changes, in the budget file Navigation panel, click Save Budget.

Adding a new pay type for a job code

To add a new pay type for a job code:

1. In the job code in which to add the new employee, double-click **Double click to show details**.

JobCode 27200 - EMC Rad	diology - MRI (JobCode)					FTEs - Projected	Using Actual			Dollars		
		Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code		Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	N
JInitiative	New Initiatives								0.00		0	
J00200	Technologist Assistant-Ro		Assistant			Variable						
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	
[L Double click to show details											

2. Double-click Double Click to Insert New Pay Type.

Job Code Job Code FY 200 Rate Kart Rate End Rate Alloc Rate FY 200 Rate War-Jun Rate FY 201 Rate Mar-Jun Rate FY 200 Rate FY 200 Ra								FTEs - Projected	Using Actual			Dollars	
Job Code Rate				Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021
J00200 Technologist Asistant, Ro Assistant Variable 00 0.42 0.43 0.43 0.43 0.43 0.43 0.43 0.43 0.43 0.44 0.42 0.43 0.44 0.42 0.43 0.44 0.43 0.44 0.43 0.44 0.43 0.44 0.43 0.44 0.43 0.44 0.43 0.44 0.43 0.44 0.44	Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget
Total Productive JobCode Total 0.042 0.043 0.043 0.043 0.043 0.043 0.043 0.043 0.043 0.043 0.043 0.043 0.043 0.043 0.045	J00200	Technologist Assistant-Ro			Assistant			Variable					
Total Non-Productive 0.00 0.03 0.03 0.03 136 JobCode Total JobCode Total 0.00 0.45 0.45 0.45 0.06 100 J00200 Technologist Assistant-Ro Assistant 0.00 Fixed 0.00 0.03		Total Productive						0.00	0.42	0.42	0.42	2,220	6,687
Jobcdof total		Total Non-Productive						0.00	0.03	0.03	0.03	136	409
Image: Control point to hinde details Output circle to hinde details		JobCode Total						0.00	0.45	0.45	0.45	2,356	7,096
J00200 Technologist Assistant Ro $Assistant$ 0.00 Fixed $()$ $($		T Double click to hide details											
Current Pid FFs S7.43 S7.43 S7.43 0.00 0.045 0.045 0.045 Program Additions Program Additions Program Additions Program Additions 0.00 0.000	J00200	Technologist Assistant-Ro			Assistant		0.00	Fixed					
Program Additions \$7.43 \$7.43 \$7.43 \$0.00 0.00		Current Paid FTEs						0.00	0.45	0.45	0.45		
Position Changes Fixed/Volume Spread Variance \$7.43 \$7.45 \$89.8% 0.00 0.00 0.00 Total Paid FTS 0.00 0.015 0.035 0.045 0.045 0.045 Regular 8ase \$7.21 \$7.43 \$7.65 89.8% 0.00 0.00 0.00 0.00 Overtime 150.0% \$10.81 \$11.14 \$11.47 4.3% 0.00		Program Additions			\$7.43					0.00	0.00		
Fixed/Avoidnme Spread Variance 50.00 0.45 0.00 0.05 0.00 Total Paid FTEs 0.00 0.45 <td></td> <td>Position Changes</td> <td></td> <td></td> <td>\$7.43</td> <td></td> <td></td> <td></td> <td></td> <td>0.00</td> <td>0.00</td> <td></td> <td></td>		Position Changes			\$7.43					0.00	0.00		
Total Paid FTEs 0.00 0.45 0.45 0.45 0.45 Regular Base \$7.51 \$7.65 89.8% 0.00 <td></td> <td>Fixed/Volume Spread Variance</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0.00</td> <td></td> <td></td>		Fixed/Volume Spread Variance									0.00		
Regular Base \$7.21 \$7.43 \$7.65 88.8% 0.00 0.40		Total Paid FTEs						0.00	0.45	0.45	0.45		
Overtime 150.0% \$10.81 \$11.14 \$11.47 4.3% 0.00 0.02 0.02 0.02 100 Education 100.0% \$7.21 \$7.43 \$7.65 0.0% 0.00 0.0		Regular	Base	\$7.21	\$7.43	\$7.65	89.8%	0.00	0.40	0.40	0.40	2,070	6,235
Education 100.0% \$7.21 \$7.43 \$7.65 0.0% 0.00		Overtime	150.0%	\$10.81	\$11.14	\$11.47	4.3%	0.00	0.02	0.02	0.02	150	452
Lump Sayout 0.00 0.02		Education	100.0%	\$7.21	\$7.43	\$7.65	0.0%	0.00	0.00	0.00	0.00	0	C
Technologist Assistant - Total Productive 94.1% 0.00 0.42 0.42 0.42 2.220 Paid Time Off using YTD 100.0% \$7.21 \$7.43 \$7.65 5.9% 0.00 0.03 0.03 0.03 136 Double Click to Insert New Pay Type		Lump Sum Payout						0.00				0	C
Paid Time Off using YTD 100.0% \$7.21 \$7.43 \$7.65 5.9% 0.00 0.03 0.03 0.03 136 Double Click to insert New Pay Type		Technologist Assistant - Total Productive					94.1%	0.00	0.42	0.42	0.42	2,220	6,687
Double Click to Insert New Pay Type Technologist Assistant 100.0% 0.00 0.45 0.45 2,356 Accrued PTO rate from Empl_List \$7.21 \$7.43 \$7.65 8.5%		Paid Time Off using YTD	100.0%	\$7.21	\$7.43	\$7.65	5.9%	0.00	0.03	0.03	0.03	136	409
Technologist Assistant 100.0% 0.00 0.45 0.45 2,356 Accrued PTO rate from Empl_List \$7.21 \$7.43 \$7.65 8.5% 2,356 2,356		Double Click to Insert New Pay Type											
Accrued PTO rate from Empl_List \$7.21 \$7.43 \$7.65 8.5%		Technologist Assistant					100.0%	0.00	0.45	0.45	0.45	2,356	7,096
		Accrued PTO rate from Empl_List		\$7.21	\$7.43	\$7.65	8.5%						C

3. From the Insert Calc Method(s) in sheet Employee dialog, select one of the following calc methods, and click OK:

NOTE: The dialog includes fields that are not enabled at this time.

- Add New AvgPer Paid Hr PayType Calculates other non-FTE related pay based on the relationship to paid hours in the job code block. Monthly spread will be based on the spread of paid hours.
- Add New AvgPer Prod Hr PayType Calculates other non-FTE related pay based on the relationship to productive hours in the job code block. Monthly spread will be based on the spread of productive hours.
- Add New Input Monthly PayType Calculates other non-FTE related pay by typing in the monthly totals.
- 4. Do the following based on the calc method you selected in step 3:

Calc Method	Steps	
Add New AvgPer Paid Hr PayType	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
Add New AvgPer Prod Hr PayType	b.	In the Start Rate column (column H), enter the hourly start rate.
	C.	In the Notes column (column Q), enter comments, as needed.
	d.	Repeat steps a-c for each pay type to add.
	e.	When you finish making changes, in the budget file Navigation panel, click Save Budget .
Add New Input Monthly PayType	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the <i>Month-Month</i> Projected (Dollars) column (column O), enter the projected dollars.
	C.	In the monthly budget (columns AT-BE), enter values for the applicable months.
	d.	In the Notes column (column Q), enter comments, as needed.
	e.	Repeat steps a-d for each pay type to add.
	f.	When you finish making changes, in the budget file Navigation panel, click Save Budget .

Adding a new job code to a department

To add a new job code to a department:

1. Navigate to the end of the job code listing, and double-click **Double Click to Insert New Job Code**.

JobCode													
27200 - EMIC Rac	liology - MRI (JobCode)									3			i i
			Current	Start	End	Alloc	FTEs - Projected	Using Actual	Mar-lup		Dollars		
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	FY 2021 Budget	Projected	Budget	Notes
	Calendar YTD for Retirement calc												
J00287	Team Leader-MRI			Technical			Fixed						
	Total Productive						0.00	0.93	0.93	0.93	18,381	55,081	
	Total Non-Productive						0.00	0.15	0.15	0.15	4,785	14,338	
	JobCode Total						0.00	1.09	1.09	1.09	23,165	69,419	
1	Double click to show details												
100646	Padialagia Taska alagist			Technical			Variable						
300040	Total Productive			rechnical			variable	5.24	8.22	18.90	154 380	1.069.200	
	Total Non-Productive						0.00	0.63	1.00	2.28	23 627	163 577	
	JobCode Total						0.00	5.87	9.32	21.19	178 007	1 232 777	
	Double click to show details											.,	
-	bouble click to short details												
	Double Click to Insert New Job Code												
		Rate	Avg \$\$ Per Prod Hr										
	DEPT OTHER PAY	Source	Current	Budget									
	Double Click to Insert New Dept Pay Type												
JDept	Total										0	0	

- 2. In the Calc Method Variables dialog, do the following, and then click OK:
 - a. In the Select a JobCode field, enter a job code or click Choose Value to select a job code.
 - b. In the Select a Dept field, enter a department or click Choose Value to select a department.
- 3. To enter adjustments to allocate NYB FTEs for salary calculations, click **Double Click to Show** Details.

J00006 Receptionist (27200_0) Total Productive	Clerical	Fixed				
Total Productive						
		0.00	0.00	0.00	0.00	0
Total Non-Productive		0.00	0.00	0.00	0.00	0
JobCode Total		0.00	0.00	0.00	0.00	0

- 4. From the details section, do any of the following:
 - Updating start rate and projected FTEs for program additions and position changes
 - Updating the allocation rate for a job code pay type
 - Updating the spread method for a job code pay type
- 5. When you finish making changes, in the budget file Navigation panel, click Save Budget.
- Adding a new department pay type

To add a new department pay type:

1. Navigate to the bottom of the sheet, and double-click **Double Click to Insert New Dept Pay Type**.

J	obCode													
2	7200 - EMC Rad	liology - MRI (JobCode)												
								FTEs - Projected	Using Actual	i.		Dollars		1
				Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
	Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Note
	J00646	Radiologic Technologist			Technical			Variable						
		Total Productive						0.00	5.24	8.32	18.90	154,380	1,069,200	
		Total Non-Productive						0.00	0.63	1.00	2.28	23,627	163,577	
		JobCode Total						0.00	5.87	9.32	21.19	178,007	1,232,777	
		Double click to show details												
	J00006	Receptionist (27200 0)			Clerical			Fixed						
		Total Productive						0.00	0.00	0.00	0.00	0	0	
		Total Non-Productive						0.00	0.00	0.00	0.00	0	0	
		JobCode Total						0.00	0.00	0.00	0.00	0	0	
		Double click to show details												
		Double Click to Insert New Job Code												
				Ava \$\$ Per										
			Rate	Prod Hr										
		DEPT OTHER PAY	Source	Current	Budget									
		Double Click to Insert New Dept Pay Type												
	JDept	Tota										0	0	
			1											

2. From the Insert Calc Method(s) in sheet Employee dialog, select one of the following calc methods, and click OK:

NOTE: The dialog includes fields that are not enabled at this time.

• **Dept_AvgPerProdHr** - Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours.

- **Dept_InputMonthly** Calculates other Non-FTE related pay by inputting monthly amounts for the department.
- **Dept_InputTotal** Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month.
- 3. Do the following based on the calc method you selected in step 2:

Calc Method	Steps	
Dept_AvgPerProdHr	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the Budget column (column H), enter the hourly start rate.
	C.	In the Notes column (column Q), enter comments, as needed.
	d.	Repeat steps a-c for each pay type to add.
	e.	When you finish making changes, in the budget file Navigation panel, click Save Budget .
Dept_InputMonthly	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the <i>Month-Month</i> Projected (Dollars) column (column O), enter the projected dollars.
	c.	In the Notes column (column Q), enter comments, as needed.
	d.	In the monthly budget (columns AT-BE), enter values for the applicable months.
	e.	Repeat steps a-d for each pay type to add.
	f.	When you finish making changes, in the budget file Navigation panel, click Save Budget .
Dept_InputTotal	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the <i>Month-Month</i> Projected (Dollars) column (column O), enter the projected dollars.
	C.	In the FY 20XX Budget (Dollars) column (column P), enter the projected budgeted dollars.
	d.	In the Notes column (column Q), enter comments, as needed.
	e.	Repeat steps a-d for each pay type to add.
	f.	When you finish making changes, in the budget file Navigation panel, click Save Budget .

Employee sheet

Overview

The Employee sheet is for departments to budget at the employee level, and operates similarly to the JobCode sheet. No volume adjustments are included in the salary calculations. This sheet combines the data from the Employee Listing and Employee sheets.

															10.10	10.10	10.10	10.10	10.10
			Summary w/o N	lew Initiatives		Total FTEs		18.10	18.10	18.10					16.10	10.10	16.10	10.10	16.10
						Target FTEs		9.00	9.00	9.00					9.00	9.00	9.00	9.00	9.00
						FTEs From Targ	et	(9.10)	(9.10)	(9.10)					(9.10)	(9.10)	(9.10)	(9.10)	(9.10)
						PAID Hrs/Unit		30.43	23.63	27.77					28.09	28.09	27.43	28.09	27.43
						Prod %		93.2%	93.2%	93.2%					93.2%	93.2%	93.2%	93.2%	93.2%
mplo	/ee																		
19100 - EHS	Accounting Operations (Employee)																		
							STG				Dollarr		r -						
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	EV 2021	Mar-Jun	EY 2021		Spread	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes	Method	FTEs	FTEs	FTEs	FTEs	FTEs
IC+++	Dent Brimany Statistic							070	522	1250 5									
7.3141	Departmental RAID Total:						8.00	18.10	18.10	18.10	274 793	866 346			18.10	18.10	18.10	18.10	18.10
	Departmental PAID Total.						0.00	10.10	10.10	10.10	214,725	800,540			16.10	10.10	16.10	10.10	16.10
	Total Float Staff								1.73	1.73		29,765			1.73	1.73	1.73	1.73	1.73
	Total Program Additions								0.00	0.00		0			0.00	0.00	0.00	0.00	0.00
	Total Position Changes								0.00	0.00		0			0.00	0.00	0.00	0.00	0.00
	Total Productive FTEs						8.00	16.87	16.87	16.87					16.87	16.87	16.87	16.87	16.87
	Total Non-Productive FTEs						0.00	1.23	1.23	1.23					1.23	1.23	1.23	1.23	1.23
100000	Contract Labor	6105.00	4105.00	6105.00				0.00	0.00	0.00					0.00	0.00	0.00	0.00	0.00
Unitiative	New Initiation	\$125.00	\$125.00	\$125.00			0.00	0.00	0.00	0.00	0	0			0.00	0.00	0.00	0.00	0.00
//////////	New minutes									0.00		Ŭ			0.00	0.00	0.00	0.00	0.00
J00017	Financial Accountant																		
	Total Productive							2.15	2.15	2.15	36,420	109,141			2.15	2.15	2.15	2.15	2.15
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	_		0.08	0.08	0.08	0.08	0.08
	JobCode Total							2.23	2.23	2.23	37,834	113,377	-		2.23	2.23	2.23	2.23	2.23
	Double click to show details																		
J00018	Staff Accountant																		
	Total Productive							3.46	3.46	3.46	43,222	129,524			3.46	3.46	3.46	3.46	3.46
	Total Non-Productive							0.30	0.30	0.30	4,091	12,260			0.30	0.30	0.30	0.30	0.30
	JobCode Total							3.76	3.76	3.76	47,313	141,784			3.76	3.76	3.76	3.76	3.76
	Double click to show details																		
100021	Director										_								
	Total Productive							3.30	3.30	3.30	100.290	300.542			3.30	3.30	3.30	3.30	3.30
	Total Non-Productive	1						0.08	0.08	0.08	3,750	11,236	-		0.08	0.08	0.08	0.08	0.08
	JobCode Total	1						3.38	3.38	3.38	104,040	311,778			3.38	3.38	3.38	3.38	3.38
	1 Double click to show details																		
100022	Assistant Staff Accountant																		
300022	Total Productive							3,46	3,46	3.46	37.255	111 643			3,36	3.46	3.46	3,46	3.46
	Total Non-Productive	1						0.16	0,16	0,16	1,852	5 550	-		0.16	0.16	0.16	0,16	0.16
	JobCode Total	1						3.62	3.62	3.62	39.107	117,193	-		3.62	3.62	3.62	3.62	3.62

This sheet is comprised of three main areas:

Summary

This area displays at the top of the sheet and provides an overview of the FTE totals, target, and FTEs from the budget target. It also shows you the paid hours and the productive percentage. This provides a quick and easy way to ensure that your numbers are on track without having to dive into the details.

											1		
			Summany w/o Ne	uu Initiatiwar		Total ETEr		18 10	18.10	18 10			
			Summary w/o ive	in inclucives		Target ETEc		0.00	0.00	0.00			
						FTEs From Tarr	at	(9.10)	(9.10)	(9.10)			
						PAID Hrs/Unit		30.43	23.63	27.77			
						Prod %		93.2%	93.2%	93.2%			
Emplo	100												
Linpio	yee												
19100 - EH	Accounting Operations (Employee)												
							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
1000													
JStat	Dept Primary Statistic							828	533	1359.5	074700	000000	
	Departmental PAID Total:						8.00	18.10	18.10	18.10	274,793	866,346	
	Total Float Staff								1.73	1.73		29 765	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTEs						8.00	16.87	16.87	16.87			
	Total Non-Productive FTEs						0.00	1.23	1.23	1.23			
J09999	Contract Labor	\$125.00	\$125.00	\$125.00			0.00	0.00	0.00	0.00	0	0	
Jinitiative	New Initiatives									0.00		0	
J00017	Financial Accountant									_			
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
	Double click to hide details												
	Mcclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Comments Here
	Double Click to Insert New Employee										SCALABLE CO.		
	Float Staff / Inactive Employees		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00		0	
	Program Additions		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Position Changes		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Financial Accountant - Total Scheduler	Daid					1 00	2.25	0.05	0.05		112 277	

Jobcode Statistics

This section displays all of the statistic values related to the job codes in the department, including the following:

- Departmental paid totals
- Total float staff
- Total program additions
- Total position changes
- Total productive FTEs
- Total non-productive FTEs

			Summary w/o N	ew Initiatives		Total FTEs		18.10	18.10	18.10			
						Target FTEs		9.00	9.00	9.00			
						ETEs From Tarr	et	(9.10)	(9.10)	(9.10)			
		5 C				PAID Hrs/Unit		30.43	23.63	27.77			
						Prod %		93,296	93.2%	93,2%			
						i lou lo		001210	551275	001210			
-													
Emplo	vee												
10100 51	IS Assounting Operations (Employee)												
19100 - EF	is accounting operations (Employee)												
							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
JStat	Dept Primary Statistic							828	533	1359.5			
	Departmental PAID Total:						8.00	18.10	18.10	18.10	274,793	866,346	
	Total Float Staff								1.73	1.73		29,765	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTFs						8.00	16.87	16.87	16.87			
	Total Non-Productive FTEs						0.00	1.23	1.23	1.23		-	
	Total from thousand the fires						0100	116.0	TILD	THEO			
100000	Contract Labor	\$125.00	\$125.00	\$125.00			0.00	0.00	0.00	0.00	0	0	
Unitiative	New Initiatives	\$125.00	9120.00	5125.00			0.00	0.00	0.00	0.00	Ŭ	0	
Jundadive	New Inductors	1								0.00		0	
100017	Einancial Accountant												
300017	Total Draductive							2.15	2.15	2.15	26.420	100 141	
	Total Non-Broductive							2.15	2.13	2.15	1 412	4 226	
	lebCede Tetel							0.08	0.08	0.08	1,413	4,230	
								2.23	2.23	2.23	57,034	115,577	
	1 Double click to hide details												
	Mcclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Comments Here
	Double Click to Insert New Employee											* 2*#C2#242*0*	
	Float Staff / Inactive Employees		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00		0	
	Program Additions		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Position Changes		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Financial Accountant - Total Scheduler	Daid	22101	12 110 1	264101		1.00	2.22	2.23	2.25		112 377	

Jobcode summary and details

Most of the sheet is comprised of the individual job code values. By default, the sheet displays only a summary view that includes the total productive, non-productive FTEs as well as the total FTEs for the job code.

			Summary w/o N	law Initiativas		Total ETEr		18.10	18.10	18.10			
			Summary w/o h	iew minutives		7		0.00	0.00	0.00			
						larget FIEs		9.00	9.00	9.00			
						FTEs From Targ	et	(9.10)	(9.10)	(9.10)			
						PAID Hrs/Unit		30.43	23.63	27.77			
						Prod %		93.2%	93.2%	93.2%			
Emplo													
Emple	byee												
19100 - EH	HS Accounting Operations (Employee)												
							FTEs				Dollars		1
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
JStat	Dept Primary Statistic							828	533	1359.5			
	Departmental PAID Total						8.00	18.10	18 10	18 10	274 793	866 346	
	bepartmentar Prib Totali						0.00	10.10	10.10	10.10	214,155	000,040	
	Total Float Staff								1.73	1.73		29.765	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	rotari ostion changes								0.00	0.00		0	
	Total Productive ETEs						8.00	16.87	16.87	16.87			
	Total Non-Broductive ETEc						0.00	1.22	1.22	1.22			
	Total Non-Productive Fres	-					0.00	1.25	1.25	1.23			
100000	Contrast Laboration	4105.00	A105.00	A105.00				0.00	0.00				
109999	Contract Labor	\$125.00	\$125.00	\$125.00			0.00	0.00	0.00	0.00	0	0	
Jinitiative	New Initiatives									0.00		0	
J00017	Financial Accountant												
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1.413	4.236	
	JobCode Total							2.23	2.23	2.23	37 834	113 377	
	Devide aliable a shaw dataile							Letter D	LILU	212.0	57,054	.10,077	
	 Double click to show details 												
-													

To view the job code details, double-click the **Double click to show details** cell. From this expanded section you can view specific details about the job code as well as a list of all the employees assigned the job code.

		1											
			Cummanuu /a N	and the lateral serve		Tabal CTC.		18.10	18.10	10.10			
			Summary w/o ive	ew initiatives		Total FIES		18.10	18.10	10.10			
						larget FIEs		9.00	9.00	9.00			
						FIEs From Targe	τ	(9.10)	(9.10)	(9.10)			
						PAID Hrs/Unit		30.43	23.03	27.77			
						Prod %		93.2%	93.270	93.270			
nplo	yee												
100 - EH	Accounting Operations (Employee)												
	51 (1))					21	STE:	_			Dollars		
Joh		Employee	Current	Start	End	Alloc	1163	VTD	Marilun	EV 2021	Marslup	EV 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
itiative	New Initiatives									0.00		0	
J00017	Financial Accountant												
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
	T Double click to hide details												
	Mcclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Comments Here
	Double Click to Insert New Employee												
	Float Staff / Inactive Employees		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00		0	
	Program Additions		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Position Changes		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Financial Accountant - Total Scheduler	d Paid					1.00	2.23	2.23	2.23		113,377	
	Regular	History	\$24.37	\$24.37	\$24.37	96.3%		2.15	2.15	2.15	36,420	109,141	
	Overtime	2	\$36.55	\$36.55	\$36.56	0.0%		0.00	0.00	0.00	0	0	
	Education	1	\$24.37	\$24.37	\$24.37	0.0%		0.00	0.00	0.00	0	0	
	Lump Sum Payout										0	0	
	Financial Accountant - Total Productiv	re				96.3%	1.00	2.15	2.15	2.15	36,420	109,141	
	Paid Time Off using YTD	1	\$24.37	\$24.37	\$24.37	3.7%		0.08	0.08	0.08	1,413	4,236	
	Call Pay Week 2	PHCAL2	\$0.00	\$0.00	\$0.00		\$\$/Paid Hr				0	0	Input Comments Here
	Call Pay	P0020	\$0.00	\$0.00	\$0.00		\$\$/Prod Hr				0	0	Input Comments Here
	Regular	P0001					Input Monthly				0	0	Input Comments Here
	Paid Time Off P0004						Input Monthly				0	0	Input Comments Here
	Double Click to Insert New Pay Type												
100017	Einancial Accountant					100.00/	1.00	2.22	2.22	2.2.2	27.024	112 277	

Keep in mind the following:

- Non-FTE-related pay categories are added during the interface process within the job code block and use a dollars-per-productive-hour or input monthly methodology.
- You can make monthly adjustments to FTEs to model staging of staffing changes.
- For contract labor, you must enter requests for contract labor FTEs. No default to YTD is made.

Sheet columns

The following table provides descriptions for the columns in this sheet:

Column Name	Column Letter	Description
Job Code	А	The job code identification number number (using Jobcode.KHABgtCode).
Employee ID	F	The identification number of the employee.
Current Rate	G	The hourly rate as of the start of the budget process.
Start Rate	Η	The hourly rate as of the start of the new budget year. This includes any salary increases expected to occur in the remainder of the current year.

Column Name	Column	Description
	Letter	
End Rate	Ι	The hourly rate as of the end of the budget process. This includes all salary increases through the end of the budget year. This is calculated using the last month of the budget as this would contain the effective rate of all merit & market adjustments.
Alloc Rate	J	Calculated based upon YTD actual % of total FTE. You can make adjustments to allocate NYB FTEs for salary calculations.
Sched	К	Scheduled FTEs from the labor master file or CYB FTEs depending on the configuration option chosen in the Budget Configuration Assumptions driver file.
YTD Actual	L	Year-to-date FTEs from the Payroll26 database.
<i>Month-Month</i> Projected (FTEs)	Μ	Projected FTEs for the remaining months of the current fiscal year. Initial FTE allocation is the same as YTD.
FY20XX Budget (FTEs)	Ν	Starting point matches projected FTEs. You can make monthly adjustments the <i>Month-Year</i> FTEs columns (columns S-AD).
<i>Month-Month</i> Projected (Dollars)	0	Projected dollars for the remaining months of the current fiscal year.
FY20XX Budget (Dollars)	Р	Projected dollars for the budget year.
Notes	Q	Enter comments for the line item, as needed.
Spread Method	R	Select a spread method for the pay type, as needed.
Month-Year FTEs	S-AD	Enter a percentage of each FTE factor to the total factor. For example, let's say that the FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month.
		NOTE: Not all pay types allow you to update the spread amount.
<i>Month-Year</i> Hours	AG-AS	Hours spread across months, including total budgeted hours.
Month-Year Dollars	AT-BF	Dollars spread across months, including total budgeted dollars.
Month-Year FICA	BH-BT	FICA spread across months, including total budged FICA.
Projected FICA	BW	Total projected FICA amount.

Column Name	Column Letter	Description
<i>Month-Month</i> Hours	BX	Total budgeted hours for the remaining months of the fiscal year.
Month-Month Dollars	BY	Total budgeted dollars for the remaining months of the fiscal year.

The following sections include instructions on performing specific actions in this sheet.

Updating projected and budgeted FTE for an employee

To update projected and budgeted FTE for an employee:

1. Navigate to the job code assigned to the employee, and double-click **Double click to show** details.

Employee 19100 - EHS Accounting Operations (Employee)													
							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Note
JInitiative	New Initiatives									0.00		0	
J00017	Financial Accountant												
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
	▲ Double click to show details												

2. In the *Month-Month* Projected (column M) and FY 20XX Budget (column n) columns, update the FTE values for the employee, as needed.

Employee 19100 - EHS Accounting Operations (Employee)												
						FTEs				Dollars		
Job	Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code	ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
Total Productive							2.15	2.15	2.15	36,420	109,141	
Total Non-Productive							0.08	0.08	0.08	1,413	4,236	1
JobCode Total							2.23	2.23	2.23	37,834	113,377	
T Double click to hide details												
Mcclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Comments Here
Double Click to Insert New Employee												
Float Staff / Inactive Employees		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00		0	
Program Additions		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
Position Changes		\$24.37	\$24.37	\$24.37				0.00	0.00		0	

- 3. In the Notes column (column Q), enter comments, as needed.
- 4. After making your changes, in the budget file Navigation panel, click Save Budget.

Updating projected FTEs for float staff/inactive employees, program additions, and position changes

To update projected FTEs for float staff/inactive employees, program additions, and position changes:

1. Navigate to the job code, and double-click **Double click to show details**.

Emplo	yee												
19100 - EHS Accounting Operations (Employee)													
							FTEs				Dollars		1
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
JInitiative	New Initiatives									0.00		0	
J00017	Financial Accountant												
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
	▲ Double click to show details												

2. In the *Month-Month* **Projected** column (column M) for the Float Staff/Inactive Employees, Program Additions, and Position Changes line items, as needed.

Employ	ee												
19100 - EH31	Accounting Operations (Employee)												
loh		Employee	Current	Start	End	Alloc	FILS	YTD	Mar-lun	EX 2021	Dollars Mar-lun	EX 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
	Total Non-Productive							0.59	0.59	0.59	5,505	16,497	
	JobCode Total							5.10	5.10	5.10	46,499	139,344	
1	Double click to hide details												
	Haves Patricia A	12628	\$13.05	\$13.05	\$13.05		1.00	1.68	1.68	1.68	15.282	45.795	Input Comments Here
	Joyce, Laguita K.	13712	\$13.58	\$13.58	\$13.58		1.00	1.73	1.73	1.73	16,329	48,932	Input Comments Here
	Lee, Michele B.	21272	\$12.85	\$12.85	\$12.85		1.00	1.69	1.69	1.69	15,152	45,405	Input Comments Here
	Double Click to Insert New Employee												
	Float Staff / Inactive Employees		\$13.16	\$13.16	\$13.16		0.00	0.00	0.00	0.00		0	
	Program Additions		\$13.16	\$13.16	\$13.16				0.00	0.00		0	
	Position Changes		\$13.16	\$13.16	\$13.16				0.00	0.00		0	
	Accounting Assistant - Total Scheduled	Paid					3.00	5.10	5.10	5.10		140,133	
	Regular	History	\$13.16	\$13.16	\$13.16	87.0%		4.44	4.44	4.44	40,690	121,937	
	Overtime	2	\$6.48	\$6.48	\$6.48	1.3%		0.07	0.07	0.07	304	910	
	Education	1	\$13.16	\$13.16	\$13.16	0.0%		0.00	0.00	0.00	0	0	
	Lump Sum Payout										0	0	
	Accounting Assistant - Total Productive	e				88.4%	3.00	4.51	4.51	4.51	40,994	122,848	
	Paid Time Off using YTD	1	\$13.16	\$13.16	\$13.16	11.6%		0.59	0.59	0.59	5,445	16,317	
	Holiday Premium		\$30.00	\$30.00	\$30.00		\$/Holiday				60	180	Input Comments Here
	Double Click to Insert New Pay Type												
J00723	Accounting Assistant					100.0%	3.00	5.10	5.10	5.10	46,499	139,344	

- 3. In the Notes column (column Q), enter comments, as needed.
- 4. After making your changes, in the budget file Navigation panel, click **Save Budget**.
- Updating the allocation rate for a job code pay type

To update the allocation rate for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

Employ 19100 - EHS	/ee Accounting Operations (Employee)						FTEs				Dollars		I
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
J00018	Staff Accountant									1			
	Total Productive							3.46	3.46	3.46	43,222	129,524	
	Total Non-Productive							0.30	0.30	0.30	4,091	12,260	
	JobCode Total							3.76	3.76	3.76	47,313	141,784	
	L Double click to show details	l.											

2. In the Alloc Rate column (column J), enter a percentage for each line item, as needed.
| | | | | | | | FTEs | | | | Dollars | | |
|-------|---|----------|---------|---------|---------|-------|-------|--------|-----------|---------|-----------|---------|---------------------|
| Job | | Employee | Current | Start | End | Alloc | 20.00 | YTD | Mar-Jun | FY 2021 | Mar-Jun | FY 2021 | |
| Code | | ID | Rate | Rate | Rate | Rate | Sched | Actual | Projected | Budget | Projected | Budget | Notes |
| 10018 | Staff Accountant | | | | _ | | | | | | | | |
| | Total Productive | | | | | | | 3.46 | 3.46 | 3.46 | 43 222 | 129 524 | |
| | Total Non-Productive | | | | | | | 0.30 | 0.30 | 0.30 | 4.091 | 12 260 | |
| | JobCode Total | | | | | | | 3.76 | 3.76 | 3.76 | 47.313 | 141.784 | |
| 1 | Double click to hide details | | | | | | | | | | | | |
| | Bridewell, Jan L. | 24828 | \$19.30 | \$19.30 | \$19.30 | | 1.00 | 2.03 | 2.03 | 2.03 | 27,314 | 81,853 | Input Comments Here |
| | Double Click to Insert New Employee | | | | | | | | | | | | |
| | Float Staff / Inactive Employees | | \$8.27 | \$8.27 | \$8.27 | | 0.00 | 1.73 | 1.73 | 1.73 | | 29,765 | |
| | Program Additions | | \$19.30 | \$19.30 | \$19.30 | | | | 0.00 | 0.00 | | 0 | |
| | Position Changes | | \$19.30 | \$19.30 | \$19.30 | | | | 0.00 | 0.00 | | 0 | |
| | Staff Accountant - Total Scheduled Paid | | | | | | 1.00 | 3.76 | 3.76 | 3.76 | | 111,618 | |
| | Regular | History | \$17.97 | \$17.97 | \$17.97 | 91.9% | | 3.46 | 3.46 | 3.46 | 43,222 | 129,524 | |
| | Overtime | 2 | \$26.96 | \$26.96 | \$26.96 | 0.0% | | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Education | 1 | \$17.97 | \$17.97 | \$17.97 | 0.0% | | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Lump Sum Payout | | | | | | | | | | 0 | 0 | |
| | Staff Accountant - Total Productive | | | | | 91.9% | 1.00 | 3.46 | 3.46 | 3.46 | 43,222 | 129,524 | |
| | Paid Time Off using YTD | 1 | \$19.30 | \$19.30 | \$19.30 | 8.1% | | 0.30 | 0.30 | 0.30 | 4,091 | 12,260 | |

- 3. In the Notes column (column Q), enter comments, as needed.
- 4. After making your changes, in the budget file Navigation panel, click Save Budget.
- Updating the spread method for a job code pay type

To update the spread method for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

Employ 19100 - EHS	Yee 5 Accounting Operations (Employee)						FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	105
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
J00723	Accounting Assistant												
	Total Productive							4.51	4.51	4.51	40,994	122,848	
	Total Non-Productive							0.59	0.59	0.59	5,505	16,497	
	JobCode Total							5.10	5.10	5.10	46,499	139,344	
	Double click to show details	•											

2. From the Spread Method column (column R), select the spread method to use.

Employ	/ee														
19100 - EHS	Accounting Operations (Employee)														
Job		Spread	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	
coue		Wethou	1163	1163	1165	1163	1163	1165	1163	1165	1163	1163	1165	1163	_
J00723	Accounting Assistant														
	Total Productive		4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	
	Total Non-Productive		0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	
	JobCode Total		5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	
	T Double click to hide details														
	Hayes, Patricia A.		1.68	1.68	1.68	1.68	1.68	1.68	1.68	1.68	1.68	1.68	1.68	1.68	
	Joyce, Laquita K.		1.73	1.73	1.73	1.73	1.73	1.73	1.73	1.73	1.73	1.73	1.73	1.73	
	Lee, Michele B.		1.69	1.69	1.69	1.69	1.69	1.69	1.69	1.69	1.69	1.69	1.69	1.69	
	Employee Name		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Double Click to Insert New Employee														
	Float Staff / Inactive Employees		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Program Additions		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Position Changes		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Accounting Assistant - Total Schedules		5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	
	Regular		4.44	4.44	4.44	4.44	4.44	4.44	4.44	4.44	4.44	4.44	4.44	4.44	
	Overtime	FTEAlloc	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	
	Education	FTEAlloc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Lump Sum Payout														
	Accounting Assistant - Total Productiv		4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	
	Paid Time Off using YTD	FTEAlloc	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	
	Holiday Premium														
	Double Click to Insert New Pay Type														
J00723	Accounting Assistant		5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	

3. In the *Month-Year* FTEs columns (columns S-AD), make adjustments, as needed.

NOTE: The spread methods available are configured by your organization.

4. After making your changes, in the budget file Navigation panel, click Save Budget.

Adding a new employee

To add a new employee:

1. Navigate to the job code to add the new employee, double-click **Double click to show details**.

Emplo	yee												
19100 - EH	S Accounting Operations (Employee)												
							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
JInitiative	New Initiatives									0.00		0	
J00017	Financial Accountant												
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
	▲ Double click to show details												

2. Double-click Double Click to Insert New Employee.

Employ 19100 - EHS	ee Accounting Operations (Employee)												
							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
1	Double click to hide details												
	Mcclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Comments Here
		1910012600	\$0.00	\$0.00	\$0.00		0.00	0.00	0.00	0.00	0	0	New position approved and s
	Double Click to Incert New Employee												sep.
	Eleat Staff / Inactive Employee		\$24.27	\$24.27	\$24.27		0.00	0.00	0.00	0.00		0	
	Program Additions		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00		0	
	Position Changes		\$24.37	\$24.37	\$24.37				0.00	0.00		0	-
	Financial Accountant - Total Scheduler	Paid	424.57	\$24.57	424.57		1.00	2.23	2.23	2 23		112 377	
	Regular	History	\$24.37	\$24.37	\$24.37	96 3%	1100	2.15	2.15	2.15	36.420	109 141	
	Overtime	2	\$36.55	\$36.55	\$36.56	0.0%		0.00	0.00	0.00	00,420	0	
	Education	1	\$24.37	\$24.37	\$24.37	0.0%		0.00	0.00	0.00	0	0	
	Lump Sum Payout	25									0	0	
	Financial Accountant - Total Productiv					96.3%	1.00	2.15	2.15	2.15	36.420	109.141	
	Paid Time Off using YTD	1	\$24.37	\$24.37	\$24.37	3.7%		0.08	0.08	0.08	1,413	4,236	
	Double Click to Insert New Pay Type												
J00017	Financial Accountant					100.0%	1.00	2.23	2.23	2.23	37,834	113,377	
													1

- 3. Enter information in the following columns, as needed:
 - Employee Name (column E)
 - Employee ID (column F)
 - Current Rate (column G)
 - Start Rate (column H)
 - Month-Month Projected (FTE) (column M)
 - Notes (column Q)
 - Month-Month FTE columns (columns S-AD)
- 4. After making your changes, in the budget file Navigation panel, click Save Budget.

Adding contract labor

To add contract labor:

1. Navigate to the contract labor job code.

Employ 19100 - EHS	/ee Accounting Operations (Employee)												
							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
104-4	Durat Driver and Statistic							020	522	1250.5			
JStat	Dept Primary Statistic							828	233	1359.5			
	Departmental PAID Total:						8.00	18.10	18.10	18.10	274,793	866,346	
	Total Float Staff								1.73	173		29 765	
	Total Program Additions								0.00	0.00		0	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTEs						8.00	16.87	16.87	16.87			
	Total Non-Productive FTEs						0.00	1.23	1.23	1.23			
J09999	Contract Labor	\$125.00	\$125.00	\$125.00			0.00	0.00	0.00	0.00	0	0	
JInitiative	New Initiatives									0.00		0	

- 2. In the Current Rate column (column G), enter the hourly rate for the contract labor.
- 3. In the Start Rate column (column H), enter the starting rate.
- 4. In the *Month-Month* Projected (FTEs) column (column M), enter the projected FTE value.
- 5. In the *Month-Year* FTEs columns (columns S-AD), enter the FTE spread across months.
- 6. After making your changes, in the budget file Navigation panel, click **Save Budget**.

Adding a new pay type for a job code

To add a new pay type for a job code:

1. In the job code in which to add the new employee, double-click **Double click to show details**.

Emplo 19100 - EH:	Yee S Accounting Operations (Employee)												
							FTEs	-			Dollars	y	
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
JInitiative	New Initiatives									0.00		0	
J00017	Financial Accountant												
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
[▲ Double click to show details												

2. Double-click Double Click to Insert New Pay Type.

Employ 19100 - EHS	CC Accounting Operations (Employee)										0.1		
1. h		Freedown	Comment	Charle	Fred	All	FIES	VTD	Mars Inc.		Dollars		
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	FY 2021 Budget	Projected	FY 2021 Budget	Notes
1000	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
i	Double click to hide details												
	Mcclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Comments Here
		1910012600	\$0.00	\$0.00	\$0.00		0.00	0.00	0.00	0.00	0	0	New position approved and st Sep.
	Double Click to Insert New Employee												
	Float Staff / Inactive Employees		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00		0	
	Program Additions		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Position Changes		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Financial Accountant - Total Scheduled	d Paid					1.00	2.23	2.23	2.23		113,377	
	Regular	History	\$24.37	\$24.37	\$24.37	96.3%		2.15	2.15	2.15	36,420	109,141	
	Overtime	2	\$36.55	\$36.55	\$36.56	0.0%		0.00	0.00	0.00	0	0	
	Education	1	\$24.37	\$24.37	\$24.37	0.0%		0.00	0.00	0.00	0	0	
	Lump Sum Payout										0	0	
	Financial Accountant - Total Productiv	e				96.3%	1.00	2.15	2.15	2.15	36,420	109,141	
	Paid Time Off using YTD	1	\$24.37	\$24.37	\$24.37	3.7%		0.08	0.08	0.08	1,413	4,236	
	Double Click to Insert New Pay Type												
J00017	Financial Accountant	-				100.0%	1.00	2.23	2.23	2.23	37,834	113,377	

- 3. From the Insert Calc Method(s) in sheet Employee dialog, select one of the following calc methods, and click OK:
 - Add New AvgPer Paid Hr PayType Calculates other non-FTE related pay based on the relationship to paid hours in the job code block. Monthly spread will be based on the spread of paid hours.
 - Add New AvgPer Prod Hr PayType Calculates other non-FTE related pay based on the relationship to productive hours in the job code block. Monthly spread will be based on the spread of productive hours.
 - Add New Input Monthly PayType Calculates other non-FTE related pay by typing in the monthly totals.
- 4. Do the following based on the calc method you selected in step 3:

Calc Method	Steps	
Add New AvgPer Paid Hr PayType	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
Add New AvgPer Prod Hr PayType	b.	In the Start Rate column (column H), enter the hourly start rate.
	C.	In the Notes column (column Q), enter comments, as needed.
	d.	Repeat steps a-c for each pay type to add.
	e.	When you finish making changes, in the budget file Navigation panel, click Save Budget .

Calc Method	Steps	
Add New Input Monthly PayType	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the <i>Month-Month</i> Projected (Dollars) column (column O), enter the projected dollars.
	c.	In the Notes column (column Q), enter comments, as needed.
	d.	In the monthly budget (columns AT-BE), enter values for the applicable months.
	e.	Repeat steps a-d for each pay type to add.
	f.	When you finish making changes, in the budget file Navigation panel, click Save Budget .

Adding a new job code to a department

To add a new job code to a department:

1. Navigate to the end of the job code listing, and double-click **Double Click to Insert New Job Code**.

							FTEs				Dollars	
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget
	Total Productive							3.30	3.30	3.30	100,290	300,542
	Total Non-Productive							0.08	0.08	0.08	3,750	11,236
	JobCode Total							3.38	3.38	3.38	104,040	311,778
	Double click to show details											
00022	Assistant Staff Accountant											
	Total Productive							3.46	3.46	3.46	37,255	111,643
	Total Non-Productive							0.16	0.16	0.16	1,852	5,550
	JobCode Total							3.62	3.62	3.62	39,107	117,193
	Double click to show details											
00723	Accounting Assistant											
	Total Productive							4.51	4.51	4.51	40,994	122,848
	Total Non-Productive							0.59	0.59	0.59	5,505	16,497
	JobCode Total							5.10	5.10	5.10	46,499	139,344

- 2. In the Calc Method Variables dialog, enter a job code or click Choose Value to select a job code, and then click OK.
- 3. To enter adjustments to allocate NYB FTEs for salary calculations, click **Double Click to Show Details**.

Emplo 19100 - EH:	Yee S Accounting Operations (Employee)												
							FTEs				Dollars		
Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	Notes
6. F.C.	▲ Double click to show details												
J00022	Assistant Staff Accountant												
	Total Productive							3.46	3.46	3.46	37,255	111,643	
	Total Non-Productive							0.16	0.16	0.16	1,852	5,550	
	JobCode Total							3.62	3.62	3.62	39,107	117,193	
	▲ Double click to show details												
J00723	Accounting Assistant												
	Total Productive							4.51	4.51	4.51	40,994	122,848	
	Total Non-Productive							0.59	0.59	0.59	5,505	16,497	
	JobCode Total							5.10	5.10	5.10	46,499	139,344	
	↓ Double click to show details												
J00006	Receptionist (19100_0)												
	Total Productive							0.00	0.00	0.00	0	0	
	Total Non-Productive							0.00	0.00	0.00	0	0	
	JobCode Total							0.00	0.00	0.00	0	0	
	↓ Double click to show details												

- 4. From the details section, do any of the following:
 - Add a new pay type for a job code
 - Update the spread method for a job code pay type
 - Update the allocation rate for a job code pay type
 - Update projected FTEs for float staff/inactive employees, program additions, and position change
 - Add a new employee
 - Update projected and budgeted FTE for an employee
- 5. When you finish making changes, in the budget file Navigation panel, click Save Budget.
- Adding a new department pay type

To add a new department pay type:

1. Navigate to the bottom of the sheet, and double-click Double Click to Insert New Dept Pay Type.

Employ 19100 - EHS	/ee Accounting Operations (Employee)												
Job		Start	End	Alloc	FTEs	YTD	Mar-Jun Projected	FY 2021	Dollars Mar-Jun Projected	FY 2021	Neter	Spread	Jul-2(
J00017	Double Click to Insert New Pay Type Financial Accountant Double Click to Insert New Job Code	nute	nute	100.0%	0.00	0.00	0.00	0.00	0	0	10102	method	
JDept	DEPT OTHER PAY Double Click to Insert New Dept Pay Type Total	Budget							0	0			

2. From the Insert Calc Method(s) in sheet Employee dialog, select one of the following calc methods, and click OK:

NOTE: The dialog includes fields that are not enabled at this time.

• **Dept_AvgPerProdHr** - Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of

productive hours.

- **Dept_InputMonthly** Calculates other Non-FTE related pay by inputting monthly amounts for the department.
- **Dept_InputTotal** Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month.
- 3. Do the following based on the calc method you selected in step 2:

Calc Method	Steps	
Dept_AvgPerProdHr	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the Budget column (column H), enter the hourly start rate.
	C.	In the Notes column (column Q), enter comments, as needed.
	d.	Repeat steps a-c for each pay type to add.
	e.	When you finish making changes, in the budget file Navigation panel, click Save Budget .
Dept_InputMonthly	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the <i>Month-Month</i> Projected (Dollars) column (column O), enter the projected dollars.
	c.	In the Notes column (column Q), enter comments, as needed.
	d.	In the monthly budget (columns AT-BE), enter values for the applicable months.
	e.	Repeat steps a-d for each pay type to add.
	f.	When you finish making changes, in the budget file Navigation panel, click Save Budget .
Dept_InputTotal	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the <i>Month-Month</i> Projected (Dollars) column (column O), enter the projected dollars.
	C.	In the FY 20XX Budget (Dollars) column (column P), enter the projected budgeted dollars.
	d.	In the Notes column (column Q), enter comments, as needed.
	e.	Repeat steps a-d for each pay type to add.
	f.	When you finish making changes, in the budget file Navigation panel, click Save Budget .

Staffing sheet

Overview

This sheet allows 24/7 departments to prepare the budget by shift/day of the week, such as a nursing department, cafeteria, lab, or security. This sheet is comprised of three main areas:

Staffing Summary

This area displays at the top of the sheet and provides an overview of the total hours for productive and target, the FTEs from target, the paid hours per unit, and the productive percentage. It also shows the trending of FTEs over time with LYA, YTD, and budgeted. This provides a quick and easy way to ensure that your numbers are on track without having to dive into the details.

				Staff withou	ing Summa t New Initia	ary atives	YTD	NYB		FTEs	LYA	YTD	Mar-Jun	NYB		YTD	NYB		Fotal Hrs/UOS	LYA	YTD	NYB
				PROD Hrs/L	Jnit		21.71	36.24	Regular		53.9	67.4	67.4	117.6	Fixed FTE	S 11.5	11.5		Regular	22.584	18.887	31.705
				Target Hrs/	Unit		21.50	21.00	Overtime		5.9	7.8	7.8	13.0	Variable F1	E 73.3	135.8		Overtime	2.490	2.177	3.516
				FTEs From T	arget		(0.83)	(61.92)	Education\Orient		1.7	2.3	2.3	3.8	Total FTE	\$ 84.8	147.2	Edu	cation\Orient	0.725	0.649	1.020
			-	PAID Hrs/U	nit		23.77	39.69	Productive		61.6	77.4	77.4	134.4					Productive	25.799	21.713	36.241
				Prod %			91.3%	91.3%	Non-Productive		6.0	7.3	7.3	12.8				N	on-Productive	2.505	2.057	3.448
			- L						Total		67.5	84.8	84.8	147.2					Total	28.304	23.770	39.690
Staffing 26340 - EMC) CCU (Staffir	ng)																				
											LYA	YTD	Mar-Jun	NYB								
J0999	9 Contract Lal	bor							Enter Agency FTEs =>		0.00	0.00	0.00	0.00					Hrly Rate = >	\$125.00	125.00	125.00
10999	9 Contract La	bor - Categ	ory 2						Enter Agency FTEs =>		0.00	0.00	0.00	0.00					Hrly Rate=>	\$250.00	250.00	250.00
Jinitiativ	e								From Initiatives					0.00								
100191	Staff RN (2	6340 0)																				
Shift	MON	TUES	WED	THU	FRI	SAT	SUN															
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51		Total Productive	100,767	13.01	16.45	16.45	48.31	0.91 7.17	4.61	13.02	0	(102.57)	(104.60)	(99.11)	(112.43)
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Total Non-Productive	10,109	5.98	1.65	1.65	4.85	0.09 0.79	0.46	1.31	0	130.43	132.90	131.13	142.82
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00		JobCode Total	110,877	18.99	18.10	18.10	53.16	1.00 7.96	5.07	14.33	0	27.86	28.30	32.02	30.38
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51															
									Double click to hide details													
J00191	Staff RN (2	6340_0)						8 Hour Shift	 19 Variable 	60.0%	18.750 T	arget Hours Pe	er Unit									
		Input	Worked F1	Es per Norr	nal Work W	Veek		Weekly				FT	E		Allocation	Hours / UO	S	Monthly		Average H	ourly Rate	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs	ANNUAL PAID HOURS		0	0	0	0	% 0	YTD	NYE	8 Spread	0	YTD	Current	NYB
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Regular	89,113	15.18	14.54	14.55	42.73	80.4% 6.36	4.08	11.52		\$26.49	\$26.58	\$27.06	\$28.56
Evening								0	Overtime	9,674	1.59	1.58	1.58	4.64	8.7% 0.66	0.44	1.25	FTEAlloc	\$37.85	\$38.38	\$41.38	\$43.69
Night								0	Education	1,980	0.35	0.32	0.32	0.95	1.8% 0.14	0.09	0.26	Global	\$22.25	\$23.14	\$29.34	\$30.97

Department Statistics

The first line item in the sheet displays the primary department statistics, which include LYA, YTD, and budgeted hours as well as the total department hours and dollars over months.

Staffing 26340 - EMC CCU (Staffing)			
		LYA YTD Mar-Jun NYB	Job Pay Code Type PayType [
7 Days Staffed /Week	Dept Primary Statistic	4.964 4.964 2,483 7,738	JStat PStat Dept Prima Department
J09999 Contract Labor J09999 Contract Labor - Category 2 Jinitiative		0.00 0.00 0.00 Hrty Rate+> 1125.00 1225.00 1225.00 1225.00 225.00 235.00 235.00 235.00 235.00 250.	J09999 PAGC Agency1 J09999 PAGC Agency2 Jinitiative P0001 Initiative

Jobcode summary and details

Most of the sheet is comprised of the individual job code values. By default, the sheet displays only a summary view that includes the shift FTE values, budgeted hours, pay type information, and the breakdown of hours and dollars by month. To view the job code details, double-click the **Double click to show details** cell.

Staffing 26340 - EMC	g : CCU (Staffi	ing)																
										LYA	YTD	Mar-Jun	NYB					
10999	99 Contract La	abor						Enter Agency FTEs =>		0.00	0.00	0.00	0.00					Hrly R
10999	99 Contract La	abor - Categ	jory 2					Enter Agency FTEs =>		0.00	0.00	0.00	0.00					Hrly R
JInitiatio	ve							From Initiatives					0.00					
J00191	Staff RN (2	26340_0)																
Shift	MON	TUES	WED	THU	FRI	SAT	SUN											
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Total Productive	100,767	13.01	16.45	16.45	48.31	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	10,109	5.98	1.65	1.65	4.85	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	110,877	18.99	18.10	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51											
								Double click to show details										
J00303	Manager-I	Nursing (2)	5340_0)															
Shift	MON	TUES	WED	THU	FRI	SAT	SUN											
Day	0.20	0.20	0.20	0.20	0.20	0.20	0.20	Total Productive	598	(3.90)	0.29	0.29	0.29	1.00	0.20	0.29	0.29	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	0	4.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	598	0.20	0.29	0.29	0.29	1.00	0.20	0.29	0.29	0
Total	0.20	0.20	0.20	0.20	0.20	0.20	0.20											
								▲ Double click to show details										

Instead of calculating values monthly, the Staffing sheet allows you to budget hours on a weekly basis using the shift grid. This forms the core component of the calculations performed on this sheet. The totals weekly hours are then translated into monthly values in terms of hours. As you move to the right, you can view the spread of the hours and dollars.

Staffing	affing 0 - EMC CCU (Staffing)																								
20340 - 1410	000 (31811)	iiig)																							
									PayType Description	Current Rate	Begin Rate	Year End Rate	Jul-20 Hours	Aug-20 Hours	Sep-20 Hours	Oct-20 Hours	Nov-20 Hours	Dec-20 Hours	Jan-21 Hours	Feb-21 Hours	Mar-21 Hours	Apr-21 Hours	May-21 Hours	Jun-21 Hours	Total Hours
10999	9 Contract La	abor							Agency1	125.00	125.00	125.00	0	0	0	0	0	0	0	0	0	0	0	0	0
109999	9 Contract La	bor - Categ	gory 2						Agency2	250.00	250.00	250.00	0	0	0	0	0	0	0	0	0	0	0	0	0
Jinitiative	e								Initiative				0	0	0	0	0	0	0	0	0	0	0	0	0
J00191	Staff RN (26340_0)																							
Shift	MON	TUES	WED	THU	FRI	SAT	SUN																		
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51		Regular	(\$135.28)	(\$139.34)	(\$143.52)	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	100,767
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Prod Category 2	\$135.28	\$139.34	\$143.52	859	859	831	859	831	859	859	775	859	831	859	831	10,109
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00			\$0.00	\$0.00	\$0.00	9,256	9,256	9,228	9,256	9,228	9,256	9,256	9,173	9,256	9,228	9,256	9,228	110,877
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51																		
J00191	Staff RN (26340_0)						8 Hour Shift					9,256	9,256	9,228	9,256	9,228	9,256	9,256	9,173	9,256	9,228	9,256	9,228	110,877
		Input	Worked FT	Es per Nor	mal Work V	Veek		Weekh																	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	He	Staff RN (26340_0) (J00191)		History														
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Regular	\$27.06	\$27.87	\$28.70	7,422	7,422	7,429	7,422	7,429	7,422	7,422	7,445	7,422	7,429	7,422	7,429	89,113
Evening								0	time.	\$41.38	\$42.62	\$43.90	808	808	805	808	805	808	808	800	808	805	808	805	9,674
Night								0	Education	\$29.34	\$30.22	\$31.13	168	168	163	168	163	168	168	152	168	163	168	163	1,980
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Prod Category 4	\$27.06		\$28.79	0	0	0	0	0	0	0	0	0	0	0	0	0
									Prod Category 5	\$27.06	\$27.87	\$28.	• 0	0	0	0	0	0	0	0	0	0	0	0	0
									Prod Category 6	\$27.06	\$27.87	\$28.70	0	0	0	0	0	0	0	0	0	0	0	0	0
									Lump Sum Payout																
					Total Productive				8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	100,767				
Budgeted Avera	age Daily Vo	lume		21			TD Actual	658	Paid Time Off	\$27.06	\$27.87	\$28.70	859	859	831	859	831	859	859	775	859	831	859	831	10,109
Budgeted Avg	Igeted Avg Weekly Volume 148 Variance (1,2		(1,275)	NonProd Category 2	\$27.06	\$27.87	\$28.70	0	0	0	0	0	0	0	0	0	0	0	0	0					
Comments									NonProd Category 3	\$27.06	\$27.87	\$28.70	0	0	0	0	0	0	0	0	0	0	0	0	0
									NonProd Category 4	\$27.06	\$27.87	\$28.70	0	0	0	0	0	0	0	0	0	0	0	0	0
									NonProd Category 5	\$27.06	\$27.87	\$28.70	0	0	0	0	0	0	0	0	0	0	0	0	0

While the Employee and Jobcode labor methods allow you to change FTEs on a monthly basis, you do not have this ability using the Staffing labor method, though a lot of the logic is still the same in that you still use budget to YTD or a target.

Sheet columns

The following table provides descriptions for the columns in this sheet:

Column Name	Column Letter	Description
LYA	Ν	Values from Last Year Actuals
YTD	0	Values for Year To Date
Month-Month	Р	Values for the months for Remaining Projection
NYB	Q	Values for the annual New Years Budget

Column Name	Column Letter	Description
Job Code	AA	The identification number associated with the job code (using Jobcode.KHABgtCode)
Рау Туре	AB	The pay type associated with the job code (using Paytype.Staffing)
Pay Type Description	AC	A description of the pay type
Current Rate	AD	The current pay rate for the pay type
Begin Rate	AE	The beginning pay rate for the pay type
Year End Rate	AF	The pay rate for the pay type at the end of the year
Month-Year Hours	AG-AR	Total hours for each month of the year
Total Hours	AS	The sum of the total hours
Month-Year Dollars	AT-BE	Total dollars for each month of the year
Total Dollars	BF	The sum of the total dollars

Updating the number of days to staff in a week

To update the number of days to staff in a week:

- 1. In the Days Staffed/Week field, type the number of days to staff in a week.
 - Selecting 7 will allocate FTEs in the grid to all seven days of the week.
 - Selecting 5 will allocate FTEs in the grid to only Mon-Fri columns.

Staffing 26340 - EMC CCU (Staffing)												
	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total	Jul-20	Aug-20	Sep-2	0 Oct-20	Nov-	20 De
	Hours	Hours	Hours	Hours	Hours	Hours	Dollars	Dollars	s Dollar	s Dollar	s Dolla	irs Do
7 Days Staffed /Week Dept Primary Statistic	645	645	645	645	645	7,738	656 270	643.044	672 345	662.013	672 345	675.231
J09999 Contract Labor		0 0) (0 0	0) () 5	0	\$0	\$0	\$0	\$0
J09999 Contract Labor - Category 2		0 0) (0	C) () 5	0	\$0	\$0	\$0	\$0
Jinitiative		o c) (0 0	C) (0	\$0	\$0	\$0	\$0

2. After making your changes, in the budget file Navigation panel, click Save Budget.

Updating the shift FTE hours for a job code

The shift grid provides a visual representation of a full 24-hour clock. You can enter all your FTEs in a specific row or you can split them up by time of day. While most organizations simply enter all their hours in the Day part of the grid, you may want to enter hours in another part of the day if there is a premium pay rate for those FTEs in the budget.

To update the shift FTE values for a job code:

1. Navigate to the job code, and double-click **Double click to show details**.

Staffin 26340 - EMG	g CCU (Staffi	ng)																	
										LYA	YTD	N	Aar-Jun	NYB					
7	Days Staff	ed /Week		Dept Prima	ry Statisti	c				4,964	4,964	2,483	3	7,738					
J099 J099 Jinitiati	J09999 Contract Labor J09999 Contract Labor - Category 2 Jinitiative						Enter Agen Enter Agen From Initiat	cy FTEs => cy FTEs => tives	0	.00	0.00	0.00	0.00 0.00 0.00					н	
J00191	Staff RN (26340_0)																	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN												
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Total Produ	active 100,7	67 13	.01 1	6.45	16.45	48.31	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-	Productive 10,1	09 5	.98	1.65	1.65	4.85	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode To	otal 110,8	77 18	.99 1	B.10	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	↓ Double clic	k to show details										

2. In the job code title row, from the drop-down, select the shift to assign to the job code.

J00191	Staff RN (26	340_0)						8 Hour Shift 📃 🗖	Variable
		Input \	Worked FTE	s per Norm	al Work We	eek		8 Hour Shift 12 Hour Shift	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs	ANNUAL PAID HOURS
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Regular
Evening								0	Overtime
Night								0	Education
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	

3. Next to the shift drop-down, from the Fixed/Variable drop-down, select one of the following:

NOTE: In most cases, you will not need to change this unless an exception needs to be made to this job code.

J00191	Staff RN (26	340_0)						8 Hour Shift	19	Variable	-
		Input V	Worked FTE	s per Norm	al Work We	ek		Weekly		Variable Fixed	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs		Fixed w/Rplmnt	
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933		Regular	
Evening								0		Overtime	
Night								0		Education	
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933			

- **Fixed** The input is the Total Paid FTEs per a normal work week. Non-productive hours are allocated based on the allocation percentage.
- Variable The input is the Worked FTEs per a normal work week. Non-productive hours are added based upon grossing up to total hours then subtracting productive hours.
- Fixed w/ Replacement Similar to fixed, the input is the Total Paid FTEs per a normal work week. Non-productive hours are added based upon grossing up to total hours then subtracting productive hours.
- 4. In the shift grid, enter the FTE hours for each day of the work week.

J00191	Staff RN (26	5340_0)						8 Hour Shift	19	Variable
		Input V	Worked FTE	s per Norm	al Work We	eek		Weekly		
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs		ANNUAL PAID HOURS
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933		Regular
Evening								0		Overtime
Night								0		Education
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933		

5. After you make your changes, in the budget file Navigation panel, click Save Budget.

Updating the allocation rate for a job code pay type

To update the allocation rate for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

Staffin 26340 - EMO	g : CCU (Staffi	ng)																	
											LYA	YTD	Mar-Jun	NYB					
7	Days Staff	ed /Week		Dept Prima	ary Statisti	c					4,964	4,964	2,483	7,738					
J099 J099 Jinitiati	99 Contract La 99 Contract La ve	bor bor - Categ	gory 2					Ente Ente From	r Agency FTEs => r Agency FTEs => > Initiatives		0.00	0.0	0.00	0.00					н
J00191	Staff RN (26340_0)																	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN												
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Tota	Productive	100,767	13.01	16.4	16.45	48.31	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Tota	I Non-Productive	10,109	5.98	1.6	1.65	4.85	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Jobo	ode Total	110,877	18.99	18.1	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1 Dout	ble click to show details	←									

2. In the Allocation % column (column R), enter the allocation percentage for each pay type, as needed.

Staffing 26340 - EMC) CCU (Staffir	ıg)																	
											LYA	YTD	Mar-Jun	NYB					
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00		JobCode Total	110,877	18.99	18.10	18.10	53.16	.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51												
									T Double click to hide details	1					1				
J00191	Staff RN (2	6340_0)						8 Hour Shift	19 Variable	60.0%	18.750 T	arget Hours Pe	r Unit		V				
		Input	Worked FT	Es per Norn	nal Work W	eek		Weekly				FT	E		Allocation	Hou	ars / UOS		Monthly
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs	ANNUAL PAID HOURS		0	0	0	0	%	0	YTD	NYB	Spread
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Regular	89,113	15.18	14.54	14.55	42.73	80.4%	6.36	4.08	11.52	
Evening								0	Overtime	9,674	1.59	1.58	1.58	4.64	8.7%	0.66	0.44	1.25	FTEAlloc
Night								0	Education	1,980	0.35	0.32	0.32	0.95	1.8%	0.14	0.09	0.26	Global
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933		0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
										0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	Global
										0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									Lump Sum Payout										
									Productive	100,767	17.11	16.45	16.45	48.31	90.9%	7.17	4.61	13.02	
Budgeted Aver	age Daily Vol	ume		21		1	TD Actual	658	Paid Time Off-(YTD)	10,109	1.88	1.65	1.65	4.85	9.1%	0.79	0.46	1.31	FTEAlloc
Budgeted Avg	Weekly Volu	ne		148			Variance	(1,275)		0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
Comments										0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
										0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
										0	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	FTEAlloc
									Call Pay		\$1,224	\$715	\$345.49	\$3,040.88		Avg Per Prod	Hr		Prod Hours

- 3. After you finish making your changes, in the budget file Navigation panel, click Save Budget.
- Updating the pay type values for a job code

To update the pay type values for a job code:

1. Navigate to the job code, and double-click **Double click to show details**.

Staffin 26340 - EMO	g : CCU (Staffi	ng)																
										LYA	YTD	Mar-Jun	NYB					
7	Days Staff	ed /Week		Dept Prima	ary Statisti	c				4,964	4,964	2,483	7,738					
J099 J099 JInitiati	99 Contract La 99 Contract La ve	bor bor - Cate <u>s</u>	gory 2					Enter Agency FTEs => Enter Agency FTEs => From Initiatives		0.00	0.00	0.00	0.00 0.00					н
J00191	Staff RN (a	26340_0)																
Shift	MON	TUES	WED	THU	FRI	SAT	SUN											
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Total Productive	100,767	13.01	16.45	16.45	48.31	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	10,109	5.98	1.65	1.65	4.85	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	110,877	18.99	18.10	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	L Double click to show details	⊢									

2. In the *Month-Month* column (column P) and **NYB** column (column Q), enter dollar amounts in the blue fields for each applicable pay type.

Staffing 26340 - EMC	CCU (Staffir	ig)													
											LYA	YTD	Mar-Jun	NYB	
J00191	Staff RN (2)	5340_0)						8 Hour Shift	19 Variable	60.0%	18.750	Target Hours P	er Unit		
		Input	Worked FT	Es per Norr	nal Work W	eek		Weekly				F	TE		Allocation
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs	ANNUAL PAID HOURS		0	0	0	0	96
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Regular	89,113	15.18	14.54	14.55	42.73	80.4%
Evening								0	Overtime	9,674	1.59	1.58	1.58	4.64	8.7%
Night								0	Education	1,980	0.35	0.32	0.32	0.95	1.8%
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933		0	0.00	0.00	0.00	0.00	0.0%
										0	0.00	0.00	0.00	0.00	0.0%
										0	0.00	0.00	0.00	0.00	0.0%
									Lump Sum Payout						
									Productive	100,767	17.11	16.45	16.45	48.31	90.9%
Budgeted Ave	rage Daily Vol	ume		21		Y	TD Actual	658	Paid Time Off-(YTD)	10,109	1.88	1.65	1.65	4.85	9.1%
Budgeted Avg	Weekly Volur	ne		148			Variance	(1,275)		0	0.00	0.00	0.00	0.00	0.0%
Comments										0	0.00	0.00	0.00	0.00	0.0%
										0	0.00	0.00	0.00	0.00	0.0%
										0	0.00	0.00	0.00	0.00	0.0%
									Call Pay		\$1,224	\$715	\$345.49	\$3,040.88	
									Incentive Pay		\$200	\$100	\$50.00	\$0	
									Bonus		\$2,357	\$1,857	\$928.60	\$0	
									Critical Shift		\$7,718	\$5,618	\$2,715.78	\$23,903.40	
									Holiday Premium		\$15,942	\$15,942	\$7,971.14	\$23,913,41	

3. After you finish making your changes, in the budget file Navigation panel, click Save Budget.

Updating the monthly spread

To update the monthly spread:

1. Navigate to the job code, and double-click **Double click to show details**.

Staffin 26340 - EMC	g : CCU (Staffi	ng)																
										LYA	YTD	Mar-Jun	NYB					
7	Days Staff	ed /Week		Dept Prim	ary Statisti	c				4,964	4,964	2,483	7,738					
J099! J099! JInitiati	99 Contract La 99 Contract La ve	ibor ibor - Categ	gory 2					Enter Agency FTEs => Enter Agency FTEs => From Initiatives		0.00	0.00	0.00	0.00 0.00 0.00					H H
J00191	Staff RN (26340_0)																
Shift	MON	TUES	WED	THU	FRI	SAT	SUN											
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Total Productive	100,767	13.01	16.45	16.45	48.31	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	10,109	5.98	1.65	1.65	4.85	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	110,877	18.99	18.10	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	L Double click to show details	←									

2. In the Monthly Spread column (column V), select one of the following:

NOTE: The choices in the drop-down depend on the pay type.

- **FTEAlloc** Percentage of each FTE factor to the total factor. For example, let's say that the FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month.
- **Global** Define your own percentage. For example, you may want to use this for a special project where you know there will be a higher use of overtime over the next three months for this project. You can use this option to reflect this in your budget.
- **History** Percentage determined over a rolling 12 months (i.e. Percentage of month one to total, month two to total, etc.)
- Prod Hours Percentage based on productive hours per month to total.
- Paid Hours Percentage based on the paid hours per month to total.
- Even Spread evenly across each month.

- 3. After you finish making your changes, in the budget file Navigation panel, click Save Budget.
- Adding contract labor

To add contract labor:

1. Navigate to the contract labor job code.

Staffing 26340 - EMC CCU (Staffing)	
	LYA YTD Mar-Jun NYB
7 Days Staffed /Week Dept Primary Statistic	4964 4964 2,483 7,738
J09999 Contract Labor	Enter Apency FTEs => 0.00 0.00 0.00 0.00 Hrly Rate=> \$125.00 125.00 125.00 125.00
J09999 Contract Labor - Category 2	Enter Agency FTEs => 0.00 0.00 0.00 0.00 Hrly Rate=> \$250.00 250.00 250.00
Jinitiative	From Initiatives 0.00

- 2. In the *Month-Month* column (column O), type the total hours for the months.
- 3. In the NYB column (column P), type the total hours for the next year's budget.
- 4. In the Hrly Rate cells (column Y and Z), type the hourly rate for current year and for next year's budget.
- 5. After you finish making your changes, in the budget file Navigation panel, click Save Budget.

Adding a new job code

To add a new job code:

1. Navigate to the bottom of the job code list, and double-click **Double Click to Insert New Job Code**.

Staffin 26340 - EMO	g : CCU (Staffir	ng)																				
										LYA	YTD	Mar-Jun	NYB									
J00889	Stock Deliv	rery Clerk	(26350_0)																			
Shift	MON	TUES	WED	THU	FRI	SAT	SUN															
Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Productive	0	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	0	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	o	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00															
								Double click to show details														
								_														
								Double Click to Insert New Job	Code													

- 2. In the Select Job Code field, type a job code or click Choose Value to select one, and click OK.
- 3. Do the following:
 - Update the shift values
 - Update the allocation rate
 - Update the pay type values for non FTE, if needed
 - Wage rate for Regular pay for the new job code can be pre-populated if the "Mid" wage rate from the Labor Rates driver is filled out. Otherwise, a rate can be manually entered in the "Current Rate" column (note blue cell for Regular in the image below).
 - You can also enter the starting month of the added FTE (if parital year) in the "Start" and "End" section (note blue cells below for "Start" and "End").

Staffing			Total Hrs/UOS	LYA	YTD	NYB							
26340 - EMC C	CU (Staffir	ng)	Regular Overtime lucation\Orient	13.279 1.530 0.457	18.789 2.165 0.646	76.308 2.691 0.851							
			Productive Non-Productive Total	15.266 1.446 16.712	21.600 2.046 23.646	79.851 2.586 82.437							
							Job Code	Pay Type	PayType Description	Current Rate	Begin Rate	Year End Rate	Jul-18 Hours
			\$0.00	\$0.00	\$0.00	\$0.00	J00889	NotUsed	NonProd Category 5	\$0.00	\$0.00	\$0.00	
			\$0.00	\$0.00	\$0.00	\$0.00			Total				
									Earned Paid Time Off	\$0.00	\$0.00	\$0.00	
J00012	Architect	(26340_60					J00012	Yes					
		Input		Average Ho	urb/ Pate					Figcal	Stort I	End	
		Tubou		Average no	any rate					riscal	Judit 1	LING	
Shift	MON	TUES	LYA	YTD	Current	NYB			Architect (26340_60100) (J0001;	Month=>	1	12	
Shift Day	MON 0.00	TUES 0.00	LYA 0.00	YTD 38.94	Current 38.94	NYB 0.00	J00012	P0001	Architect (26340_60100) (J0001: Regular	Month= > \$38.94	\$38.94	12 \$38.94	
Shift Day Evening	MON 0.00	TUES 0.00	LYA 0.00 0.00	YTD 38.94 58.41	Current 38.94 58.41	NYB 0.00 0.00	J00012 J00012	P0001 POVT	Architect (26340_60100) (J0001: Regular Overtime	Month=> \$38.94 \$58.41	\$38.94 \$58.41	12 \$38.94 \$58.41	
Shift Day Evening Night	MON 0.00	TUES 0.00	LYA 0.00 0.00 0.00	YTD 38.94 58.41 38.94	Current 38.94 58.41 38.94	NYB 0.00 0.00 0.00	J00012 J00012 J00012	P0001 POVT P0009	Architect (26340_60100) (J0001: Regular Overtime Education	Month=> \$38.94 \$58.41 \$38.94	1 \$38.94 \$58.41 \$38.94	12 \$38.94 \$58.41 \$38.94	
Shift Day Evening Night Total	MON 0.00 0.00	0.00 0.00	LYA 0.00 0.00 0.00 0.00	YTD 38.94 58.41 38.94 38.94 38.94	Current 38.94 58.41 38.94 38.94 38.94	NYB 0.00 0.00 0.00 0.00	J00012 J00012 J00012 J00012	P0001 POVT P0009 NotUsed	Architect (26340_60100) (J0001; Regular Overtime Education Prod Category 4	Month=> \$38.94 \$58.41 \$38.94 \$38.94	1 \$38.94 \$58.41 \$38.94 \$38.94	12 \$38.94 \$58.41 \$38.94 \$38.94	
Shift Day Evening Night Total	MON 0.00 0.00	0.00 0.00	LYA 0.00 0.00 0.00 0.00 0.00	YTD 38.94 58.41 38.94 38.94 38.94 38.94	Current 38.94 58.41 38.94 38.94 38.94	NYB 0.00 0.00 0.00 0.00 0.00	J00012 J00012 J00012 J00012 J00012 J00012	P0001 POVT P0009 NotUsed NotUsed	Architect (26340_60100) (J00011 Regular Overtime Education Prod Category 4 Prod Category 5	Month=> \$38.94 \$58.41 \$38.94 \$38.94 \$38.94	1 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94	12 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94	
Shift Day Evening Night Total	0.00	0.00 0.00	LYA 0.00 0.00 0.00 0.00 0.00 0.00	YTD 38.94 58.41 38.94 38.94 38.94 38.94 38.94	Current 38.94 58.41 38.94 38.94 38.94 38.94 38.94	NYB 0.00 0.00 0.00 0.00 0.00 0.00	J00012 J00012 J00012 J00012 J00012 J00012	P0001 POVT P0009 NotUsed NotUsed NotUsed	Architect (26340_60100) (J0001) Regular Overtime Education Prod Category 5 Prod Category 5 Prod Category 5	Month=> \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94	1 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	12 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	
Shift Day Evening Night Total	MON 0.00	0.00	LYA 0.00 0.00 0.00 0.00 0.00 0.00	YTD 38.94 58.41 38.94 38.94 38.94 38.94 38.94	Current 38.94 58.41 38.94 38.94 38.94 38.94 38.94	NYB 0.00 0.00 0.00 0.00 0.00 0.00	J00012 J00012 J00012 J00012 J00012 J00012 J00012	P0001 POVT P0009 NotUsed NotUsed NotUsed P0001	Architect (26940_60100) (J0001) Regular Overlime Education Prod Category 4 Prod Category 5 Prod Category 6 Lump Sum Payout	Month=> \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	1 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	12 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	
Shift Day Evening Night Total	0.00	0.00	LYA 0.00 0.00 0.00 0.00 0.00 0.00 \$0.00	YTD 38.94 58.41 38.94 38.94 38.94 38.94 38.94 38.94 \$0.00	Current 38.94 58.41 38.94 38.94 38.94 38.94 38.94 \$0.00	NYB 0.00 0.00 0.00 0.00 0.00 0.00	J00012 J00012 J00012 J00012 J00012 J00012 J00012	P0001 POVT P0009 NatUsed NatUsed NatUsed P0001	Architect (26840_60100) (J0001) Regular Overtime Education Prod Category 4 Prod Category 5 Prod Category 5 Prod Category 6 Lump Sum Payout Total Productive	Month=> \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94	1 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94	12 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94	
Shift Day Evening Night Total	MON 0.00 0.00	TUES 0.00 0.00	LYA 0.00 0.00 0.00 0.00 0.00 0.00 \$0.00	YTD 38.94 58.41 38.94 38.94 38.94 38.94 38.94 \$0.00 38.94	Current 38.94 58.41 38.94 38.94 38.94 38.94 38.94 \$0.00 38.94	NYB 0.00 0.00 0.00 0.00 0.00 0.00 \$0.00	J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012	P0001 POVT P0009 NatUsed NatUsed P0001 P0004	Architect (26340,60100) (J0001), Regular Overtime Education Prod Category 4 Prod Category 5 Prod Category 5 Lump Sum Payout Total Productive Prod Troductive Prod Troductive	Month= > \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94	1 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	12 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94	
Shift Day Evening Night Total Budgeted Averag Budgeted Averag	MON 0.00 0.00 e Daily Volu eekly Volun	0.00 0.00	LYA 0.00 0.00 0.00 0.00 0.00 \$0.00 0.00	YTD 38.94 58.41 38.94 38.94 38.94 38.94 \$0.00 38.94 38.94	Current 38.94 58.41 38.94 38.94 38.94 38.94 38.94 \$0.00 38.94 38.94	NYB 0.00 0.00 0.00 0.00 0.00 \$0.00 \$0.00 0.00	J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012	P0001 POVT P0009 NotUsed NotUsed P0001 P0004 NotUsed	Architect (26340,60100) (J0001) Regular Overtime Education Prod Category 4 Prod Category 5 Prod Category 6 Lump Sum Payout Total Productive Paid Time Off NonProd Category 2	Month= > \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	1 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	12 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	
Shift Day Evening Night Total Budgeted Averag Budgeted Averag Gomments:	MON 0.00 0.00 e Daily Volu eekly Volun	0.00 0.00	LYA 0.00 0.00 0.00 0.00 0.00 \$0.00 \$0.00 0.00 0.00	YTD 38.94 58.41 38.94 38.94 38.94 38.94 \$0.00 38.94 38.94 38.94 38.94	Current 38.94 58.41 38.94 38.94 38.94 38.94 38.94 \$0.00 38.94 38.94 38.94 38.94 38.94	NYB 0.00 0.00 0.00 0.00 0.00 \$0.00 \$0.00 0.00 0.00	J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012	P0001 POVT P0009 NotUsed NotUsed P0001 P0004 NotUsed NotUsed	Architect (26340,60100) (J0001) Regular Overtime Education Prod Category 4 Prod Category 5 Prod Category 5 Prod Category 5 Prod Category 5 Prod Category 5 Prod Category 2 NonProd Category 3	Month=> \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	338.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	12 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	
Shift Day Evening Night Total Budgeted Averag Budgeted Avg We Comments:	MON 0.00 0.00 e Daily Volu	0.00 0.00	LYA 0.00 0.00 0.00 0.00 0.00 \$0.00 0.00 0.	YTD 38.94 58.41 38.94 38.94 38.94 38.94 \$0.00 38.94 38.94 38.94 38.94	Current 38.94 58.41 38.94 38.94 38.94 38.94 \$0.00 38.94 38.94 38.94 38.94	NYB 0.00 0.00 0.00 0.00 0.00 \$0.00 0.00 0.	J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012	P0001 POVT P0009 NotUsed NotUsed P0001 P0004 NotUsed NotUsed	Architect (28340,60100) (J0001) Regular Overtime Education Prod Category 4 Prod Category 5 Prod Category 7 Prod Category 7 Total Productive Paid Time Off NonProd Category 3 NonProd Category 3	Month=> \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	338.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	12 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	
Shift Day Evening Night Total Budgeted Averag Budgeted Averag Comments:	MON 0.00 e Daily Volu	0.00 0.00	LYA 0.00 0.00 0.00 0.00 0.00 \$0.00 0.00 0.	YTD 38.94 58.41 38.94 38.94 38.94 38.94 \$0.00 38.94 38.94 38.94 38.94 38.94	Current 38.94 58.41 38.94 38.94 38.94 38.94 38.94 38.94 38.94 38.94 38.94 38.94 38.94	NYB 0.00 0.00 0.00 0.00 0.00 \$0.00 0.00 0.	J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012	P0001 POVT P0009 NotUsed NotUsed P0001 P0004 NotUsed NotUsed NotUsed	Architect (26340,60100) (J0001) Regular Overtime Education Prod Category 4 Prod Category 5 Prod Category 5 Prod Category 5 Prod Category 5 NonProd Category 2 NonProd Category 3 NonProd Category 4 NonProd Category 5	Month=> \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	1 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	12 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	
Shift Day Evening Night Total Budgeted Averag Budgeted Averag Comments:	MON 0.00 0.00 e Daily Volu	0.00 0.00	LVA 0.00 0.00 0.00 0.00 0.00 \$0.00 0.00 0.	YTD 38.94 58.41 38.94 38.94 38.94 38.94 38.94 38.94 38.94 38.94 38.94 38.94 38.94 50.00	Current 38.94 58.41 38.94 38.94 38.94 38.94 38.94 38.94 38.94 38.94 38.94 38.94 38.94 38.94 38.94 38.94 38.94	NYB 0.00 0.00 0.00 0.00 0.00 \$0.00 0.00 0.	J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012 J00012	P0001 POVT P0009 NotUsed NotUsed P0001 P0004 NotUsed NotUsed NotUsed	Architect (28340,60100) (J0001) Regular Overtime Education Prod Category 4 Prod Category 5 Prod Category 5 Prod Category 5 Deal Productive Paid Time Off NonProd Category 2 NonProd Category 4 NonProd Category 4 NonProd Category 5 NonProd Category 5 Total	Month=> \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	1 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	12 \$38.94 \$58.41 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94 \$38.94	

- 4. After you finish making changes, in the budget file Navigation panel, click Save Budget.
- Adding a new department pay type

To add a new department pay type:

1. Navigate to the bottom of the job code list, and double-click **Double Click to Insert New Dept Pay Type**.

Staffing 26340 - EMC CCU (Staffing)						
		LYA	YTD	Mar-Jun	NYB	
	Double Click to Insert New Job Code					
DEPT OTHER PAY	ANNUAL PAID Dollars	LYA Dollars	CYA-YTD Dollars	Mar-Jun Dollars	NYB Dollars	
Total	Double Click to Insert New Dept Pay Type Total 0	—	0	0	0	

- 2. In the Insert Calc Method(s) in sheet Staffing dialog, click OK.
- 3. In the Select Pay Type field, type a pay type or click Choose Value to select one, and click OK.
- 4. In the *Month-Month* Dollars column (column P), enter the dollars for the pay type.
- 5. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

Labor Standard by ADC Setup sheet

Overview

This sheet is designed for nursing departments to prepare an Average Daily Census (ADC) budget and staffing levels by job class. The ADC worksheet models nursing staffing ratios by ADC level by job class level.

IMPORTANT: All positions have to be budgeted in this sheet if you are going to use this labor method.

The sheet is comprised of three main areas:

ADC Table

The ADC Table allows you to set the staffing ratio for a job class. You can configure up to 15 job classes. The staffing ratio determines the number of staff needed per patient. For example, if the RN staffing ratio is 5:1, then for census levels 1-5, one nurse would be required. At census levels 6-10, two nurses would be required.

NOTE: The Fixed/Variable settings and the ratio values may be configured for the department using the Budget Labor ADC Config driverBudget Labor ADC Config driver. The system applies the setup from this driver to the ADC sheet (starting in column W) in the plan file. The ADC staffing grid builds out based on the staffing ratios entered for each job class set up in the Budget Assumptions driverBudget Assumptions driver.

	Labor Standa														
1	26610 - EMC 6A (JobCod	ADC Table (Standard / Shift 1) ; Shift Hours = 12													
		Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing							
	SUMMARY Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	r Fixed	Fixed w/Repla	r Fixed w/Replac	r Fixed w/Repla	r Fixed w/Repla	Fixed w/Repla	c Fixed w/Repla	Fixed w/Repl.
1	Days in Month		6	4	24	24	1	1	1	1	1	1	1	1	-
	Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused							
	FTEs														
	Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01
	Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01
	Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01
	Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.009
	Non-Productive FTEs														
	Total ETES														

Calculated Staffing Grid

The staffing grid is used to calculate job class specific budget FTEs. There is a section for each job class that displays the results of these calculations (starting in column F). All calculations are then transferred to the JobCode tab and allocated to each job code based on relative historical FTEs within each job class. There is a row for non-productive time for each job class, which defaults to values based off of the history for each job class, but you can change them, if desired. The productive and non-productive hours are transferred to the JobCode sheet and distributed to each job code using the YTD historical distribution.

Labor Standaı

26610 - EMC 6A (JobCod ADC Table (Standard / Shift 1) ; Shift Hours = 12

	Average	RN	LPN	Technical	Assistant	Clerical
	Daily Census	Staffing	Staffing	Staffing	Staffing	Staffing
SUMMARY	4			1	1	1
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac F
Days in Month	10 mil 10 0	6	4	24	24	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical L
FTEs	-					
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%
Non-Productive FTEs	-					
Total FTEs						
JOBCLASS DATA	CALCULATED STAFFING GRID					
RN	205-2019-00-00-00-00-00-00-00-00-00-00-00-00-00					
Historic Non Prod %	ADC Table (Standard / Shift 1) ; Shift Hours = 12					
Budget Non Prod %	Averag	e RN	LPN	Technical	Assistant	Clerical
Target from matrix >	Daily Censu	s Staffing	Staffing	Staffing	Staffing	Staffing
Target Shift 2 >						
Unused	0	0	4	0	0	1
Productive FTE	1	1	4	1	1	1
Non Productive FTE	2	1	4	1	1	1
Total FTE	13	1	4	1	1	1
Productive Hours	4	1	4	1	1	1
Non-Productive Hours	5	1	4	1	1	1
Total Hours	e	1	4	1	1	1
Budget	7	2	4	1	1	1
Productive FTE	8	2	4	1	1	1
Non Productive FTE	و	2	4	1	1	1

Summary

The Summary section at the top of the ADC sheet that shows the following:

- The Patient Days for projection and for each budget month. Average Daily Cencus (ADC) values are also presented.
- FTE information for the department by productive and non-productive.
- FTE differences between the JobCode tab and ADC tab for the department.

	Mar-Jun Decision	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
	Projected	budget	Budget	Budget	Budget	budget	budget	Buuget	Budget	budget	budget	Buuget	budget	Budget
SUMMARY														
Patient Days	3,509	1,350	1,372	1,338	1,381	1,344	1,214	1,297	1,310	0	0	0	0	10,606
Days in Month	122	31	31	30	31	30	31	31	28	31	30	31	30	365
Average Daily Census	29.00	44.00	44.00	45.00	45.00	45.00	39.00	42.00	47.00	0.00	0.00	0.00	0.00	29.00
FTEs														
Prod FTEs	37.76	48.20	48.20	48.20	48.20	48.20	44.00	46.10	48.20	2.00	2.00	2.00	2.00	32.22
Paid FTEs	42.13	53.36	53.50	54.61	55.18	52.73	47.98	50.57	52.01	2.00	2.00	2.00	2.00	35.61
Variance														
Productive FTEs	0.00	0.76	0.59	0.27	0.13	0.11	0.07	0.14	0.01	0.00	0.00	0.00	0.00	0.18
Non-Productive FTEs	0.00	(0.76)	(0.59)	(0.27)	(0.13)	(0.11)	(0.07)	(0.14)	(0.01)	0.00	0.00	0.00	0.00	(0.18
Total FTEs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Labor Standard by ADC Setup

NOTE: You can only use this feature with the JobCode tab. It is not configured to work with the Staffing or Employee tabs. If the historical hours are zero for the defined JobClass, then JobClass will not populate a section or the section title will remain unused.

The following sections include instructions on performing specific actions in this sheet.

Setting the staffing ratio/paid FTEs for a job class

Setting the staffing ratio/paid FTEs for a job class:

1. Navigate to the ADC Table section of the sheet (starting at column W).

NOTE: If your organization has already added these values from the Budget Assumptions driver, then you may not need to modify. Your system administrator will provide direction, as needed.

Labor Stand	a													
26610 - EMC 6A (JobC	od ADC Table (Standard / Shift 1) ; Shift Hours = 12													
	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing	Unuso Staffir						
SUMMARY														
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed	Fixed w/Replac	Fixed w/Replac	Fixed w/Repla	c Fixed w/Repla	c Fixed w/Repla	c Fixed w/Repla	c Fixed w/F
Days in Month		6	4	24	24	1	1	1	1	1	1	1	1	
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused	Unused						
FTEs														
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Non-Productive FTEs														
Total ETEs														

- 2. In the Fixed/Variable row, select one of the following from the drop-downs:
 - **Fixed** The input is the Total Paid FTEs. Non-productive hours are allocated based on the allocation percentage. This means that no matter how many Average Daily Census days are calculated in the Summary section, the number of employees will always remain fixed to the number you enter in the Jobclass row (step 3 below).
 - Variable The input is the Staffing Ratio. Non-productive hours are added to productive based upon the allocation percentage. This means that the number of people in this job class will fluctuate based on the Average Daily Census days, so the more ADC days the more employees are required.
 - Fixed w/ Replacement Similar to fixed, the input is the Total Paid FTEs. Non-productive hours are added to the total based on the allocation percentage. The difference is that the number of employees can be split across job codes in a job class.
- 3. In the **Jobclass** row, complete the following, depending on the staffing ratio type you selected in step 2:
 - **Fixed** Type the true number of FTEs required. In the following example, four LPN FTEs are required regardless of patient census.

Labor Standa							
26610 - EMC 6A (JobCod	ADC Table (Standard / Shift 1) ; Shift Hours = 12						
	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing
SUMMARY							
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed
Days in Month		6	4	24	24	1	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused
FTEs							
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26	0.00
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%
Non-Productive FTEs							
Total FTEs							

• Variable - Type the number of patients the FTE can care for. In the following example, one RN FTE can care for up to six patients. If more than one RN job code exists on the Jobcode tab, the FTE value will be allocated to each occurrence of an RN job code

Labor Standa							
26610 - EMC 6A (JobCo	d ADC Table (Standard / Shift 1) ; Shift Hours = 12						
	Average	RN	LPN	Technical	Assistant	Clerical	Unused
	Daily Census	Staffing	Staffing	Staffing	Staffing	Staffing	Staffing
SUMMARY							
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed
Days in Month		6	4	24	24	1	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused
FTEs							
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26	0.00
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%
Non-Productive FTEs							
Total FTEs							

• Fixed w/ Replacement - Type the true number of FTEs required - regardless of patient census. In the following example, only one clerical job class is required for each patient, but those hours can be split among multiple job codes in the clerical job class.

Labor Stand	a						
26610 - EMC 6A (JobC	od ADC Table (Standard / Shift 1) : Shift Hours =	12					
Loolo Lind Ort (Jobe	our los rable (standard) sinter) / sinterious	1 ka					
	Average	RN	LPN	Technical	Assistant	Clerical	Unused
	Daily Census	Staffing	Staffing	Staffing	Staffing	Staffing	Staffing
SUMMARY							
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed
Days in Month		6	4	24	24	1	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused
FTEs							
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26	0.00
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%
Non-Productive FTEs							
Total FTEs							

4. To update the budgeted non-productive percentage for a job class, navigate to a job class, and in the Budget Non Prod % row, enter the percentage value for each month, as needed.

NOTE: Using Jobcode ADC will require that you use the payroll utility that accrues biweekly to monthly so that the historical productive and non productive hours can be used in the plan file for JobcodeADC.

5. After making your changes, in the budget file Navigation panel, click **Save Budget**.

6. Review the Jobclass data on the ADC grid. This will present several data points such as productive and non productive FTE and hours that will be transferred to the Jobcode tab.

In the following example for the RN jobclass, 20.36 total budget FTEs were calculated from the ADC staffing grid. The FTEs may vary month to month as shown below. Each month's FTEs will be transferred to the Jobcode tab.

Stable Procession Partial Partia Partial Partial	kabor Star	ndard by Al	DC Setup)											
Data 0.13 <th< td=""><td>26610 - EMC 6A (Jo</td><td>obCode ADC)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	26610 - EMC 6A (Jo	obCode ADC)													
Nume The base 100 400 441 441 440 321 441 121 120 1	Paid FTEs	47.3	1 47.32	47.25	47.92	48.25	46.35	46.34	46.20	47.85	42.70	42.70	42.70 42	2.70 45.68	
Instrumentarity 600	Productive ETEs	0.0	0 497	4.51	4.41	4.80	3.23	4.18	1.38	1.17	0.00	0.00	0.00 (2.40	
InterTis 0.00	Non-Productive FTEs	0.0	0 (4.97)	(4.51)	(4.41)	(4.80)	(3.23)	(4.18)	(1.38)	(1.17)	0.00	0.00	0.00	0.00 (2.40)	
	Total FTEs	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 (0.00 0.00	
No Variable University Units	JOBCLASS DATA														
Number Name 9.7% 8.0% 9.0% 1.1% 1.24% 1.3% 1.0% 1.0% 1.0% 0.0%	RN	Variable													
Bidget there Model 1276 1278 1278 1278 1288 1298 1288 1298 <th1298< th=""> 1298 1298<td>Historic Non Prod %</td><td>9.279</td><td>6 8.05%</td><td>9.03%</td><td>11.21%</td><td>12.41%</td><td>8.18%</td><td>5.70%</td><td>10.98%</td><td>8.33%</td><td>0.00%</td><td>0.00%</td><td>0.00% 0.0</td><td>0%</td></th1298<>	Historic Non Prod %	9.279	6 8.05%	9.03%	11.21%	12.41%	8.18%	5.70%	10.98%	8.33%	0.00%	0.00%	0.00% 0.0	0%	
Image Shift /r Add	Budget Non Prod %	9.279	% 8.05%	9.03%	11.21%	12.41%	8.18%	5.70%	10.98%	8.33%	0.00%	0.00%	0.00% 0.0	0%	
Unimed Notabase IF 1 Non-Nexistan IF 1 Non-Nexis	Target Shift 2 >	4.0	0 4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	1.00	
Packater IT read-trip 1189	Unused	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Interference Solar	Productive FTE	18.9	5 18.90	18.90	18.90	18.90	18.90	18.90	18.90	21.00	18.90	18.90	18.90 18	190 19.06	
Productive Hum 1313760 134800 124800 <	Non Productive FTE Total FTE	20.8	9 20.55	20.78	2.39	2.68	20.58	20.04	2.33	22.91	18.90	18.90	18.90 1	1.00 1.30	
Non-Possible Production Proof 1243 50 2330 312.44 408.51 47.48 288.60 302.27 47.42 305.32 30.00 0.00 0.00 271.29 Bandy	Productive Hours	13,176.0	0 3,348.00	3,348.00	3,240.00	3,348.00	3,240.00	3,348.00	3,348.00	3,360.00	3,348.00	3,240.00	3,348.00 3,240	.00 39,756.00	
Indian 153/13 0.0019 0.0039 0.0039 0.3030 0.0030 0.0030 0.0010 0.0000 0.0010 0.0000 0.000 0.000 0.000 0.000 0.000 1.000 0.000 0.000 1.000 1.000 0.000 0.000 1.0000 1.0000 1.0000 </td <td>Non-Productive Hours</td> <td>1,345.5</td> <td>5 293.09</td> <td>332.48</td> <td>408.91</td> <td>474.48</td> <td>288.60</td> <td>202.29</td> <td>412.94</td> <td>305.52</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>2,718.29</td>	Non-Productive Hours	1,345.5	5 293.09	332.48	408.91	474.48	288.60	202.29	412.94	305.52	0.00	0.00	0.00	2,718.29	
Total PTF Total PTF Configure Production PTF Production PTF Configure Production PTF Production PTF Product	Total Hours Budget	14,521.5	5 3,641.09	3,680.48	3,648.91	3,822.48	3,528.60	3,550.29	3,760.94	3,665.52	3,348.00	3,240.00	3,348.00 3,240	0.00 42,474.29	
Non-Boddinger Fit During Difference Differenc Differenc Difference Difference Difference Difference Differen	Productive FTE	18.9	5 18.90	18.90	18.90	18.90	18.90	18.90	18.90	21.00	18.90	18.90	18.90 18	19.06	
Total IPT Determine the Pool Determine the Poo	Non Productive FTE	1.9	4 1.65	1.88	2.39	2.68	1.68	1.14	2.33	1.91	0.00	0.00	0.00	0.00 1.30	
Nome 0.00 <th< td=""><td>Total FTE Difference</td><td>20.8</td><td>9 20.55</td><td>20.78</td><td>21.29</td><td>21.58</td><td>20.58</td><td>20.04</td><td>21.23</td><td>22.91</td><td>18.90</td><td>18.90</td><td>18.90 18</td><td>1.90 20.36</td></th<>	Total FTE Difference	20.8	9 20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90 18	1.90 20.36	
Non-Doductive FF 0.00 <td>Productive FTE</td> <td>0.0</td> <td>0.00</td> <td>0.00 0.00</td>	Productive FTE	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00	
Teal FIF 0.00	Non Productive FTE	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00	
JOBCODE 26610 - EMC 6A (JobCode ADC) PROD Hrr/Unit 8.761 7.760 7.680 26610 - EMC 6A (JobCode ADC) Fits From Target Hrr/Unit 7.760 7.680 0.00 PADD Hrr/Unit 9.721 8.28 8.757 Job Fits From Target Hrr/Unit 9.721 8.28 8.757 Job Current Staft End Alloc Yold Projected War-Jun Projected Budget	Total FTE	0.0	0 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00	
Job Code Current Rate Start Rate End Rate Alloc Rate YTD Rate Mar-Jun Sched FY 2019 Mar-Jun Rate Mar-Jun Projected FY 2019 Budget Mar-Jun Projected FY 2019 Budget 100191 Staff RN (26610_60100) RN Rate 0.00 Variable 60.0% 3.75 3.75 Worked Hours Per Unit Current Paid FES Program Additions S26.53 528.66 0.00 25.07 20.89 20.36 Regular History 525.64 526.53 528.66 0.00 25.07 20.89 20.36 Overtime 150.0% \$40.42 \$41.83 \$45.18 6.2% 1.05 1.29 1.26 37.62 115.310 Lump Sum Payout 150.0% \$40.42 \$41.83 \$45.18 6.2% 1.05 1.29 1.26 37.62 115.310 Lump Sum Payout 150.0% \$40.42 \$41.83 \$52.66 9.3% 2.32 1.94 1.30 35.702 74.678 Additional Pay P0054 100.0%	26610 - EMC 6A (J	obCode ADC)					F	Farget Hrs/Ur FEs From Targ PAID Hrs/Un Prod %	nit get it FTEs - Project	7.760 (5.07) 9.721 90.1% Red Using Actua	7.760 0.00 8.728 88.9%	7.680 0.00 8.757 87.7%	Dollars		
CodeRateRateRateRateRateRateActualProjectedBudgetProjectedBudgetProjectedBudget00311Staff RN (26610_60100)II <td rowspa<="" th=""><th>Job</th><th></th><th></th><th></th><th>Current</th><th>Start</th><th>End</th><th>Alloc</th><th></th><th>YTD</th><th>Mar-Jun</th><th>FY 2019</th><th>Mar-Jun</th><th>FY 2019</th></td>	<th>Job</th> <th></th> <th></th> <th></th> <th>Current</th> <th>Start</th> <th>End</th> <th>Alloc</th> <th></th> <th>YTD</th> <th>Mar-Jun</th> <th>FY 2019</th> <th>Mar-Jun</th> <th>FY 2019</th>	Job				Current	Start	End	Alloc		YTD	Mar-Jun	FY 2019	Mar-Jun	FY 2019
Staff RN 2660_60100 N	Code				Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	
Identified Name Staff RN (2650_60100) RN RN Come Additions Gate Come Additions Staff RN															
Lument Pails Pies 0.00 25.07 20.89 20.36 Program Additions \$25.63 \$22.63 \$22.63 0.00 0.00 Position Changes \$25.64 \$26.53 \$22.66 0.00 25.07 20.89 20.36 Regular History \$25.64 \$26.53 \$28.66 0.00 25.07 20.89 20.36 Overtime 150.0% \$40.42 \$41.83 \$45.18 6.2% 1.02 1.02 37.62 115.310 Education 100.0% \$25.58 \$26.64 \$28.60 1.1% 0.28 0.23 0.02 4.247 13.025 Education 100.0% \$25.58 \$26.64 \$28.60 9.3% 2.32 1.94 1.30 35.702 74.678 Staff RN - Total Productive Incentive Pay 100.0% \$25.54 \$26.65 \$23.55 \$23.66 9.3% 2.32 1.94 1.30 35.702 74.678 Additional Pay P0054 Input Monthly Input Monthly Incestive Pay 1.625 4.843 Bonus P0061	J00191 SI	tatt RN (26610_601	00)			RN		0.00	Variable	60.0%	3.75	3.75	Worked Hours Pe	r Unit	
Program Additions Current S2.6-33 S2.8-65 S2.8-65 G.000 C.000	0	urrent Paid FIEs				600.00	620.00		0.00	25.07	20.89	20.36			
Prostand Changes 2.5.5.4 2.6.5.3 2.2.6.9 0.00 0.00 0.00 Total Paid FFs 0.00 25.07 20.92 17.43 17.57 321.480 1.019.987 Regular 1150.0% \$25.64 \$26.63 \$28.66 83.4% 20.92 17.43 17.57 321.480 1.019.987 Overtime 150.0% \$42.62 \$41.83 \$28.66 1.56 1.29 1.26 37.625 115.310 Education 100.0% \$25.64 \$28.66 1.56 1.55 1.29 1.26 37.625 113.05 Lump Sum Payout 90.7% 0.00 22.75 1.89 1.906 363.322 1.143.322 Paid Time Off using YTD 100.0% \$25.65 \$28.66 9.3% 2.32 1.94 1.30 363.572 1.143.322 Paid Time Off using YTD 100.0% \$25.65 \$28.66 9.3% 2.32 1.94 3.12 3.85 Bonus P0061 Toput Monthly	PI	rogram Additions			105.54	\$26.53	\$28.66				0.00	0.00			
Normal Pres	Pi T	etal Daid ETEs			\$23.04	\$20.55	\$20.00		0.00	25.07	20.80	20.36			
Instary 13.54 12.54 12.54 12.54 12.54 13.54 <	P.	otal Palu Pies		History	\$25.64	\$26.52	\$28.66	82.4%	0.00	20.02	17.43	20.50	321.480	1 010 987	
Orientine 1.00.0% 9.0.12 9.1.0 1.00 1.00 1.10 1.10 1.10 1.10 1.10 1.10 1.10 1.100 <t< td=""><td>0</td><td>vertime</td><td></td><td>150.0%</td><td>\$40.42</td><td>\$41.93</td><td>\$20.00</td><td>6 2%</td><td></td><td>1 5 5</td><td>1 20</td><td>1.37</td><td>37.625</td><td>115 310</td></t<>	0	vertime		150.0%	\$40.42	\$41.93	\$20.00	6 2%		1 5 5	1 20	1.37	37.625	115 310	
Loborson 12,545 12,645	E/	ducation		100.0%	\$75.58	\$76.48	\$28.60	1 1 94		0.28	0.23	0.22	4 24	13,025	
Staff RN		umn Sum Pavout		100.070	425.50	\$2.0.40	\$20.00	1.170		0.20	0.2.5	0.22	4,240	15,025	
Definition of full using VTD 100.0% \$25.64 \$26.53 \$26.65 9.3% 2.32 1.05 1.055 50.055 50.055 1.04-00.455 Additional Pay P0030 Incentive Pay P0030 Incentive Network 1.285 3.843 Incentive Pay P0054 Input Monthly Input Monthly 1.285 3.843 Bonus P0062 \$0.55 \$0.055 \$0.055 \$0.057 1.180 Critical Shift P0062 \$0.55 \$0.055 \$0.555 \$0.760 Incentive Pay Holiday Premium PHOL \$6,644 \$5,536 \$55,515 \$/Holiday Incentive Pay Duble Click to Insert New Pay Type Figure Pay Incentive Pay Incentive Pay Incentive Pay Incentive Pay Shiff Rh Earned Paid Time Off \$25.54 \$26.53 \$28.66 0.0% Incentive Pay 20.38 420.584 1.287.601	5	taff RN - Total Prod	luctive					90.7%	0.00	22.75	18.95	19.06	363 353	1 148 322	
Additional Pay P0030 Input Monthly Input Monthly Incentive	P	aid Time Off using Y	D	100.0%	\$25.64	\$26.53	\$28.66	9.3%	0.00	2 32	1 94	1 30	35.702	74 678	
Intentive Pay P0061 Input Monthly 2020 3875 Bonus P0061 Input Monthly 1.625 4.863 Critical Shift P0062 \$0.55 \$0.55 \$5/Prod Hr 7.256 21.894 Holiday Premium PHOL \$6.644 5,536 \$5/S51 \$1/Prod Hr 7.256 21.894 Doube Click to Insert New Pay Type Insert Manufactor Insert Manufactor Insert Manufactor 1.287,601 Staff RN Earned Paid Time Off \$25.54 \$26.66 0.0% 0 0 0 0	A	dditional Pav	-	P0030	*=0.04	4=0.00	+= 0.00	Input Mont	hlv	2.04	2.04	1.50	1.28	3 843	
Bonus P0061 Input Monthly I.663 4.863 Critical Shift P0062 \$0.55 \$0.55 \$50.75 \$21.894 Holiday Premium PHOL \$6.644 \$5,536 \$55.21 \$/Holiday 7,256 21.894 Double Click to Insert New Pay Type Framed Paid Time Off \$26.53 \$26.53 \$28.66 0.0% 20.89 20.36 420,584 1,287,601	In	centive Pav		P0054				Input Mont	hlv				29	875	
Double Click to Insert New Pay Type PHOL \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	B	onus		P0061				Input Mont	hlv				1.625	4.863	
Holiday Premium PHOL \$6,644 5,536 \$5,521 \$/Holiday 1,007 33,125 Double Click to Insert New Pay Type 5 5 100,0% 0,00 25,07 20,89 20,36 1,287,601 Staff RN Earned Paid Time Off \$25,654 \$26,654 \$26,66 0.0% 0 <td>0</td> <td>ritical Shift</td> <td></td> <td>P0062</td> <td>\$0.55</td> <td>\$0.55</td> <td>\$0.55</td> <td>\$\$/Prod Hr</td> <td></td> <td></td> <td></td> <td></td> <td>7,256</td> <td>21.894</td>	0	ritical Shift		P0062	\$0.55	\$0.55	\$0.55	\$\$/Prod Hr					7,256	21.894	
Double Click to Insert New Pay Type 100.0% 0.00 25.07 20.89 20.36 420,584 1,287,601 Starried Paid Time Off \$25.64 \$26.53 \$28.66 0.0% 0 <	н	oliday Premium		PHOL	\$6,644	5,536	\$5,521	\$/Holidav					11.072	33.125	
Staff RN 100.0% 0.00 25.07 20.89 20.36 420,584 1,287,601 Earned Paid Time Off \$25.64 \$26.53 \$28.66 0.0% 0 0 0	D	ouble Click to Inser	t New Pay Type		+ - , - / / /	2,550							_2,011	/ #	
Earned Paid Time Off \$25.64 \$26.53 \$28.66 0.0%	SI	taff RN						100.0%	0.00	25.07	20.89	20.36	420,584	1,287,601	
	Ea	arned Paid Time Off			\$25.64	\$26.53	\$28.66	0.0%						0	

JOBCC	DDE		7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680		
26610 - EM	C 6A (JobCode ADC)		7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680		
			(0.00)	0.00	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00	0.00	0.00		
			9.592	9.476	9.618	9,791	9.056	9.476	8.769	8.600	7.680	7.680	7.680	7.680		
			80.1%	81.1%	79.8%	78.4%	84.8%	81.1%	87.6%	89.3%	100.0%	100.0%	100.0%	100.0%		
Job		Spread	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total	
Code		Method	FTEs	FTEs												
J00191	Staff RN (26610_60100)															
	Current Paid FTEs		20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36	
	Program Additions		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Position Changes		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Total Paid FTEs		20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36	
	Regular		17.40	17.39	17.36	17.34	17.40	17.43	17.36	19.36	17.50	17.50	17.50	17.50	17.57	
	Overtime	FTEAlloc	1.27	1.29	1.32	1.34	1.27	1.24	1.31	1.42	1.17	1.17	1.17	1.17	1.26	
	Education	Global	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	
	Lump Sum Payout															
	Staff RN - Total Productive		18.90	18.90	18.90	18.90	18.90	18.90	18.90	21.00	18.90	18.90	18.90	18.90	19.06	
	Paid Time Off using YTD	FTEAlloc	1.65	1.88	2.39	2.68	1.68	1.14	2.33	1.91	0.00	0.00	0.00	0.00	1.30	
	Additional Pay															
	Incentive Pay															
	Bonus															
	Critical Shift															
	Holiday Premium															
	Double Click to Insert New Pay Type	•														
	Staff RN		20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36	

Provider Detail and Provider Summary sheets

NOTE: This tab only displays if your organization purchased the Provider module license.

There are two sheets available that include provider level information: Provider Summary and Provider Detail.

Provider statistics are computed using historical relationships. Provider volumes are computed using today's Encounters per Production Day and adjusted for next year's Available Production Days.

IMPORTANT: Because the tab is rebuildable, any changes made in the Provider data tables *after* the plan file is built will be automatically updated in the plan file. These changes are commonly referred to as prior period adjustments, which will be reflected in the YTD columns in the tab.

To view a list of Provider calc methods, click the following:

- Expense sheet calc methods
- Provider sheet calc methods
- Stat_Rev sheet calc methods

Provider Summary sheet

This sheet provides a summary of the totals at the department and individual provider level.

		PROVIDER VOLUME SUMM, 101100 - EMA Pediatrics (ProviderSummary)	ARY															
			FY 2019	Jun YTD	Jul-Dec	Manager	FY 2020	FY 2020	Global	%	Amt	FY 2021	FY 2021	Budget	Proj-Bud Variance		Red	
Provider	Dept		Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget	Method	Amt	%	Flag	Comments
		Global Provider Driver																
		Worked Days	261	173	87		260						0	Provider Driver	(260)	(100.0%)		Global Provider Driver
		Summary Department Totals																
		FTE	0.00	0.00	0.00	0.00	0.00						0.00					
		Net Production Days	0	0	0	0	0						0	1	0	0.0%		
		Total WRVU	0	0	0	0	0						(L. C.	0	0.0%		
		Total Worked RVUs	0	0	0	0	0						(L	0	0.0%		
		Total RVUs	0	0	0	0	0						(E. C.	0	0.0%		
		Total Procedure Counts	0	0	0	0	0						(0	0.0%		
		Total Gross Charges	0	0	0	0	0						C	L	0	0.0%		
		Total Payments	0	0	0	0	0						0	1	0	0.0%		
		WRVU Per Prod Day	0.00	0.00	0.00	0.00	0.00						0.00	L	0	0.0%		
		RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00		0	0.0%		
		Worked RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00	1	0	0.0%		
D1186	101100	Macaulay, Kelly M. MD						EmpID:	14624									
		Relative Availability	0.00	0.00	0.00		0.00						0.00					
		WRVU	0	0	0		0						0	Per Net Production Days	0	0.0%		
		Volume	0	0	0	0	0	0.000		0.00%	0.00	0.000	0	Per WRVU	0	0.0%		
		Gross Charges	0	0	0	0	0	0.000	0.0%	0.0%	0	0.000	0	Per Historic Rate	0	0.0%		
		Encounter	0	0	0	0	0	0.000	0.0%	0.0%	0.00	0.000	0	Per WRVU	0	0.0%		
D21030	101100	Suarez, Elliot D. MD						EmpID:	18195									
		Relative Availability	0.00	0.00	0.00		0.00						0.00	1				
		WRVU	0	0	0		0						c	Per Net Production Days	0	0.0%		
		Volume	0	0	0	0	0	0.000		0.00%	0.00	0.000	c	Per WRVU	0	0.0%		
		Gross Charges	0	0	0	0	0	0.000	0.0%	0.0%	0	0.000	0	Per Historic Rate	0	0.0%		
		Encounter	0	0	0	0	0	0.000	0.0%	0.0%	0.00	0.000	0	Per WRVU	0	0.0%		
D59902	101100	Barr, Michelle M. MD						EmpID:	18410									
		Relative Availability	0.00	0.00	0.00		0.00						0.00	1				
		WRVU	0	0	0		0						0	Per Net Production Days	0	0.0%		
		Volume	0	0	0	0	0	0.000		0.00%	0.00	0.000	0	Per WRVU	0	0.0%		
		Gross Charges	0	0	0	0	0	0.000	0.0%	0.0%	0	0.000	c	Per Historic Rate	0	0.0%		
		Encounter	0	0	0	0	0	0.000	0.0%	0.0%	0.00	0.000	c	Per WRVU	0	0.0%		
D79928	101100	Agrin-Silva, Rachel MD						EmpID:	19704									

NOTE: After you make changes to a provider on the Provider Summary sheet, you must navigate to the ProviderComp sheet, and double-click to expand the details for the same provider to propagate the changes from the Provider Summary sheet.

Provider Detail sheet

i.

This sheet shows summary subtotal information for each provider, but you can also access the details for each provider by using the Click-to-Expand feature.

		PROVIDER VOLUME DETAIL 101010 - EMA Internal Medicine (Provider Detail)																<u></u>
			FY 2019	Jun YTD	Jul-Dec	Manager	FY 2020	FY 2020	Global	%	Arnt	FY 2021	FY 2021	Budget	Proj-Bu Varianc	Summary of a	ll provider	
Provider	Dept		Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget	Method	Amt	inform:	tion	ents
															_	morma	luon	
		Global Provider Driver													IN			
	101010	Worked Days	261	173	87		260						0	Provider Driver	(260)	(100.0%)	Global Provider I	Driver
		Summary Department Totals																
		FTE	0.00	0.00	0.00	0.00	0.00						0.00					
		Net Production Days	8,874	5,882	2,958	0	8,840						0		(8,840)	(100.0%)		
		I OTAL WRVU	0	45,382	22,814	0	68,196						0		(68,196)	(100.0%)	-	
		Total Worked KVUS	0	03.044	46.766	0	130,810						0		(130.810)	(100.0%)	-	
		Total Record on County	0	33,044	40,700	0	139,010						0		(139,010)	(100.0%)	-	
		Total Groce Charger	0	10 169 349	5 111 149	0	15 270 406						0		(15 270 404)	(100.0%)	-	
Double cli	ick to expand or	Total Payments	0	10,100,340	3,111,140	0	13,273,430						0		(13,213,430)	0.0%		
collops	a all provider	WRVU Per Prod Day	0.00	7.72	7.71	0.00	7.71						0.00		(8)	(100.0%)		
collaps	se all provider	BVUs per WBVU	0.00	2.05	2.05	0.00	2.05						0.00		(2)	(100.0%)		
de	etail rows	Worked RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00		0	0.0%		
		Double click to collapse/expand Provider detail															-	
		Double click to collapse/refresh Provider summaries												_				
D12221	101010	Quintin, Maria L. MD						EmpID:	19452]				
D12221	101010	Relative Availability	1.00	1.00	1.00	0.00	1.00						0.00					
D12221	101010	Total - WRVU	0	1,119	562	0	1,681						0					
D12221	101010	Total - Procedure Counts	0	804	403	0	1,207						0					
D12221	101010	Total - Gross Charges	0	268,793	134,781	0	403,574						0		-			
D12221	101010	Total - RVU	0	2,300	1,156	0	3,456						0					
D12221	101010	Total - Encounter	0	779	391	0	1,170						0	Summary information for the				
		Double click to show detail												specific provider	J			
D14201	101010	Racemark, Susan M. MD		Double	aliak ta av	hand		EmpID:	20532									
D14201	101010	Relative Availability	1.0	- Suble	CHOK LO EX	Vallia	1.00						0.00					
D14201	101010	Total - WRVU		provid	ier aetail ro	WS	1,306						0					
D14201	101010	Total - Procedure Counts					963						0					
D14201	101010	Total - Gross Charges	0	198,309	99,675	0	297,984						0					
D14201	101010	Total - RVU	0	1,786	898	0	2,684						0					
D14201	101010	Total - Encounter	0	599	301	0	900						0					
		Double click to show detail																

The Click-to-Expand feature expands the rows and inserts the calc method that includes the provider detail information such as WRVUs, gross charges, RVUs, encounters, and so on. You can simply scan and review the summary information for each provider without having to sort through multiple lines of details to view the information you need, and if necessary, expand the details and manage only those providers that need it.

TIP: When you save the file, the system will remember which providers you have expanded the detail rows for that day. Let's say you expanded the detail rows for five providers and saved your changes, when you open the file later, the detail lines will still display for those five providers. When the plan file processes that evening, however, the system will collapse all of the detail rows so that the tab opens faster.

NOTE: After you make changes to a provider on the Provider Detail sheet, you must navigate to the ProviderComp sheet, and double-click to expand the details for the same provider to propagate the changes from the Provider Detail sheet.

PROVIDER VOLUME DETAIL															
101010 - EMA Internal Medicine (Provider Detail)															
	FY 2019	Jun YTD	Jul-Dec	Manager	FY 2020	FY 2020	Global	%	Amt	FY 2021	FY 2021	Budget	Proj-Bud	Red	
	Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget	Method	Amt	% Flag	Comments
Global Provider Driver															
Worked Days	261	173	87		260						0	Provider Driver	(260)	(100.0%)	Global Provider Driver
Summary Department Totals															
FTE	0.00	0.00	0.00	0.00	0.00						0.00				
Net Production Days	8,874	5,882	2,958	0	8,840						0		(8,840)	(100.0%)	
Total WRVU	0	45,382	22,814	0	68,196						0		(68,196)	(100.0%)	
Total Worked RVUs	0	0	0	0	130.010						0		(130.010)	0.0%	
Total Procedure Counts	0	3/ 550	40,700	0	51.935						0		(159,810)	(100.0%)	
Total Gross Charges	0				:79,496						0	-	(17.070.406)	(100.08/)	
Total Payments	0				0						0				1
WRVU Per Prod Day	0.00	Dou	hle-click	anain to	7.71						0.00				
RVUs per WRVU Worked RVUs per WRVU	0.00	Dou	U	againto	2.05						0.00		Click-to-	Expand sl	hows all of the
Double click to collapse/expand Provider detail		° CO	llapse th	e rows	0.00						0.00			nrovider r	letails
Double cick to complete commendation														provider e	lotano
Double click to collapse/refresh Provider summaries		1				10	17070								
Champion, Richard A. MD						impiu:	1/2/9								
U Double click to hide detail															
Relative Availability Reduction Dava	1.00	1.00	1.00		1.00						1.00	Glabal Accumptions			
Adjustment-Production Days	201	1/3	0		200						0	Global Assumptions			
Net Production Days	261	173	87		260						0				
Seasonality Factor			1.00												
WRVU	0	649	326	0	975						0				
WRVU Per WRVU	0.00	0.00	0.00	0.00	2.04						0.00				
WRVU per Prod Day	0.00	3.75	3.75	0.00	3.75						0.00				
WRVU															
Professional Svcs-Office-Est Patient_Capitation_Office	0	310	156	0	466	1.794	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(466)	(100.0%)	
Professional Svcs-Office-Est Patient_Fee For Service_Office		316	159	0	475	1.828	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(475)	(100.0%)	
Professional Sycs-Office-New Patient Fee For Service Office		9	5	0	14	0.055	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(16)	(100.0%)	
Surgical Services_Capitation_Office	0	1	0	0	1	0.003	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(1)	(100.0%)	
Surgical Services_Fee For Service_Office	0	1	0	0	1	0.003	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(1)	(100.0%)	
Double Click to Insert New WKVU	0	6.10	326	0	975	3 75 1					0		(075)	(100.00%)	
				-								-	(2.2)		
Procedure Counts															
Lab Testing Services_Capitation_Office	0	18	9	0	27	0.028	0.0%	0.0%	0.00	0.000	0	Per WRVU	(27)	(100.0%)	
Lab Testing Services_Fee For Service_Office Professional Swire-Office_Ect Patient Capitation Office	0	211	106	0	23	0.024	0.0%	0.0%	0.00	0.000	0	Per WRVU Per Professional Succ. Office. Est Patient Capitation Office	(23)	(100.0%)	
Professional Sycs-Office-Est Patient_Fee For Service_Office	ő	214	108	0	322	0.677	0.0%	0.0%	0.00	0.000	ő	Per Professional Sycs-Office-Est Patient_Fee For Service_Office	(322)	(100.0%)	
Professional Svcs-Office-New Patient_Capitation_Office	0	5	3	0	8	0.451	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-New Patient_Capitation_Office	(8)	(100.0%)	
Professional Svcs-Office-New Patient_Fee For Service_Office	0	4	2	0	6	0.418	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-New Patient_Fee For Service_Offi	(6)	(100.0%)	
Surgical Services_Capitation_Office	0	1	0	0	1	1.388	0.0%	0.0%	0.00	0.000	0	Per Surgical Services_Capitation_Office	(1)	(100.0%)	
Surgical Services_ree For Service_Office		2	0	U	2	2.492	0.0%	0.0%	0.00	0.000	U	Per surgical services_ree For service_Office	(2)	(100.0%)	
Double Click to Insert New Procedure															
Total - Procedure Counts	0	470	236	0	706	0.724					0		(705)	(100.00%)	
6 B		100000000													
Gross Charges		570	286	0	857	0.878	0.0%	0.0%	0.00	0.000	0	Der Lab Tasting Services Fee For Service Office	(857)	(100.0%)	
Professional Svcs-Office-Est Patient_Hybrid_Office	0	141,263	70,924	ő	212,187	217.559	0.0%	0.0%	0.00	0.000	ő	Per Professional Svcs-Office-Est Patient_Hybrid_Office	(212,187)	(100.0%)	
Professional Svcs-Office-New Patient_Fee For Service_Office	0	4,767	2,551	0	7,317	510.162	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-New Patient_Fee For Service_Offi	(7,317)	(100.0%)	
Surgical Services_Fee For Service_Office	0	614	0	0	614	765.172	0.0%	0.0%	0.00	0.000	0	Per Surgical Services_Fee For Service_Office	(614)	(100.0%)	
Daukta Click to Jacob Man Dourses															
Total - Gross Charges	0	147 214	73 761	0	220.975	226 560					0		(220.975)	(100.00%)	
		141,6114	10,101	0		100.003					0		(669,97,9)		
RVUs															
Lab Testing Services_Capitation_Office	0	3	2	0	5	0.007	0.0%	0.0%	0.00	0.000	0	Per Total - Procedure Counts	(5)	(100.0%)	
Lab Testing Services_Pee For Service_Office Professional Swis-Office-Est Patient Capitation Office	<u></u>	520	1	0	4	0.005	0.0%	0.0%	0.00	0.000	0	Per Total - Procedure Counts Per Professional Syste Office Est Patient Canitation Office	(4)	(100.0%)	
Professional Sycs-Office-Est Patient_Capitation_Office Professional Sycs-Office-Est Patient_Fee For Service Office		641	322	0	963	2.025	0.0%	0.0%	0.00	0.000	0	Per Professional Sycs-Office-Est Patient_Capitation_Office Per Professional Sycs-Office-Est Patient_Fee For Service Office	(947)	(100.0%)	
Professional Svcs-Office-New Patient_Capitation_Office	0	22	11	0	33	1.887	0.0%	0.0%	0.00	0.000	ő	Per Professional Svcs-Office-New Patient_Capitation_Office	(33)	(100.0%)	
Professional Svcs-Office-New Patient_Fee For Service_Office	0	18	10	0	28	1.937	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-New Patient_Fee For Service_Offi	(28)	(100.0%)	
Surgical Services_Capitation_Office	0	3	0	0	3	4.684	0.0%	0.0%	0.00	0.000	0	Per Surgical Services_Capitation_Office	(3)	(100.0%)	
surgical services_hee hor Service_Office	0	2	0	0	2	2.908	0.0%	0.0%	0.00	0.000	0	Per surgical services_hee hor service_Office	(2)	(100.0%)	

IMPORTANT: The Summary Department Totals section at the top of the tab will not update values until you save changes to the workbook.

Updating detail provider values from the Stat_Rev tab

Any changes made to the provider's FTE value on the ProviderComp sheet will affect the values for that provider in the Provider Detail sheet. To see that result within your session, double-click the **Double click to collapse/refresh Provider summaries** cell to refresh the data; otherwise, the nightly recalculation process will update it automatically.

PROVIDER VOLUME DETAIL											
101010 - EMA Internal Medicine (Provider Detail)											
	FY 2019	Jun YTD	Jul-Dec	Manager	FY 2020	FY 2020	Global	%	Amt	FY 2021	FY 2021
	Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget
Global Provider Driver											
Worked Days	261	173	87		260						
Summary Department Totals											
FTE	0.00	0.00	0.00	0.00	0.00						0.0
Net Production Days	8,874	5,882	2,958	0	8,840						
Total WRVU	0	45,382	22,814	0	68,196						
Total Worked RVUs	0	0	0	0	0						
Total RVUs	0	93,044	46,766	0	139,810						
Total Procedure Counts	0	34,559	17,376	0	51,935						
Total Gross Charges	0	10,168,348	5,111,148	0	15,279,496						
Total Payments	0	0	0	0	0						
WRVU Per Prod Day	0.00	7.72	7.71	0.00	7.71						0.
RVUs per WRVU	0.00	2.05	2.05	0.00	2.05						0.0
Worked RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.0
Double click to collapse/expand Provider detail											
Double click to collapse/refresh Provider summaries											
Champion, Richard A. MD						EmpID:	17279				
Double click to hide detail											
Relative Availability	1.00	1.00	1.00		1.00						1.0
Production Days	261	173	87		260						
Adjustment-Production Days			0		0						
Net Production Davs	261	173	87		260						

ProviderComp sheet

NOTE: This sheet displays only if your organization has purchased the Provider module.

The ProviderComp sheet displays the selected calc methods for provider compensation, which you can change in the Budget Provider Assumptions driver (if you have Administrator role privileges).

NOTE: Provider Volume data carries over from the Provider Summary or Provider Detail sheet.

You can automatically change compensation models at a set point during the budget year. To accomplish this, designate the Primary and Secondary Comp Models for each provider in the Budget Provider Assumptions plan file, along with the Comp Model Change month. To keep the same Comp Model throughout the year, select the same Comp Model for both the primary and secondary options.

NOTE: After you make changes to a provider on the ProviderComp sheet, you must navigate to the Provider Summary or Provider Detail sheet, and double-click to expand the details for the same provider to propagate the changes from the ProviderComp sheet.

SALARY BUDGET - Physician 101020 - EMA Internal Medicine (Provider Summary)

Department Total J00655 Physician - Mee	Without Benefits enan, David M.DO		1			FIES	FTEs	FTEs	FTEs	Dollars	Dollars	Comments	FTEs	FTEs
J00655 Physician - Mee	enan, David M.DO		-			0.00	5.00	5.00	5.00	\$1,357,450	\$1,484,405		5.00	5.00
					Dept:	EMA Interna	I Medicine (F	Provider Summ	nary)		Employee ID:	15416		
Provider Volume		WRVU			Provider Tab	0.00	1,918.82	1,081.18		3,000.00	3,100.00		258.33	258.33
Productive - Co	mp Rate									\$150,000	156,550			
Base Compensati	on		Primary Comp Mod	iel: CompRa	te					\$150,000	156,550			
Base Salary / W	RVU		Secondary Comp Mod	iel: None						\$50.00	50.50			
Productive	Hours Spread=>	FTE	0	0	100.00%		1.00	1.00	1.00	\$150,000	156,550		1.00	1.00
Paid Time Off					0.00%		0.00	0.00	0.00	\$0	0		0.00	0.00
Base Salary			\$16.73 \$1	6.73			1.00	1.00	1.00	\$150,000	156,550		1.00	1.00
Other Additional	Pay													
Holiday Premiur	m				Input Monthly	1				6,039	6,039			
Double Click to In	isert New Pay Type													
		1												
Total Benefits		-								\$35,333	40,652			
Total - Physician -	Meenan, David M.DO						1.00	1.00	1.00	\$277,158	\$306,028		1.00	1.00
Earned Paid Tim	ie Off													
J00655 Physician - Sera	man, Katherine MD				Dept:	EMA Interna	I Medicine (F	Provider Sumr	nary)		Employee ID:	16768		
Provider Volume		WRVU			Provider Tab	0.00	3,383.72	1,716.28		5,100.00	5,200.00		433.33	433.33
Productive - Co	mp3Tier									\$225,825	232,600			
Base Compensati	on		Primary Comp Mod	iel: Comp3T	ier					\$225,825	232,600			
Base Salary / W	RVU		Secondary Comp Mod	iel: None						\$44.28	44.73			
Productive	Hours Spread=>	FTE	0	0	100.00%		1.00	1.00	1.00	\$225,825	232,600		1.00	1.00
Paid Time Off					0.00%		0.00	0.00	0.00	\$0	0		0.00	0.00
Base Salary			\$58.56 \$5	8.56			1.00	1.00	1.00	\$225,825	232,600		1.00	1.00
Other Additional	Pay													
Holiday Premiu	m				Input Monthly	1				11,749	11,749			
Double Click to In	sert New Pay Type													
Total Benefits										\$36,515	41,729			
Total - Physician -	Seraman, Katherine MD						1.00	1.00	1.00	\$359,875	\$388,863		1.00	1.00

IMPORTANT: Any changes made to the provider's FTE value on this tab will affect the values for that provider in the Provider Detail tab. For instructions, see Updating detail provider values from the Stat_Rev tab.

Comp model explanations

Model	Description
Salary	A traditional hourly rate calculation (usually used for Clinical Nurse Practitioners and Physician Assistants who are referred to as Midlevel providers). FTEs are input for the provider and hourly rate pulls from payroll data.

Model	Description
Guarantee	 An annual salary guarantee is placed in the ProviderList sheet of the Budget Provider Assumptions driver file (generally used in the first one to two years of hire); You can also add an incentive compensation by placing rates in the tier tables on the same line. For example, Dr. Falk's guarantee is \$500,000 for next year and his total WRVUs=5,200. In addition to his guarantee, he will be paid: Level 1 - \$7.00 for WRVUs up to 1,000 1000 x \$ 7= \$ 7,000 Level 2 - \$8.00 for WRVUs from 1,001-2,000 1000 x \$ 8= \$ 8,000 Level 3 - \$9.00 for WRVUs from 2,001-3,000 1000 x \$ 9= \$ 9,000 Level 4 - \$10.00 for WRVUs from 3,001-4,000 1000 x \$10=\$10,000 Level 5 - \$11.00 for WRVUs above 4,000 (max 9,999)
	1200 x \$11=\$13,200
	His total compensation will be 5200 \$54,720.
CompRate	A five-tiered model where volume drives the rate paid. (Highest tier for volume is paid at that tier rate) For example, Dr. Champion has total WRVUs of 2,500.
	 Level 1 – Threshold=1,000 \$0
	 Level 2 – Threshold=2,000 \$0
	 Level 3 – Threshold=3,000 2500 x \$ 45 = \$112,500
	 Level 4 – Threshold=4,000 \$0
	 Level 5 – Threshold=9,999 \$0
	His total compensation will be 2500 \$112,500.

Model	Description
CompStep	A five-tiered model where an employee is paid a different rate, by tier, over the course of a contract year. For example, Dr. Quintin has total WRVUs of 1,800.
	 Level 1 - \$40.00 for WRVUs up to 750 750 x \$40= \$30,000
	 Level 2 - \$43.00 for WRVUs from 751-1,000 250 x \$43= \$10,750
	 Level 3 - \$45.00 for WRVUs from 1,001-1,500 500 x \$45= \$22,500
	 Level 4 - \$47.00 for WRVUs from 1,501-2,000 300 x \$47= \$14,100
	 Level 5 - \$50.00 for any Writs above 2,000 (max 9,999) \$0
	Her total compensation will be 1800 \$77,350.
Comp3Tier	 A three-tiered model where an employee is paid one rate up to a max and another rate for any volume over the max. There is also a rate if it is below a minimum level of volume. For example, Dr. Brush has total WRVUs of 5,000. Level 1 - \$32.00 if his total WRVUs were below 3,600 \$0
	 Level 2 - \$36.00 for all WRVUs up to 4,800 4800 x \$36= \$172,800
	 Level 3 - \$48.00 for WRVUs above 4,800 200 x \$48= \$9,600
	His total compensation will be 5000 \$182,400.
Max	The highest value of Salary, Guarantee, CompRate, CompStep, and Comp3Tier calculations.
AltRate	Uses the same logic as CompRate. A five-tiered model where volume drives the rate paid. (The highest tier for volume is paid at that tier rate.) Use this model to compare an alternate CompRate table.
AltStep	Uses the same logic as CompStep. A five-tiered model where an employee is paid a different rate, by tier, over the year. Use this model to compare an alternate CompStep table.
Alt3Tier	Uses the same logic as Comp3Tier. A three-tiered model where an employee is paid one rate up to a max and another rate for any volume over the max. There is also a rate if the volume is below a minimum level. Use this model to compare an alternate CompStep table

Model	Description
Percent of Net Receivable	Calculates a percent of cash collections from the Provider sheet to use for compensation calculations. The percentage to use needs to be entered on the ProviderList sheet of the Budget Provider Assumptions driver file. For example, Dr. Champion takes cash collections and receives 25%. If his budgeted cash collections is \$1,000,000, then his total compensation will be \$250,000. For example, \$1,000,000 * 25% = \$250,000.
Percent of Net Revenue	Calculates a percent of net revenue by calculating Gross Charges minus Allowances from the Provider sheet to use for compensation calculations. The percentage to use needs to be entered on the ProviderList sheet of the Budget Provider Assumptions driver file. For example, the Gross Charges for Dr. Champion are \$2,000,000 and Deductions are \$1,500,000. He will receive 40% of Net Revenue. As a result, his total compensation will be \$200,000. Example: \$2,000,000-\$1,500,000=\$500,000 * 40%=\$200,000
GlobalProvider	Allows for a calculation amount that is calculated outside of the budget workbook. This amount is entered into the GlobalProvider sheet in the Budget Provider Assumptions driver file. The amount then pulls into the budget workbook in the ProviderComp sheet.

Expense sheet

Overview

The Expense sheet is where you review and adjust the current year projection and next year's budget for Expenses and Paid Hours. The Expense tab also captures data calculated on other budget tabs for paid hours, salaries, and detail accounts.

The categories include:

- Salaries All salary and contract labor accounts (Acct.BudgetType='Salaries'). Most salary calculations are done on the Labor tabs JobCode, Staffing, or Employee. The Labor Calc Method is used to summarize the salary dollars from the defined labor tab (JobCode, Staffing, Employee, JobCode ADC).
- Benefits All benefit accounts, if accounted for at the department level (Acct.BudgetType='Benefits'). FICA is calculated at the JobCode level on the Labor tabs.
 If FICA is not budgeted at the department level, there is the option to use the Monthly FICA by Dept report to summarize total FICA and add it to the Benefits department budget plan file.
- **Supplies** All medical and other supply expense accounts (Acct.BudgetType='Supplies'). Usually budgeted on a rate-per-unit basis using the Variable calc method.
- Other Expenses All other expenses, excluding Bad Debt (Acct.BudgetType='OtherExp'). Calc

methods are usually Fixed, Detail, Depreciation, or GlobalExpense.

NOTE: Be sure to provide comments in any comment field flagged red.

• Paid Hours – All labor and contract labor hours accounts (Acct.BudgetType='PaidHours'). Inputs for hours are done on the Labor tabs – JobCode, Staffing or Employee. The Hours calc method is used to summarize the paid hours.

_		1															
Expens	e																
26340 - EM	C CCU (Staffing)																
																Proj-Bud	
			FY 2019	FY 2020	Feb YTD	Mar-Jun	Manager	FY 2020	FY 2020	Global	%	Amt	FY 2021	FY 2021		Variance	
Acc	t		Actual	Budget	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget	Budget Method	Amt	%
	Dept Primary Statistic		4,964	7,738	4,964	2,483	0	7,447						7,738	Adult Patient Days		
penses																	
	Salaries																
60100	Salaries - Regular		689,437	3,032,072	689,437	66,524		755,960	101.51				34.78	269,133	Staffing	486,827	64.4%
60110	Salaries - Overtime		85,911	409,371	85,911	48,882		134,793	18.10				55.86	432,190	Staffing	(297,397)	(220.6%)
60120	Salaries - Non-Productive		71,858	0	71,858	36,935		108,793	14.61				40.45	312,958	Staffing	(204,165)	(187.7%)
60100	Salaries - Regular		1,443,256	0	1,443,256	38,501		1,481,757	198.97				21.70	167,902	Staffing	1,313,855	88.7%
60110	Salaries - Overtime		239,952	0	239,952	133,481		373,433	50.15				73.95	572,177	Staffing	(198,744)	(53.2%)
60120	Salaries - Non-Productive		218,041	0	218,041	74,959		292,999	39.34				41.64	322,163	Staffing	(29,164)	(10.0%)
	Double Click to Insert New Salary																
		Total - Salaries	2,748,454	3,441,443	2,748,454	399,282	0	3,147,736	422.69			0	268	2,076,523		1,071,212	34.0%
	Solaries do not match the Staffing tab																
	Benefits																
61100	Employee Annuity		32,298	133,150	32,298	5,808	0	38,106	0.04	3.0%			3.93%	39,233	Percent of Salaries	(1,127)	(3.0%)
61200	Medical Insurance		58,318	229,617	58,318	4,989		63,307	3,447.45	3.0%			3,498.89	41,339	Rate Per FTE	21,968	34.7%
61220	Group Term Life		1,221	4,962	1,221	220	0	1,441	0.00	0.0%			0.14%	1,462	Percent of Salaries	(21)	(1.5%)
61230	Disability Insurance		3,993	32,937	3,993	724		4,717	500.00				500.00	5,907	Rate Per FTE_Fixed	(1,190)	(25.2%)
61300	FICA - Social Security		63,046	286,562	63,046	38,051		101,097	13.58				36.73	284,167	FICA Per Staffing	(183,070)	(181.1%)
61510	Employee Benefits - PDO		16,424	51,622	16,424	2,285	0	18,709	0.02				1.50%	15,214	Percent of Salaries_FixedPct	3,495	18.7%
61100	Employee Annuity		38,817	0	38,817	5,042	0	43,859	0.02	3.0%			2.10%	22,013	Percent of Salaries	21,846	49.8%
61200	Medical Insurance		126,543	884,310	126,543	13,861		140,404	3,180.19	3.0%			3,227.65	57,470	Rate Per FTE	82,934	59.1%
61220	Group Term Life		2,292	0	2,292	298	0	2,589	0.00	0.0%			0.12%	1,280	Percent of Salaries	1,309	50.6%
61230	Disability Insurance		6,509	137,507	6,509	2,179		8,688	500.00				500.00	8,903	Rate Per FTE_Fixed	(215)	(2.5%)
61300	FICA - Social Security		140,052	0	140,052	85,376		225,429	30.27				42.03	325,180	FICA Per Staffing	(99,751)	(44.2%)
61510	Employee Benefits - PDO		16,479	0	16,479	3,704	0	20,183	0.02				1.50%	15,934	Percent of Salaries_ExcedPct	4,249	21.1%
	Double Click to Insert New Benefit	Total Repofits	505 992	1 760 667	505 992	162 526	0	669 529	80.77			0	106	818 102		(140 573)	(22.4%)
		Total - Dements	303,532	1,700,007	505,552	102,550	0	000,520	09.17			0	100	010,102		(149,373)	(66,470)
	Supplies																
62100	Supplies - General		5,971	9,679	5,971	2,986	0	8,957	1.20	4.0%	0.0%	0	1.25	9,679	Variable	(722)	(8.1%)
62103	Supplies - Uniforms		266	415	266	133	0	399	0.05	4.0%	0.0%	0	0.05	415	Fixed-Even	(16)	(4.0%)
62130	Supplies - Med Surg Nonbillable		8,030	12,829	8,030	4,016	0	12,046	1.62	2.5%	0.0%	0	1.66	12,829	Variable	(783)	(6.5%)
62140	Supplies - Med Surg Billable		415	663	415	207	0	622	80.0	2.5%	0.0%	0	0.09	663	Variable	(40)	(6.5%)
62320	Supplies - Food/Catering		735	1,118	735	373	0	1,108	0.15				0.14	1,108	Input Monthly	0	0.0%
62100	Supplies - General		10,624	17,223	10,624	5,314	0	15,938	2.14	4.0%	0.0%	0	2.23	17,223	Variable	(1,284)	(8.1%)
62103	Supplies - Uniforms		609	952	609	305	0	914	0.12	4.0%	0.0%	0	0.12	951	Fixed-Even	(37)	(4.0%)
62130	Supplies - Med Surg Nonbillable		37,771	60,346	37,771	18,893	0	56,664	7.61	2.5%	0.0%	0	7.80	60,346	Variable	(3,683)	(6.5%)

Drilling to detail

You can drill from an account on the Expense tab (this tab only) to GL Transactions detail. To activate this feature, open the Budget Configuration driverBudget Configuration driver. In the Expense Transaction Drilling, On or Off row, select Yes or No to turn on the drill. This is not budget group-specific so the election is for all plan files.





From the **Expense** tab, select the account desired, and drill on it from the year-to-date column. There are three ways to drill on the account:

- On the Main ribbon tab, select Drill > JE Detail.
- From value on the Expense tab, right-click the year-to-date value, and select Drill > JE Drill.
- Double-click the selected row.

Fi	le	MAIN HEL	P ADMIN Ho	me							
Ope M	en App enus •	P Online Help •	Navigation Save	Refresh Change Data View	Drill Additions	Quick GoTo	Freeze Panes Formula Bar Headings Display	Publish	Reports Report Tips Reports	Security Manager	Close Axiom SW
>	incurio	Home 🗔		-	JE Detail		Dispidy	- The Output -	Reports	Security	LAIL
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	73	A		U		F	6	н		,	ĸ
Tasks	74	Expens	e								
les and	75 77	26340 - EM	C CCU (Staffing)								
My Fi	78 79	Acc	t			FY 2019 Actual	FY 2020 Budget	Feb YTD Actual	Mar-Jun Projected	Manager Input	FY 2020 Projected
Admin	81 86 87 88		Dept Primary Stat	istic		4,964	7,738	4,964	2,483		0 7,4
Bud	89 E	Expenses									
	90		Salaries								
e B	91	60100	Salaries - Regular			689,437	3,032,072	689,437	66,524		755,9
Bui	92	60110	Salaries - Overtime			85,911	409,371	85,911	48,882		134,7
get(93	60120	Salaries - Non-Proc	luctive		71,858	0	71,858	36,935		108,7
pn	94	60100	Salaries - Regular			1,443,256	0	1,443,256	38,501		1,481,7
	95	60110	Salaries - Overtime			239,952	0	239,952	133,481		373,4
÷	96	60120	Salaries - Non-Proc	luctive		218,041	0	218,041	74,959		292,9
star	97		Double Click to Inse	ert New Salary	Total Cal 1	2740 151	2 4 4 4 4 2	0.740.454	300 000		
	00				Lotal - Salaries	2.748.454	5441443	2.748.454	399.282		0 3.147.7

To close the drill to detail report, double-click **Return to Report** or close the drill report tab.

Adjusting supply percentage and amount for Next Year Budget

To adjust supply percentage and amount:

- 1. Navigate to the Supply section of the sheet.
- 2. In the supply line item, do any of the following to adjust for NYB:
 - In the % Adjust column (column O), type the percentage amount.
 - In the Amt Adjust column (column O), type the dollar amount.
- 3. After you finish making your changes, in the Main ribbon tab, click Save.

Inserting a new expense line item

You can add new expense line items to individual sections, including:

- Salaries
- Benefits
- Supplies
- Other expenses
- Paid hours

The system adds the line by inserting the appropriate calc method into the sheet. The following table lists the available calc methods used by the corresponding section in the sheet:

Calc Method	Description	Sheet Section
Add Detail - Input Monthly	Use this to insert a row to populate an individual month.	Other Expenses
Add Detail - Input Total	Use this to insert a row to enter an annual amount, and then decide how to spread it.	Other Expenses
Add New Detail	Zero-based expense calculations. Inputs are done on the Detail sheet in the budget plan file.	BenefitsSuppliesOther Expenses
Add New Hours	Use this new labor calc method to add a new hours account to the Expense sheet.	Paid Hours
Add New Input Monthly	Month-by-month input. Use this calc method only when adding a new account.	 Salaries Benefits Supplies Other Expenses Paid Hours
Add New Labor	Use this new labor calc method to add a new labor account to the Expense sheet.	Salaries
Add New Variable	Calculates based on the relationship to key statistics. As there is no history when inserting as new, use the Amt Adjust (column P) to enter a value. If a projection value is desired, enter a value in Manager Input (Column J).	 Salaries Benefits Supplies Other Expenses Paid Hours
Fixed	Use this fixed methodology and select how you want to spread.	 Salaries Benefits Supplies Other Expenses Paid Hours
PctOfSalaries_FixedPct	Calculates a designated fixed percent from Budget Expense Adjustment Driver file, Budget Expense Assumptions, based on the relationship to salaries. Monthly spread will be based on the spread of salaries.	Benefits
RatePerFTE_Fixed	Allows you to define the fixed dollar amount per FTE in Budget Expense Adjustment Driver file to apply globally to benefit accounts.	Benefits

To insert a new expense line item:

- 1. Navigate to the section to add the new line item.
- 2. Double-click the Double Click to Insert... cell.

Expense 19100 - EHS A	Accounting Operations (Employee)								
Acct		FY 2019 Actual	FY 2020 Budget	Feb YTD Actual	Mar-Jun Projected	Manager Input	FY 2020 Projected	FY 2020 /Unit	G A
	Dept Primary Statistic	365	365	828	533	0	1,361		
xpenses									
5	Salaries								
60100 5	Salaries - Regular	216,724	332,896	216,724	60		216,784	159.28	
60110 5	Salaries - Overtime	1,004	1,615	1,004	539		1,543	1.13	
60120 5	Salaries - Non-Productive	24,810	34,499	24,810	27,330		52,141	38.31	
60900 5	Salaries - Emp Incentive	0	3,644	0	1,216		1,216	0.89	
ſ	Double Click to Insert New Salary								
	Total - Salaries	242,539	372,655	242,539	29,145	0	271,684	199.62	

3. In the Insert Calc Method(s) in sheet Expense dialog, select the calc method to insert, and click OK.

NOTE: If the line only uses or your organization is only licensed for one type of calc method, this dialog will not display. The system will open the Calc Methods Variable dialog instead.

- 4. In the Calc Methods Variable dialog, enter or select the account and department number, and click OK.
- 5. Enter the appropriate values in the blue cells, as needed.
- 6. After making your changes, in the Main ribbon tab, click Save.

New Initiatives sheet

Overview

This sheet allows you to budget for new projects that are outside of your organization or department's normal operations. The budgets for each new initiative save to unique Initiative IDs so that you can analyze the new initiative budget separately from the ongoing operating budget. For each project to budget, use the Initiatives tab to enter the project's monthly budget values. There is also a comments section.

To create an initiative, double-click **Double Click to Insert New Initiative**. The **Insert Calc-Method(s)** in **sheet Initiatives** dialog displays.

You can create one of two types of initiatives: department or system.

Adding a department initiative

A department initiative is a project that applies only to a single department.

To add a department initiative:

1. Double-click Add Department Initiative to create an outline for adding detailed information for department-wide initiatives.

Insert Calc Method(s) in sheet	Initiatives		?	×
Available Calc Methods: Add Department Initiative Add New Project	Details: Name Group	Add Department Initiative		
	Rows Description	77		
	Number of i	items to insert (max of 1): 1 OK	Canc	el

- 2. In the Insert Description Here cell, enter information to describe your initiative.
- 3. At the top of the screen, from the drop-down, select one of the following:
 - To include the initiative for the next year budget amounts in the database, select Approve.
 - To exclude the initiative from the next year budget amounts in the database, select Exclude
- 4. Update the blue cells with the budget data for the initiative, as needed. You can also add rows for new items related to the initiative by double-clicking the appropriate row.
- 5. After you finish making changes, in the Main ribbon tab, click Save.

Adding a system initiative

A system initiative is a project that applies to multiple departments in your organization.

To add a system initiative:

1. Double-click Add Project Initiative for a single project.

Insert Calc Method(s) in sheet	Initiatives		?	×
Available Calc Methods:	Details:			
Add Department Initiative	Name	Add New Project		
Add New Project	Group			
	Rows	77		
	Description			~
				\sim
	Number of i	items to insert (max of 1):		
~	Prompt	for calc method variables		
		OK	Cano	:el

- 2. In the Calc Method Variables dialog, click Choose Value.
- 3. In the Choose Value dialog, select the project, and click OK.
- 4. In the Calc Method Variables dialog, click OK.
- 5. The project list is created by you. Each project is pre-defined to Approve or Exclude.
 - Approve saves data related to an initiative to the Financial data source for each department with a budget for the initiative. Approved initiatives would subsequently be included in any Budget Income Statement reports.
 - Exclude saves the data from New Initiatives to the NYBDetail data source. Excluded initiatives will not be included in any Budget Income Statement reports, but separate New Initiatives reports can be run to summarize the totals for each initiative.
- 6. In the Main ribbon tab, click Refresh Data to populate the initiative with data.

NOTE: This assumes that your Axiom Budgeting administrator has instituted the New
Initiatives utility.

- 7. Update the blue cells with the budget data for the initiative, as needed. You can also add rows for new items related to the initiative by double-clicking the appropriate row.
- 8. After you finish making changes, in the Main ribbon tab, click Save.

Completing operating plan

Overview

The Operating Plan sheet helps you clarify strategic budget objectives before making updates to a budget. It presents a questionnaire that lists the department's objectives and describe how any changes to the budget will support each objective. For example, you can use this for a SWAT analysis approach or whatever is most meaningful to your organization. The purpose of the planning questions is to capture higher level, salient points within the plan file to facilitate a discussion with the budget stakeholders such as department directors or vice presidents. You can review the questions with others by opening the plan file directly or running the Budget Plan Questions reportBudget Plan Questions report.

NOTE: The questions that display are determined and set up by your organization. If you have Administrator privileges, you can add or edit them in the Budget Assumptions driverBudget Assumptions driver, as needed.

	EHS-Operating Plan
	19100 - EHS Accounting Operations (Employee)
	EHS-Objectives
101	
102	
104	
105	
	Double Click to Insert New Planning Lines
	EHS-Risk Factors
201	
202	
203	
204	
205	
	Double Click to Insert New Planning Lines
	EHS-Factors That May Aid In Accomplishing The Objectives
301	
302	
304	
305	
	Double Click to Insert New Planning Lines
	EHS-Provide Any Operational Factors That Will Not Occur Next Year
401	
402	
403	
404	
403	Double Click to Insert New Planning Lines
	EHS-Provide Any New Operational Factors That May Occur Next Year
501	
502	
503	
504	
505	

Double Click to Insert New Planning Lines

Completing plan questions

To complete plan questions:

- 1. In this tab, do any of the following:
 - Answer the questions by entering content in as many rows as needed.

NOTE: The content in the rows do not wrap, meaning that once you get to the end of the row, you need to continue entering content in the next row.

- To add a line, double-click Double Click to Insert New Planning Lines.
- 2. After you finish making changes, in the budget file Navigation panel, click Save Budget.

TIP: You can also click the Save button in the Main ribbon tab.

Department History sheet

Overview

This sheet is a report that allows you to reference the historical spending trends for up to the last 18 months. This report is useful to keep open as you work on your budget. The reports is segmented into the following areas for statistics, revenue, expenses, and hours:

• Last Year Actual - Includes values posted for over the last year.

Department History										
19100 - EHS Accounting Operations (Employee)										
		Last Year Actual								
Acct		Jul-18 Actual	Aug-18 Actual	Sep-18 Actual	Oct-18 Actual	Nov-18 Actual	Dec-18 Actual	Jan-19 Actual	Feb-19 Actual	Mar-19 Actual
Key Departmen	t Statistics									
100	Patient Davs	0	0	0	0	0	0	0	0	0
300	Calendar Days	31	31	30	31	30	31	31	28	31
	Total Statistics:	31	31	30	31	30	31	31	28	31
Other Non-Key Statistics										
	Total - Other Non-Key Statistics	0	0	0	0	0	0	0	0	0
Revenue										
	Inpatient Revenue									
	Total - Inpatient Revenue	0	0	0	0	0	0	0	0	0
	Outpatient Revenue									
	Total - Outpatient Revenue	0	0	0	0	0	0	0	0	0
	Other Patient Revenue									
	Total - Other Patient Revenue	0	0	0	0	0	0	0	0	0
	Revenue Allowances									
	Total - Revenue Allowances	0	0	0	0	0	0	0	0	0
	Other Revenue									
58000	Department Income	0	0	0	0	0	0	0	0	0
	Total - Other Revenue	0	0	0	0	0	0	0	0	0
	Total Revenue	0	0	0	0	0	0	0	0	0
• Current Year Actual - Includes values posted for YTD.

International Control Provide Contro Provide Control Provide Control Provide Control Provid	Department History								
Current Vear Actual Current Vear Actual Aug-19 Actual Aug-19 Actual Oct-19 Actual Nov-19 Actual Dec-19 Actual P2 2020 QP Department Statistics 0 Actual Actual <th>19100 - EHS Ac</th> <th>counting Operations (Employee)</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	19100 - EHS Ac	counting Operations (Employee)							
Actual Jul-19 Actual Aug-19 Actual Sep-19 Actual Nov-19 Actual Dec-19 Actual PTD FV 2020 (ey Department Statistics			Current Year Act	tual					
Key Department Statistics 96 53 600 71 84 75 439 300 Calendar Days 31 31 30 31 30 31 80 80 80 80 80 80 80 80 80 80 80 80 80 80 80 80 80 80 80	Acct	t	Jul-19 Actual	Aug-19 Actual	Sep-19 Actual	Oct-19 Actual	Nov-19 Actual	Dec-19 Actual	YTD FY 2020
100 Patient Days 96 53 60 71 84 75 439 300 Calendar Days 31 31 30 31 30 31 30 31 30 31 30 31 184 Total Statistics 127 84 90 102 114 106 623 Total - Other Non-Key Statistics 0 <	(ev Departmen	nt Statistics							
300 2 calendar Days313130313031104Total Statistics1278490102114106623Dther Non-Key Statistics00000000Contal - Other Non-Key Statistics000000000Revenue000000000000Contal - Inpatient Revenue000 <t< td=""><td>100</td><td>Patient Days</td><td>96</td><td>53</td><td>60</td><td>71</td><td>84</td><td>75</td><td>439</td></t<>	100	Patient Days	96	53	60	71	84	75	439
Total Statistics1278490102114106623Dther Non-Key Statistics00000000Total - Other Non-Key Statistics00000000RevenueInpatient Revenue000000000Outpatient Revenue0000000000Otal - Outpatient Revenue0000000000Total - Outpatient Revenue0000000000Otal - Outpatient Revenue00000000000Total - Other Patient Revenue000<	300	Calendar Days	31	31	30	31	30	31	184
Statistics Instant Revenue 0 <td></td> <td>Total Statistics:</td> <td>127</td> <td>84</td> <td>90</td> <td>102</td> <td>114</td> <td>106</td> <td>623</td>		Total Statistics:	127	84	90	102	114	106	623
India - Other Non-Key Statistics0000000RevenueIndia - Inpatient Revenue00000000Outpatient Revenue00000000000Outpatient Revenue00 <t< td=""><td>Other Non-Key</td><td>Statistics</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	Other Non-Key	Statistics							
Revenue Inpatient Revenue 0		Total - Other Non-Key Statistics	0	0	0	0	0	0	0
Impatient Revenue 0	Revenue								
Image: Note of the second se		Inpatient Revenue							
Outpatient Revenue O		Total - Inpatient Revenue	0	0	0	0	0	0	0
Image: constraint of the second of		Outpatient Revenue							
Other Patient Revenue 0		Total - Outpatient Revenue	0	0	0	0	0	0	0
Image: constraint of the Patient Revenue 0		Other Patient Revenue							
Revenue Allowances O		Total - Other Patient Revenue	0	0	0	0	0	0	0
Total - Revenue Allowances 0 </td <td></td> <td>Revenue Allowances</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>		Revenue Allowances							
Other Revenue 0 <		Total - Revenue Allowances	0	0	0	0	0	0	0
Segment Performance 0		Other Revenue							
Total - Other Revenue 0	58000	Department Income	0	0	0	0	0	0	0
Total Revenue 0 <		Total - Other Revenue	0	0	0	0	0	0	0
Salaries 26,577 27,725 27,753 25,944 24,733 25,290 158,022 60100 Salaries - Regular 54 234 141 213 (18) 125 748		Total Revenue	0	0	0	0	0	0	0
Salaries 26,577 27,725 27,753 25,944 24,733 25,290 158,022 60100 Salaries - Overtime 54 234 141 213 (18) 125 748	Expenses								
Solution		Salaries							
60110 Salaries - Overtime 54 234 141 213 (18) 125 748	60100	Salaries - Regular	26.577	27.725	27.753	25.944	24.733	25.290	158.022
	60110	Salaries - Overtime	54	234	141	213	(18)	125	748
60120 Salaries - Non-Productive 2,741 2,867 4,146 3,773 6,401 2,580 22,508	60120	Salaries - Non-Productive	2,741	2,867	4,146	3,773	6,401	2,580	22,508
60900 Salaries - Emp Incentive 0 0 0 0 0 0 0 0	60900	Salaries - Emp Incentive	0	0	0	0	0	0	0
Total - Salaries 29,372 30,826 32,040 29,930 31,115 27,995 181,278		Total - Salaries	29,372	30,826	32,040	29,930	31,115	27,995	181,278

• Department History used for Monthly Spreads - Includes a combination of YTD values plus the actuals from the previous year to form a full 12 months of data. In the following example, the actuals are posted through February 2019. In the Monthly Spreads section, the actuals are copied from July through February. But, for the missing months that have no actuals yet, the system copies the data from Last Year Actual and enters them for the missing months. In this example, the March through June actuals are copied from the same months in the Last Year Actual section.

TIP: Before you begin entering budget values, look for anomalies or holes in the Last Year Actual and Current Year Actual values that do not make sense or cannot be explained especially if you intend to use this section. Make sure to resolve any data issues before you start creating a new budget for the next budget year or select an alternate spread option.

Departn	nent History												
19100 - EHS Accounting Operations (Employee)													
		Department Hi	story used for Mo	nthly Spreads									
Acc	t	Jul-19 Actual	Aug-19 Actual	Sep-19 Actual	Oct-19 Actual	Nov-19 Actual	Dec-19 Actual	Jan-19 Actual	Feb-19 Actual	Mar-19 Actual	Apr-19 Actual	May-19 Actual	Jun-19 Actual
Key Departme	nt Statistics												
100	Patient Days	96	53	60	71	84	75	0	0	0	0	0	0
300	Calendar Days	31	31	30	31	30	31	31	28	31	30	31	30
	Total Statistics	127	84	90	102	114	106	31	28	31	30	31	30
Other Non-Key	y Statistics												
	Total - Other Non-Key Statistics	0	0	0	0	0	0	0	0	0	0	0	0
Revenue													
	Inpatient Revenue												
	Total - Inpatient Revenue	0	0	0	0	0	0	0	0	0	0	0	0
	Outpatient Revenue												
	Total - Outpatient Revenue	0	0	0	0	0	0	0	0	0	0	0	0
	Other Patient Revenue												
	Total - Other Patient Revenue	0	0	0	0	0	0	0	0	0	0	0	0
	Revenue Allowances												
	Total - Revenue Allowances	0	0	0	0	0	0	0	0	0	0	0	0
	Other Revenue												
58000	Department Income	0	0	0	0	0	0	0	0	0	0	0	0
	Total - Other Revenue	0	0	0	0	0	0	0	0	0	0	0	0
	Total Revenue	0	0	0	0	0	0	0	0	0	0	0	0
Expenses													
	Salaries												
60100	Salaries - Regular	26,577	27,725	27,753	25,944	24,733	25,290	29,870	28,832	0	0	0	0
60110	Salaries - Overtime	54	234	141	213	(18)	125	203	53	0	0	0	0
60120	Salaries - Non-Productive	2,741	2,867	4,146	3,773	6,401	2,580	986	1,316	0	0	0	0
60900	Salaries - Emp Incentive	0	0	0	0	0	0	0	0	0	0	0	0
	Total - Salaries	29,372	30,826	32,040	29,930	31,115	27,995	31,059	30,201	0	0	0	0

The system uses this combination of actuals and historical values to determine how to spread budgeted expenses across an account. So, if a department spends more money at the beginning of a fiscal year and adds a \$10,000 expense to the budget, the system will automatically apply more of that expense to the beginning of the year than at the end.

TIP: The same historical information is also available in the Expense sheet at the expense line level. For more information, see Viewing historical values for expenses.

Adding support files

Overview

In a budget plan file, you can attach supporting files to help support your budgeting process. For example, you may want to attach various supporting information about the spending requests or capital projects, and have that information easily reviewable along with the plan file itself.

If you have read/write access to a plan file, then you can add and delete attachments as well as view attachments. If you have read-only access to a plan file, then you can only view existing attachments.

Managing file attachments

Using the Manage Attachments dialog, you can add, delete, and view attachments for a plan file.

- Adding a file attachment: Click Upload Attachment, and then navigate to the file that you want to add as an attachment. The file will be imported into the Axiom Budgeting database and associated with the plan file.
- **Deleting a file attachment**: Select the file, and then click **Delete**. The file is deleted from the Axiom Budgeting database and will no longer be available as an attachment.
- **Renaming a file attachment**: To rename a file attachment, right-click the attachment and then click **Rename**. The name becomes editable and you can type your changes.
- Editing the attachment description: To define or edit the description for the file attachment, select the file and then click Edit Description.
- **Opening a file attachment**: Select the file, and then click **Open** (or you can double-click the file).

If the attachment is an Excel-compatible file that opens within the Axiom Budgeting session, it will open with read/write access. You can edit the file and save changes if desired.

If the attachment is a Word file or a PowerPoint file, then it opens in its native program with read/write access if the corresponding Axiom Budgeting add-in is already installed (or if it is successfully installed when the file is opened). You can edit the file and save changes by using the add-in.

If the Word or PowerPoint add-in is not installed, or if the file is some other file type, then you cannot edit and save the file directly. If you need to edit one of these files, you should save a copy of the file locally and make your edits. You can then delete the existing file attachment in the Axiom Budgeting database, and upload your edited copy.

Saving budget plan files

Data resides in the budget plan file, which is not written back to the Axiom database until you save the budget. When saving a budget, Axiom Budgeting verifies and validates the spreadsheet, saves the file, and saves the information to the Axiom database.

Depending on how your system is configured, the system may require you to enter comments when a line item exceeds a defined threshold in the Stat_Rev and Expense tabs before saving the plan file. A message will display above the Comments column header, informing you of the number of variances to address. A red flag icon displays in the Red Flag column. After you enter variance comments, you can save the plan file.

The order of saving budget plan files is left to right. This means that if required variances are needed, the notification on save displays first on the Stat_Rev tab. After all Stat_Rev required variances are met, the user saves again. If required variances also exist on the Expense tab, another save notification prompts the user for comments on the Expense tab.

									_	->	1 Red flags with no comments	
	FY 2018	Global	%	Amt	FY 2019	FY 2019	Budget	Bud-Proj Variance		Red		Oct-18
	/Unit	Adjust	Adjust	Adjust	/Unit	Budget	Method	Amt	%	Flag	Comments	Budget
1						365	Default Statistic	0	0.0%		Global Other Driver	31
												N
												6
	32.26		0.0%	10,000	59.65	21,774	Per Calendar Days	10,000	84.9%			1,849
	0.00		0.0%	0	0.00	0	Per Calendar Days	0	0.0%			0
1												
1												
1	0.00		0.0%	0	0.00	0	Per Key Total Statistic	0	0.0%	Т		0
1	0.00		0.0%	0	0.00	0	Per Key Total Statistic	0	0.0%	•		0
	7.21		0.0%	0	7.21	156 947	Per Key IP Statistic	72.080	84.9%	R.		13 328
			01070	v		200,747		72,000	04.270	10		20,020
	7.21			0	7.21	156.047		72.080	84.0%			12 228
	1.21			v.	1.21	130,347		72,000	04.270			15,520

To save a budget plan file

In the Navigation panel, double-click Save Budget.

NOTE: You can use the Save button in the ribbon tab, but when you close the budget plan file, the system may prompt you to save again.

If your organization uses Axiom process management, then the system displays a message asking to advance the plan file for review and approval process.

Calc methods

Employee sheet

Calc Method	Туре	Description
JobCode	Interface	Sets up initial JobCode block on the Employee tab during the interface process. Do no use when adding blocks to the JobCode tab.
AvgPerPaidHr	Interface	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours.
AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours.

Calc Method	Туре	Description
Dept_ AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputMonthly	Interface	Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputTotal	Interface	Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Employee	Interface	Inserts a new employee into a JobCode block. You can input FTEs and hourly rate. The default hourly rate comes from Mid Rate column in the Budget Labor Limits driver.
Holiday	Interface	Calculate salary dollars based on YTD holiday pay and spreads by the listed holiday months in the Budget Labor Configuration driver.
Input_ Monthly	Interface	Calculates other Non-FTE related pay by typing in the monthly totals. Add New JobCode 22 Lines New Sets up a new JobCode block on the Employee tab. This calc method allows you to enter FTEs and hourly rate for each labor category.
Add New AvgPer Paid Hr PayType	New	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours. This calc method is only used when adding a new pay type.
Add New AvgPer Prod Hr PayType	New	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours. This calc method is only used when adding a new pay type.
Add New Input Monthly PayType	New	Calculates other Non-FTE related pay by typing in the monthly totals. This calc method is only used when adding a new paytype.

Expense sheet

Calc Method	Туре	Description
Depreciation	Interface	Pushes depreciation calculations to the budget plan file from List Driver file, Budget Expense Assumptions. The end-user cannot change the totals or the spread in the budget plan files. Only users with administrative rights can update the calculations.
Detail	Interface	Zero-based expense calculations. Inputs are done on the Expense tab in the budget plan file.
FICA	Interface	Transfers FICA expense from the designated labor tab (JobCode, Staffing, Employee, Provider) to the Expense tab.
Fixed_Days	Interface	Allows changes to the projected year as well as budget. This calc method uses calendar days as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_Even	Interface	Allows changes to the projected year as well as budget. This calc method uses an even monthly spread as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_History	Interface	Allows changes to the projected year as well as budget. This calc method uses history as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_Stats	Interface	Interface Allows changes to the projected year as well as budget. This calc method uses the key statistic monthly spread as its default spread option. Users choose the monthly spread from the drop- down.
Fixed_WorkDays	Interface	Allows changes to the projected year as well as budget. This calc method uses worked days as its default spread option. Users choose the monthly spread from the drop-down.
GlobalAmt	Interface	Pushes expense calculations to the budget plan file from List Driver file, Budget Expense Assumptions. An end-user cannot change the totals or the spread in the Budget Plan files. Only users with administrative rights can update the calculations.

Calc Method	Туре	Description
GlobalExpense	Interface	Pushes expense calculations to the budget plan file from List Driver file, Budget Expense Assumptions. An end-user cannot change the totals or the spread in the Budget Plan files. Only users with administrative rights can update the calculations.
Hours	Interface	Transfers hours from the designated labor tab (JobCode, Staffing, Employee, Provider) to the expense tab.
InputMonthly	Interface	Month-by-month input.
Labor	Interface	Transfers salary dollars from the designated labor tab (JobCode, Staffing, Employee, Provider) to the Expense tab.
NoBudget	Interface	Brings in historical values into the budget plan file, but the budget for next year will be zero, and cannot be changed.
GlobalData	Interface	This calc method allows the administrator to create configurable budget relationships for calculating NYB amounts for the Expense tab only. The GlobalData calc method is similar to GlobalExpense but allows you to use up to four configurable tabs in Global Data Assumptions. Has to be setup in the Global Data Assumptions Driver file.
PctofGrossRevenue	Interface	Uses the historical percentage of the account to gross revenue from the Stat_Rev tab.
PctofSalaries_Rolling12	Interface	Calculates based on the relationship to salaries using Rolling12 instead of YTD. Monthly spread will be based on the spread of salaries.
PctofNetRevenue	Interface	Calculates based on the relationship to net revenue. Monthly spread will be based on the spread of net revenue.
GlobalSum	Interface	This calc method allows you to budget for an account at a percentage of the total of specific other account(s) on the Stat_Rev tab within the same plan file.
PctofSalaries	Interface	Calculates based on the relationship to salaries. Monthly spread will be based on the spread of salaries.

Calc Method	Туре	Description
PctofSalaries _FixedPct	Interface	Calculates a designated fixed percent from List Driver file, Budget Expense Assumptions, based on the relationship to salaries. Monthly spread will be based on the spread of salaries.
RatePerFTE	Interface	Calculates based on the relationship to FTEs. Monthly spread will be based on the spread of FTEs.
RatePerFTE_Fixed	Interface	Allows you to define the fixed dollar amount in List Driver file, Budget Expense Assumptions.per FTE to apply globally to benefit accounts.
Variable	Interface	Calculates based on the relationship to key statistics. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget.
Variable_Stat	Interface	Calculates based on the relationship to a user- chosen statistic that is listed on the Stat_Rev tab. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget.
Add New Detail	New	Zero-based expense calculations. Inputs are done on the Detail sheet in the budget plan file.
Add New Fixed	New	Allows changes to the projected year as well as budget. Monthly spread is chosen by the user from a drop down box selection. Choose the spread methodology from the drop-down. This Calc Method is only used when adding a new account.
Add New Input Monthly	New	Month-by-month input. Use this calc method only when adding a new account.
Add New Variable	New	Calculates based on the relationship to key statistics. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget. This calc method is only used when adding a new account.
Add New Labor	New	Use this new labor calc method to add a new labor account to the Expense sheet.
Add New Hours	New	Use this new labor calc method to add a new hours account to the Expense sheet.

Provider Version Only

If your organization purchased the Provider module license, you have access to the following additional calc methods:

Calc Method	Туре	Description
ProviderComp	Interface	Transfers Salary calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables.
ProviderLaborComp	Interface	Transfers Salary calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables.
ProviderCompFICA	Interface	Transfers FICA calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables.
ProviderLaborFICA	Interface	Transfers FICA calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables.
ProviderCompHours	Interface	Transfers Hours calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables.
ProviderLaborHours	Interface	Transfers Hours calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables.
ProviderCompOther	Interface	Transfers other labor calculations from the ProviderComp sheet to the Expense sheet to be saved in the Financial Data Tables.
Add New ProviderLaborComp	New	Use this new labor calc method to add a new labor account to the Expense sheet for Providers.
Add New ProviderLaborHours	New	Use this new labor calc method when necessary to add a new hours account to the Expense sheet for Providers.

JobCode sheet

Calc Method	Туре	Description
JobCode	Interface	Sets up initial JobCode block on the JobCode sheet during the interface process. Do not use when adding blocks to the JobCode tab.
AvgPerPaidHr	Interface	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours.
AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours.
Dept_ AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputMonthly	Interface	Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_InputTotal	Interface	Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Holiday	Interface	Calculates salary dollars based on YTD holiday pay and spreads by the listed holiday months in the Budget Labor Configuration driver.
Input_Monthly	Interface	Calculate other Non-FTE related pay by typing in the monthly totals.
Add New JobCode	New	Sets up a new JobCode block on the JobCode sheet. This calc method allows the input of FTEs and hourly rate for each labor category. The default hourly rate comes from the Mid Rate column in the Budget Labor Limits driver.
Add New AvgPer Paid Hr PayType	New	Calculate other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours. This calc method is only used when adding a new paytype.

Calc Method	Туре	Description
Add New AvgPer Prod Hr PayType	New	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours. This calc method is only used when adding a new pay type.
Add New Input Monthly PayType	New	Calculates other Non-FTE related pay by typing in the monthly totals. This calc method is only used when adding a new paytype.

Provider sheet

Calc Method	Туре	Description
FinancialClass	Interface	Inserts financial class data to use during the initial interface process.
Provider	Interface	Sets up the Provider Block to use during the initial interface process.
Revenue	Interface	Inserts revenue data to use during the initial interface process to insert revenue data.
RVU	Interface	Inserts RVU data to use during the initial interface process.
Statistic	Interface	Inserts Procedure/Statistic data to use during the initial interface process.
WRVU	Interface	Inserts WRVU data to use during the initial interface process.
Add New Encounter	New	Inserts additional Encounter/Visit lines, if needed, after the initial interface is complete.
Add New FinancialClass	New	Inserts additional Financial Class lines, if needed, after the initial interface is complete.
Add New Procedure	New	Inserts additional Procedure lines, if needed, after the initial interface is complete.
Add New Provider	New	Inserts a new Provider Block.
Add New Revenue	New	Inserts additional Revenue lines, if needed, after the initial interface is complete.
Add New RVU	New	Inserts additional RVU lines, if needed, after the initial interface is complete.

Calc Method	Туре	Description
Add New WRVU	New	Inserts additional WRVU lines, if needed, after the initial interface is complete.
Copy From Existing Provider	New	Inserts a new Provider Block and allows the statistical history from an existing Provider to copy into the new Provider block.

Staffing sheet

Calc Method	Туре	Description
JobCode	Interface	Sets up initial JobCode block on the Staffing tab during the interface process. Do not use when adding blocks to the Staffing tab.
AvgPerPaidHr	Interface	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours.
AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours.
DeptAvgPerPaidHr	Interface	Calculate other Non-FTE related pay based on the relationship to paid hours in the department. Monthly spread will be based on the spread of paid hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputMonthly	Interface	Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc methid to budget labor dollars at a department level and not a JobCode level.
Dept_InputTotal	Interface	Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Holiday	Interface	Calculates salary dollars based on YTD holiday pay and spreads by the listed holiday months in the Budget Labor Configuration driver.
Input_Monthly	Interface	Calculates other Non-FTE related pay by typing in the monthly totals.
Input_Total	Interface	Calculates other Non-FTE related pay by typing in the total dollars. The monthly spread will be spread evenly.

Calc Method	Туре	Description
Add New JobCode	New	Sets up a new JobCode block on the Staffing tab. This calc method allows the input of FTEs and hourly rate for each labor category. The default hourly rate comes from the Mid Rate column in the Budget Labor Limits driver.
Add New Input Monthly PayType	New	Calculates other Non-FTE related pay by typing in the monthly totals. This Calc Method is only used when adding a new paytype.
Add New Input Total PayType	New	Calculates other Non-FTE related pay by typing in the total dollars. The monthly spread will be even. This calc method is only used when adding a new paytype.
		The FTEs from Target should have no variance for a budget to be acceptable.

Stat_Rev (Statistics and Revenue) sheet

Calc Method	Description
Allowance	Calculate deductions based on a percentage of gross revenue.
BadDebt	Calculate bad debt based on a percentage of gross revenue.
Detail	Zeros base revenue calculations.
FixedRevenue	Allows changes to the projected year as well as budget. Usually used for other operating revenue accounts. Select the monthly spread from the drop-down.
GlobalRevenue	Pushes revenue or deduction calculations to the budget plan file from Budget Assumptions. End users cannot change the totals or the spread in the budget plan files. Only users with administrative rights can update the calculations.
GlobalSum	This SPM allows you to budget for an account at a percentage of the total of specific other account(s) on the Stat_Rev tab within the same workbook.
InputMonthly	Month by month input.
IP_Per_Unit	This revenue calc method is now an independent calculation of IP revenue by account using the historical revenue per unit.
IP_Payor	Calculates the total IP revenue, and then allocates it based on the historical percentages by payor. Only use this calc method if the GL gross revenue account structure is by payor.

Calc Method	Description
OP_Per_Unit	This revenue calc method is now an independent calculation of OP revenue by account using the historical revenue per unit.
OP_Payor	This calc method calculates the total IP revenue, and then allocates it based on the historical percentages by payor. Use this calc method only if the GL gross revenue account structure is by payor.
Oth_Per_Unit	This revenue calc method is now an independent calculation of Other Patient revenue by account using the historical revenue per unit.
Oth_Payor	This calc method calculates the total IP revenue, and then allocates it based on the historical percentages by payor. Only use this calc method if the GL gross revenue account structure is by payor.
NoBudget	Brings in historical values into the budget plan file, but the budget for next year will be zero, and cannot be changed.
Statistic	Calculates projected and budget key statistics.
Statistic_Oth	Calculates projected and budget non-key statistics based on their relationship to the key statistic.
Revenue_Stat	This revenue calc method allows you to define the statistic account from the Stat_Rev tab to use as the basis of the per unit calculation and the multiplier for the budget. For example, there my be an Other Department statistic in the OR for implant cases that should be used to drive the Revenue-Implant account.
Add New Detail	Zero-based expense calculations when adding a new account. Inputs are done on the Detail tab in the budget plan file.
Add New Fixed Revenue	Use this new revenue calc method to add a new Fixed Revenue account to the Stat_Rev tab.
Add New Input Monthly	Use this new revenue or statistic calc method to add a new account to the Stat_Rev tab.
Add New Statistic	Use this new statistic calc method to add a new key statistic account to the Stat_Rev tab.
Add New Statistic_Oth	Use this new statistic calc method to add a new Other Statistic account to the Stat_Rev tab.

Provider Version Only

If your organization purchased the Provider module license, you have access to the following additional calc methods:

Calc Method	Description
ProviderRev	Transfers Revenue calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables.
ProviderStat	Transfers Statistic calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables.
ProviderComp	Transfers Salary calculations from the Provider tab to the Stat_Rev tab to save to the Financial Data tables.
	NOTE: Provider Light Version Only: Calc Methods – Stat_Rev Sheet
	If your organization has purchased the Provider module, you can access the following additional calc methods if using the Provider Light.
	 Provider_Simple_Rev – Transfers Revenue calculations from the Provider Simple Rev tab to the Stat_Rev tab to save to the Financial Data Tables. If your GL structure has multiple revenue accounts for Provider revenue, then apply the calculation method Provider_Simple_Rev to each revenue account. Provider_Simple_Stat – Transfers Statistic calculations from the Provider Simple Rev tab to the Stat_Rev tab to save to the Financial Data Tables. Assign this to the key statistic you are using as your driver stat on the Provider tab. For example, when using WRVU as your Driver stat, add Provider_Simple_Stat to the GL acct on the ACCT dimension table for WRVUs.

Working with Reports

Reports are spreadsheets designed to help review and analyze your organization's financial data. The Budgeting reports include:

Budget Reporting

- Budget Analysis Budget dollars by department by account analysis
- Budget Statement Budget analysis
- Initiative Analysis Budget analysis of new initiatives
- Provider Budget (optional) Physician analysis
- Payroll Analysis Payroll budget analysis

Financial Reporting

- Financial Analysis General budget data
- Financial Statement Month-end financial analysis
- Payroll Bi-weekly payroll analysis
- Provider Analysis (optional) Physician analysis
- Report Packages Month-end or payroll electronic reporting

Like budget plan files, reports pull data from the database and in some cases allow the user to input data and save it back to the database. However, unlike plan files, reports are not associated with a particular file group or budget year. The same report can be used to view data for any budget year, or to compare data across multiple budget years. Reports can even incorporate data from other Axiom Software Suite applications, provided you have the necessary security permissions.

Browsing the Report Library

In addition to browsing the report folders in the Axiom Budgeting task panes, you can search all of the available Axiom reports in the Reports Library.

To browse the Report Library:

1. In the Main ribbon tab, in the Reports group, click Reports > Browse All Reports.

File	MAIN H	ELP ADMIN Ho	me										
Open App Menus •	? Online Help ▼	Navigation Save	Refresh C Data	I Change View •	Drill	Additions	Quick Filter	Freeze Panes Formula Bar Headings	Publish	Reports	Report Tips	Security Manager	Close Axiom SW
Applications	Help	File Options		V	Vorkbo	ok Options		Display	File Output	E Bi	rowse All R	eports 🛛 y 🗸	- Fuite
< Axiom	< Axiom Assistant 📳 HomePage (R/O) X												

2. In the **Reports Library** dialog, you can do the following:

	Reports Library				?	×
	Browse Reports Library					
	Folder Path 💌	Document Name	Type [• L	ocked By	^
	\Axiom\Reports Library	Report1	xlsx			
	\Axiom\Reports Library	Drill_Drill_Budget Income Detail	xlsx			
	\Axiom\Reports Library	Data Defaults CP DRIVERS - UTILITY - version 11	xlsx			
	\Axiom\Reports Library	Update_Plan_File17_post44	xlsm			
	\Axiom\Reports Library	Book2	xlsx			
	\Axiom\Reports Library	Styles 04.27.2017	xlsx			
	\Axiom\Reports Library\System Files	Home	xlsx			
	\Axiom\Reports Library\System Files\Images\Task Pane Icons	icon	png			
	\Axiom\Reports Library\System Files\Images\Task Pane Icons	FileGroups16	png			
	\Axiom\Reports Library\System Files\Images\Task Pane Icons	kh_task_blue_16	png			
	\Axiom\Reports Library\System Files\Images\Task Pane Icons	kh_task_blue_32	png			
	\Axiom\Reports Library\System Files\Images\Task Pane Icons	kh_task_bluechev_16	png			
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	\Axiom\Reports Library\System Files\Images\Task Pane Icons	kh_task_green_32	png			
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- To sort, group, or search by any of the columns, click the drop-down arrow next to the column label.
- To open a report, select it from the list, and click **OK**.

The system includes many different reports, but you can search through them more easily by using the following search functionality:

- 1. Click the down arrow beside the **Document Name** column header.
- 2. In the Group By box, type a search value, and click OK.

The system will display the reports that include the value you entered in the report name.

Budgeting reports

Axiom Budgeting 2019.3 comes with a variety of standard budget reports, organized within the following folders and subfolders.

TIP: In some reports, you can drill down to specific data to view how the values were calculated. For more information, see Drilling data: Using Drill Down.

Budgeting Analysis reports

The following reports allow you to view general budget data. For examples of these reports, see Running Budget Analysis reports.

Report	Description
Budget Account Analysis	Use to analyze the proposed budget compared to last year actual, current year budget, and current year projected for an individual account by department. Comments entered into the budget plan files also show on the report to assist with the analysis.
Budget FTE Comparison	Use to analyze the proposed budget for FTE compared to last year actual, current year budget, year-to-date actual, and current year projected by department.
Budget Key Statistics By Department	Use to view highlighted key statistic trends across multiple fiscal years.
Budget Per Unit Analysis	Use to analyze per-unit amounts by comparing the current year projection to next year's budget for Patient Revenue, Salaries, Supplies, and Other Expenses.
Budget Plan Questions	Use to report on inputs from the Plan tab in plan files.
Budget Red Flag Analysis	Use to review the comments and explanations for accounts flagged in the budget plan files because they exceeded the defined red-flag threshold. The report shows year-to-date actual and current year projection compared to the proposed budget request. The report also includes fields for the adjustments and comments posted from the budget workbook for each account.
Budget Salary Comparison	Use to analyze salary variances for the proposed budget compared to the current year projection. The report also includes prior year and current year actual history to use for comparison.

Report	Description
Budget Salary Rate Analysis	Use to analyze departmental average hourly-rate variances in the proposed budget. The report shows prior year and current year actual history and projection compared to the new budget. The variance is broken out into two different categories—FTE and Rate Effect.
Budget Summary by Department	Use to analyze total-expense variances by department, comparing the proposed budget to the current-year projection. The report shows prior-year actual, current- year actual, and current-year budget history.
Budget Threshold Analysis	Use to analyze account categories by applying a low and high threshold for variances. Historical data for last-year actual and current-year budget are also included.
Budget Workbook Changes for CYB and NYB	Use to view highlighted areas where users made inputs in the yellow cells in budget plan files.

Budgeting Statement reports

The following reports are designed for budget analysis. For examples of these reports, see Running Budget Statement reports.

Report	Description
Budget Income Detail	Use to analyze the proposed budget-by-income statement category compared to last-year actual, current-year budget, current-year projected, year-to-date actual, and current-year annualized. Each category shows all values for all accounts in that category.
Budget Income Financial Plan	Use to view annuals income statement comparisons across multiple scenarios.
Budget Income Scenarios	Use to analyze the proposed budget by FSDetail category compared to the Baseline Budget, NYBScenario1, and NYBScenario2. BudScenario1 and BudScenario2 are fields in the database used to store the results of different sets of driver files. You can use this report to compare passes of the budget (BudPass1, BudPass2).
Budget Income Summary	Use to summarize the proposed budget by FSDetail category compared to last-year actual, current-year budget, current-year annualized, and current-year projected.

Report	Description
Budget Monthly Dept P&L	Use to review the monthly spread by account for the proposed budget by Budget Type category for an individual department. This report is often used to provide the department manager with a final copy of their month- by-month budget.

Initiative Analysis reports

The following reports are designed for budget analysis of new initiatives. For examples of these reports, see Running Budget Initiative Analysis reports.

Report	Description
Budget Income Summary-Initiative	Use to review new initiatives by Income Statement category.
Budget Income Summary-Initiative Monthly	Use to review new initiatives by Income Statement category by month.
Income Statement by Initiative ID	Use to review new initiatives side-by-side for multiple initiatives.
Initiative Summary	Use to review new initiatives by department by category, with monthly FTEs.

Payroll Analysis reports

The following reports are designed for payroll budget analysis. For examples of these reports, see Running Budget Payroll Analysis reports.

Report	Description
FTE Additions and Changes by JobCode	Use to review the FTE summary by department by JobCode, highlighting changes made to the projected year and budget in the plan files.
FTEs by Department	Use to review the FTE summary by department, including prior-year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget.
FTEs by Department by JobCode	Use to review FTE report by department by job code, including prior-year actual, current-year budget, and year- to-date actual. The proposed budget is compared to year- to-date actual as well as the current-year budget.

Report	Description
FTEs by JobCode	Use to review the FTE report by job code, including prior- year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget.
Monthly FICA by Department	Use to show monthly total FICA expense by department for both current-year projected and next-year budget. Monthly expense shows for next-year budget. Designed for use by clients who budget FICA in a central department or to review the overall monthly spread of FICA expense.
Monthly FTE Target Variance by Department	Use to review a department summary of the FTE variance by month for next year's budget to the department target.
Monthly FTEs by Department	Use to review a department summary of total FTEs by month for next year's budget. Designed to be used to review the monthly spread of total FTEs as well as by department.
NYB Hours and Dollars by Employee	Use to review hours and dollars by employee, job code, paytype, and department. To use this report, the department must use the employee labor option in plan files.
Worked Hours Per Unit by Department by JobCode	Use to compare the projected and NY Budget by Provider to the current year by selected DataType.

Provider Budget Analysis reports (optional feature)

The following reports are designed for physician analysis. For examples of these reports, see Running Provider Budget Analysis reports.

NOTE: You can also find these same reports in the Financial Reporting section > Financial Reporting > Provider Analysis.

Report	Description
Current Period vs Previous Comparison	Use to compare current period vs previous period information by provider as well as last year actual. You can select the data type to analyze in the report.

Report	Description
Current Period vs Previous Comparison_CPT	Use to compare current period vs previous period information by CPT or CPT Summary category and last year actual. You can select the data type to analyze in the report.
CY Actual vs Budget Comparison	Use to compare current period and year-to-date actual vs budget information by provider and last year actual. You can select the data type to analyze in the report.
CY Actual vs Budget Comparison_CPT	Use to compare current period and year-to-date actual vs budget information by CPT or CPT Summary code and last year actual. You can select the data type to analyze in the report.
NY Budget Comparison	Use to compare current year projections with next year's budget.
NY Budget Comparison_CPT	Use to compare current year projections with next year's budget by CPT or CPT Summary category.
Provider Key Indicators By Month	Use to compare month-by-month values for last year, current year, and target by data type.
Provider Key Indicators By Month_ Rolling 12	Use to compare month-by-month values for the most recent 12 months by data type.
Provider Revenue Per Encounter	Use to compare the current month to the prior three- month average for different years for revenue per encounter.
Provider Revenue Per RVU	Use to compare the current month to the prior three- month average for different years for revenue per RVU.
Provider Revenue Per WRVU	Use to compare the current month to the prior three- month average for different years for revenue per WRVU.
Provider Volume by Specialty	Use to compare actual vs budget volume by data type for the current period and year-to-date, subtotaled by provider specialty.
Provider Volume by Specialty_ Monthly	Use to show monthly totals by provider, for a chosen data type and year, subtotaled by provider specialty.
Provider Compensation Benchmark	Use to compare the proposed budget salary to a salary target for each provider. The target is factored for the budget FTE.

Report	Description
Provider Compensation Comparison	Use to compare the calculated budget salary under each of the available compensation methods, by provider, to evaluate the cost of moving providers to another model or standardizing the compensation model. There is also a comparison of the current year vs proposed budget salary cost per work RVU to test if the compensation is changing +\- the Hold Harmless percentage.

Provider Budget Compensation reports (optional feature)

The following reports are designed for payroll/provider budget analysis. For examples of these reports, see Running Provider Budget Compensation reports.

Report	Description
Provider Compensation Benchmark	Use to compare the proposed budget salary to a salary target for each provider. The target is factored for the budget FTE.
Provider Compensation Comparison	Use to compare the calculated budget salary under each of the available compensation methods, by provider, to evaluate the cost of moving providers to another model or standardizing the compensation model.

Balance Sheet and Deductions utilities

These reports are designed for budget balance sheet calculation and deductions modeling to post the results to the database.

Accessing these utilities

The utilities listed in this section are located in \Axiom\Reports Library\Budgeting Utilities\Balance Sheet & Deductions. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, and click **Budget Utilities > Balance Sheet & Deductions**.

В	ud	get Reporting	^
۶		Budget Analysis	
Ŧ		Budget Utilities	
	-	Balance Sheet & Deductions	
		🖾 Budget Balance Sheet and Cash Flow	
		🔊 Budget Deductions	
		🔊 Budget Deductions_Demo	
		🖾 NYB_Deductions_FSDetail	
		MYB_Deductions_FSPayor	
	►	鷆 Budget Planning HomePage	
	►	퉬 Budget Reconciliation	
	►	퉬 Budget Setup	
	►	鷆 Extract from EPM	
	►	🍌 Provider Utilities	
	►	🍌 Report Batches	
	►	🍌 Security	

Budget Balance Sheet and Cash Flow

Use this save-to-database report to project the balance sheet for the remainder of the current year and next year's budget, by category.

The Budget Balance Sheet and Cash Flow utility allows you to project the remainder of the current year and next year budget balance sheet and cash flow numbers. This utility integrates with the budgeted income statement numbers and allows for frequent updates to the budgeted balance sheet and cash flow numbers, if the income statement is updated. The utility's results save back to the database and then become available in the budget data tables and reports for budget analysis.

Balance Sheet & Cash Flow Summary KHA Health Period Ending February 29, 2020								
	Balance as of	Balance as of	Projected as of	Budget as of	Budget	Budget	Budget	Budget
	Jun-2018	Jun-2019	Jun-2020	Jun-2021	Jul-2020	Aug-2020	Sep-2020	Oct-2020
ASSETS								
Current Assets:								
Cash and Cash Equivalents	5,029,579	6,156	675,797	(958,640)	(935,978)	(947,728)	(943,114)	(944,699)
Current Assets limited as to use:	6,236,423	0	6,236,423	6,236,423	6,236,423	6,236,423	6,236,423	6,236,423
Net Patient Accounts Receivable	46,387,732	0	6,827,116	6,077,683	8,346,213	7,190,417	6,859,899	6,612,839
Third Party Settlements	502,139	0	73,902	65,790	90,346	77,835	74,257	71,583
Current Receivables	0	0	0	0	0	0	0	0
Inventory	6,775,635	17,362,060	99,898	75,377	92,017	85,200	83,724	82,066
Prepaid Expense	5,404,405	0	354,422	373,342	392,635	382,631	386,560	385,211
Other Current Assets	2,210,383	0	2,210,383	2,210,383	2,210,383	2,210,383	2,210,383	2,210,383
Total Current Assets	72,546,295	17,368,216	16,477,940	14,080,356	16,432,038	15,235,160	14,908,131	14,653,805
Assets Limited as to Use								
Trusteed Assets	113,467,445	0	113,467,445	113,467,445	113,467,445	113,467,445	113,467,445	113,467,445
Board Designated Investments	1,656,662	0	32,546,324	29,309,556	9,095,383	11,971,491	13,996,847	15,856,496
Total Assets Limited as to Use	115,124,107	0	146,013,769	142,777,001	122,562,828	125,438,936	127,464,292	129,323,941
Property and Equipment:								
Net Plant Property & Equipment	133,302,988	1,713,310	151,474,898	150,743,733	151,413,968	151,353,037	151,292,107	151,231,176
Construction In Progress	4,266,443	0	4,266,443	4,266,443	4,266,443	4,266,443	4,266,443	4,266,443
Net Property and Equipment	137,569,431	1,713,310	155,741,341	155,010,176	155,680,410	155,619,480	155,558,550	155,497,619
Other Assets:								
Net Financing Cost	600,848	0	600,848	600,848	600,848	600,848	600,848	600,848
Investments in Related Parties	14,290,360	0	14,290,360	14,290,360	14,290,360	14,290,360	14,290,360	14,290,360
Notes Receivable	1,784,464	0	1,784,464	1,784,464	1,784,464	1,784,464	1,784,464	1,784,464

Running the Budget Balance Sheet and Cash Flow utility

- 1. Open the report.
- 2. In the Refresh Variables dialog, do the following, and click **OK**:
 - From the Select 'Yes' to add New Income to Fund Balance drop-down, select Yes or No to determine whether to add net income to the fund balance.
 - To select the default departments, where you would like the budget balance sheet numbers to be saved back to, click **Choose Value**, and select a department.
 - In the **Create a Save Tag Value** box, type a save tag (max of 100 characters). This save tag ensures that the data saving back to the database is saved with a save tag that is unique to a specific entity/group that you may want to filter this report for. It also avoids having to create multiple Balance Sheet reports for different entities/groups.
- 3. After the report populates, do the following:
 - At the top of the spreadsheet, make sure that the data in the Net Income row matches the balance sheet to be prepared.
 - Verify historical information for Two Years Ago, Last Year, and Current YTD all balance.
 - In the header section, review to the Balance Check row to confirm that the model is in balance.

	Method	Balance as of Jun-2017	Balance as of Jun-2018	Jun-2(Ai
_	Net Income	3,445	12,870	
	<u>Total Assets</u> <u>Total Liabilities</u>	19,082 19,082	19,082 19,082	
	Cash Flow	In Balance	In Balance	r

TIP: If the model appears to be out of balance, we recommend that you refresh the report and verify that the Add Net Income to Fund Balance setting was configured properly per your organization's accounting practice.

- 4. In column AD, in the blue input cells, enter the default accounts numbers that you would like the balance sheet numbers to save back to. For example, you may choose to save back the numbers for Board Designated Investments and Other Assets to the same default asset account OR you may choose to use accounts specific to each of these categories.
- 5. Complete the following sections of the utility, as needed:
 - Balance Sheet Assumptions Use this section to enter key balance sheet metrics to

calculate various balance sheet numbers. Values for balance sheet categories can be adjusted or keyed in directly in the detailed schedules / inputs section.

- Assets
- Liabilities and Net Assets
- Detailed Schedules Use this section to input detailed schedules for each category.
- Statement and Cash Flows

TIP: Enter inputs incrementally. For example, to change days in AR from 64 to 56, enter 8 and not 56.

NOTE: The Budget Balance Sheet utility is configured to always stay in balance. As a result, inputs/adjustments to Balance Sheet metrics will result in the out of balance difference being plugged to either the other assets/other liabilities section.

6. To save your changes to the database, in the Main ribbon tab, click Save.

The Summary tab of the Budget Balance Sheet utility will populate with next year's budgeted balance sheet and cash flow numbers by month for budget analysis purposes.

Budget Deductions

This is a deductions modeling tool that is similar to the deductions modeling in Kaufman Hall Financial Planning. All statistics, revenues and deductions are broken out by payer. You can make assumptions for the projection and budget in each payer section. The resulting calculated values post to the database. When using this model, do not create budget workbooks for your deduction department(s).

Budget Deductions											
For The Period Ending February 29, 20	20										
Budget Deduction Group =>>				info Only	FY 2020	Projected	Budget				
RESET to Default Calculations	Last Saved			2019	Feb YTD	2020	2021	Jul-2020	Aug-2020	Sep-2020	Oct-2020
IP Discharge % Change								Monthly Totals fro	m Global Assumption	5	
Total IP Discharges - Globals		Discharges		0	0	0	0) 0	0	
Variance-Check Total from Inputs				12,998	12,998						
% Discharges by Payor								Revise Monthly %	s as Appropriate (Base	ed upon FY 20 Project	tion)
Medicare				29.43%	29.43%	0.00%	0.00%	100.009	100.00%	100.00%	100
Medicaid			Default Calc	18.36%	18.36%	0.00%	0.00%	0.009	i 0.00%	0.00%	0
Commercial			Default Calc	11.39%	11.39%	0.00%	0.00%	0.009	0.00%	0.00%	0
Managed Care			Default Calc	21.04%	21.04%	0.00%	0.00%	0.009	0.00%	0.00%	0
Self Pay			Default Calc	11.36%	11.36%	0.00%	0.00%	0.009	0.00%	0.00%	0
Blue Cross			Default Calc	4.85%	4.85%	0.00%	0.00%	0.009	0.00%	0.00%	0
Other			Default Calc	3.57%	3.57%	0.00%	0.00%	0.009	0.00%	0.00%	0
Total %				100.00%	100.00%	0.00%	0.00%	100.009	100.00%	100.00%	100.
Discharges by Payor				Enter Historical Data ,	/ FY 20 Projection						
Medicare			Default Calc	3,825	3,825	0	0) 0	0	
Medicaid			Default Calc	2,386	2,386	0	0			0	
Commercial			Default Calc	1,480	1,480	0	0			0	
Managed Care			Default Calc	2,/35	2,735	0	0			0	
Self Pay			Default Calc	1,477	1,477	0	0			0	
Blue Cross			Default Calc	631	631	0	0			0	
Other			Default Calc	464	464	0	0		0	0	
-Total inpatient Discharges				12,990	12,990	0	0		0		
Patient Days % Change								Monthly Totals fro	m Global Assumption	15	
Total Patient Days - Globals		PatientDays		0	0	0	0			0	
Variance-Check Total from Inputs				66.278	66.278						
% of Patient Days by Payor								Revise Monthly %	s as Appropriate (Bas	ed upon FY 20 Project	tion)
Medicare				35.40%	35.40%	0.00%	0.00%	100.009	100.00%	100.00%	100
Medicald			Default Calc	17.03%	17.03%	0.00%	0.00%	0.009	0.00%	0.00%	0
Commercial			Default Calc	9.84%	9.84%	0.00%	0.00%	0.009	0.00%	0.00%	0

GL Accounts are summarized by balance sheet categories, and the resulting summary data can be posted back to the database for both the Current Year Projection and Next Year Budget as well as inclusion in all related Budget Analysis reports. If necessary, values for balance sheet categories can be adjusted or keyed in directly.

As budgets and assumptions change, simply refresh data in the Budget Balance Sheet to update and post newly computed balance sheet information for calculating metrics driven by income statement parameters (assuming the balance sheet assumptions remain unchanged).

The Budget Balance Sheet report assigns GL accounts to balance sheet categories per the FSSummary, FSDetail, and FPCode grouping columns in the ACCT dimension table.

The Balance Sheet and Cash Flow Report includes the following sections:

- Balance Sheet Assumptions Key metrics used to drive various balance sheet calculations. Valid entries are listed in the Balance Sheet Assumptions Inputs section.
- Assets
- Liabilities and Net Assets
- **Detailed Schedules** Contains rows to input detailed schedules for each category.
- Statement of Cash Flows
- Summary Income Statement

You can filter the report by Entity or group, as defined in dimensions by using the Quick Filter option in the Main ribbon tab. You may make adjustments to the values in any blue cells in the report. After making your changes, review the cash flow statement to make sure it balances to total cash and make sure the summaries match your expectations on the summary tab.

To run the Budget Sheet and Cash Flow report:

- 1. In the Refresh Variables dialog, do the following, and click OK:
 - From the Select 'Yes' to add New Income to Fund Balance drop-down, select Yes or No to determine whether to add net income to the fund balance.
 - To select the default departments to include in the report, click **Choose Value**, select a department, and click **OK**.
- 2. Add or enter information in the blue cell, as appropriate.
- 3. After the report populates, verify the following:
 - At the top of the spreadsheet, make sure that the data in the **Net Income** row matches the balance sheet to be prepared.
 - Historical information for Two Years Ago, Last Year, and Current YTD all balance.
 - In the header section, review to the **Balance Check** row to confirm that the model is in balance.

Balance Sheet & Cash Flow (\$ in Thousands PKG For The Period Ending December 31, 2016 BUD Balshare CF)					
		Balance as of	Balance as of	Jun-2016 through	Projection	Projected as of
	Method	Jun-2015	Jun-2016	Dec-2016	Changes	Jun-2017
Net income	Net Income	(15,955,605)	(6,705,794)	(3,827,103)	28,805,249	24,978,14
Total Assets	Total Assets	377,769,927	386,208,482	385,245,369	(14,684,042)	370,561,32
Total Liabilities & Net Assets	Total Liabilities	357,671,574	363,734,959	364,928,568	(14,465,594)	350,462,97
		20,098,353	22,473,523	20,316,801	(218,447)	20,098,35
Balance Check	Cash Flow	Out of Balance	Out of Balance	Out of Balance	Out of Balance	Out of Balan

NOTE: If the model appears to be out of balance, you might want to refresh the report and verify that the **Add Net Income to Fund Balance** setting was configured properly per your organization's accounting practice

4. To save your changes back to the database, in the Main ribbon tab, click Save.

Balance Sheet assumption inputs

NOTE: Enter inputs incrementally. For example, to change days in AR from 64 to 56, enter 8 and not 56.

Cash and cash equivalents	Computed through days of operating cash	
Short-term cash investments	Input Schedule	
Current assets limited as to use	Input Schedule	
Patient Accounts Receivable	Computed from Gross A\R days in gross patient receivables	Configurable sections are netted from the total calculation on the first row.
Physician Accounts Receivable	Input Schedule	
Allowance for Uncollectibles	Calculated from Net A\R Days less Gross receivables	Configurable sections are netted from the total calculation on the first row
Third Party Settlements	Computed from 3rd Party days in Net Patient Receivables	Configurable sections are netted from the total calculation on the first row.
Current Receivables	Input Schedule	

Asset inputs (All inputs should be in whole dollars)

Supply Inventories, at cost	Computed from Days in Supply inventories	Configurable sections are netted from the total calculation on the first row.
		Driven by total supplies expense from the income statement
Prepaid Expenses	Computed from Days in Prepaid Expenses	Configurable sections are netted from the total calculation on the first row.
		Driven by total other expenses from the income statement
Other Current Assets	Input Schedule	
Assets Limited as to use – Trusteed Assets	Input Schedule	
Assets Limited as to use – Board Designated Investments	Computed	
PPE – Land	Input Schedule	Net Capital Acquisitions
		Revaluation amount
PPE – Property and	Input Schedule	Net Capital Acquisitions
Equipment		+\- Revaluation amount
PPE – Accumulated Depreciation	Input Schedule	Depreciation Expense – Automatic flow from Income Statement
		+\- Disposals
PPE – Construction in Progress	Net Capital Acquisitions	+\- Revaluation amount
Unamortized Financing Fees	Input Schedule	
Amortization of existing fees	Input Schedule	
Investment in subsidiaries	Input Schedule	
Notes Receivable	Input Schedule	
Other Long-Term Assets	Input Schedule	Liability Inputs (All inputs should be in whole dollars)

Line of credit	Calculated	
Current maturity of long- term debt	Input Schedule	Est. current portion of long- term debt
		Adj of current portion of long- term debt
Accounts Payable	Computed from A\P days in other expenses	Configurable sections are netted from the total calculation on the first row.
		Driven by total other expenses from the income statement
Accrued Payroll	Computed from Acc Payroll days in salary expenses	Configurable sections are netted from the total calculation on the first row.
		Driven by total other expenses from the income statement
Accrued Expenses	Computed from Accrued Exp days in other expenses	Configurable sections are netted from the total calculation on the first row.
		Driven by total other expenses from the income statement
Third Party Settlements	Computed from 3rd party days in other expenses	Configurable sections are netted from the total calculation on the first row.
		Driven by total other expenses from the income statement
Other Accrued Liabilities	Input Schedule	
Other Long Term Liabilities 1	Input Schedule	
Other Long Term Liabilities 2	Input Schedule	
Long-Term Debt	Input Schedule	Net new loans
		Regular principal payments

Equity inputs (All inputs should be in thousands)

Fund Balance	Input Schedule	Net Income – Computed and included in projection if Instructions tab diaplsy Yes to include in Fund Balance. Net Income is automatically added to fund balance for budget.
Temporarily restricted net assets	Input Schedule	
Permanently restricted net assets	Input Schedule	

NYB_Deductions_FSDetail

Use this deductions model to project deductions using the historical relationship to gross revenue for each deduction category. This report summarizes categories using the Acct-FSDetail column in dimensions. The resulting calculated values posts to the database. If you are using this model, do not create budget workbooks for your deduction department(s).



NYB_Deductions_FSPayor

Use this deductions model to project deductions using the historical relationship to gross revenue by payer. This report summarizes categories using the Acct-FSPayor column in dimensions. The resulting calculated values post to the database. If you are using this model, do not create budget workbooks for your deduction department(s).

NYB_Deductions_F KHA Health FY21 Annual Budget	SPayor									
		Revenue		Current	Current	Rest of	Projection		Preliminary	Budget
FSPayor	Description	Driver	Last Year	Budget	YTD	Year	Adjustments	Projected	Budget	Adjustments
Select FSPayor >>	Double-click for FSPayor		0	0	0	0	0	0	0	
Select FSPayor >>	Double-click for FSPayor		0	0	0	0	0	0	0	
Select FSPayor >>	Double-click for FSPayor		0	0	0	0	0	0	0	
Select FSPayor >>	Double-click for FSPayor		0	0	0	0	0	0	0	
	Total PATIENT REVENUE By Payor		0	0	0	0	0	0	0	
	PATIENT REVENUE BY TYPE									
Total Inpatient	Total Inpatient Revenue		234,551,863	30,542,149	172,524,693	(139,816,287)	0	32,708,405	33,678,833	
Total Outpatient	Total Outpatient Revenue		106,753,460	16,485,554	76,946,658	(52,641,125)	0	24,305,533	20,899,443	
Ibtal OtherPatient	Iotal Other Patient Revenue		170,658,298	4,475,287	114,607,896	(104,992,920)	0	9,614,976	25,045	
Total Gross	Total Patient Revenue		511,963,621	51,502,990	364,079,247	(297,450,333)	6	66,628,914	54,603,321	
	Ibtal Allowances		276,409,248	15,653,053	197,589,097	#N/A	0	#N/A	TN/A	
	Ivet Revenue		235,554,373	35,649,937	166,490,150	PN/A	0.007	*N/A	#N/A	
Acct	ALLOWANCE - DETAIL									
40000	101010 Capitation Adjustment - EMA Internal Medicine (Provider Detail)	Total Gross	6,118,207	15,382	4,126,861	0	0	4,126,861	3,382,020	(3,382,020)
40000	101014 Capitation Adjustment - EMA Urgent Care Adult	Total Gross	425,262	1,156	296,362	0	0	296,362	242,873	(242,873)
40000	101020 Capitation Adjustment - EMA Internal Medicine (Provider Summary)	% of Patient Revenue	6,118,207	1,877,039	4,126,861	#N/A	0	#N/A	#N/A	#N/A
40000	101100 Capitation Adjustment - EMA Pediatrics	Total Gross	2,457,730	0	1,679,530	0	0	1,679,530	1,376,398	(1,376,398)
40000	101104 Capitation Adjustment - EMA Urgent Care Pediatrics	Total Gross	232,216	0	173,561	0	0	173,561	142,235	(142,235)
40000	101200 Capitation Adjustment - EMA Ob/Gyn	Total Gross	2,819,802	0	1,947,386	0	0	1,947,386	1,595,910	(1,595,910)
40000	101301 Capitation Adjustment - EMA Cardiology	Total Gross	5,351,541	0	3,518,906	0	0	3,518,906	2,883,792	(2,883,792)
40000	101302 Capitation Adjustment - EMA Pulmonary	Total Gross	318,699	0	208,296	0	0	208,296	170,702	(170,702)
40000	101303 Capitation Adjustment - EMA Rheumatology	Total Gross	243,656	0	161,104	0	0	161,104	132,027	(132,027)
40000	101304 Capitation Adjustment - EMA Nephrology	Total Gross	397,838	0	272,138	0	0	272,138	223,020	(223,020)
40000	101305 Capitation Adjustment - EMA Dermatology	Total Gross	906,529	0	620,210	0	0	620,210	508,270	(508,270)
40000	101306 Capitation Adjustment - EMA Oncology	Total Gross	15,162,749	0	10,257,478	0	0	10,257,478	8,406,146	(8,406,146)
40000	101307 Capitation Adjustment - EMA Genetics	Total Gross	65,960	0	41,748	0	0	41,748	34,213	(34,213)
40000	101308 Capitation Adjustment - EMA Endocrinology	Total Gross	913,885	0	614,213	0	0	614,213	503,356	(503,356)

Reconciliation utilities

These utilities are designed for budget reconciliation to the database.

Accessing these reports

The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget** Utilities > Budget Reconciliation.

B	ud	get Reporting	^
۲		Budget Analysis	
٣		Budget Utilities	
	►	🌽 Balance Sheet & Deductions	
	►	🎍 Budget Planning HomePage	
	-	Budget Reconciliation	
		🔊 Budget Department Audit Report	
		🔊 Budget Process Management Report	
		🔊 Budget Workbook Reconciliation	
		🖾 Global Depreciation Reconciliation Report	
		🔊 Global Expense Reconciliation Report	
		🖺 Global Revenue Reconciliation Report	
		🔊 Labor Non-Matched	
		Payroll12 Hours Reconciliation	
		Payroll12 Negative Hours	
		🖳 PayType Mapping Analysis	
		🖳 Reconcile NYBDetail to Financial	
		Reconcile Payroll12 to Financial-Dollars	
		Reconcile Payroll12 to Financial-FICA	
		Reconcile Payroll12 to Financial-Hours	
		Salaries Do Not Match	
	►	🕌 Budget Setup	
	►	🌽 Extract from EPM	
	►	🗼 Provider Utilities	
	•	🕌 Report Batches	
	►	🕌 Security	

Budget Department Audit report

Use to resolve possible mapping errors at the department level by highlighting mapping and process management inconsistencies in the DEPT dimension table before building plan files and starting process management.

Department Dimension Budget Audit Report

KHA Health 🍅 Link To Dimension Maintenance Utility (DMU)										No. of	Issues	Owner= Dept	t Manager		
My Dimension S	ecurity Filter-DEPT>0	ALL ISSUES SHO	ISSUES SHOULD BE RESOLVED BEFORE STARTING THE BUDGET PROCESS WORK FLOW										Review = Dire	ector or [Skip]	
Budgeting Department	Budget Department Description		Gray Format indicates Budget Mapping to another Department.	KHABgtMap-How is this department mapped for budget	Red indicates an incorrect BudgetGroup	Template Assignment	If Template assigned, this should have a valid TPLOptions Assignment	If Template assigned, this should have a valid Labor Assignment	Only should be TRUE if intending to budget and No configuration issues	Current YTD Revenue Activity	Current YTD Expense Activity	0	82	Approver = V These Colum Each column Mark with [SI	.P. .ns manage bot should have a kip] if workflow
KHABgtCode		Original		KHABgtMap					ShowonList	Cur YTD	Cur YTD	Warning	Warning		
Dept	Description	Dept	Description	Dept	BudgetGroup	KHABGTtemplate	TPLOptions	LaborType	Budgeting	Revenue	Expense	BudgetGroup	Template	Owner	Reviewer
10000	EHS Balance Sheet	1000 1500 1530 1540 1787	D EHS Balance Sheet D EHS Deductions from Revenue D EHS Other Revenue D EHS Other NonOperating Revenue D EHS 4th BHOMBED Office/Eest Malay	10000 10000 10000 10000	EHS EHS EHS EHS	NoBudget NoBudget NoBudget NoBudget	NoBudget NoBudget NoBudget NoBudget	NoBudget NoBudget NoBudget NoBudget	FALSE FALSE FALSE FALSE	0 0 190,726 3,014,568	0 0 0 200 202	0 0 0	0 0 1 1	(Skip) CCredit CCredit CCredit	[Skip] [Skip] [Skip] [Skip]
		1787		10000	EPG	NoBudget	NoBudget	NoBudget	FALSE	0	208.076	0	1	EEast	[Skip]
		1789 1856 1890	5 EPG Phys Clinic-Peds Afterhour 0 EHS Rental 0 EHS Parking Lot	10000 10000 10000	EPG EHS EHS	NoBudget NoBudget NoBudget	NoBudget NoBudget NoBudget	NoBudget NoBudget NoBudget	FALSE FALSE FALSE	674,608 5,955,902 191,131	651,092 5,879,642 145,898	0	1	EEast SSmith SSmith	(Skip) (Skip) (Skip)
		18960		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	401,291	545,429	0	1	PAugusta	CJohnson
		18970		10000	EHS	NoBudget	Nobudget	Nobudget	PALSE	/23,653	1,038,702	0		PAugusta	Clohnson
		10973	5 EHS Bidg-Cancer Center	10000	EHS	NoBudget	NoBudget	Nobudget	FALSE	1 520 207	50,802	0	1	PAugusta	Clohesen
		1808		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	1,529,207	201.402	0	1	PAugusta	Clohnson
		1000	2 EUC Bidg-Cast	10000	EHS	NoBudget	NoBudget	NoBudget	EALSE	259,090	291,403			PAugusta	Clobnson
		1898/		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	20.902	9,495	0	1	PAugusta	Clohnson
		1898		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	355 983	312 727	0	1	PAugusta	CJohnson
		1898	5 EHS Bldg-Lakeside	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	211 375	242 774	0	1	PAugusta	CJohnson
		18987		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	111.639	269.285	0	1	PAugusta	CJohnson
		18988	8 EHS Bldg-Uptown	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	59.878	14.539	0	1	PAugusta	CJohnson
		18989	9 EHS Bldg-Downtown	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	37,963	19,486	0	1	PAugusta	CJohnson
		18990	0 EHS Bldg-West	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	201,392	304,803	0	1	PAugusta	CJohnson
		1899	1 EHS Bldg-NE	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	15,728	117,806	0	1	PAugusta	CJohnson
		18993	2 EHS Bldg-Cancer Center	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	369,296	592,510	0	1	PAugusta	CJohnson
		18993	3 EHS Bldg-NW	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	0	0	0	PAugusta	CJohnson
		19070	D EHS Planning	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	165	0	1	CCredit	[Skip]
		19090	0 EHS Business Development	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	7,598	0	1	CCredit	[Skip]
		19175	5 EHS Medicare Select Sales	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	748	0	1	CCredit	[Skip]
17840	EHS Sports Medicine	17840	0 EHS Sports Medicine	17840	EHS	Master	Master	JobCode	FALSE	0	212,155	0	0	PHerbert	[Skip]
17880	EPG Phys Clinic-North	17880	0 EPG Phys Clinic-North	17880	EPG	Master	Master	JobCode	FALSE	252,904	426,586	0	0	EEast	[Skip]
		1788	1 EPG Phys Clinic-Occ HIth East	17880	EPG	Master	Master	JobCode	FALSE	399,301	518,492	0	0	EEast	[Skip]
		1788	3 EPG Phys Clinic-Occ Hlth Midtown	17880	EPG	Master	Master	JobCode	FALSE	199,864	239,337	0	0	EEast	[Skip]
17885	EPG Phys Clinic-East	1788	5 EPG Phys Clinic-East	17885	EPG	Master	Master	JobCode	FALSE	516,437	862,465	0	0	EEast	[Skip]
		1788	5 EPG Phys Clinic-Occ Hlth/West	17885	EPG	Master	Master	JobCode	FALSE	1,000	119,685	0	0	EEast	[Skip]
17891	EPG Phys Clinic-South	1789	1 EPG Phys Clinic-South	17891	EPG	Master	Master	JobCode	FALSE	1,369,241	1,595,913	0	0	EEast	[Skip]
		17894	4 EPG Phys Clinic-Uptown	17891	EPG	Master	Master	JobCode	FALSE	329,780	551,655	0	0	EEast	[Skip]

Budget Process Management report

Use to show what stage each budget plan file is in when using process management for budget staging.

Budget Proc KHA Health Budget 2018-Budget	cess Management Repo	ort									
				Base Bud	lget Build	Budget	Owner Input	Budget R	eview	Budge	t Approval
Department	Description	Current Step	Current Step Name	Step 1 Owner	Due Date	Step 2 Owner	Due Date	Step 3 Owner	Due Date	Step 4 Owner	Due
19100	EHS Accounting Operations (Employee)	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value "I	OS (no due date)	Assignment value 'CC	r (no due date)	Assignment value	'HBu (no due
26140	EMC Emergency Room (CDM)	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value "	/E (no due date)	<skip></skip>	(no due date)	Assignment value	'SKle (no due
26340	EMC CCU (Staffing)	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value 'f	/IS (no due date)	Assignment value 'BC	l: (no due date)	Assignment value	'SKle (no due
26610	EMC 6A (JobCode ADC)	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value "	'D (no due date)	<skip></skip>	(no due date)	Assignment value	'SKle (no due
26611	EMC Home Health	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value '/	e (no due date)	Jeff Goldstein	(no due date)	Rod Nyberg	(no due
27200	EMC Radiology - MRI (JobCode)	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Chris Sparks	(no due date)	Assignment value 'DP	a (no due date)	Assignment value	'SJoł (no due
101010	EMA Internal Medicine (Provider Detail)	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value '8	E; (no due date)	<skip></skip>	(no due date)	Assignment value	'DJo (no due
101020	EMA Internal Medicine (Provider Summary)	1	Base Budget Build	Rod Nyberg, Bud Admir	2/5/2018	Assignment value '8	Ei (no due date)	<skip></skip>	(no due date)	Assignment value	'DJo (no due

Budget Workbook Reconciliation

Use to compare check totals from different columns in the budget workbooks to the summary fields in the database to make sure they are in balance. If the budgets are all in balance, then this report returns no data, which is the desired outcome of this report.

Budget Workbook Reconciliation

KHA Health For The Budget Year 2018

Dept	Description	Acct	Description	NYB TOTAL	NYBTd	NYBSum	Difference 1	Difference 2	
10000	EHS Balance Sheet	11000	General Fund Checking	5,144,416	0	0	5,144,416	5,144,416	Review 🂫
10000	EHS Balance Sheet	11510	Bond Funds 95 Issue	6,236,423	0	0	6,236,422	6,236,422	Review 玲
10000	EHS Balance Sheet	12200	A/R Miscellaneous	94,345,489	0	0	94,345,488	94,345,488	Review 🂫
10000	EHS Balance Sheet	12510	Allow For Medicare	(45,665,335)	0	0	45,665,334	45,665,334	Review 🂫
10000	EHS Balance Sheet	13050	Allow For Misc A/R & N/R	1,784,464	0	0	1,784,464	1,784,464	Review 玲
10000	EHS Balance Sheet	13600	Due From 3rd Party Payors	526,954	0	0	526,954	526,954	Review 玲
10000	EHS Balance Sheet	13901	A/R MHS Misc	2,210,383	0	0	2,210,382	2,210,382	Review 玲
10000	EHS Balance Sheet	14000	Inventory Central Supply	4,732,303	0	0	4,732,303	4,732,303	Review 🂫
10000	EHS Balance Sheet	14505	Prepaid Expenses	5,838,200	0	0	5,838,199	5,838,199	Review 玲
10000	EHS Balance Sheet	15000	Vells Fargo	113,467,445	0	0	113,467,445	113,467,445	Review 玲
10000	EHS Balance Sheet	15512	Home Health License	679,239	0	0	679,238	679,238	Review 玲
10000	EHS Balance Sheet	15530	Reciprocal Of America	55,346,505	0	0	55,346,504	55,346,504	Review 玲
10000	EHS Balance Sheet	15533	Memorial Medical Enterprises	14,290,360	0	0	14,290,359	14,290,359	Review 🂫
10000	EHS Balance Sheet	16500	ONCA - Bond Issuance Costs - 90B	600,848	0	0	600,848	600,848	Review 玲
10000	EHS Balance Sheet	17000	Land	13,706,437	0	0	13,706,437	13,706,437	Review 玲
10000	EHS Balance Sheet	17300	Buildings	271,198,916	0	0	271,198,916	271,198,916	Review 玲
10000	EHS Balance Sheet	18315	General Re-Construction	259,457	0	0	259,456	259,456	Review 玲

Global Depreciation Reconciliation report

Use to show the variance between the budgeted depreciation accounts to the same accounts in the general ledger budget for a user-specified budget year.

Global Depreciation Recon Report

KHA Health Budget Year - 2017

-										
					Projection			Budget		R
Dept	Description	Acct	Description	Global	Total	Variance	Global	Total	Variance	Projection
				Depreciation			Depreciation			Review
10000	EHS Balance Sheet	71100	Depreciation - Equipment	5,584,633	0	(5,584,633)	5,609,764	0	(5,609,764)	Review
17840	EHS Sports Medicine	71100	Depreciation - Equipment	0	0	0	0	0	0	
17880	EPG Phys Clinic-North	71100	Depreciation - Equipment	19,674	0	(19,674)	19,762	0	(19,762)	Review
17885	EPG Phys Clinic-East	71100	Depreciation - Equipment	45,955	0	(45,955)	46,161	0	(46, 161)	Review
17891	EPG Phys Clinic-South	71100	Depreciation - Equipment	38,685	0	(38,685)	38,859	0	(38,859)	Review
17895	EPG Phys Clinic-West	71100	Depreciation - Equipment	153	0	(153)	153	0	(153)	Review
19000	EHS Administration	71100	Depreciation - Equipment	130,249	0	(130,249)	130,835	0	(130,835)	Review
19060	EHS Corporate Communications	71100	Depreciation - Equipment	6,606	0	(6,606)	6,636	0	(6,636)	Review
19080	EHS Teleservices	71100	Depreciation - Equipment	5,637	0	(5,637)	5,662	0	(5,662)	Review
19100	EHS Accounting Operations (Employe	71100	Depreciation - Equipment	8,587	0	(8,587)	8,626	0	(8,626)	Review
19105	EHS Payroll	71100	Depreciation - Equipment	3,694	0	(3,694)	3,711	0	(3,711)	Review
19110	EHS Administrative Finance	71100	Depreciation - Equipment	29,219	0	(29,219)	29,351	0	(29,351)	Review
19150	EHS Information Services	71100	Depreciation - Equipment	1,253,529	0	(1,253,529)	1,259,170	0	(1,259,170)	Review
19160	EHS Audit Services	71100	Depreciation - Equipment	156	0	(156)	156	0	(156)	Review
19170	EHS Medical Information Network	71100	Depreciation - Equipment	294,608	0	(294,608)	295,933	0	(295,933)	Review
19185	EHS Corporate Health Services	71100	Depreciation - Equipment	9,474	0	(9,474)	9,517	0	(9,517)	Review

Global Expense Reconciliation report

Use to show the variance between the budgeted depreciation accounts to the same accounts in the general ledger budget for a user-specified budget year.

Global Expense Recon Report

KHA Health

Bud	get	Year	- 20	17
	-			

					Projection			Budget		Revie
Dept	Description	Acct	Description	Global	Total	Variance	Global	Total	Variance	Projection
				Expense			Expense			Review
19000	EHS Administration	62199	OMC Allocation	(9,167)	0	9,167	(27,509)	0	27,509	Review
27200	EMC Radiology - MRI (JobCode)	62199	OMC Allocation	0	0	0	300	0	(300)	
26450	EMC NICU	63100	Fees - Consulting	1,944	0	(1,944)	250	0	(250)	Review
26770	EMC Oncology Services	63100	Fees - Consulting	14,400	0	(14,400)	0	0	0	Review
27060	EMC Laboratory	63100	Fees - Consulting	7,215	0	(7,215)	0	0	0	Review
27080	EMC School Of Med Tech	63100	Fees - Consulting	75	0	(75)	0	0	0	Review
27250	EMC Radiation Oncology	63100	Fees - Consulting	2,375	0	(2,375)	0	0	0	Review
27530	EMC Comprehensive Wound Ctr	63100	Fees - Consulting	1,975	0	(1,975)	0	0	0	Review
27640	EMC Surgery	63100	Fees - Consulting	0	0	0	0	0	0	
27800	EMC Recovery Services	63100	Fees - Consulting	40,332	0	(40,332)	0	0	0	Review
28420	EMC Nutrition Center	63100	Fees - Consulting	33,384	0	(33,384)	0	0	0	Review
28430	EMC EAP	63100	Fees - Consulting	5,490	0	(5,490)	0	0	0	Review
28530	EMC Linen Services	63100	Fees - Consulting	0	0	0	0	0	0	
29010	EMC Marketing	63100	Fees - Consulting	2,445	0	(2,445)	0	0	0	Review
29030	EMC Medical Staff Services	63100	Fees - Consulting	380	0	(380)	0	0	0	Review

Global Revenue Reconciliation report

Use to show the variance between the budgeted global revenue accounts to the same accounts in the general ledger budget for a user-specified budget year.



Labor Non-Matched

Use to identify the JobCode/PayType combinations that have dollars but have no FTE hours for the year. This causes a matching issue because to create a JobCode block on the labor tabs, that JobCode needs to have YTD FTE related hours. This report identifies those mismatches and posts a 1 to the NYBKHA field so that the JobCode interfaces into that labor tab.
LABOR NON-MATCHED

KHA Health For The Budget Year 2018

FTE	Description	JobCode Description	Non Matched?	Dept	JobCode	PayType	NYBKHA
Yes	EHS Sports Medicine	Team Leader-Athletic Trainer		17840	J00785	P0001	0
Yes	EPG Phys Clinic-North	Physician		17880	J00655	P0001	0
No	EPG Phys Clinic-Occ HIth East	Physician		17881	J00655	P0001	0
Yes	EPG Phys Clinic-Occ HIth East	Staff RN		17881	J00655	P0001	0
Yes	EPG Phys Clinic-Occ Hlth Midtown	Technical Assistant		17883	J00604	P0001	0
No	EPG Phys Clinic-East	Physician		17885	J00655	P0001	0
Yes	EPG Phys Clinic-East	Physician		17885	J00655	P0001	0
Yes	EPG Phys Clinic-Occ Hlth/West	Nurse Practitioner		17886	J00604	P0001	0
No	EPG Phys Clinic-South	Physician		17891	J00655	P0001	0
Yes	EPG Phys Clinic-South	Physician		17891	J00655	P0001	0
No	EPG Phys Clinic-Uptown	Physician		17894	J00655	P0001	0
Yes	EPG Phys Clinic-Uptown	Physician		17894	J00655	P0001	0
Yes	EPG Phys Clinic-West	Physician		17895	J00655	P0001	0
Yes	EHS Administration	Receptionist-Admin		19000	J00878	P0001	0

Payroll12 Hours Reconciliation

Use to highlight job codes saved in the Payroll12 data source from the budget workbooks that have hours but no dollars in the budget.

Payroll12 Hours Reconciliation

KHA Health For The Budget Year 2018

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Current View: Def	ault					Budget	Budget	Check
Dept	Description	JobCode	Description	PayType	Description	Dollars Total	Hours Total	Flag
17840	EHS Sports Medicine	J00287	Team Leader	P0001	Regular	38,419	2,005	
17840	EHS Sports Medicine	J00287	Team Leader	P0004	Paid Time Off	1,999	104	
17840	EHS Sports Medicine	J00604	Nurse Practitioner	P0001	Regular	4,152	116	
17840	EHS Sports Medicine	J00785	Athletic Trainer	P0001	Regular	168,891	11,744	
17840	EHS Sports Medicine	J00785	Athletic Trainer	P0004	Paid Time Off	2,826	185	
17880	EPG Phys Clinic-North	J00006	Receptionist	P0001	Regular	30,665	2,987	
17880	EPG Phys Clinic-North	J00006	Receptionist	P0004	Paid Time Off	2,499	243	
17880	EPG Phys Clinic-North	J00006	Receptionist	POVT	Overtime	520	64	
17880	EPG Phys Clinic-North	J00191	Staff RN	P0001	Regular	2,138	79	
17880	EPG Phys Clinic-North	J00323	LPN	P0001	Regular	40,646	2,604	
17880	EPG Phys Clinic-North	J00323	LPN	P0004	Paid Time Off	9,135	585	
17880	EPG Phys Clinic-North	J00323	LPN	POVT	Overtime	1,884	147	
17880	EPG Phys Clinic-North	J00374	Technical Assistant	P0001	Regular	34,997	2,657	
17880	EPG Phys Clinic-North	J00374	Technical Assistant	P0004	Paid Time Off	3,857	300	
17880	EPG Phys Clinic-North	J00374	Technical Assistant	POVT	Overtime	1,461	146	
17880	EPG Phys Clinic-North	J00491	Staff Radiologic Tech	P0001	Regular	46,984	2,851	
17880	EPG Phys Clinic-North	J00491	Staff Radiologic Tech	P0004	Paid Time Off	1,495	91	
17880	EPG Phys Clinic-North	J00491	Staff Radiologic Tech	POVT	Overtime	788	76	
17880	EPG Phys Clinic-North	J00604	Nurse Practitioner	P0001	Regular	120,119	3,108	

Payroll12 Negative Hours

Use to highlight job codes and pay types that have any negative FTEs budgeted in any month. The report returns all job codes in the database, but only the ones with the Review flag need to be investigated and changed, if necessary.

Payroll12 Negative Hours																
KHA Health																
For The Budget Year 2018																
			Negative													
Dept Description	JobCode	PayType	Hours	July	August	September	October	November	December	January	February	March	April	May	June	Total
17840 EHS Sports Medicine	300287	P0001		170.25	170.25	164.76	170.25	164.76	170.25	170.25	153.78	170.25	164.76	170.25	164.76	2,004.60
17840 EHS Sports Medicine	300287	P0004		8.85	8.86	8.57	8.86	8.57	8.86	8.86	8.00	8.85	8.57	8.86	8.57	104.29
17840 EHS Sports Medicine	300604	P0001		9.84	9.84	9.52	9.84	9.52	9.84	9.84	8.89	9.84	9.52	9.84	9.52	115.87
17840 EHS Sports Medicine	300785	P0001		997.41	997,41	965.24	997.41	965.24	997.41	997.41	900.89	997,41	965.24	997.41	965.24	11,743.73
17840 EHS Sports Medicine	300785	P0004		15.75	15.75	15.24	15.75	15.24	15.75	15.75	14.22	15.75	15.24	15.75	15.24	185.40
17880 EPG Phys Clinic-North	300006	P0001		253.01	253.01	244.85	253.01	244.85	253.01	253.01	236.69	253.01	244.85	253.01	244.85	2,987.13
17880 EPG Phys Clinic-North	J00006	P0004		20.62	20.62	19.96	20.62	19.96	20.62	20.62	19.29	20.62	19.96	20.62	19.96	243.47
17880 EPG Phys Clinic-North	300005	POVT		5.45	5.46	5.29	5.46	5.29	5.46	5.46	5.11	5.46	5.29	5.46	5.29	64.50
17880 EPG Phys Clinic-North	300191	P0001		6.78	6.78	6.22	7.06	6.50	6.50	7.06	6.22	6.50	6.78	6.50	6.36	79.21
17880 EPG Phys Clinic-North	300323	P0001		222.87	222.87	203.87	232.57	213.57	213.17	232.57	204.27	213.17	223.27	213.17	208.72	2,604.08
17880 EPG Phys Clinic-North	J00323	P0004		50.06	50.06	45.93	52.13	48.00	48.00	52.13	45.93	48.00	50.06	48.00	46.97	585.28
17880 EPG Phys Clinic-North	300323	POVT		12.43	12.43	12.03	12.43	12.03	12.43	12.43	11.63	12.43	12.03	12.43	12.03	146.78
17880 EPG Phys Clinic-North	300374	P0001		227.35	227.35	207.98	237.24	217.87	217.47	237.24	208.38	217.47	227.75	217.47	212.93	2,656.51
17880 EPG Phys Clinic-North	300374	P0004		25.63	25.63	23.52	26.69	24.58	24.58	26.69	23.52	24.58	25.63	24.58	24.05	299.68
17880 EPG Phys Clinic-North	300374	POVT		12.36	12.36	11.96	12.36	11.96	12.36	12.36	11.56	12.36	11.96	12.36	11.96	145.95
17880 EPG Phys Clinic-North	300491	P0001		243.93	243.93	223.49	254.26	233.82	233.61	254.26	223.70	233.61	244.14	233.61	228.65	2,851.00
17880 EPG Phys Clinic-North	300491	P0004		7.76	7.76	7.12	8.08	7.44	7.44	8.08	7.12	7.44	7.76	7.44	7.28	90.70
17880 EPG Phys Clinic-North	J00491	POVT		6.44	6.44	6.23	6.44	6.23	6.44	6.44	6.03	6.44	6.23	6.44	6.23	76.05
17880 EPG Phys Clinic-North	300604	P0001		263.25	263.25	254.76	263.25	254.76	263.25	263.25	246.26	263.25	254.76	263.25	254.76	3,108.03
17880 EPG Phys Clinic-North	300604	P0004		24.95	24.96	24.15	24.96	24.15	24.95	24.96	23.35	24.96	24.15	24.96	24.15	294.67
17880 EPG Phys Clinic-North	300655	P0001		546.39	546.39	528.77	\$46.39	528.77	546.39	546.39	511.14	546.39	528.77	546.39	528.77	6,450.95
17885 EPG Phys Clinic-East	300604	P0001		439.99	439.99	425.80	439.99	425.80	439.99	439.99	411.60	439.99	425.80	439.99	425.80	5,194.74
17885 EPG Phys Clinic-East	300604	P0004		28.58	28.58	27.66	28.58	27.66	28.58	28.58	26.74	28.58	27.66	28.58	27.66	337,49
17885 EPG Phys Clinic-East	300655	P0001		546.39	546.39	528.77	\$46.39	528.77	546.39	546.39	511.14	546.39	528.77	546.39	528.77	6,450.95
17891 EPG Phys Clinic-South	300604	P0001		60.45	60.46	58.51	60.46	58.51	60.46	60.46	54.61	60.45	58.51	60.45	58.51	711.89

PayType Mapping Analysis

Use during budget set up for payroll budgeting to show what PayTypes map to which payroll budget category.

Paytype KHA Health	e Mapping Ar	nalysis															
For The Budg	et Year 2018	For Period Ending: Febr	ary 25, 2017														
Budget Group:	Budget Group: EHS		-														
РауТуре	Description	PayType.JobCode	LYA FTEs	Total Hours LYA	Total Dollars LYA	Avg Rate LYA	YTD FTEs	YTD HRS CYA	YTD DLLRS CYA	AvgRate CYA	FTE?	Paytype GLAcct	Paytype HRAcct	KHAStdLine	Acct Description	PayrollGLMapping GLAcct	HRAcct
	Summary																
Prod	Productive		0.00	0	0	\$0.00	0.00	0	0	\$0.00							
NonProd	NonProductive		0.00	0	0	\$0.00	0.00	0	0	\$0.00							
Dollars	Dollars Only		0.00	0	46,524	\$0.00	0.00	2,252	28,166	\$12.51							
Dept	Dept Level		0.00	0	0	\$0.00	0.00	0	0	\$0.00							
NA	Not Included		0.00	2,759	116,337	\$42.17	0.00	1,662	150,581	\$90.58							
	Grand Total		0.00	2,759	162,861	\$59.03	0.00	3,914	178,748	\$45.66							
	Check Total - Payroll27			254,892	12,424,963			181,475	5,057,674								
	Variance			(252,133)	(12,262,102)			(177,561)	(4,878,927)								
	Other JobCode Level - Do	ollars															
P0020	Call Pay	P0020	0.00	0	5,938	\$0.00	0.00	2,194	3,780	\$1.72	No	60100	0	AvgPerProdHr	Salaries - Regular	0	0
P0030	Additional Pay	P0030	0.00	0	35,228	\$0.00	0.00	0	21,600	\$0.00	No	60900	0	Input_Monthly	Salaries - Emp Incentive	0	0
P0039	Additional Pay	P0030	0.00	0	5,116	\$0.00	0.00	0	2,516	\$0.00	No	60100	0	AvgPerPaidHr	Salaries - Regular	0	0
P0050	Recognition Pay	P0030	0.00	0	241	\$0.00	0.00	0	150	\$0.00	No	60100	0	AvgPerPaidHr	Salaries - Regular	0	0
PHOL	Holiday Premium	P0050	0.00	0		30.00	0.00	20	120	32.00	10	60100	v	Holiday	salaries - negular	Ŷ	•
	Total Other JobCode Le	evel - Dollars	0.00	0	46,524	0.00	0.00	2,252	28,166	12.51							
	Not Included in Payroll Co	omputations															
P0028	PDO Cash-In	P0028	0.00	2,759	116,337	\$42.17	0.00	1,662	49,733	\$29.92	No	0	0	NA	Default ACCT	0	0
P0056	Gainsharing	NA	0.00	0	0	\$0.00	0.00	0	100,848	\$0.00	No	0	0	NA	Default ACCT	0	0
	Total Not Included in Pa	ayroll Computations	0.00	2,759	116.337	42.17	0.00	1,662	150,581	90.58							
	6 - 18 - I			2 25.0		444.43			170 710								
	Grand Total		0.00	2,759	162,861	223.03	0.00	3,914	1/8,/48	\$45.00							

NOTE: Prior to reviewing the report, your organization needs to load and reconcile the payroll data as well as complete the Labor Configuration driver. To understand this report, the user needs to have knowledge of the Labor Configuration Driver.

Running the PayType Mapping Analysis report

Use the following instructions to run and review the report.

- 1. Open the report.
- 2. Press F9, and select the proper Refresh Variables to review based on organizational needs.
- 3. Review the following in the report:
 - In the top section of the report, which provides an overall summary, ensure that all the pay types are loaded and map to a specific grouping. The variance should be zero. If not, review your PAYTYPE dimension table to see what pay type is not mapped.
 - The remaining sections of the report correspond to the Labor Configuration driver set up and how the pay types are grouped/mapped in the PAYTYPE dimension table. These sections give you an overall summary of what pay types are grouped together, the overall hours and dollars, the FTE status, as well as the GL accounts if the GL is structured by pay type.
 - Review the overall groupings to make sure they are grouped as expected. The bottom section shows what is not interfaced or coming into the plan files. Confirm that these are accurate prior to beginning the budget cycle. If you need to make changes, update the PAYTYPE dimension table and rerun the report to review.

Reconcile NYBDetail to Financial

Reconcile values saved in NYBDetail table to those values saved in the Budget Table which could indicate that values in your budget plan files are not saving properly.

KHA Health For The Budget Year 2018					
			NYBDetail	Financial	
Dept Description	Acct	Description	Table	Table	Difference
26140 EMC *** Emergency Room-Physicians	63110	Fees - Physician	939,339.61	2,224,515.22	(1,285,176.00)
26611 EMC Home Health	64100	Repairs	2,212.29	1,481.54	731.00

RECONCILE NYBDETAIL TO FINANCIAL

Reconcile Payroll12 to Financial-Dollars

Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook. It compares the dollars saved in the Payroll12 tables (Labor tab in budget plan files) to the values posted to the Financial tables (Expense tab in budget plan files). If there any variances in this report, they will need to be fixed in the budget workbook and saved to the database. The desired outcome for this report is to have zero variances.

Reconcile Payroll12 to Financial - Døllars

KHA Health

For The Budget Year

		Budget			
Dept	Description	Group	Per Payroll12	Per Financial	Difference
17840	EHS Sports Medicine	EHS	216,286	216,286	0
17880	EPG Phys Clinic-North	EPG	824,714	824,539	175
17885	EPG Phys Clinic-East	EPG	784,257	784,257	0
17891	EPG Phys Clinic-South	EPG	1,450,641	1,448,578	2,063
17895	EPG Phys Clinic-West	EPG	185,920	185,920	0
19000	EHS Administration	EHS	2,645,049	2,645,049	0
19060	EHS Corporate Communications	EHS	359,589	359,589	0
19080	EHS Teleservices	EHS	268,092	268,092	0
19100	EHS Accounting Operations (Employee)	EHS	394,913	385,357	9,556
19105	EHS Payroll	EHS	141,767	141,767	0
19110	EHS Administrative Finance	EHS	264,147	264,147	0
19150	EHS Information Services	EHS	1,336,095	1,336,095	0
19160	EHS Audit Services	EHS	66,288	66,288	0
19170	EHS Medical Information Network	EHS	740,956	740,956	0
19185	EHS Corporate Health Services	EHS	180,326	184,006	(3,680)
19220	EHS Human Resources	EHS	508,533	508,533	0
19250	EHS Performance Improvement	EHS	90,650	90,650	0
19370	EHS Risk Management And Safety	EHS	177,620	177,620	0
26100	EMC Nursing Administration	EMC	991,454	1,018,927	(27,473)

Reconcile Payroll12 to Financial-FICA

Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook. It compares the FICA dollars saved in the Payroll12 tables (Labor tab in budget plan files) to the values posted to the Financial tables (Expense tab in budget plan files). If there any variances in this report, they will need to be fixed in the budget workbook and saved to the database. The desired outcome for this report is to have zero variances.

Reconcile Payroll12 to Financial - FICA

KHA Health For The Budget Year 2018

Dept	Description	Per Payroll12	Per Financial	Difference
17840	EHS Sports Medicine	16,228	16,546	(318)
17840	EHS Sports Medicine	318	0	318
17880	EPG Phys Clinic-North	13,546	51,512	(37,966)
17880	EPG Phys Clinic-North	27,906	0	27,906
17880	EPG Phys Clinic-North	10,060	0	10,060
17885	EPG Phys Clinic-East	28,865	0	28,865
17885	EPG Phys Clinic-East	15,463	0	15,463
17891	EPG Phys Clinic-South	44,738	0	44,738
17891	EPG Phys Clinic-South	1,865	0	1,865
17895	EPG Phys Clinic-West	9,206	0	9,206
19000	EHS Administration	153,236	154,540	(1,304)
19000	EHS Administration	1,304	0	1,304
19080	EHS Teleservices	20,509	20,509	0
19100	EHS Accounting Operations (Employee)	29,626	29,626	0
19150	EHS Information Services	102,211	102,211	(0)
19185	EHS Corporate Health Services	13,795	13,795	(0)
26140	EMC Emergency Room (CDM)	(12,058)	0	(12,058)
26230	EMC CVS	89,164	89,873	(709)

Reconcile Payroll12 to Financial-Hours

Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook. It compares the hours saved in the Payroll12 tables (Labor tab in budget plan files) to the values posted to the Financial tables (Expense tab in budget plan files). If there any variances in this report, they will need to be fixed in the budget workbook and saved to the database. The desired outcome for this report is to have zero variances.

Reconcile Payroll12 to Financial - Hours

KHA Health

For The Budget Year 2018

Dept	Description	Per Payroll12	Per Financial	Difference
17840	EHS Sports Medicine	14,154	14,154	(0)
19060	EHS Corporate Communications	17,209	17,209	(0)
19080	EHS Teleservices	12,773	12,773	0
19150	EHS Information Services	47,760	47,760	0
19170	EHS Medical Information Network	32,602	32,602	0
19185	EHS Corporate Health Services	9,819	9,880	(61)
19250	EHS Performance Improvement	4,268	4,268	0
19370	EHS Risk Management And Safety	6,537	6,537	(0)
26340	EMC CCU (Staffing)	122,819	61,361	61,457
26470	EMC 4 East	0	88,411	(88,411)
26550	EMC PICU	0	756	(756)
26780	EMC Heart Services	4,670	4,670	(0)
26790	EMC Same Day Surgery	50,700	50,862	(162)
27030	EMC Central Supply	28,419	28,419	0
27200	EMC Radiology - MRI (JobCode)	18,792	14,620	4,171
27230	EMC Radiology - Vascular Procedure	10,128	14,616	(4,487)
27240	EMC Radiology - Diagnostics	98,239	110,722	(12,483)
27250	EMC Radiation Oncology	31,027	31,051	(23)

Salaries Do Not Match

Use to identify accounts on the Labors tabs in the plan files that do not have history on the Expense tab and would cause a balancing mismatch. This utility posts a 1 to the NYBKHA fields so those accounts interface in the plan files.

SALARIES DO NOT MATCH

KHA Health For The Budget Year 2018

PayType	Department Description	JobCode Description	PayType Description	Dept	Acct	NYBKHA	
P0001	EHS Sports Medicine	Team Leader-Athletic Trainer	Retroactive Pay	17840	60100	0	
P0004	EHS Sports Medicine	Team Leader-Athletic Trainer	Paid Time Off	17840	60120	0	
P0001	EPG Phys Clinic-North	Physician	Regular	17880	60100	0	
P0001	EPG Phys Clinic-Occ Hith East	Staff RN	Regular	17881	60100	0	
P0004	EPG Phys Clinic-Occ HIth East	Nurse Practitioner	Paid Time Off	17881	60120	0	
P0054	EPG Phys Clinic-Occ Hlth East	Physician	Incentive Pay	17881	60100	0	
POVT	EPG Phys Clinic-Occ Hlth East	Receptionist/Secretary-WC	Overtime Premium	17881	60110	0	
P0001	EPG Phys Clinic-Occ Hlth Midtown	Technical Assistant	Retroactive Pay	17883	60100	0	
P0004	EPG Phys Clinic-Occ Hith Midtown	Technical Assistant	Paid Time Off	17883	60120	0	
POVT	EPG Phys Clinic-Occ Hith Midtown	Technical Assistant	Overtime Premium	17883	60110	0	
P0001	EPG Phys Clinic-East	Physician	Retroactive Pay	17885	60100	0	
P0004	EPG Phys Clinic-East	Nurse Practitioner	Paid Time Off	17885	60120	0	
P0030	EPG Phys Clinic-East	Physician	Additional Pay	17885	60900	1	
P0054	EPG Phys Clinic-East	Physician	Incentive Pay	17885	60100	0	
P0001	EPG Phys Clinic-Occ Hlth/West	Nurse Practitioner	Regular	17886	60100	0	
P0001	EPG Phys Clinic-South	Physician	Regular	17891	60100	0	
P0054	EPG Phys Clinic-South	Physician	Incentive Pay	17891	60100	1	
P0001	EPG Phys Clinic-Uptown	Physician	Regular	17894	60100	0	
P0054	EPG Phys Clinic-Uptown	Physician	Incentive Pay	17894	60100	1	

Financial reports

Axiom Budgeting 2019.3 comes with a variety of standard financial reports, organized within the following folders and subfolders.

TIP: In some reports, you can drill down to specific data to view how the values were calculated. For more information, see Drilling data: Using Drill Down.

Financial Analysis reports

The following reports allow you to view general budget data. For examples of these reports, see Analysis reports.

Report	Description
Account Analysis	Use to analyze the current month- and year-to-date variances for an individual account by department.
Current Year Actual (CYA) Per Unit Analysis	Use to analyze year-to-date (current) per-unit amounts for Patient Revenue, Salaries, Supplies, and Other Expenses compared to current-year budget (Budget).

Report	Description
Expense Summary by Department	Use to analyze expense variances by department.
Key Dept Ratios	Use to analyze current month and year-to-date salary variances for an individual department. The salary variance is broken into categories for Price, Volume, and Efficiency. A summary section is also provided to show the components of the total variance.
Labor Price, Volume, & Efficiency Variances	Use to quickly analyze salaries to determine if the variances are related to rate or volume.
Labor Summary by Department	Use to analyze labor variances by department.
MultiYear Statistic Review	Use to show key and non-key statistical accounts for the current-year actual and budget, prior year, and two years ago. You can run this report for a single department or combined for multiple departments. If is often used to confirm that the statistical basis across different years is consistent.
Threshold Analysis	Use to analyze current month values compared to the average of the previous three month. You can enter a dollar threshold. After the report is populated, you can change the view to only show the departments that exceed the threshold. The purpose of this report is to show unusual activity or possible missing entries in the current month.

Financial Statement reports

The following reports are designed for month-end financial analysis. For examples of these reports, see .

Report	Description
Balance Sheet	Use to review and analyze the Balance Sheet values by FSDetail category across multiple years.
Balance Sheet and Cash Flow	Use to review and analyze the Balance Sheet and Cash Flow across multiple years.
Balance Sheet By Entity	Use to show by entity for one fiscal year across the balance sheet categories in FSDetail. You can update the report to run for any fiscal year in the database.
Balance Sheet Detail	Use to show the detail accounts within each balance sheet category of FSDetail, showing last-year actual and current-year actual.

Report	Description					
Forecast Income Summary	Use to show the Current Year Forecast by FSDetail category compared to Current Year Budget and Current Year Annualized.					
Forecast Scenario Comparison	Use to show the Current Year To Date, Current Year Annualized compared to the Current Year Forecast and Alternate Forecast.					
Income Statement By Entity	Use to show the Income Statement categories by entity for the current fiscal year.					
Income Statement Detail	Use to show the detail accounts within each income statement category of FSDetail showing current-year detail and last-year actual.					
Income Statement Multi-Year	Use to review the Income Statement totals by FSDetail category across multiple fiscal years.					
Income Statement Projection	Use to review the Income Statement totals by FSDetail category by month. For the remaining months of the year, it projects using the current-year budget or current-year forecast, which you can then compare to the annual budget.					
Income Statement Summary	Use to review the Income Statement totals by FSDetail category for the current period and year-to-date compared to budget and prior year.					
Income Statement Summary-12 Month	Use to view the Income Statement totals by FSDetail category, by month. You can also update the report to process for any fiscal year in the database.					
Income Statement Summary-Drill	Use to view review the Income Statement totals by FSDetail category for the current period and year-to-date actual compared to budget and prior year. You can drill down to the detail transactions for revenue, expense, payroll data, or show a trend for each category.					
Provider Income Statement Summary	Use to show the Income Statement totals by FSProvider category for the current period and year-to-date compared to budget and prior year.					

Payroll reports

The following reports are designed for bi-weekly payroll analysis. For examples of these reports, see Payroll reports.

Report	Description
Employee Roster	Use to show employee-related information for a single department by job code. This information is used for budget-labor budgets.
Employee Roster – Position Control	Use to show employee-related information by job code and by employee.
Labor Distribution	Use to show bi-weekly paid hours and dollars by job code, employee, and pay category for a single pay period.
Labor Distribution Detail	Use to show hours and dollars by a department, by job code for multiple pay period, and by category of pay.
Overtime Alert	Use to show highlights of overtime trends by pay period and department.
Overtime Analysis	Use to show overtime FTE-related hours by department trended for multiple pay periods. This report is normally processed by VP or Director.

Provider Analysis reports (optional feature)

The following reports are designed for physician analysis.

NOTE: You can also find these same reports in the **Budget Reporting section > Provider Budget >** Analysis.

For a description of each report, see Provider Budget reports.

Report Packages

The following reports are designed for month-end or payroll electronic reporting.

For further instructions, see the following:

- Understanding the Executive Monthly Package
- Understanding the Manager Reporting Package
- Running the Monthly All in One Executive Reporting batch

Executive

For examples of these reports, see Running Financial Report Packages - Executive reports.

Report	Description
Budget Variance Rollup	Use to show the current month and year-to-date Actual, Flexible, or Fixed Budget and Prior Year values by category in detail. This report can be processed at a rolled-up level by Entity, VP, Director, and so on. You can use any grouping column in dimensions for summarization.
Budget Variance Summary	Use to show the expense, cost-per-unit of service, and hours-per-unit of service variances for each department. This report is typically run by VP to give them a summary of the departments that have variances for the current month.
Cover_Executive	Use as the cover page for monthly Executive report package. You can customize this report to meet your reporting needs.
Dept Variance Rollup	Use to show department variances over a chosen threshold by category for revenue and expenses for the current period and year-to-date. This report also contains a monthly variance output and projection for the rest of the fiscal year.
Executive Monthly Package	Use to speed up report processing and distribution by running all of the individual executive reports and including them in one report package.
Pay Summary by Department	Use to show bi-weekly paid hours by department, by payroll summary category trended over multiple pay periods. This report is normally processed by VP but can also be processed by Director, Division, and so on.
Statistic Variance Summary	Use to show key statistics by department for the past four months to show statistical trends and variances.
Top 10 Variances	Use to show top and bottom ten department variances for salaries, supplies, and other expenses.
Variance Overview	Use to show monthly variances by department, by account that exceed the thresholds set by the system administrator.

Manager

For examples of these reports, see Running Financial Report Packages - Manager reports.

Report	Description				
AP Distribution Report (optional feature)	Use to show the monthly Accounts Payable (AP) detail by general ledger account by vendor, check number, and check date.				
AR Distribution Report (optional feature)	Use to show the monthly Accrued Receipts (PO Received Not Invoiced) detail by vendor, PO Number, line item description, and receipt date subtotaled by general ledger account.				
Budget Variance By Department	Use to show the current month and year-to-date actual, which are then compared to the Flexible or Fixed Budget as well as Prior Year values by category and in detail.				
Cover_Manager	Use to generate a cover page for monthly Manager report package. You can customize this report to meet your reporting needs.				
Dept Monthly Package	Use to run all of the individual manager reports and distribute them in one report package				
GL Distribution Report (optional feature)	Use to show the monthly journal entry detail for each general ledger account. Use to show the monthly materials management issues, including the location of issue, unit of issue, unit price, quantity, and the amount subtotaled by general ledger account.				
MM Distribution Report (optional feature)					
Pay By Employee ID	Use to show the biweekly paid hours by employee, by payroll summary category trended over multiple pay periods.				
Pay By JobCode	Use to show the biweekly paid hours by job code, by payroll summary category trended over multiple pay periods.				
RU Report (optional feature)	Use to show the current month and year-to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization.				
RU Report_Budget (optional feature)	Use to show the current-month actual, budget, and year- to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization.				
Scorecard	Use to show financial and ratio indicators for the chosen department compared to budget and trend.				

Report	Description
Variance Alert	Use to show accounts that exceed variance thresholds for the month.

Package Utilities

For examples of these reports, see Running Financial Report Packages - Utilities.

Report	Description
Monthly All in One VP Package	Use to automatically build a report packaging batch using the database and dimensions. You may build a batch to distribute reports based on a single dimension grouping by another dimension grouping (For example, Dept by VP, Manager by Director, etc.).
Monthly Manager Package	Use to package and email monthly reporting packages to managers. Each column in the report represents a recipient, with the reports listed under each person as the reports they receive in their monthly package.
Monthly VP Package	Use to package and email monthly reporting packages to VPs. Each column in the report represents a recipient, with the reports listed under each person as the reports they receive in their monthly package.

Analysis reports

These reports are designed for designed for month-end close analysis.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Analysis**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting** > **Analysis**.

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	👻 🎍 Analysis	
	🖾 Account Analysis	
	🔄 CYA Per Unit Analysis	
	🔄 Expense Summary by Department	
	🛀 Key Dept Ratios	
	🕘 Labor PriceVolumeEfficiency	
	🛀 Labor Summary by Department	
	🕘 MultiYear Statistic Review	
	Threshold Analysis	
	🕨 🌽 Financial Statements	
	🕨 🌽 FTE Reports	
	🕨 🎍 Payroll	
	🕨 🎍 Provider Analysis	
	🕨 🌽 Report Packages	
	Variance Comments	
•	Financial Utilities	

Account Analysis

Use to analyze the current month- and year-to-date variances for an individual account by department.

Account Analysis KHA Health For The Period Ending February 28, 2017 60100- Salaries - Regular		Current Period				Year To Date			
		Current	Current			YTD	YTD		
Dept	Description	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %
17840	EHS Sports Medicine	15,899	15,648	(251)	(1.6%)	127,487	126,225	(1,262)	(1.0%)
17880	EPG Phys Clinic-North	35,395	33,636	(1,759)	(5.0%)	290,993	271,322	(19,671)	(6.8%)
17885	EPG Phys Clinic-East	38,636	52,232	13,596	35.2%	301,912	421,340	119,428	39.6%
17891	EPG Phys Clinic-South	140,988	88,305	(52,683)	(37.4%)	841,090	712,329	(128,761)	(15.3%)
17895	EPG Phys Clinic-West	(165)	14,794	14,959	(9067.7%)	(21,328)	119,342	140,670	(659.6%)
19000	EHS Administration	178,403	497,404	319,001	178.8%	1,497,924	2,754,089	1,256,165	83.9%
19060	EHS Corporate Communications	27,721	31,578	3,857	13.9%	209,220	254,725	45,505	21.7%
19080	EHS Teleservices	21,408	18,731	(2,677)	(12.5%)	153,810	151,090	(2,720)	(1.8%)
19100	EHS Accounting Operations (Employee)	28,832	27,405	(1,427)	(5.0%)	216,724	221,065	4,341	2.0%
19105	EHS Payroll	9,319	9,551	232	2.5%	73,919	77,038	3,119	4.2%
19110	EHS Administrative Finance	13,298	13,373	75	0.6%	110,105	107,879	(2,226)	(2.0%)
19150	EHS Information Services	59,190	91,506	32,316	54.6%	744,147	738,149	(5,998)	(0.8%)
19160	EHS Audit Services	1,903	4,660	2,757	144.9%	33,567	37,588	4,021	12.0%
19170	EHS Medical Information Network	92,733	45,366	(47,367)	(51.1%)	434,894	365,948	(68,946)	(15.9%)

Current Year Actual (CYA) Per Unit Analysis

Use to analyze year-to-date (current) per-unit amounts for Patient Revenue, Salaries, Supplies, and Other Expenses compared to current-year budget (Budget).

CYA Per Unit Analysis

For The Period Ending December 31, 2016

			Patient Revenue			Salaries			Supplies	
			Year to Date	Year to Date	%	Year to Date	Year to Date	%	Year to Date	Year to Date
Dept	Description	KeyStat	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget
17840	EHS Sports Medicine	Calendar Days	0.00	0.00	0.00%	663.02	0.00	0.00%	8.51	0.00
17870	EHS *** Bldg-Med Office/East Hplex	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.10	0.00
17879	EPG Clinic Administration	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
17880	EPG Phys Clinic-North	Calendar Days	1,075.99	0.00	100.00%	327.30	0.00	0.00%	195.26	0.00
17881	EPG Phys Clinic-Occ HIth East	Calendar Days	1,476.28	0.00	100.00%	646.18	0.00	0.00%	0.00	0.00
17883	EPG Phys Clinic-Occ Hlth Midtown	Calendar Days	584.60	0.00	100.00%	392.99	0.00	0.00%	5.42	0.00
17885	EPG Phys Clinic-East	Calendar Days	2,129.26	0.00	100.00%	1,326.93	0.00	0.00%	213.22	0.00
17886	EPG Phys Clinic-Occ Hlth/West	Calendar Days	0.00	0.00	0.00%	64.24	0.00	0.00%	0.54	0.00
17891	EPG Phys Clinic-South	Calendar Days	5,596.57	0.00	100.00%	2,893.70	0.00	0.00%	0.24	0.00
17894	EPG Phys Clinic-Uptown	Calendar Days	1,310.02	0.00	100.00%	566.21	0.00	0.00%	0.00	0.00
17895	EPG Phys Clinic-West	Calendar Days	136.24	0.00	100.00%	(113.54)	0.00	0.00%	0.00	0.00
17896	EPG Phys Clinic-Peds Afterhour	Calendar Days	2,883.54	0.00	100.00%	0.00	0.00	0.00%	0.00	0.00
18560	EHS Rental	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
18900	EHS Parking Lot	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
18960	EHS Bldg-North	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
18970	EHS Bldg-Midtown	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00

Expense Summary by Department

Use to analyze expense variances by department.

Expense Summary By Department for Total Expenses

Period Ending December 31, 2016

Ferrou Linung Decen	1001 51, 2010									
						FILTERED TOTALS	=>	35,138,486	18,883,990	
								Total \$		Units of Service
								ACTUAL	BUDGET	ACTUAL
VP	Director	Manager	Entity	Department	Department Name	UOS	FLAG	Dollars	Dollars	UOS
Dr.Johnson	Elsia East	Elsia Fast		17070	EDC Clinic Administration	Calendar Daur	-	15,000	0	
DEJORINSON	EISIG EAST	EISIG EAST	5	1/0/9	EPG Clinic Administration	Calendar Days	P.	13,000	0	51
Dr Johnson	Elsie East	Elsie East	3	17880	EPG Phys Clinic-North	Calendar Days	Pu	48,094	0	31
Dr Johnson	Elsie East	Elsie East	3	17881	EPG Phys Clinic-Occ Hlth East	Calendar Days	Po	72,260	0	31
Dr Johnson	Elsie East	Elsie East	3	17883	EPG Phys Clinic-Occ Hlth Midtown	Calendar Days	Po	(4,627)	0	31
Dr Johnson	Elsie East	Elsie East	3	17885	EPG Phys Clinic-East	Calendar Days	Pu	103,099	0	31
Dr Johnson	Elsie East	Elsie East	3	17886	EPG Phys Clinic-Occ Hlth/West	Calendar Days	R0	28,650	0	31
Dr Johnson	Elsie East	Elsie East	3	17891	EPG Phys Clinic-South	Calendar Days	R	181,261	0	31
Dr Johnson	Elsie East	Elsie East	3	17894	EPG Phys Clinic-Uptown	Calendar Days	R	67,397	0	31
Dr Johnson	Elsie East	Elsie East	3	17895	EPG Phys Clinic-West	Calendar Days	R	(18,684)	0	31
Dr Johnson	Elsie East	Elsie East	3	17896	EPG Phys Clinic-Peds Afterhour	Calendar Days	R	90,752	0	31
Dr Johnson	Beth Crawford	Beth Crawford	1	19185	EHS Corporate Health Services	Calendar Days	R	22,301	0	31
Dr Johnson	Dr Johnson	Dr Johnson	2	27050	EMC Hospitalist Program	Calendar Days	R	71,559	0	31
Dr Johnson	Elsie East	Elsie East	2	27760	EMC Rural Health Clinic-SW	Calendar Days	R	19	0	31
Dr Johnson	Elsie East	Elsie East	2	27875	EMC Rural Health Clinic-West	Calendar Days	R	68	0	31
Dr Johnson	Elsie East	Elsie East	2	27897	EMC Seniors Clinic-Tracepoint	Calendar Days	Po	14,980	0	31
Dr Johnson	Beth Crawford	Beth Crawford	2	28430	EMC EAP	Calendar Days	R	3,616	0	31
Dr Johnson	Ronny Evans	Ronny Evans	2	29030	EMC Medical Staff Services	Calendar Days	R	104,545	0	31

Key Dept Ratios

Use to analyze current month and year-to-date salary variances for an individual department. The salary variance is broken into categories for Price, Volume, and Efficiency. A summary section is also provided to show the components of the total variance.

Key Dept Ratios

PKG For The Period Ending December 31, 2016						
17879 - EPG Clinic Administration	December				Year-To-Date	
	Current	Current	Increase/(Decrease)		YTD	YTD
	Actual	Budget	Variance	Var %	Actual	Budget
Statistics & Hours						
Primary Statistics :						
300 Calendar Days KeyStat	31	0	31	100.0%	184	0
800100 New Initiative -Key Inpatient Statistic KeyStat	0	0	0	0.0%	2	0
Total Key Statistics	31	0	31	100.00%	186	0
Hours:						
Key Ratios						
Dollars per unit						
Other Expense per Unit	\$483.87	\$0.00	(\$483.87)	0.0%	\$920.57	\$0.00
Total Expense per Unit	484	0	(484)	0.00%	921	0
Gross Profit per Unit	(484)	0	(484)	0.0%	(921)	0
Variance Analysis						
Revenue Variance due to Volume			\$0	0.0%		
Revenue Variance due to Rate			\$0	0.0%		
Total Revenue Variance over/(under)			0	0.00%		
	1					

Labor Price, Volume, and Efficiency Variances

Use to quickly analyze salaries to determine if the variances are related to rate or volume.

Price, Volume & Efficiency Var KHA Health For The Period Ending February 28, 2018	iances										
,	Febru	arv					Year-to-Date				
17880- EPG Phys Clinic-North	Actu	al	Budget	Variance	Var %	Last Year	Actual	Budget	Variance	Var %	Last Year
Key Categories:											
Units of Service		28	28	0	0.0%	28	243	243	0	0.0%	243
Hours	1	166	182	16	0	343	1,394	1,477	83	0	2,765
Salaries		9.765	13.115	3.350	25.5%	21.198	82.750	103.804	21.054	20.3%	176.944
Salary Variance Explanation:	1										
Price Variance:	Actual		Budget	Variance			Actual	Budget	Variance		
1. Wage Rate Variance		\$58.93	\$72.00	\$13.07			\$59.35	\$70.27	\$10.92		
2. Actual Paid Hours		166					1,394				
3. Price Variance:	Favorable			2,166			Favorable		15,222		
Volume Variance:											
1. Units of Service Variance	1	28	28	0			243	243	0		
2. Budgeted Paid Hrs per UOS			6.5					6.1			
3. Labor Hours Variance due to Volume				0					0		
4. Budgeted Wage Rate per Hour			\$72.00					\$70.27			
5. Volume Variance	Favorable			0			Favorable		0		
	1										
Efficiency Variance:											
1. Labor Hours per UOS Variance		5.92	6.51	0.59			5.74	6.08	0.34		
2. Actual Units of Service		28					243				
Labor Hours Variance not related to volume			16					83			
4. Budgeted Price Variance			\$72.00					\$70.27			
5. Efficiency Variance	Favorable			1,183			Favorable		5,833		
	1										
Summary Variances:											
Price	Favorable			2,166			Favorable		15,222		
Volume	Favorable			0			Favorable		0		
Efficiency	Favorable			1,183			Favorable		5,833		
Total Wage Variance	Favorable			3,350			Favorable		21,054		

Labor Summary by Department

Use to analyze labor variances by department.

Labor Analysis by Department PKG

Period Ending Augus	t 31, 2016									
								Units of Service		FTEs
VP	Director	Manager	Entity	Department	Department Name	UOS	FLAG	ACTUAL Statistics	BUDGET Statistics	ACTUAL FTES
Tom Gilbert	Tom Gilbert	Susie Gentry	1	10000	EHS Balance Sheet	0		31	31	0.00
rdebruyn	Patrick Herbert	Patrick Herbert	1	17840	EHS Sports Medicine	Calendar Days	Po	31	31	7.33
Howard Burns	Carl Johnson	Pete Augusta	1	17870	EHS *** Bldg-Med Office/East Hplex	Calendar Days		31	31	0.00
Dr Johnson	Elsie East	Elsie East	3	17879	EPG Clinic Administration	Calendar Days		31	31	0.00
Dr Johnson	Elsie East	Elsie East	3	17880	EPG Phys Clinic-North	Calendar Days	Po	31	31	2.00
Dr Johnson	Elsie East	Elsie East	3	17881	EPG Phys Clinic-Occ Hlth East	Calendar Days	Po	31	31	1.22
Dr Johnson	Elsie East	Elsie East	3	17883	EPG Phys Clinic-Occ Hlth Midtown	Calendar Days	Po	31	31	3.07
Dr Johnson	Elsie East	Elsie East	3	17885	EPG Phys Clinic-East	Calendar Days	Po	31	31	2.00
Dr Johnson	Elsie East	Elsie East	3	17886	EPG Phys Clinic-Occ Hlth/West	Calendar Days	Ri	31	31	0.00
Dr Johnson	Elsie East	Elsie East	3	17891	EPG Phys Clinic-South	Calendar Days	Po	31	31	3.01
Dr Johnson	Elsie East	Elsie East	3	17894	EPG Phys Clinic-Uptown	Calendar Days	Ru	31	31	1.00
Dr Johnson	Elsie East	Elsie East	3	17895	EPG Phys Clinic-West	Calendar Days	Ru	31	31	2.00
Dr Johnson	Elsie East	Elsie East	3	17896	EPG Phys Clinic-Peds Afterhour	Calendar Days		31	31	0.00

MultiYear Statistic Review

L

Use to show key and non-key statistical accounts for the current-year actual and budget, prior year, and two years ago. You can run this report for a single department or combined for multiple departments. If is often used to confirm that the statistical basis across different years is consistent.

Multi PKG	Year Statistic Review	W								
Acct	Description	FSDetail	July	August	September	October	November	December	January	February
Two Years A	igo Actual									
70 Cal	lendar Days	M_BmarkAdjD	341	341	330	341	330	124	124	58
100 Pat	tient Days	S_KeyIP	10,816	10,550	10,777	10,656	10,804	9,995	11,115	10,707
101 Ad	missions	S_OthStat	1,985	1,928	1,978	1,948	1,983	1,838	2,051	1,968
102 Dis	scharges	S_OthStat	1,985	1,928	1,978	1,948	1,983	1,838	2,051	1,968
105 Nu	irsery Days	S_KeyIP	644	602	639	722	573	632	646	596
106 De	liveries	S_KeyIP	101	86	98	110	92	88	104	87
110 OP	Procedures	S_KeyOP	118,250	119,421	117,340	104,106	121,669	114,439	108,059	110,986
111 IP (Units	S_KeyIP	14,335	15,825	15,131	15,778	16,280	14,786	14,918	16,256
112 IP 1	Visits	S_KeyIP	5,085	4,549	3,968	4,515	4,427	3,907	4,533	4,346
113 IP (Cases	S_KeyIP	1,411	1,263	1,302	1,174	1,372	1,346	1,460	1,528
114 IP1	Minutes	S_KeyIP	99,018	109,537	96,011	98,922	90,181	89,623	93,844	97,532
115 IP1	Meals	S_KeyIP	107,250	106,247	131,095	98,425	105,324	111,305	121,063	113,575
120 OP	RVUs	S_OthStat	1,209	1,434	1,170	1,055	1,195	1,145	1,273	1,309
200 Ob	servation Days	S_KeyOP	487	470	383	409	325	322	358	317
211 Vis	its	S_KeyOP	35,412	34,709	32,943	32,930	33,618	33,118	33,413	33,997
212 Vis	its	S_KeyOP	19,209	20,204	19,298	18,728	20,309	19,699	20,628	20,938
213 OP	Cases	S_KeyOP	10,088	10,236	9,446	9,870	12,284	9,238	10,077	12,090
214 OP	Minutes	S_KeyOP	80,820	76,425	75,183	84,945	56,296	53,914	51,434	52,701
215 OP	Meals	S_KeyOP	324	451	400	323	390	440	414	559
300 Cal	lendar Days	S_KeyOth	3,813	3,813	3,690	3,813	3,690	3,813	3,813	3,476
305 Lau	undry Pounds	S_KeyOth	334,595	373,962	326,849	327,755	345,735	324,157	340,304	350,773
306 Or	ders	S_KeyOth	87,195	92,918	84,635	85,912	90,980	85,297	89,395	88,274
307 Sq	uare Feet	S_KeyOth	2,330,829	2,330,829	2,330,829	2,330,829	2,330,829	2,330,829	2,330,829	2,330,829

Threshold Analysis

Use to analyze current month values compared to the average of the previous three month. You can enter a dollar threshold. After the report is populated, you can change the view to only show the departments that exceed the threshold. The purpose of this report is to show unusual activity or possible missing entries in the current month.

Threshold Analysis

For The Period Er	nding December 31, 2016								
Greater than +/-	\$100								
FSDetail Category	y: E_Salaries								
					Prior Mth	Prior Mth	Prior Mth	Prior	Current Mth
Dept	Description	Acct	Type	Account Description	Sep-2016	Oct-2016	Nov-2016	Average	Dec-2016
17840	EHS Sports Medicine	60100	Expense	Salaries - Regular	16,452	15,686	15,719	15,952	14,803
17840	EHS Sports Medicine	60120	Expense	Salaries - Non-Productive	1,124	940	749	938	0
17880	EPG Phys Clinic-North	60100	Expense	Salaries - Regular	10,607	9,939	10,977	10,508	10,384
17881	EPG Phys Clinic-Occ HIth East	60100	Expense	Salaries - Regular	19,121	18,768	17,241	18,377	26,487
17881	EPG Phys Clinic-Occ HIth East	60120	Expense	Salaries - Non-Productive	0	879	0	879	0
17883	EPG Phys Clinic-Occ Hlth Midtown	60100	Expense	Salaries - Regular	18,216	12,948	12,176	14,446	(21,123)
17883	EPG Phys Clinic-Occ Hlth Midtown	60110	Expense	Salaries - Overtime	513	168	515	399	195
17883	EPG Phys Clinic-Occ HIth Midtown	60120	Expense	Salaries - Non-Productive	255	1,376	2,880	1,504	1,090
17885	EPG Phys Clinic-East	60100	Expense	Salaries - Regular	29,357	31,480	32,499	31,112	29,218
17885	EPG Phys Clinic-East	60120	Expense	Salaries - Non-Productive	220	17,640	1,121	6,327	540
17886	EPG Phys Clinic-Occ Hlth/West	60100	Expense	Salaries - Regular	0	0	3,294	3,294	6,750
17891	EPG Phys Clinic-South	60100	Expense	Salaries - Regular	87,618	83,594	79,988	83,733	74,795
17894	EPG Phys Clinic-Uptown	60100	Expense	Salaries - Regular	14,835	11,097	13,805	13,246	21,418
17895	EPG Phys Clinic-West	60100	Expense	Salaries - Regular	(164)	330	330	165	(19,846)
19000	EHS Administration	60100	Expense	Salaries - Regular	183,514	173,020	155,912	170,815	182,290
19000	EHS Administration	60110	Expense	Salaries - Overtime	1,575	782	1,152	1,170	923
19000	EHS Administration	60120	Expense	Salaries - Non-Productive	(45,063)	19,642	40,664	5,081	(305)
19000	EHS Administration	60900	Expense	Salaries - Emp Incentive	35,000	695,000	35,000	255,000	35,000
19050	EHS Trust	60100	Expense	Salaries - Regular	11,459	12,317	10,793	11,523	11,543
19050	EHS Trust	60110	Expense	Salaries - Overtime	8	40	(5)	14	(1)
19050	EHS Trust	60120	Expense	Salaries - Non-Productive	1,491	1,177	2,727	1,798	538

Balance Sheet and Cash Flow reports

These reports are designed for designed for month-end close analysis.

Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Management Reporting\Financial Statements\Balance Sheet & Cash Flow. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Reporting > Financial Statements > Balance Sheet & Cash Flow.



Balance Sheet

Use to review and analyze the Balance Sheet values by FSDetail category across multiple years.

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KHA Health For The Period Ending February 28, 2017

Not become added to the Find Balance	Yes				
		Fiscal	Fiscal		Fiscal
		2017	2016	Change	2015
ASSETS					
Current Assets:					
Cash and Cash Equivalents		4,770,522	5,289,842	(519,720)	4,974,6%
Short-term Cash Investments		253,457	7,551	251,905	7,097
Current Assets limited as to use:		6,236,423	1,583,806	4,652,617	1,488,778
Patient Accounts Receivable		07,657,110	73,902,309	12,754,009	69,460,176
Allowance for Uncollectibles		(41,269,396)	(33,358,706)	(7,910,680)	(31,357,196)
Net Patient Accounts Receivable		46,387,732	40,543,603	5,844,129	38,110,991
Third Parts Settlements		502.129	1405.417	(903.270)	1321.092
Current Receivables		0	0	0	0
Inventors		6.775.635	6.647,949	127,686	6.754.506
Prepaid Expense		5,404,405	4.026.990	1,377,415	3,785,382
Other Current Assets		2,230,303	2,133,585	76,797	2.005.571
Total Current Assets		72,546,295	61,638,743	10,907,552	58,448,033
Assets Limited as to Use:					
Trusteed Assets		113,467,445	110,203,236	3,264,210	106,235,653
Board Designated Investments		1656,662	2,604,296	(2,027,734)	2,463,331
Total Assets Limited as to Use		115,124,107	113,887,631	1,236,476	109,698,984
Property and Equipment:					
Land		13,706,437	13,049,650	(143,221)	13,010,679
Property and Equipment:		283,679,912	276,417,456	7,262,457	260,581,269
Less: Accumulated Depreciation		(164,083,362)	(155,178,046)	(8,905,316)	(146,513,425)
PPE - Net of Accumulated Depreciation		133,302,988	135,089,068	(1,786,081)	127,086,523
Construction In Progress		4,266,443	2,964,659	1,001,784	2,706,703
Net Property and Equipment		137,569,431	138,053,727	(484,297)	129,873,306
Other Assets:					
Unamortized Financing Fees		600,848	667,339	(66,491)	627,005
Amortization of Existing Fees		0	0	0	0
Investments in Related Parties		14,290,360	\$5,233,737	(943,377)	14,319,718
Notes Receivable		1,784,464	1,727,588	57,278	1,623,525
Other Long Term Assets		679,239	857,883	(178,644)	806,407
Total Other Assets		17,354,911	10,406,147	(1,131,236)	17,376,956
Total Assets		342,594,744	332,066,249	10,528,495	315.397,278

Balance Sheet and Cash Flow

Use to review and analyze the Balance Sheet and Cash Flow across multiple year

Balance Sheet & Cash Flow Statement

KHA Health For The Period Ending February 28, 20	17					
Net income is added to the fund Balance	Tes	Balance as of	Balance as of	Balance as of		Budget as of
		Jun-2015	Jun-2016	Feb-2017	Change	Jun-2017
Values Expressed in 000's						
Assets						
Current Assets						
Cash and Cash Equivalents	A_CurAsset	4,974,616	5,289,842	4,770,122	(519,720)	6,108,146
Short-term Cash investments	A_CurAsset	7,097	7,551	259,457	251,905	72,438
Current Assets limited as to use	A_CurAsset	1,488,778	1,583,806	6,236,423	4,652,617	1,800,236
Patient Accounts Receivable	A_CurAsset	69,468,176	73,902,309	87,657,118	13,754,809	74,322,097
Physician Accounts Receivable		0	0	0	0	0
Allowance for Uncollectibles	A_CurAsset	(31,357,106)	(33,358,706)	(41,269,306)	(7,910,680)	(34, 101, 062)
Net Patient Accounts Receivable		38,110,991	40,543,603	46,387,732	5,844,129	40,221,035
Third Party Settlements	A_CurAsset	1,321,092	1,405,417	502,139	(903,278)	1,768,022
Current Receivables		0	0	0	0	0
Inventory	A_CurAsset	6,754,506	6,647,949	6,775,635	127,686	4,328,248
Prepaid Expense	A_CurAsset	3,785,382	4,026,990	5,404,405	1,377,415	3,674,788
Other Current Assets	A_CurAsset	2,005,571	2,133,585	2,210,383	76,797	2,108,317
Total Current Assets		58,448,033	61,638,743	72,546,295	10,907,552	60,081,230
Assets Limited as to Use						
Trusteed Assets	A_LTAsset	106,235,653	110,203,236	113,467,445	3,264,210	113,456,885
Board Designated Investments	A_LTAsset	3,463,331	3,684,396	1,656,662	(2,027,734)	2,807,866
Total Assets Limited as to Use		109,698,984	113,887,631	115,124,107	1,236,476	116,264,751
Property, Plant and Equipment						
Land	A_LTAsset	13,018,679	13,849,658	13,706,437	(143,221)	11,870,008
Property and Equipment:	A LTAsset	260,581,269	276,417,456	283,679,912	7,262,457	239,354,974
Less: Accumulated Depreciation	A_LTAsset	(146,513,425)	(155,178,046)	(164,083,362)	(8,905,316)	(138,445,364)
Construction In Progress	A_LTAsset	2,786,783	2,964,659	4,266,443	1,301,784	13,166,928
Net PP&E		129,873,306	138,053,727	137,569,431	(484,297)	125,946,546
Other Assets						
Unamortized Financing Fees	A_CurAsset	627,305	667,339	600,848	(66,491)	767,078
Amortization of Existing Fees		0	0	0	0	0
Investments in Related Parties	A_LTAsset	14,319,718	15,233,737	14,290,360	(943,377)	16,660,023
Notes Receivable	A_LTAsset	1,623,525	1,727,188	1,784,464	57,276	3,237,346
Other Long Term Assets	A_LTAsset	806,407	857,883	679,239	(178,644)	925,848
Total Other Assets		17,376,956	18,486,147	17,354,911	(1,131,236)	21,590,295
Total Assets		315,397,278	332,066,249	342,594,744	10,528,495	323,882,822

Balance Sheet by Entity

Use to show by entity for one fiscal year across the balance sheet categories in FSDetail. You can update the report to run for any fiscal year in the database.

Balance Sheet By Entity

KHA Health For The Period Ending February 28, 2017

Not become is added to the fund Datasce	Tes				
ASSETS		5-K3H Health System	Total	Last Year	Two Years Ago
Current Assets:					
Cash and Cash Equivalents		4,763,966	4,763,966	5,283,687	4,966,669
Short-term Cash Investments		259,457	259,457	7,551	7,097
Current Appets limited as to upe:		6,236,423	6,236,423	1583,806	1,400,770
Patient Accounts Receivable		824,992	824,992	881,621	828,724
Allowance for Uncollectibles		(309,000)	(309,000)	(386,000)	[362,840]
Net Patient Accounts Receivable		515,992	515,992	495,621	465,884
Third Party Settlements		0	0	0	0
Current Receivables		0	0	0	0
Inventory		0	0	74,928	70,432
Prepaid Expense		5,016,342	5,016,342	3,711,370	3,488,700
Other Current Assets		(532,432)	(532,432)	2,100,505	2,005,571
Total Current Assets		16,259,748	16,259,748	13,290,548	12,493,130
Assets Limited as to Use:					
Trusteed Assets		113,467,445	113,467,445	110,203,236	106,235,653
Board Designated Investments		1,656,662	1,656,662	3,684,396	3,463,331
Total Assets Limited as to Use		115,124,107	115,124,107	113,887,631	109,690,904
Property and Equipment:					
Land		13,706,437	13,706,437	13,849,658	13,018,679
Property and Equipment:		271,198,9%	271,198,916	263,936,460	248,100,273
Less: Accumulated Depreciation		(153,215,676)	(153,015,676)	(144,410,360)	(105,745,709
PPE - Net of Accumulated Depreciation		131,589,678	131,589,678	123,375,758	125,373,213
Construction in Progress		4,288,443	4,266,443	2,964,659	2,786,783
Net Property and Equipment		135,856,121	135,856,121	136,340,417	128,159,996
Other Assets:					
Unamortized Financing Fees		600,040	600,848	667,339	627,005
Amortization of Existing Fees		0	0	0	0
Investments in Related Parties		8,461,136	8,461,136	9,234,035	8,679,999
Notes Receivable		1,764,948	1,764,948	1,712,813	1,610,011
Other Long Term Assets		679,239	679,239	857,883	806,407
Total Other Assets		11,506,171	11,506,171	12,472,070	11,723,722
Total Assets		278,746,147	278,746,147	275,990,666	262,075,833

Balance Sheet Detail

Use to show the detail accounts within each balance sheet category of FSDetail, showing last-year actual and current-year actual.

Baland	e Sheet Detail			
KHA Health				
For The Per	iod Ending February 28, 2017			
Net Income a	dded to the Fund Balance	Yes		
			Fiscal	Fiscal
	Account		2017	2016
	Current Assets			
	Cash and Cash Equivalents			
11000	General Fund Checking		3,461,979	4,072,609
11050	Credit Card		196,396	70,086
11100	Refund Account		213,549	146,172
11200	Fitness Center Checking		137,555	81,049
11212	Memorial Clinics		393,728	551,936
11220	Memorial Property Management		359,944	360,818
11400	Petty Cash MHS		6,972	7,172
	Total Cash and Cash Equivalents		4,770,122	5,289,842
	Investments, Short Term			
11205	Trust		259,457	7,551
	Total Investments, Short Term		259,457	7,551
	Current Assets Limited as to use			
11510	Bond Funds 95 Issue		3,604,143	1,583,806
11520	MHEBT Trust Funds		0	0
11525	Prof Liab Ins Trust		2,632,280	0
	Total Current Assets Limited as to use		6,236,423	1,583,806

Patient Accounts Receivable

Data Reconciliation utilities

These reports are designed for designed for month-end close analysis.

Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Management Reporting Utilities\Data Reconciliation. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > Data Reconciliation.

F	ina	ncial Reporting	^
Þ		Financial Reporting	
Ŧ		Financial Utilities	
	►	🕌 Alerts	
	►] Current Year Forecast	
	►] Data Audit	
	►	🍌 Data Input	
	-	🍌 Data Reconciliation	
		Acct Standards Review	
		🔊 BiWeekly Payroll Reconciliation	
		🖾 Consolidations and Eliminations	
		🖾 Consolidations and Eliminations-IM	
		🖾 Dept Standards Review	
		🖾 Entity Standards Review	
		🖾 Jobcode Standards Review	
		Monthly RevUsage Reconciliation	
		🖳 Paytype Standards Review	
		Reconcile GL to GLTransactions	
		Reconcile GL to Pay12 to Pay27	
		Reconcile GL to RevUsage	
	•	Dimension System Structure Reports	
	•	Dimension Update Utilities	
	•	Flex Budget	
	•	FTE Utilities	
	•	Integration Utilities	
	•	Payroll	
	•	Report Batches	
	•	Report Distribution	
	•	KevUsage	
		Security Setup	
		Statistic Iransfers	
	•	System Setup	

Acct Standards Review

Use this report to map standardized data for accounts in your organization to KHA Standard Class codes.

Acct Standards Review

Account	Description	KHA Standard Classification	2	Account Type	FSSummary	FSDetail
0	Default ACCT	NotMapped	\sim	NA	NA	NA
1	Salary & Hours Analysis	NotMapped	\simeq	Scenario	NA	NA
3	Paid Hours GL-Based Analysis	NotMapped	\simeq	Scenario	NA	NA
4	Non Salary Assessment Supplies	NotMapped	\sim	Scenario	NA	M_NonLabor
5	Non Salary Assessment Drugs	NotMapped	\simeq	Scenario	NA	M_NonLabor
6	Non Salary Assessment Purchased Services	NotMapped	\sim	Scenario	NA	M_NonLabor
7	Non Salary Assessment Other	NotMapped	\simeq	Scenario	NA	M_NonLabor
8	Non Salary Assessment NonUsed	NotMapped	\sim	Scenario	NA	M_NonLabor
20	Total Labor Expense as % of Net Operating Revenue	NotMapped	\sim	Bmark	Bmark	BmarkNOR
21	Total Employee Labor Expense as % of Net Operating Revenue	NotMapped	\simeq	Bmark	Bmark	BmarkNOR
22	Total Employee Salary Expense as % of Net Operating Revenue	NotMapped	\bigcirc	Bmark	Bmark	BmarkNOR
23	Overtime Salary Expense as % of Net Operating Revenue	NotMapped	\sim	Bmark	Bmark	BmarkNOR
24	Contract Labor Expense as % of Net Operating Revenue	NotMapped	\bigcirc	Bmark	Bmark	BmarkNOR

BiWeekly Payroll Reconciliation report

After the payroll file is loaded, run the Biweekly Payroll Reconciliation report.

Using the loaded import file, total the dollars and hours from the import file, and enter the totals into the BiWeekly Payroll Reconciliation report to see if your check totals from your import file match what was loaded in to Axiom.



If your dollars and hours for the loaded period matches the Grand Total, the data is reconciled, and you can move on to either loading another payroll for the current month or running the Payroll Accrual utility to accrue your biweekly payroll to a monthly payroll.

Consolidations and Eliminations

This is a save to database report that allows you to input eliminations for your Financial database.

Consolidations KHA Health	and Eliminations																
Actual - 2016																	
Department	Description	DEPT	ACCT	July	August	September	October	November	December	January	February	March	April	May	June	Total	BudgetType
Equity Transfer - [Enter Title Here]																	
Revenue	ENTITY:	Select Entity		0	0	0	0	0	0	0	0	0	0	0	0		0
Deduction	ENTITY: Select Entity -		_	0	0	0	0	0	0	0	0	0	0	0	0		0
Expense				0	0	0	0	0	0	0	0	0	0	0	0		0
EHS Other NonOperating Revenu	e Insert Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		0
Insert Department	Insert Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		0
Portion Methodology - [Enter Titl	t Here]																
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		0
			Input amount to eliminate	0	0	0	0	0	0	0	0	0	0	0	0		0
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		0
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		0
Standard Methodology - (Enter Ti	tle Here]																
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		0
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		0
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		0
				1													

Dept Standards Review

Use this report to map standardized data for departments in your organization to KHA Standard Class codes.

Dept	Description	KHA Standard Classification	~	Entity	Key Stat Description	VP	Director	Manager
0	Default	NotMapped	\simeq	0	NA	NA	NA	NA
10000	EHS Balance Sheet	NotMapped	\sim	1		Tom Gilbert	Tom Gilbert	Tom Gilbert
15000	EHS Deductions from Revenue	NotMapped	\simeq	1		Howard Burns	Charlie Credit	Charlie Credit
15300	EHS Other Revenue	NotMapped	\simeq	1		Howard Burns	Charlie Credit	Charlie Credit
15400	EHS Other NonOperating Revenue	NotMapped	\simeq	1		Howard Burns	Charlie Credit	Charlie Credit
17840	EHS Sports Medicine	NotMapped	\simeq	1	Calendar Days	Steve Jackson	Patrick Herbert	Patrick Herbert
17870	EHS *** Bldg-Med Office/East Hplex	NotMapped	\sim	1	Calendar Days	Howard Burns	Carl Johnson	Pete Augusta
17879	EPG Clinic Administration	NotMapped	\simeq	3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17880	EPG Phys Clinic-North	NotMapped	\sim	3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17881	EPG Phys Clinic-Occ HIth East	NotMapped	\simeq	3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17883	EPG Phys Clinic-Occ HIth Midtown	NotMapped	\sim	3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17885	EPG Phys Clinic-East	NotMapped	\sim	3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17886	EPG Phys Clinic-Occ Hlth/West	NotMapped	0	3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17891	EPG Phys Clinic-South	NotMapped	\sim	3	Calendar Days	Dr Johnson	Elsie East	Elsie East

Entity Standards Review

Use this report to map standardized data for entities in your organization to KHA Standard Class codes.

Entity Standards Review

Entity	Description	KHA Standard Classification		Medicare Provider Number	State	Active
0	Unassigned/Not Applicable	NotMapped	\simeq	NotMapped		TRUE
1	KH University	NotMapped	\simeq	NotMapped		TRUE
2	KH Medical Center	NotMapped	\simeq	NotMapped		TRUE
3	KH Physician Group	NotMapped	\simeq	NotMapped		TRUE
4	Rehabilitation Care Hospital	NotMapped	\simeq	NotMapped		TRUE
5	KH Medical Enterprises	NotMapped	\simeq	NotMapped		TRUE
6	KH NeuroSurgery Clinic	NotMapped	\simeq	NotMapped		TRUE
9	Eliminating Entries	NotMapped	\simeq	NotMapped		TRUE
10	KH Medical Associates	NotMapped	\simeq	NotMapped		TRUE
11	KH Physician Network	NotMapped	\simeq	NotMapped		TRUE
99	KH Corporate Eliminations	NotMapped	\simeq	NotMapped		TRUE
		1				

Jobcode Standards Review

Use this report to map standardized data for job codes in your organization to KHA Standard Class codes.

Jobcode Standards Review

Jobcode	Description	KHA Standard Classification		Jobclass	GL Class
J00002	Executive Vice President	NotMapped	\simeq	Management	Staff
J00005	Receptionist-Admin	NotMapped	\simeq	Clerical	Staff
J00006	Receptionist	NotMapped	\simeq	Clerical	Staff
80000L	Management Engineer	NotMapped	\simeq	Professional	Staff
J00010	President For The Trust	NotMapped	\simeq	Management	Staff
J00012	Architect	NotMapped	\simeq	Professional	Staff
J00013	Hospital Services Rep	NotMapped	\simeq	Assistant	Staff
J00016	Reimbursement Director	NotMapped	\simeq	Management	Staff
J00017	Financial Accountant	NotMapped	\simeq	Assistant	Staff
J00018	Staff Accountant	NotMapped	\simeq	Clerical	Staff
J00019	Payroll Coordinator	NotMapped	\simeq	Clerical	Staff

Monthly RevUsage Reconciliation

After all data is loaded, run the Monthly RevUsage Reconciliation. This report shows the IPVolume, IPRevenue, OPVolume, and OPRvenue by department for each month.

Using the import file that was loaded, total the Volumes and Revenue dollars from the import file, and key the totals into the Monthly RevUsage Reconciliation report to see if your check totals from your import file match what was loaded in to Axiom.



If your dollars and volumes for the period loaded matches the Grand Total, the data is reconciled. If you use RevUsage volumes to calculate statistics for productivity, you can move forward to summarize your IP\OP volumes from your RevUsage data table (ACT_RU_20XX) to your Financial data table (ACT20XX) using the Summarize CDM Statistics utility.

Paytype Standards Review

Use this report to map standardized data for pay types in your organization to KHA Standard Class codes.

Paytype Standards Review					
Paytype	Description	KHA Standard Classification	~	Pay Summary	Pay Detail
P0001	Regular	NotMapped	\simeq	Prod	Regular
P0004	Paid Time Off	NotMapped	\simeq	NonProd	NonProd
P0006	Sick Pay	NotMapped	\simeq	NonProd	NonProd
P0008	Jury Duty	NotMapped	\simeq	NonProd	NonProd
P0009	Education	NotMapped	\simeq	Prod	Regular
P0011	Payroll Adjustments	NotMapped	\simeq	Prod	Regular
P0014	Personal Development	NotMapped	\simeq	Prod	Regular
P0015	Med Tech Pay	NotMapped	\simeq	Prod	Regular
P0016	Extra Shift	NotMapped	\simeq	Other	Other
P0019	Education	NotMapped	\simeq	Prod	Regular
P0020	Call Pay	NotMapped	\simeq	Other	Other
P0022	Call-Back	NotMapped	\simeq	Prod	Overtime
P0024	Sick Pay	NotMapped	\simeq	NonProd	NonProd

Reconcile GL to GLTransactions report

If you load subledger detail into Axiom, such as Accounts Payable (AP), Accrued Receipts (AR), Materials Management (MM) and Journal Entries (JE), we have a reconciliation utility that ties the subledger data back to the ledger data (ACT20XX). This report confirms that the data loaded to the GL matches the data loaded to Journal Entry (JE) detail. It also compares the JE Detail to AP, MM, AR transactions to make sure the data is in balance.

TIP: Your Kaufman Hall Implementation Consultant will help you set up this report during implementation.

Reconciliation of GL to GLDetail, AP, Materials and Accrued Receipts

KHA Health For The Period Ending February 28, 2018

						Fin vs GL
Dept	Dept Description	Acct	Acct Description	Financial	GLDetail	Difference
27200	EMC Radiology - MRI (JobCode)	60100	Salaries - Regular	28,838	28,838	0
27200	EMC Radiology - MRI (JobCode)	60110	Salaries - Overtime	630	630	(0)
27200	EMC Radiology - MRI (JobCode)	60600	Salaries - Contract Labor	865	0	865
27200	EMC Radiology - MRI (JobCode)	61220	Group Term Life	50	50	(0)
27200	EMC Radiology - MRI (JobCode)	62130	Supplies - Med Surg Nonbillable	845	846	0
27200	EMC Radiology - MRI (JobCode)	62140	Supplies - Med Surg Billable	9,751	9,751	0
27200	EMC Radiology - MRI (JobCode)	71100	Depreciation - Equipment	830	0	830
	Total			152,342	150,647	1,695

NOTE: Use the Reconcile GL to RevUsage report to reconcile your charge master data for Inpatient and Outpatient between the Financial data source (ACT20XX) and the RevUsage data set (ACT_RU_ 20XX). Manual adjusting journal entries outside of the source system will cause reconciling variances to the General Ledger RevUsage data so do not use this report regularly. The report is located in the Reports Library in the Management Reporting Utilities > Data Reconciliation folder.

Reconcile GL to Pay12 to Pay27 report

Use this report to compare the Current Year Gross Revenue in the Financial tables to the RevUsage tables.

Reconciliation of GL Hours to Monthly and Biweekly Payroll Hours

KHA Health For The Period Ending February 29, 2020

		Financial Payroll 27-Period 18 Payro		Payroll 27-Period 17	Payroll 12	Payroll12 v	Payroll12 v
Dept	Dept Description	Paid Hours	Paid Hours	Paid Hours	Paid Hours	Payroll27	Financial
	17840 EHS Sports Medicine	1,077.14	520.00	520.00	848.56	(191.44)	(228.58)
	17880 EPG Phys Clinic-North	165.71	80.00	80.00	154.28	(5.72)	(11.43)
	17881 EPG Phys Clinic-Occ Hlth East	165.71	80.00	80.00	154.28	(5.72)	(11.43)
	17883 EPG Phys Clinic-Occ HIth Midtown	848.86	416.76	416.45	803.45	(29.76)	(45.40)
	17885 EPG Phys Clinic-East	497.14	240.00	240.00	462.85	(17.15)	(34.29)
	17886 EPG Phys Clinic-Occ Hlth/West	165.71	80.00	80.00	154.28	(5.72)	(11.43)
	17891 EPG Phys Clinic-South	497.14	240.00	240.00	462.85	(17.15)	(34.29)
	17894 EPG Phys Clinic-Uptown	331.43	160.00	160.00	308.57	(11.43)	(22.86)
	17895 EPG Phys Clinic-West	165.71	80.00	80.00	154.28	(5.72)	(11.43)
	19000 EHS Administration	2,440.83	902.89	902.00	1,740.44	(64.45)	(700.39)
	19050 EHS Trust	540.58	261.65	261.43	504.40	(18.68)	(36.18)
	19060 EHS Corporate Communications	1,325.71	640.29	640.00	1,234.56	(45.73)	(91.15)
	19080 EHS Teleservices	1,003.81	488.89	488.40	942.39	(34.90)	(61.42)
	19100 EHS Accounting Operations (Employee)	1,462.08	724.19	731.51	1,346.68	(109.02)	(115.41)
	19105 EHS Payroll	504.13	243.74	243.45	469.80	(17.39)	(34.33)
	19110 EHS Administrative Finance	543.84	264.32	264.00	509.45	(18.86)	(34.38)
	19150 EHS Information Services	2,932.21	1,507.82	1,506.80	2,721.82	(292.80)	(210.39)
	19160 EHS Audit Services	165.71	80.10	80.00	154.38	(5.72)	(11.33)
	19170 EHS Medical Information Network	3,302.89	1,594.24	1,592.91	3,073.33	(113.81)	(229.56)
	19185 EHS Corporate Health Services	766.00	368.67	368.35	710.70	(26.32)	(55.30)
	19220 EHS Human Resources	1,712.60	802.52	801.85	1,547.08	(57.29)	(165.51)
	19250 EHS Performance Improvement	331.43	160.19	160.00	308.76	(11.43)	(22.67)

Reconcile GL to Rev Usage report

Use to reconcile GL revenue data in the Financial tables to the Revenue and Usage data imported into the database on a monthly and year-to-date basis. The desired result for this report is to show a zero variance.

Reco	nciliation of GL to RevUsage							
KHA Healt	th							
For The P	eriod Ending February 28, 2017							
		Financial	Financial	Financial	RevUsage	RevUsage	RevUsage	Fin vs RU
Dept	Dept Description	IP	OP	Total	IP	OP	Total	Difference
	17880 EPG Phys Clinic-North	0.00	24,777.01	24,777.01	0.00	0.00	0.00	24,777.01
	17881 EPG Phys Clinic-Occ Hith East	0.00	64,430.89	64,430.89	0.00	0.00	0.00	64,430.89
	17883 EPG Phys Clinic-Occ Hith Midtown	0.00	21,173.00	21,173.00	0.00	0.00	0.00	21,173.00
	17885 EPG Phys Clinic-East	0.00	67,040.21	67,040.21	0.00	0.00	0.00	67,040.21
	17891 EPG Phys Clinic-South	0.00	169,450.93	169,450.93	0.00	0.00	0.00	169,450.93
	17894 EPG Phys Clinic-Uptown	0.00	43,512.41	43,512.41	0.00	0.00	0.00	43,512.41
	17895 EPG Phys Clinic-West	0.00	4,963.00	4,963.00	0.00	0.00	0.00	4,963.00
	17896 EPG Phys Clinic-Peds Afterhour	0.00	60,094.68	60,094.68	0.00	0.00	0.00	60,094.68
	26140 EMC Emergency Room (CDM)	222,634.48	552,956.28	775,590.76	222,634.49	554,589.25	777,223.74	(1,632.98)
	26150 EMC *** Emergency Room-Physicians	0.00	120,840.60	120,840.60	0.00	0.00	0.00	120,840.60
	26230 EMC CVS	66,666.81	0.00	66,666.81	66,666.78	0.00	66,666.78	0.03
	26310 EMC 3 East	268,454.74	5,579.67	274,034.41	268,454.75	5,579.65	274,034.40	0.01
	26320 EMC 3 West	276,206.00	7,704.87	283,910.87	276,206.01	7,704.88	283,910.89	(0.02)
	26350 EMC AICU	403,436.12	189.00	403,625.12	403,436.16	0.00	403,436.16	188.96
	26430 EMC Well Baby Nursery	1,822.14	3,689.82	5,511.96	0.00	0.00	0.00	5,511.96
	26440 EMC Mother/Baby	157,337.24	7,265.16	164,602.40	157,337.22	7,265.12	164,602.34	0.06
	26450 EMC NICU	566,965.68	0.00	566,965.68	566,965.69	0.00	566,965.69	(0.01)
	26460 EMC 5 North	222,445.22	1,742.74	224,187.96	222,445.23	1,742.75	224,187.98	(0.02)
	26480 EMC O/P Oncology	0.00	52,440.00	52,440.00	0.00	52,439.98	52,439.98	0.02
	26520 EMC Pediatrics	100,381.87	23,762.38	124,144.25	100,381.84	23,762.37	124,144.21	0.04
	26530 EMC 5C	245,387.64	6,359.31	251,746.95	245,387.64	6,359.34	251,746.98	(0.03)
	26550 EMC PICU	2,000.00	(164.62)	1,835.38	0.00	(164.63)	(164.63)	2,000.01

Income Statement reports

These reports are designed for designed for month-end close analysis.

Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Management Reporting\Financial Statements\Income Statement. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Reporting > Financial Statements > Income Statement.

F	inancial Reporting	
٣	🕌 Financial Reporting	
	🕨 🍌 _My Reports	
	🕨 🎍 Analysis	
	👻 퉬 Financial Statements	
	🕨 🌽 Balance Sheet & Cash Flow	
	👻 🎍 Income Statement	
	🖾 Forecast Income Summary	
	🖾 Forecast Scenario Comparison	
	🖾 Income Statement By Entity	
	🔊 Income Statement Detail	
	🖾 Income Statement Multi-Year	
	🖾 Income Statement Projection	
	🖾 Income Statement Summary	
	🖾 Income Statement Summary-12Month	
	🔊 IncomeStatementSummaryDrill	
	🕨 🍌 Provider	
	FTE Reports	
	Payroll	
	Provider Analysis	
	Report Packages	
	Variance Comments	
۲	Financial Utilities	

Forecast Income Summary

Use to show the Current Year Forecast by FSDetail category compared to Current Year Budget and Current Year Annualized.

Forecast Income Summary							
KHA Health							
For The Period Ending February 28, 2017							
	2017 YTD	Current Year Annualized	Current Year Budget	Current Year Forecast	Forecast to Budget Variance	Budget Var %	Annualized Var %
Patient Revenue							
Inpatient	230,932,805	346,399,207	342,944,253	347,243,715	4,299,461	1.3%	0.2%
Outpatient	103,344,156	155,016,235	158,762,584	156,090,430	(2,672,154)	(1.7%)	0.7%
Other Patient Revenue	152,686,491	229,029,737	227,939,308	209,986,959	(17,952,349)	(7.9%)	(8.3%)
Total Patient Revenue	486,963,453	730,445,179	729,646,146	713,321,104	(16,325,041)	(2.2%)	(2.3%)
Deductions From Revenue							
Charity Services	8,102,525	12,153,788	13,102,222	15,945,353	(2,843,131)	(21.7%)	(31.2%)
Contractual Allowances	245,372,927	368,059,390	354,583,898	356,137,403	(1,553,506)	(0.4%)	3.2%
Other Discounts	3,214,134	4,821,201	12,844,577	4,820,856	8,023,721	62.5%	0.0%
Bad Debt	8,259,384	12,389,076	15,645,038	13,140,879	2,504,159	16.0%	(6.1%)
Total Deductions	264,948,970	397,423,455	396,175,735	390,044,492	6,131,243	1.5%	1.9%
Net Patient Revenue	222,014,483	333,021,724	333,470,411	323,276,612	(10,193,798)	(3.1%)	(2.9%)
Other Operating Revenue	52,975,338	79,463,007	81,462,542	74,797,965	(6,664,577)	(8.2%)	(5.9%)
Total Operating Revenue	274,989,820	412,484,730	414,932,953	398,074,577	(16,858,375)	(4.1%)	(3.5%)
Occurrence for a second							
Coloring Expenses	104 216 759	156 225 127	150 495 913	147 620 021	11 047 701	7.49/	5 60/
Salaries of viages	104,210,738	130,323,137	139,463,612	147,038,021	212 702	7.4%	5.0%
Contract Labor	25,726,089	52,269,133	55,729,525	55,210,551	212,792	(120.2%)	3.6%
Contract Labor	1,493,120	2,239,690	/88,58/	1,799,857	(1,011,270)	(128-276)	19.0%

Forecast Scenario Comparison

Use to show the Current Year To Date, Current Year Annualized compared to the Current Year Forecast and Alternate Forecast.

Forecast Scenario Comparison

KHA Health

For The Period Ending February 28, 2017							
	2017	Current Year	Current Year	Forecast	Scenario	Scenario	Annualized
	YTD	Annualized	Forecast	Alternate	Variance	Var %	Var %
Patient Revenue							
Inpatient	230,932,805	346,399,207	347,243,715	0	(347,243,715)	(100.0%)	(100.0%)
Outpatient	103,344,156	155,016,235	156,090,430	0	(156,090,430)	(100.0%)	(100.0%)
Other Patient Revenue	152,686,491	229,029,737	209,986,959	0	(209,986,959)	(100.0%)	(100.0%)
Total Patient Revenue	486,963,453	730,445,179	713,321,104	0	(713,321,104)	(100.0%)	(100.0%)
Deductions From Revenue							
Charity Services	8,102,525	12,153,788	15,945,353	0	15,945,353	100.0%	100.0%
Contractual Allowances	245,372,927	368,059,390	356,137,403	0	356,137,403	100.0%	100.0%
Other Discounts	3,214,134	4,821,201	4,820,856	0	4,820,856	100.0%	100.0%
Bad Debt	8,259,384	12,389,076	13,140,879	0	13,140,879	100.0%	100.0%
Total Deductions	264,948,970	397,423,455	390,044,492	0	390,044,492	100.0%	100.0%
Net Patient Revenue	222,014,483	333,021,724	323,276,612	0	(323,276,612)	(100.0%)	(100.0%)
Other Operating Revenue	52,975,338	79,463,007	74,797,965	0	(74,797,965)	(100.0%)	(100.0%)
Total Operating Revenue	274,989,820	412,484,730	398,074,577	0	(398,074,577)	(100.0%)	(100.0%)
Operating Expenses							
Salaries & Wages	104,216,758	156,325,137	147,638,021	0	147,638,021	100.0%	100.0%
Benefits	23,726,089	35,589,133	33,516,531	0	33,516,531	100.0%	100.0%
Contract Labor	1,493,126	2,239,690	1,799,857	0	1,799,857	100.0%	100.0%

Income Statement By Entity

Use to show the Income Statement categories by entity for the current fiscal year.

Income Summary By Entity

KHA Health

For The Period Ending July 31, 2016

	1-KH Health System	TOTAL	2017 Budget
Deductions From Revenue			
Bad Debt	0	0	368,000
Total Deductions From Revenue	0	0	368,000
Net Patient Revenue	0	0	(368,000)
Other Operating Revenue	1,384,039	1,384,039	16,856,770
Total Operating Revenue	1,384,039	1,384,039	16,488,770
Operating Expenses			
Salaries & Wages	1,449,152	1,449,152	9,482,000
Benefits	226,580	226,580	1,738,000
Contract Labor	2,160	2,160	0
Professional Fees	450,290	450,290	7,027,018
Purchased Services	66,638	66,638	3,084,020
Medical Supplies	21	21	1,208
Other Supplies	37,148	37,148	833,016
Depreciation and Amortization	1,204,052	1,204,052	16,467,346
Lease and Rental	104,217	104,217	1,306,487
Maintenance and Repairs	147,167	147,167	1,865,519

Income Statement Detail

Use to show the detail accounts within each income statement category of FSDetail showing current-year detail and last-year actual.

Income KHA Health For The Peri	e Statement Detail od Ending August 31, 2016										
				Current Month					Year-To-Date		
	Provide Non-	Antonia	Rudad	Mariana	Marth	LY	Antonia	Rudad	Marianera	March	LY
Account	Description	Actual	buoget	variance	Var 76	Actual	Actual	buoget	vanance	V8176	Actual
	Inpatient Gross Revenue										
31100	IP - Medicare	16,406,519	17,354,341	(947,823)	(5.5%)	13,250,395	32,358,345	33,698,319	(1,339,973)	(4.0%)	24,897,174
31200	IP - Medicaid	1,824,029	1,453,578	370,450	25.5%	1,264,131	3,337,424	2,818,122	519,302	18.4%	2,657,220
31300	IP - Blue Cross	3,663,766	3,337,222	326,544	9.8%	3,124,447	7,778,231	6,447,914	1,330,317	20.6%	5,998,454
31400	IP - Commercial	2,449,719	2,288,598	161,121	7.0%	2,300,216	4,569,647	4,421,378	148,269	3.4%	4,710,083
31500	IP - HMO/PPO	2,960,706	2,384,609	576,097	24.2%	2,262,868	6,339,619	4,611,462	1,728,157	37.5%	4,413,900
31600	IP - Self Pay	901,557	1,075,360	(173,803)	(16.2%)	917,293	1,820,472	2,084,939	(264,467)	(12.7%)	1,709,622
31900	IP - Other	809,223	1,066,033	(256,810)	(24.1%)	589,140	1,593,862	2,353,776	(759,914)	(32.3%)	1,079,090
	Total - Inpatient Gross Revenue	\$29,015,519	\$28,959,743	\$55,776	0.2%	\$23,708,491	\$57,797,601	\$56,435,910	\$1,361,691	2.4%	\$45,465,543
	Outpatient Gross Revenue										
32100	OP - Medicare	4,547,751	4,983,892	(436,141)	(8.8%)	3,511,298	8,437,350	9,533,436	(1,096,086)	(11.5%)	6,730,923
32200	OP - Medicaid	671,860	553,337	118,523	21,4%	430,564	1,195,955	1,072,405	123,550	11.5%	802,848
32300	OP - Blue Cross	2,624,684	2,335,157	289,526	12.4%	1,959,448	4,917,943	4,539,671	378,272	8.3%	3,692,329
32400	OP - Commercial	1,212,603	1,316,983	(104,380)	(7.9%)	1,170,610	2,279,175	2,549,523	(270,347)	(10.6%)	2,262,885
32500	OP - HMO/PPO	1,798,856	1,671,963	126,892	7.6%	1,309,952	3,397,477	3,246,231	151,246	4.7%	2,493,273
32600	OP - Self Pay	396,788	374,040	22,748	6.1%	415,282	750,964	725,415	25,548	3.5%	728,527
32900	OP - Other	863,164	864,779	(1,615)	(0.2%)	770,750	1,575,497	1,712,445	(136,947)	(8.0%)	1,517,645
33100	ER - Medicare	416,745	460,371	(43,626)	(9.5%)	309,224	765,314	909,735	(144,421)	(15.9%)	578,195
33200	ER - Medicaid	326,908	236,001	90,907	38.5%	220,355	613,209	465,200	148,009	31.8%	428,089
33300	ER - Blue Cross	270,906	221,527	49,379	22.3%	210,890	542,510	436,964	105,546	24.2%	389,673
33400	ER - Commercial	155,505	159,971	(4,466)	(2.8%)	143,154	344,642	315,601	29,041	9.2%	292,521
33500	ER - HMO/PPO	253,609	200,352	53,257	26.6%	198,803	450,631	395,661	54,970	13.9%	364,584
33600	ER - Self Pay	316,602	272,809	43,793	16.1%	244,554	581,161	\$38,489	42,672	7.9%	514,534
33900	ER - Other	42,288	33,938	8,350	24.6%	27,478	91,397	66,909	24,488	36.6%	54,809
	Total - Outpatient Grore Revenue	\$13,898,267	\$13 685 121	\$212.146	1.6%	\$10,922,363	\$25 643 225	\$26 507 684	18564 4600	(2.1%)	\$20.950.934

Income Statement Multi-Year

Use to review the Income Statement totals by FSDetail category across multiple fiscal years.

KHA Health					
For The Period Ending August 31, 2016]				
	2015	2016	2017	2017	2017
	Actual	Actual	YTD	Annualized	Budget
Patient Revenue					
Inpatient	271,475,113	288,784,145	57,797,601	346,785,604	342,944,253
Outpatient	122,366,142	130,210,589	25,943,225	155,659,349	158,762,584
Other Patient Revenue	250,742,396	231,241,865	35,673,843	214,043,055	227,939,308
Total Patient Revenue	644,583,651	650,236,598	119,414,668	716,488,008	729,646,146
Deductions From Revenue					
Charity Services	10,300,880	10,945,089	2,293,253	13,759,515	13,102,222
Contractual Allowances	329,999,682	315,061,954	61,356,403	368, 138, 419	354,583,898
Other Discounts	2,425,266	5,393,471	712,356	4,274,135	12,844,577
Bad Debt	11,332,236	11,722,981	846,920	5,081,518	15,645,038
Total Deductions	354,058,064	343,123,495	65,208,931	391,253,587	396,175,735
Net Patient Revenue	290,525,586	307,113,103	54,205,737	325,234,421	333,470,411
Other Operating Revenue	91,276,125	91,537,493	12,523,307	75,139,839	81,462,542
Total Operating Revenue	381,801,711	398,650,596	66,729,043	400,374,261	414,932,953
Operating Expenses					
Salaries & Wages	133,105,293	150,616,048	25,826,139	154,956,832	159,485,812
Benefits	28,214,157	32,380,751	5,832,490	34,994,942	33,729,323
Contract Labor	2,093,432	2,491,798	391,795	2,350,768	788,587
Professional Fees	23,970,791	25,485,065	4,156,145	24,936,872	25,547,702
Purchased Services	20,181,234	11,278,956	1,994,681	11,968,089	12,934,118

Income Statement Multi-Year

Income Statement Projection

Use to review the Income Statement totals by FSDetail category by month. For the remaining months of the year, it projects using the current-year budget or current-year forecast, which you can then compare to the annual budget.

Income Statement Projection	n						
For Period Ending February 29, 2017							
For Period Ending Pebruary 28, 2017	Actual Jul-2016	Actual Aug-2016	Actual Sep-2016	Actual Oct-2016	Actual Nov-2016	Actual Dec-2016	Actual Jan-2017
Patient Revenue	,						
Innatient	28 782 082	29.015.519	27 836 999	28 239 399	29 176 925	27 827 002	30 982 220
Outpatient	12 044 058	12 000 267	12 512 469	12 052 112	12 027 062	12 350 004	12 872 459
Other Patient Revenue	18 149 618	17 524 224	20.994 558	19,002,268	19 223 078	19 714 568	18 876 045
Total Patient Revenue	58 976 658	60.438.010	61 344 027	60 293 780	61 437 966	59 900 665	62 730 724
	50,570,000	00,100,010	01,011,021	00,235,700	01,101,000	55,500,005	02,100,124
Deductions From Revenue							
Charity Services	740,392	1,552,861	340.871	448,113	400.316	982,995	1.612.351
Contractual Allowances	30,480,455	30,875,948	31,376,054	30,892,785	29,871,408	30,678,985	31,268,463
Other Discounts	340,406	371,950	675,939	382,572	278,786	387,829	355,471
Bad Debt	930,229	(83,309)	907,730	839,381	2,025,118	937,355	1,355,394
Total Deductions	32,491,481	32,717,450	33,300,594	32,562,850	32,575,628	32,987,163	34,591,680
Net Patient Revenue	26,485,177	27,720,560	28,043,432	27,730,930	28,862,337	26,913,501	28,139,045
Other Operating Revenue	6 250 970	6 272 337	7 150 330	6 700 655	6 805 026	6.836.486	6 766 004
other operating revenue	0,230,510	0,212,001	1,105,000	0,700,000	0,000,020	0,000,400	0,100,554
Total Operating Revenue	32,736,147	33,992,897	35,202,763	34,431,585	35,667,363	33,749,987	34,906,038
Operating Expenses							
Salaries & Wages	13,210,984	12.615.154	12,942,350	13,577,286	12,718,590	12.433.413	13,580,935
Benefits	2.627.164	3.205.326	2.964.594	2.859.764	2.716.354	3,156,185	3.081.206
Contract Labor	174,507	217,288	197,288	233,738	199,124	167,286	143,300
Professional Fees	2,019,975	2,136,171	2,177,809	2,128,964	2,247,015	1,964,618	2,240,456
Purchased Services	845,486	1,149,196	1,381,431	870,140	1,188,001	1,105,842	1.050.727
Medical Supplies	2,249,823	2,528,346	2,327,100	2,529,539	2,389,298	2,452,118	2,402,721
Drugs & Pharmaceuticals	2,503,613	2,778,615	2,540,641	2,744,926	2,703,877	2,794,166	2,697,108
Other Supplies	611,883	768,800	629,196	608,021	712,822	589,002	656,556
Depreciation & Amortization	2,345,308	2,358,863	2,253,491	2,358,087	2,360,542	2,417,051	2,411,687
Lease and Rental	917,201	917,024	941,195	958,133	974,873	957,206	1,006,571

Income Statement Summary

Use to review the Income Statement totals by FSDetail category for the current period and year-to-date compared to budget and prior year.

Income Statement	Summary									
KHA Health										
For The Period Ending August 31,	2016									
	Current Month - Aug-2016					Year To Date - Aug-2016	i			
	Aug-2016	Aug-2016			Aug-2015	Aug-2016	Aug-2016			Aug-2015
	Actual	Budget	Variance	Var %	Actual	Actual	Budget	Variance	Var %	Actual
Patient Revenue										
Inpatient	29,015,519	28,959,743	55,776	0.2%	23,708,491	57,797,601	56,435,910	1,361,691	2.4%	45,465,543
Outpatient	13,898,267	13,685,121	213,146	1.6%	10,922,363	25,943,225	26,507,684	(564,460)	(2.1%)	20,850,834
Other Patient Revenue	17,524,224	16,626,870	897,354	5.4%	18,587,953	35,673,843	33,442,850	2,230,993	6.7%	36,125,409
Total Patient Revenue	60,438,010	59,271,733	1,166,276	2.0%	53,218,807	119,414,668	116,386,444	3,028,224	2.6%	102,441,785
Deductions From Revenue										
Charity Services	1,552,861	1,114,595	(438,266)	(39.3%)	1,176,069	2,293,253	2,170,758	(122,494)	(5.6%)	1,622,337
Contractual Allowances	30,875,948	28,416,094	(2,459,854)	(8.7%)	25,622,623	61,356,403	55,662,619	(5,693,784)	(10.2%)	49,803,518
Other Discounts	371,950	1,003,005	631,054	62.9%	450,100	712,356	2,032,495	1,320,139	65.0%	1, 199, 398
Bad Debt	(83,309)	1,314,859	1,398,168	106.3%	1,048,427	846,920	2,566,697	1,719,777	67.0%	2,242,356
Total Deductions	32,717,450	31,848,553	(868,897)	(2.7%)	28,297,219	65,208,931	62,432,569	(2,776,362)	(4.4%)	54,867,609
Net Patient Revenue	27,720,560	27,423,181	297,379	1.1%	24,921,588	54,205,737	53,953,875	251,862	0.5%	47,574,176
Other Operating Revenue	6,272,337	5,948,095	324,242	5.5%	7,243,534	12,523,307	12,018,385	504,921	4.2%	14,495,912
Total Operating Revenue	33,992,897	33,371,276	621,621	1.9%	32,165,123	66,729,043	65,972,260	756,783	1.1%	62,070,087
Operating Expenses										
Salaries & Wages	12,615,154	12,894,593	279,438	2.2%	12,428,133	25,826,139	25,594,694	(231,445)	(0.9%)	24,224,601
Benefits	3,205,326	2,836,001	(369,325)	(13.0%)	2,715,812	5,832,490	5,590,907	(241,583)	(4.3%)	5,281,704
Contract Labor	217,288	81,613	(135,674)	(166.2%)	165,086	391,795	155,193	(236,602)	(152.5%)	286,862
Professional Fees	2,136,171	2,232,657	96,486	4.3%	2,212,525	4, 156, 145	4,467,320	311,174	7.0%	3,829,996

Income Statement Summary-12 Month

Use to view the Income Statement totals by FSDetail category, by month. You can also update the report to process for any fiscal year in the database.

KHA Health										
	Current Year Actual									
	Jul-2016	Aug-2016	Sep-2016	Oct-2016	Nov-2016	Dec-2016	Jan-2017	Feb-2017	Mar-2017	Apr-2017
Patient Revenue										
Inpatient	28,782,082	29,015,519	27,836,999	28,239,399	29,176,925	27,827,002	30,982,220	29,072,658	0	0
Outpatient	12,044,958	13,898,267	12,512,469	13,052,113	13,037,962	12,359,094	12,872,459	13,566,833	6,448	0
Other Patient Revenue	18,149,618	17,524,224	20,994,558	19,002,268	19,223,078	19,714,568	18,876,045	19,202,131	17,969,175	0
Total Patient Revenue	58,976,658	60,438,010	61,344,027	60,293,780	61,437,966	59,900,665	62,730,724	61,841,623	17,975,623	0
Deductions From Revenue										
Charity Services	740 392	1 552 861	340 871	448 113	400 316	982 995	1612351	2 024 627	3,880	0
Contractual Allowances	30 480 455	30 875 948	31 376 054	30 892 785	29 871 408	30 678 985	31 268 463	29 928 829	10 990 030	0
Other Discounts	340,406	371.950	675.939	382.572	278.786	387.829	355.471	421.181	0	0
Bad Debt	930,229	(83,309)	907.730	839.381	2.025.118	937,355	1.355.394	1,347,486	99.000	0
Total Deductions	32,491,481	32,717,450	33,300,594	32,562,850	32,575,628	32,987,163	34,591,680	33,722,122	11,092,910	0
Net Patient Revenue	26,485,177	27,720,560	28,043,432	27,730,930	28,862,337	26,913,501	28,139,045	28,119,500	6,882,713	0
Other Operating Revenue	6,250,970	6,272,337	7,159,330	6,700,655	6,805,026	6,836,486	6,766,994	6,183,540	342,130	(6,500)
Total Operating Revenue	32,736,147	33,992,897	35,202,763	34,431,585	35,667,363	33,749,987	34,906,038	34,303,040	7,224,844	(6,500)
Operating Expenses										
Salaries & Wages	13,210,984	12,615,154	12,942,350	13,577,286	12,718,590	12,433,413	13,580,935	13,138,045	4,535,443	89,448
Benefits	2,627,164	3,205,326	2,964,594	2,859,764	2,716,354	3,156,185	3,081,206	3,115,496	1,172,032	24,447
Contract Labor	174,507	217,288	197,288	233,738	199,124	167,286	143,300	160,596	67,808	(11,112)
Professional Fees	2,019,975	2,136,171	2,177,809	2,128,964	2,247,015	1,964,618	2,240,456	2,288,938	22,938	(6,258)
Purchased Services	845,486	1,149,196	1,381,431	870,140	1,188,001	1,105,842	1,050,727	1,041,043	139,328	(59,991)
Medical Supplies	2,249,823	2,528,346	2,327,100	2,529,539	2,389,298	2,452,118	2,402,721	2,676,927	298,324	(20,274)

Income Statement Summary-12 Month

Income Statement Summary - Detail

Use to view review the Income Statement totals by FSDetail category for the current period and year-todate actual compared to budget and prior year. You can drill down to the detail transactions for revenue, expense, payroll data, or show a trend for each category.

Income Statement Summary - Drill

KHA Health Consolidated

		For the Month of	# Petroary					YTD Thru Pr	rbruery		
	Feb-2017	Feb-2017	Better(Worse)		Budget	Feb-2016	Feb-2017	Feb-2017	Bettes(Worse)	CTF	Feb-2016
Description	Actual	Budget	Variance	Percent	Alet	Actual	Adval	Budget	Variance	Percent	Adval
Pytient Revenue											
inpatient	26,072,498	28,996,718	\$1,940	0.3%		22,174,408	230,952,805	229,880,009	1,052,796	0.5%	100,063,72
Outpatient	13,566,833	13,159,817	407,016	3,7%		11,211,197	100,344,156	105,020,289	(1,474,133)	(1.4%)	64,895,31
Other Patient Revenue	19,202,131	19,953,157	(75/1,024)	0.84		17,385,036	152,606,491	154,068,902	(1,362,011)	0.94	134,437,33
Total Patient Revenue	61,841,623	62,903,693	(242,870)	(0.4%)		50,970,641	486,963,453	488,968,801	(2,005,348)	(0.4%)	429,196,29
Deductions From Enversor											
Charity Services	2.024.627	1.097.325	(927,292)	(54.5%)		950,931	8,102,525	8,734,131	621,606	7.7%	8,447,64
Contractual Allowances	29.925.829	29,645,859	(262,970)	0.9%		23,400,500	245 372 927	275,042 558	(10.290.568)	14.4%	208 368 54
Other Discounts	421.101	1,001,054	585,473	58.0%		381,929	3,214,154	8.471.506	5,257,572	62.1%	3,462,95
Red Debt	1.547.456	1 301 344	100.1470	(0.5%)		979,457	8 758 354	10,419,251	2158.947	20.7%	8 857 14
Total Deductions	11,722,122	11,066,192	(\$11,730)	0.0%		25,912,814	264,948,970	262,697,545	(2,251,425)	(0.9%)	229,136,37
Net Patient Revenue	28,119,500	29,007,301	(917,800)	0.2%		25,057,627	222,014,483	226,271,255	(4,256,773)	(1.9%)	200,060,01
Other Operating Revenue	6,182,540	6,895,521	(711,961)	(10.2%)		7,299,684	\$2,975,338	54,322,952	(1,347,614)	(2.5%)	58,766,10
Total Operating Revenue	34,303,040	35,912,421	(1,629,781)	(4.5%)		32,357,544	274,989,820	280,594,207	(5,604,387)	(2.8%)	254,424,19
Operation Extension											
Salaries & Wases	12,128,045	13 516 728	178,483	2.8%		12 381 330	104 214 758	105.030.645	ATT 505	0.05	98,787,47
Report to	3 115 416	2 044 404	1171 029	(5.85)		2 745 884	10 714 444	22,836,234	1004 754	(3.9%)	11 548 53
Castratistar	100 506	50 748	1100.000	048 750		100 1715	1,400,100	549.547	1041 550	(171 70)	1 537.4
Restauring of Face	1 144 144	1.077.536	(243,365)	155 750		2 104 444	12 303 645	17 134 147	14 212	0.00	16 530 14
Professional rets	1,041,040	007.000	10.000	10.00		4,4,74,754	1,000,000	0.000,000	100,011	4.00	2 222 44
Hardinates permites	1000000	2 400 404	(20) 400	0.000		2 200 424	10,000,000	10.540.754	10,000	0.00	12.442.4
meanuar puppines	4,876,947	2,400,408	1116/4010	01.3%		2,250,801	18,350,872	10,040,734	93,862	0.3%	12,080,00
Drugs is mamacevocars	4,787,586	2,798,909	21,228	0.0%		2,447,768	41,596,567	21,400,400	(belowed)	10-2%	20,000,4
Other Supplies	621,300	708,804	87,500	12.3%		042,949	5,190,543	1,755,820	564,337	9.7%	1,141,40
Deprecation & Amortization	2,447,900	2,537,081	49,173	1.9%		2,279,114	18,952,996	10,941,247	1,008,330	3.7%	17,796,99
Lease and Rental	416,391	905,439	072,9940	(B. 1%)		868,108	7,400,994	7,643,292	Gat 100	(2.4%)	6,971,25
Maintenance & Repairs	473,401	428,396	(#5,005)	(10.34)		407,914	3,310,954	1,554,270	47,316	1.3%	3,144,00
Utilities	625,190	605,388	10,228	1.6%		646,874	4,717,009	5,194,799	439,790	8.5%	4,820,74
Insurance	921,599	798,811	(182,794)	Q4.7%		\$11,817	6,510,311	3,790,280	(754) 628	(13-19-6	3,872,79
Interest	343, 197	605,198	272,041	42.8%		404,595	3, 100, 108	5,041,547	1,901,479	29.2%	3,277,84
Bad Debt	0	0	0	0.0%		0	0	0	0	0.2%	
Other Expenses	1,475,820	3,543,775	44,855	1.9%		3,274,436	26,533,776	26,467,560	(64,215)	10.7%	24,431,21
Total Operating Expenses	35,095,466	34,997,253	(588,232)	0.5%		32,259,885	272,531,495	275,014,888	2,483,433	0.9%	251,041,40
Excess of Revenue Over Expenses from Operation	(792,426)	1.025.588	(LEILIG	(177.3%)		97,624	2,458,366	5,178,320	(3,128,954)	(55.9%)	52608
Unrestricted Contributions	236,545	63,334	153,291	183.9%		14,251	429,425	666,667	(237,242)	(05.6%)	70,14
Other NonOperating Revenue Expense	(005,336)	34,834	(358, 172)	(\$10.8%)		(111,437)	(845,293)	260,667	(1,145,947)	(423.6%)	(126,57
Investment Income	37,911	406,334	(071,223)	(90.9%)		127,509	(2,147,775)	2,266,667	(4,434,442)	(195.6%)	1,554,52
Interest income	025,875	41,605	(267,541)	(642,7%)		(226,769)	(1,825,007)	333,333	(2,158,370)	(647.5%)	0.573.5
Gainboud on Sale of Assets	0	0	0	0.0%		192	10,740	0	10,740	0.0%	6,1
Total Non-Operating	(255,537)	568,168	(823,305)	(145.8%)		(196,455)	(4,437,526)	3,527,334	(7,965,260	(225.8%)	088,17
Eduardinary Brm	4,954,510	458,334	4,496,176	901.0%		(1,705,367)	5,482,451	1,666,667	1,815,784	49.5%	(7,052,01
Excess of Research Over Excessor	1 100 1 1 1	2 012 000	1 814 817	40.45		IN MARK SHITS	1.000 000	40 222 104	10 100 cmm	100 000	4 6 6 7 6 6

Payroll reports

These reports are designed for bi-weekly payroll analysis.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Payroll**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting** > **Payroll**.

Financial Reporting	^
🕶 鷆 Financial Reporting	
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🕨 鷆 Analysis	
🕨 🍌 Financial Statements	
FTE Reports	
👻 퉲 Payroll	
Employee Roster	
Employee Roster-Position Control	
Labor Distribution	
🔊 Labor Distribution Detail	
🔊 Overtime Alert	
🔊 Overtime Analysis	
Provider Analysis	
Report Packages	
Variance Comments	
Financial Utilities	

Employee Roster

Use to show employee-related information for a single department by job code. This information is used for budget-labor budgets.

Emplo KHA Healt Period End Dept.KHAB	byee Ro h ding February BgtCode = 17	ster 28, 2017 885											
					Scheduled Sch	heduled		Hire	Review	Pay	Pay	PTO	PTO
JobCode	Description	Employee Name	Status	Type	Hours	FTEs	Base Rate	Date	Date Grade		Step	Accrual Rate	Balance
]									
J00604	Nurse Practition	ner											
	25873	SNUGGS, MARY M.	A	FT	80	1.00	\$36.42	Jan-2003	Jan-2017	CB	0	7.70	0.00
	28111	MAK, FANNY M.	A	FT	80	1.00	\$35.58	Jan-2006	Jan-2017	CB	0	6.77	0.00
	Sub Total				160	2.00							
J00655	Physician												
	24125	PATTERSON M.D., W J.	A	FT	80	1.00	\$88.95	Apr-2004	Jan-2017	_	0	0.00	0.00
	26284	CALLENDER JR, WILLIAM R.	A	FT	80	1.00	\$72.12	May-2003	Jun-2017	-	0	0.00	0.00
	Sub Total				160	2.00							
	Totals:				320	4.00							

Employee Roster - Position Control

Use to show employee-related information by job code and by employee.

Emplo KHA Health Period Endin Dept.KHABC	yee Rost ng February 28, GTCode=17840												
					Scheduled	Scheduled		Hire	Review	Pay	Pay	PTO	PTO
JobCode	Position	Employee Name	Status	Type	Hours	FTEs	Base Rate	Date	Date	Grade	Step	Accrual Rate	Balance
J00785		OSBORNE MARCUS E		FT	80	1.00	\$15.44	101-2004	Jul-2008	CE	0	6.77	0.00
		STOKES NANCY R.	A .	FT	80	1.00	\$17.00	Jul-2004	Jul-2008	CE	0	6.77	0.00
		WALL CLAYTON Y.	A	PT	39	0.49	\$7.11	Sep-2004	Sep-2008	CE	0	0.00	0.00
		FULTON, DAVIS T.	A	FT	80	1.00	\$15.62	May-2005	Aug-2008	CE	0	6.77	0.00
		ROBERTS, ROGER S.	А	FT	80	1.00	\$15.38	Sep-2005	Dec-2008	CE	0	6.77	0.00
					359	4.49							
					359	4.49							

Labor Distribution

Use to show bi-weekly paid hours and dollars by job code, employee, and pay category for a single pay period.

Labor Distr KHA Health For The Pay Period E	ibution Report								
Trono - Erio oports medi	cire .			Total		Requ	ılar	Overtin	ne
Dept	JobCode	Employee	FTEs	Hours	Dollars	Hours	Dollars	Hours	Dollars
17840	100392-Team Leader-Athletic Trainer	26192: Lee Geri A.	10	80.0	1 498.4	80.0	1.498.4	0.0	0.0
11040	20032-Team cease -Adment Hame			00.0	1,45014	0010	1,45014	0.0	0.0
	SubTotal - J00392-Team Leader-Athleti	c Trainer	1.00	80.00	1,498.40	80.00	1,498.40	0.00	0.00
17840	J00785-Athletic Trainer	27101: Bias, Charlotte M.	0.5	40.0	436.1	40.0	436.1	0.0	0.0
17840	J00785-Athletic Trainer	27130: Pace, Queen	1.0	80.0	1,235.2	80.0	1,235.2	0.0	0.0
17840	J00785-Athletic Trainer	27134: Stroud, Cletus	1.0	80.0	1,360.0	80.0	1,360.0	0.0	0.0
17840	J00785-Athletic Trainer	27261: Ware li, Dorothy	0.5	40.0	402.5	40.0	402.5	0.0	0.0
17840	J00785-Athletic Trainer	27717: Gardner, Mary	1.0	80.0	1,249.6	80.0	1,249.6	0.0	0.0
17840	J00785-Athletic Trainer	27926: Clayton, Lorenzo R.	0.5	40.0	276.0	40.0	276.0	0.0	0.0
17840	J00785-Athletic Trainer	27945: Rogers, Leroy	1.0	80.0	1,230.4	80.0	1,230.4	0.0	0.0
	SubTotal - J00785-Athletic Trainer		5.50	440.00	6,189.81	440.00	6,189.81	0.00	0.00
	TOTALS		6.50	520.00	7,688.21	520.00	7,688.21	0.00	0.00

Labor Distribution Detail

Use to show hours and dollars by a department, by job code for multiple pay period, and by category of pay.

Labor KHA Health For The Pay Pe EPG Phys Clini	Distr	ibution Detail									
					PP 12	/16/17	PP 12/30/17		PP 01/13	/18	PP 01/27/18
Dept		JobCode	Employee	PayType	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours Do
	17880	J00655-Physician	23162: Zubatuk, Deconjay	P0001-Regular	80	5,192.00	80	5,192.00	80	5,192.00	80
		SubTotal - J00655-Physician			80	5,192.00	80	5,192.00	80	5,192.00	80
			Grand Total		80	5,192.00	80	5,192.00	80	5,192.00	80

Overtime Alert

Use to show highlights of overtime trends by pay period and department.
Overtime Alert

KHA Health

		Number of Departments > Threshold:									
	_					Alert Th	reshold = >>	0			
(0)	=Unfavorable Variance	Pay	Pay	Pay	Pay	Pay					
Dept	Department	Period 14	Period 15	Period 16	Period 17	Period 18	Average	% Change			
102200	EMA Optical	0	0	0	0	1	0	(80.00%)			
101408	EMA Opthalmology	0	0	0	0	3	1	(80.00%)			
101309	EMA Neurology	1	0	0	0	1	0	(63.61%)			
19080	EHS Teleservices	0	0	0	0	0	0	(60.02%)			
49000	RCH Administration	0	0	0	3	3	1	(57.28%)			
27910	EMC Home Health - West	0	0	1	2	2	1	(53.37%)			
107060	EMA Laboratory	5	9	3	27	32	15	(53.21%)			
47370	RCH Rehab Svcs	1	1	1	8	8	4	(52.75%)			
27950	EMC Home Health - Admin	5	4	1	22	22	10	(51.70%)			
27430	EMC Mobile Cardiac Care Unit	0	0	4	9	9	4	(51.15%)			
26480	EMC O/P Oncology	3	4	16	40	40	21	(48.68%)			
27300	EMC Pharmacy	27	30	34	130	131	71	(46.00%)			
27380	EMC Rehab Svcs-Midtown	8	8	4	28	28	15	(45.67%)			

Overtime Analysis

Use to show overtime FTE-related hours by department trended for multiple pay periods. This report is normally processed by VP or Director.

Overtime Analysis

KHA Health Pay Period Overtime Hour Analysis

Dept Department	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14	Period 15	Period 16	Period 17	Period 18	Average
17881 EPG Phys Clinic-Occ HIth East	0	0	0	0	0	0	1	0	0	0	0
17883 EPG Phys Clinic-Occ HIth Midtown	6	0	15	11	7	12	5	17	17	17	11
19000 EHS Administration	20	0	31	18	25	25	19	27	17	17	20
19050 EHS Trust	1	0	0	0	0	0	0	0	0	0	0
19060 EHS Corporate Communications	0	0	0	0	129	0	0	0	0	0	13
19080 EHS Teleservices	0	0	0	0	0	0	0	0	0	0	0
19100 EHS Accounting Operations (Employee)	5	0	1	3	2	3	4	3	2	2	3
19105 EHS Payroll	1	0	3	4	3	1	1	3	3	3	2
19150 EHS Information Services	7	5	10	8	31	23	26	33	20	20	18
19170 EHS Medical Information Network	1	0	2	0	0	1	0	0	1	1	1
19185 EHS Corporate Health Services	0	0	1	1	2	2	1	0	1	1	1
19220 EHS Human Resources	1	0	2	4	4	2	2	2	2	2	2
19370 EHS Risk Management And Safety	1	0	1	0	0	9	8	6	0	0	2
26100 EMC Nursing Administration	21	1	62	58	80	42	21	51	62	62	46
26140 EMC Emergency Room (CDM)	465	310	401	573	560	587	617	552	476	477	502
26230 EMC CVS	23	0	22	40	86	47	34	8	24	24	31
26310 EMC 3 East	480	353	543	466	486	445	306	297	286	287	395
26320 EMC 3 West	228	145	295	275	320	281	197	220	235	236	243

Payroll utilities

These utilities are designed to post calculated values to the database.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting** Utilities\Payroll. For instructions, see Browsing the Report Library. You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > Payroll.

F	ina	ncial Reporting	^
۲		Financial Reporting	
Ŧ		Financial Utilities	
	►	🗼 Alerts	
	►	📙 Current Year Forecast	
	►	🗼 Data Audit	
	►	🗼 Data Input	
	►	🕌 Data Reconciliation	
	►	🕌 Dimension System Structure Reports	
	►	🕌 Dimension Update Utilities	
	►	🕌 Flex Budget	
	►	🕌 FTE Utilities	
	►	🕌 Integration Utilities	
	•	🅌 Payroll	
		🖳 BiWeekly to Monthly	
		BiWeekly to Monthly with LY	
		Monthly to BiWeekly	
		Monthly to GL	
	►	🕌 Report Batches	
	►	🕌 Report Distribution	
	►	🕌 RevUsage	
	►	📕 Security Setup	
	►	🕌 Statistic Transfers	
	•	b System Setup	

BiWeekly to Monthly

Use this utility to accrue for both hours and dollars from your biweekly payroll load (Payroll26) into the monthly data tables (Payroll12).

Depending on how many years of biweekly payroll data are stored in your Axiom system, you have two utility options:

- **Biweekly to Monthly** Your organization is in their first year in Axiom and have no prior year payroll data utilize this utility.
- **Biweekly to Monthly with LY** Your organization has more than one year of historical payroll data to capture the days of the year-end biweekly payroll that may cross over their fiscal year utilize this utility.

In the **Refresh Variables** dialog, select from the following drop-downs options, and click **OK**:

Option	Description
Choose Year (Current Year	Depending on what biweekly payrolls you want to accrue, select CYA
or Last Year	(Current Year) or LYA (Last Year) .

Option	Description
Choose Payroll Sequence	Select Hours or DIIrs.
(Hours, Dllrs, Stats)	NOTE: These need to be run individually so once you run one (Hours) you will have to then run the other (Dllrs).
Post results to the database?	To post the results to the Axiom database, select Yes ; otherwise, select No .

TIP: Ensure that the number of FY days in First Pay Period are correct. If they are not, review the pay period dates on the **Custom Tables > Payroll** tab.

Biweekly to Monthly Payroll Accrual - Payroll27 to Payroll12



In the **File Processing** task pane, click **Process file multipass** to run the utility by department and post the values to the database. Repeat this step for the Hours by refreshing the report variables, select **Hours** from the refresh variable, and then Process File multipass. If you also load statistics into you biweekly payroll tables, you can also run this utility to move the statistics to your financial data source.

< Axiom Assistant

	File Processing Set	ttings	0
Tasks	Processing Type:	Save Data	v
and	Save Data Mode:	Save After Each Pass	~
files	Save Data tag	s are static for all passes	
nt My I	MultiPass Settings		Hide Advanced View
istar	 MultiPass Data \$ 	Settings	
Ass	Source Table:	Dept	
eet	Source Columns:	Dept.Dept	
ş	Group By:	Dept.Dept	
ŧ	Sort By:	Dept.Dept	
star	Source Filter:		
ource Ass	MultiPass Filter:	Settings	Preview Multipass List
Data So	Actions	igs from workbook	
Suc	Process file		
Notificatio	Process file m	nultipass	
File Processing			

BiWeekly to Monthly with LY

Use this utility to post accrued biweekly hours or dollars from the Payroll27 tables to the Payroll12 tables. The first period of the year is calculated using the final LY pay period.

Biweekly to Monthly Payroll Accrual - Pa	yroll27 to	Payroll	12									CY.	LY			
												Cal Days	Cal Days		Conversion to M	onthly Hours Matrix
No. of FY Days in First Pay Period:			2	PayCycle:	1	1						Per Mth	Per Mth		Month	24
													30			
Current Pay Period			18								1	31			July	
											2	31			August	
This Utility will accrue Hours from Payroll27 to the Payroll12 Database.											3	30			September	
							PayCycle	1			4	31			October	
Payroll 27 Timeseries to Transfer FROM:	ACT_PAY27_2016	CY	HOURS	<= Do NOT d	hange						5	30			November	
		-									6	31			December	
Payroll 12 Timeseries to Transfer TO:	ACT_PAY12_2016	CY	HOURS	<= Do NOT d	hange						7	31			January	
											8	28			February	
If you have multiple pay cycles, this report must be processed using Multipass											9	31			March	
A for the second s											10	30			April	
Select "Process file Multipass" to compute and post to the Payroll 12 database.											11	31			May	
											12	30			June	0.00
															Total	0.00
Riweekly to Monthly Payroll Accrual - Payroll27 to Payroll12																
Dept JobCode PayType EmplD	LY June	July	August	September	October	November	December	January	February	March	April	May	June	Employee Name		PP25

Monthly to BiWeekly

Use this utility to post reverse-accrued budgeted monthly hours from the Payroll12 tables to biweekly amounts and post them to the Payroll27 tables for labor or productivity reporting.

Payroll12 to Payroll27 - Reverse Accrua

This report is a Save-to-Database										
report which maps data from the Payrol! 12 month tables										
to the 27 period Payroll tables						_	PayP	eriod >		
		Row	Month	Input Col	Days	Day	ysChk	1	2	3
The encoding metric is set on to	1	13	hale	A1		21	21	14	14	3
the right here , with the control cherics	2	14	August	AM		31	31	14	0	11
shaded in asses. Bealinning with the		15	Sentember	AN		30	30		+	
Ext "shuh" partial pay seried the pay	4	16	October	A0		21	31			
period days are assigned to the months.	5	17	November	AP		30	30			ő
to use address a sublicity to the transmiss	6	18	December	40		31	31			
	7	19	January	AR		31	31			0
	8	20	February	AS		28	28			0
	9	21	March	AT		31	31			0
	10	22	April	AU		30	30			0
	11	23	May	AV		31	31			0
	12	24	June	AW		30	30			0
	L		Total			365	365	14	14	14
			Monthly Allocation			Lash1 S		0.65	0.453	0.007
			"" Matrix			Mik2 %		0.000	0.000	0.355
						Mth3 %		0.000	0.000	0.000
CELAG			These %'s are app	lied		Mb4 %	-	0.000	0.000	0.000
			against the month	hly data		Mth5 %	-	0.000	0.000	0.000
			in Columns AK-A	V		Mth6 %	-	0.000	0.000	0.000
						Mth7 %		0.000	0.000	0.000
			Sequence	Tables		Mth8 %		0.000	0.000	0.000
Enter Payroll12 Timeseries to Transfer FROM:	c	Y ACT	HOURS	ACT_PAY12_2017		Mth9 %	6	0.000	0.000	0.000
Enter Payroll27 Timeseries to Transfer TO:	c	Y ACT	HOURS	ACT_PAY27_2017		Mth10	%	0.000	0.000	0.000
-						Mth11	%	0.000	0.000	0.000
			HOURS			Mth12	%	0.000	0.000	0.000
			Yes							

Monthly to GL

If payroll hours are not coming through your GL Import, you can move your hours from the Payroll12 data tables created from the previous process to your Financial tables by running the Monthly to GL accrual utility.

IMPORTANT: Only run this utility if you are not loading hours from your GL via the GL12Month or Monthly Statistics imports.

Note: This routine	Note: This routine uses the columns in your JobCode and PayType Dimensions colled 'HoACCT'												
Payroll	12 to Financ	ial DB Hour	s Transfer	Year	2017								
				Payroll Table Actual table	ACT_PAY12_2017 ACT2017								
Payroll12 Ho Financial Tim Running Multipa	urs Timeseries to Tran eseries to Transfer To: ss FALSE	isfer: ;			HOURS								
DEPT	Acct	InitiativeID	ACT2017.P1	ACT2017.P2	ACT2017.P3	ACT2017.P4	ACT2017.95	ACT2017.P6	ACT2017.97	ACT2017.P8			
17840	960100	1	177	177	168	147	140	177	177	160			
17840	960120	1	0	0	19	30	23	0	0	0			
17840	960100	1	29	0	0	0	0	0		0			
17840	960100	1	956	912	847	848	794	797	797	720			
17840	960120	1	0	0	78	50	0	0	0	0			
17840	960100	1	3	151	168	165	171	177	177	160			
17880	960100	1	177	177	171	177	171	177	177	160			
17881	960100	1	0	18	36	0	0	0	0	0			
17881	960100	1	0	0	0	0	0	0	7	0			
17881	960110	1	0	0	0	0	0	0	1	0			
17881	960100	1	0	0	0	8	0	0	0	0			
17881	960120	1	0	0	29	19	0	0	0	0			
17881	960100	1	177	177	171	177	171	177	177	160			
17883	960100	1	146	139	158	130	140	133	122	160			
17883	960120	1	34	34	36	47	32	44	41	0			
17883	960110	1	6	6	8	1	6	5	8	14			
17883	960100	1	3	6	168	156	159	167	134	160			
17883	960120	1	0	0	17	20	13	9	43	0			
17883	960110	1	4	0	7	4	10	7	10	9			
17883	960100	1	4	6	175	107	112	203	158	160			
17883	960120	1	3	0	7	16	11	13	0	0			
17883	960110	1	0	0	4	1	3	2	4	8			

NOTE: Use the Monthly to BiWeekly utility to take budgeted Payroll12 data and reverse accrue it to a biweekly data set.

Provider Analysis reports

These reports are designed for physician analysis.

NOTE: These reports are optional reports that you can purchase as an add on to your current license.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Provider Analysis**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Reporting > Provider Analysis.



Current Period vs Previous Comparison

Use to compare current period vs previous period information by provider as well as last year actual. You can select the data type to analyze in the report.

	Filtered For: FTE	Current period					Year-to-Date			
Provider ID	Provider Name	Actual	Previous	Variance	Var %	Last Year	Actual	Last Year	Variance	Var %
D10528	Champion Richard A MD	41	47	(5)	(11.5%)	0	332	0	332	0.0%
D12221	Quintin Maria L MD	113	103	10	9.6%	0	904	0	904	0.0%
D1406	Meenan David MDO	27	24	3	14.3%	0	218	0	218	0.0%
D14201	Racemark Susan M MD	117	93	24	25.2%	0	935	0	935	0.0%
D14677	Seraman Katherine MD	106	122	(16)	(13.0%)	0	848	0	848	0.0%
D17629	Baumann Robert E MD	131	135	(3)	(2.4%)	0	1,051	0	1.051	0.0%
D20729	Rosenthal James P MD	146	169	(23)	(13.4%)	0	1,169	0	1,169	0.0%
D25986	Tappolo Susan E MD	118	141	(22)	(15.7%)	0	948	0	948	0.0%
D5752	Garland Jason L MD	149	175	(26)	(15.0%)	0	1,192	0	1,192	0.0%
D77963	Carbonata Patrick MD	99	112	(14)	(12.2%)	0	790	0	790	0.0%
D77988	Lee James MD	161	186	(25)	(13.3%)	0	1,287	0	1,287	0.0%
D79749	Tharalon Mary J MD	145	169	(24)	(14.2%)	0	1,157	0	1,157	0.0%
D8952	Thompson Helen D MD	95	112	(16)	(14.6%)	0	763	0	763	0.0%
DM125	Zucker Charles J MD	59	70	(11)	(15.2%)	0	475	0	475	0.0%
DM299	Wilson Gary A MD	136	121	15	12.6%	0	1,088	0	1,088	0.0%
DM327	Foxworthy Richard M MD	145	138	6	4.7%	0	1,156	0	1,156	0.0%
DM502	Cohen Charles J MD	78	87	(9)	(10.4%)	0	623	0	623	0.0%
DM660	Levy Lewis M MD	36	47	(11)	(22.7%)	0	290	0	290	0.0%

Provider CY Actual vs Previous Period Comparison KHA Health

For The Period Ending February 28, 2017

Current Period vs Previous Comparison_CPT

Use to compare current period vs previous period information by CPT or CPT Summary category and last year actual. You can select the data type to analyze in the report.

Provide KHA Health For The Period	r CY Actual vs Previous d Ending February 28, 2017	Period Cc	mparisor	ו						
Filtered For: FTE	E	Current period					Year-to-Date			
CPT.KHABgtCod	e CPT Description	Actual	Previous	Variance	Var %	Last Year	Actual	Last Year	Variance	Var %
FTE_Admin	Provider FTE - Administrative	223	235	(12)	(5.0%)	0	1,786	0	1,786	0.0%
FTE_Other	Provider FTE - Other	612	704	(91)	(13.0%)	0	4,899	192	4,707	2451.8%
FTE_Clin	Provider FTE-Clinical	4,662	5,085	(423)	(8.3%)	0	37,300	20,258	17,042	84.1%
	Total	5,498	6,024	(526)	(8.7%)	0	43,985	20,450	23,535	115.1%

CY Actual vs Budget Comparison

Use to compare current period and year-to-date actual vs budget information by provider and last year actual. You can select the data type to analyze in the report.

Provider CY Actual vs CY Budget Comparison

KHA Health For The Period Ending February 28, 2017

	Filtered For: FTE		(Current Period			Year-to-Date						
Provider ID	Provider Name	Actual	Budget	Variance	Var %	Last Year	Actual	Budget	Variance	Var %	Last Year		
D10528	Champion Richard A MD	41	0	41	0.0%	0	332	0	332	0.0%	0		
D12221	Quintin Maria L MD	113	0	113	0.0%	0	904	0	904	0.0%	0		
D1406	Meenan David MDO	27	0	27	0.0%	0	218	0	218	0.0%	0		
D14201	Racemark Susan M MD	117	0	117	0.0%	0	935	0	935	0.0%	0		
D14677	Seraman Katherine MD	106	0	106	0.0%	0	848	0	848	0.0%	0		
D17629	Baumann Robert E MD	131	0	131	0.0%	0	1,051	0	1,051	0.0%	0		
D20729	Rosenthal James P MD	146	0	146	0.0%	0	1,169	0	1,169	0.0%	0		
D25986	Tappolo Susan E MD	118	0	118	0.0%	0	948	0	948	0.0%	0		
D5752	Garland Jason L MD	149	0	149	0.0%	0	1,192	0	1,192	0.0%	0		
D77963	Carbonata Patrick MD	99	0	99	0.0%	0	790	0	790	0.0%	0		
D77988	Lee James MD	161	0	161	0.0%	0	1,287	0	1,287	0.0%	0		
D79749	Tharalon Mary J MD	145	0	145	0.0%	0	1,157	0	1,157	0.0%	0		
D8952	Thompson Helen D MD	95	0	95	0.0%	0	763	0	763	0.0%	0		
DM125	Zucker Charles J MD	59	0	59	0.0%	0	475	0	475	0.0%	0		
DM299	Wilson Gary A MD	136	0	136	0.0%	0	1,088	0	1,088	0.0%	0		
DM327	Foxworthy Richard M MD	145	0	145	0.0%	0	1,156	0	1,156	0.0%	0		
DM502	Cohen Charles J MD	78	0	78	0.0%	0	623	0	623	0.0%	0		

CY Actual vs Budget Comparison_CPT

Use to compare current period and year-to-date actual vs budget information by CPT or CPT Summary code and last year actual. You can select the data type to analyze in the report.

Provider CY Actual vs CY Budget FTE Comparison

	J										
KHA Health											
For The Period Ending Febr	ruary 28, 2017										
Filtered For: FTE				Current Period				Ye	ear-to-Date		
CPT KHA Budget Code	CPT Description	Actual	Budget	Variance	Var %	Last Year	Actual	Budget	Variance	Var %	Last Year
FTE_Admin	Provider FTE - Administrative	223	0	223	0.0%	0	1,786	0	1,786	0.0%	0
FTE_Clin	Provider FTE-Clinical	4,662	0	4,662	0.0%	0	37,300	0	37,300	0.0%	20,258
FTE_Other	Provider FTE - Other	612	0	612	0.0%	0	4,899	0	4,899	0.0%	192
	Total	5,498	0	5,498	0.0%	0	43,985	0	43,985	0.0%	20,450

NY Budget Comparison

Use to compare current year projections with next year's budget.

720

Provider CY Projections vs NY Budget Comparison KHA Health For The Period Ending February 28, 2018 Current CY Annualized CY Projection Filtered For: Encounter Variance Provider ID Provider Name YTD CY Annualized CY Projection Variance NY Budget Variance D10528 Champion Richard A MD 1,592 2,388 820 (1,568) 1,781 (607) D1116 Jo Walter M MD 2 3 0 (3) 0 (3) 0 12 18 D1132 Wang Katherine K MD (18) D1186 Macaulay Kelly M MD 1,146 1,719 0 (1,719) 1,525 D12221 Quintin Maria L MD 2.879 4,319 (2,794) D13063 Faur Adriana V MD 3 2 0 (3)

1,080

0

(1,080)

0

NY Budget Comparison_CPT

D1317 Soybel David I MD

Use to compare current year projections with next year's budget by CPT or CPT Summary category.

(1,080)

961

0

0

0

0

0

1.584

Provider CY Projections vs NY Budget Comparison

KHA Health

For The Period Ending February 28, 2018

Filtered For: Encount	ter	Current					CY Annualized	CY Projection
CPT.CPT	CPT Description	YTD	CY Annualized	CY Projection	Variance	NY Budget	Variance	Variance
C99202	New Pat. L2, Office Visit	180	270	0	(270)	0	(270)	0
C99203	New Pat. L3, Office Visit	1,589	2,384	0	(2,384)	0	(2,384)	0
C99204	New Pat. L4, Office Visit	3,306	4,959	0	(4,959)	0	(4,959)	0
C99205	New Pat. L5, Office Visit	10	15	0	(15)	0	(15)	0
C99212	Est. Pat. L2, Office Visit	1,085	1,628	0	(1,628)	0	(1,628)	0
C99213	Est. Pat. L3, Office Visit	12,134	18,201	0	(18,201)	0	(18,201)	0
C99214	Est. Pat. L4, Office Visit	20,010	30,015	0	(30,015)	0	(30,015)	0
C99215	Est. Pat. L5, Office Visit	277	416	0	(416)	0	(416)	0
C99384	Well Child, New, 12-17 Yrs Old	6	9	0	(9)	0	(9)	0
C99385	Well Adult:New:18-39 Yrs Old	937	1,406	0	(1,406)	0	(1,406)	0
C99386	Well Adult:New:40-64 Yrs Old	206	309	0	(309)	0	(309)	0
C99387	Well Adult:New:Over 65 Yrs Old	19	29	0	(29)	0	(29)	0
C99395	Well AdultEst:18-39 Yrs Old	3,119	4,679	0	(4,679)	0	(4,679)	0
C99396	Well AdultEst:40-64 Yrs Old	4,909	7,364	0	(7,364)	0	(7,364)	0
C99397	Well AdultEst:Over 65 Yrs Old	1,360	2,040	0	(2,040)	0	(2,040)	0
Enc_Facility	Encounters - Facility	10,049	15,074	0	(15,074)	0	(15,074)	0
Enc_Ofc	Encounters - Office	150,317	225,476	0	(225,476)	0	(225,476)	0
Encounters	Actual Encounters	160,366	240,549	0	(240,549)	0	(240,549)	0
PROF_OFC_Est	Professional Svcs-Office-Est Patient	0	0	52,372	52,372	116,599	116,599	64,227
PROF_OFC_New	Professional Svcs-Office-New Patient	0	0	8,896	8,896	10,470	10,470	1,574
	Total	369,879	554,819	61,268	(493,551)	127,069	(427,750)	65,801

Provider Key Indicators By Month

Use to compare month-by-month values for last year, current year, and target by data type.

Monthly Key Indicators

KHA Health For The Period Ending February 28, 2017

		FY16										
Filtered For: End	counters	Last Year Actual										
Provider ID	Provider Name	Jul-2015	Aug-2015	Sep-2015	Oct-2015	Nov-2015	Dec-2015	Jan-2016	Feb-2016	Mar-2016	Apr-2016	
Worked RVUs												
D10528	Champion Richard A MD	265	227	185	214	149	276	269	139	234	237	
D1132	Wang Katherine K MD	0	0	0	0	0	0	0	0	0	0	
D1158	Angel Andrew MD	0	0	0	0	0	0	0	0	0	0	
D1179	Blazar Philip MD	0	0	0	0	0	0	0	0	0	0	
D1186	Macaulay Kelly M MD	147	207	183	143	133	205	142	175	112	181	
D1188	Slavsky Tatiana MD	0	0	0	0	0	0	0	0	0	0	
D12138	Jankelson Julie M MD	0	0	0	0	0	0	0	0	0	0	
D12221	Quintin Maria L MD	119	148	119	118	144	79	327	318	401	344	
D1255	Tremblay Laura D MD	0	0	0	0	0	0	0	1	0	0	
D13057	Groszmann Yvette MD	116	130	125	136	142	118	78	85	61	45	
D13063	Faur Adriana V MD	0	0	0	0	0	0	0	0	0	1	
D13092	Osborne Dawn R	0	0	0	0	0	0	0	0	0	0	
D1317	Soybel David I MD	177	123	93	81	168	107	116	115	70	127	
D13191	Radden Nancy F MD	0	0	0	0	0	0	0	0	0	0	
D13296	Gorenburg Ida P MD	0	0	0	0	0	0	0	2	1	0	
D13331	Minkina Nataly A MD	0	1	2	1	0	0	2	0	1	1	
D13336	Niknejad Kathy G MD	53	34	50	58	99	91	55	96	101	91	

Provider Key Indicators By Month_Rolling 12

Use to compare month-by-month values for the most recent 12 months by data type

Monthly Key Indicators - Rolling 12

KHA Health For The Period Ending February 28, 2017

		2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2017	2017	
Provider ID	Provider Name	March	April	May	June	July	August	September	October	November	December	January	February	Total
Worked RVUs														
D10528	Champion Richard A MD	234	237	201	188	327	286	320	251	332	356	336	141	3,208
D1132	Wang Katherine K MD	0	0	0	0	3	0	0	0	14	0	0	0	17
D1158	Angel Andrew MD	0	0	0	0	0	0	2	0	0	0	2	0	4
D1179	Blazar Philip MD	0	0	0	0	0	0	0	1	0	0	0	0	1
D1186	Macaulay Kelly M MD	112	181	102	199	140	167	217	78	2	0	0	84	1,283
D1188	Slavsky Tatiana MD	0	0	0	3	0	0	0	0	0	0	0	0	3
D12138	Jankelson Julie M MD	0	0	0	2	0	0	0	0	0	0	0	0	2
D12221	Quintin Maria L MD	401	344	304	287	511	441	711	369	544	688	491	390	5,482
D1255	Tremblay Laura D MD	0	0	0	2	0	0	2	2	2	0	0	3	11
D13057	Groszmann Yvette MD	61	45	2	0	0	0	0	0	0	0	0	0	108
D13063	Faur Adriana V MD	0	1	0	0	0	0	0	0	0	0	0	0	1
D13092	Osborne Dawn R	0	0	0	1	0	0	0	0	0	0	2	0	3
D1317	Soybel David I MD	70	127	84	45	69	67	100	59	62	29	0	0	712
D13191	Radden Nancy F MD	0	0	0	2	0	0	0	0	0	0	0	0	2
D13296	Gorenburg Ida P MD	1	0	0	0	0	0	0	0	0	2	2	0	5
D13331	Minkina Nataly A MD	1	1	0	0	0	2	5	0	2	3	2	2	18
D13336	Niknejad Kathy G MD	101	91	107	90	93	143	139	124	90	111	46	108	1,243
D1371	Halpern Debra Lynn MD	0	0	0	0	0	0	14	9	12	12	13	19	79
D1386	Atasoylu Ayse A MD	12	16	8	12	21	19	0	20	0	0	0	0	108
D1406	Meenan David MDO	374	473	473	324	339	500	350	312	297	382	505	247	4,577

Provider Practice Summary

Use to analyze by provider, by practice the worked vs target productivity by provider.

Period Ending 101010 - EMA Bonus Summary	Summary o February 28, 2018 Internal Medicine (Provider)											
		Current Month - Febru	ary						Year-to-date throug	h February 2018		
Provider ID	Provider Name	Actual Worked RVUs	Target Worked RVUs	Actual Prod. %	Actual Gross Charges	Actual Gross Charge\RVU	Actual Encounters	Actual RVU/Enc	Actual Worked RVUs	Target Worked RVUs	Actual Prod. %	Actual Gross Charges
	Total	0	0	0.0%	0	0.00	0	0.00	0	0	0.00	0
	Advanced Practice Providers											
D10528	Champion, Richard A. MD	500	12,000	4.2%	500	1.00	500.00	1.00	4,000	68,000	5.9%	4,000
D12221	Quintin, Maria L. MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D1406	Meenan, David M.DO	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D14201	Racemark, Susan M. MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D14677	Seraman, Katherine MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D17629	Baumann, Robert E. MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D20729	Rosenthal, James P. MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D25986	Tappolo, Susan E. MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D5752	Garland, Jason L. MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D77963	Carbonata, Patrick MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D77988	Lee, James MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D79749	Tharalon, Mary J. MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000

Provider Productivity

Use to analyze by provider worked vs target productivity.

Provider Productiv ty Summary

0													
Period Ending February 28, 2018													
Provider D10528 - Champion, Rich	ard A. MD												
PHYSICIAN INFORMATION										PROVIDER BE	NCHMARKS		
Specialty								Tornet		11101101101		Full FTF	FTF Adjusted
ETE - Clinical	0							Median				175.000	0
FTE - Medical Director	0							60th Percentile				250.000	0
FTE - Other	0							75th Percentile				275.000	0
Total FTE	0							90th Percentile				300,000	0
(L					
SALARY INFORMATION	July	August	September	October	November	December	January	February	March	April	May	June	Total
FTE_Clin		-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
FTE_Admin			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
FTE_Other			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Salary:													0.00
PRODUCTIVITY CALCULATION	July	August	September	October	November	December	January	February	March	April	May	June	Total
Worked RVUs													
2018 Worked RVUs	8,818	8,818	8,818	8,818	8,818	8,818	8,818	8,818	8,818	8,818	8,818	8,818	105,816
2018 Worked RVUs 2018 Worked RVUs-Target	8,818 9,180	8,818 10,180	8,818 10,817	8,818 12,363	8,818 12,999	8,818 13,999	8,818 15,363	8,818 15,817	8,818 16,999	8,818 18,180	8,818 18,999	8,818 18,366	105,816
2018 Worked RVUs 2018 Worked RVUs-Target 2017 Worked RVUs	8,818 9,180 8,819	8,818 10,180 8,822	8,818 10,817 8,819	8,818 12,363 8,822	8,818 12,999 8,818	8,818 13,999 8,818	8,818 15,363 8,823	8,818 15,817 8,818	8,818 16,999 8,818	8,818 18,180 8,818	8,818 18,999 8,818	8,818 18,366 8,818	105,816 173,262 105,831
2018 Worked RVUs 2018 Worked RVUs-Target 2017 Worked RVUs Actual/Target Work wRVUs	8,818 9,180 8,819 96.1%	8,818 10,180 8,822 86.6%	8,818 10,817 8,819 81.5%	8,818 12,363 8,822 71.3%	8,818 12,999 8,818 67.8%	8,818 13,999 8,818 63.0%	8,818 15,363 8,823 57.4%	8,818 15,817 8,818 55.8%	8,818 16,999 8,818 51.9%	8,818 18,180 8,818 48,5%	8,818 18,999 8,818 46,4%	8,818 18,366 8,818 48.0%	105,816 173,262 105,831 61.1%
2018 Worked RVUs 2018 Worked RVUs-Target 2017 Worked RVUs Actual/Target Work wRVUs Gross Charges	8,818 9,180 8,819 96.1%	8,818 10,180 8,822 86.6%	8,818 10,817 8,819 81.5%	8,818 12,363 8,822 71.3%	8,818 12,999 8,818 67.8%	8,818 13,999 8,818 63.0%	8,818 15,363 8,823 57.4%	8,818 15,817 8,818 55.8%	8,818 16,999 8,818 51.9%	8,818 18,180 8,818 48,5%	8,818 18,999 8,818 46,4%	8,818 18,366 8,818 48,0%	105,816 173,262 105,831 61.1%
2018 Worked RVUs 2018 Worked RVUs-Target 2017 Worked RVUs- Actual/Target Work wRVUs Gross Charges 2018 Gross Charges	8,818 9,180 8,819 96.1% 10,118	8,818 10,180 8,822 86.5% 10,118	8,818 10,817 8,819 81.5% 10,118	8,818 12,363 8,822 71.3% 10,118	8,818 12,999 8,818 67.8% 10,118	8,818 13,999 8,818 63.0% 10,118	8,818 15,363 8,823 57,4%	8,818 15,817 8,818 55.8% 10,118	8,818 16,999 8,818 51.9% 10,118	8,818 18,180 8,818 48.5% 10,118	8,818 18,999 8,818 46,4%	8,818 18,355 8,818 48.0%	105,816 173,262 105,831 61.1% 121,416
2018 Worked RVUs -Target 2018 Worked RVUs-Target 2017 Worked RVUs Actual/Target Work wRVUs Gross Charges 2018 Gross Charges 2018 Gross Charges-Target	8,818 9,180 8,819 96.1% 10,118 45,004,172	8,818 10,180 8,822 86.6% 10,118 54,004,172	8,818 10,817 8,819 81.5% 10,118 63,003,810	8,818 12,363 8,822 71.3% 10,118 72,004,355	8,818 12,999 8,818 67.8% 10,118 81,003,991	8,818 13,999 8,818 63.0% 10,118 90,003,991	8,818 15,363 8,823 57,4% 10,118 99,004,355	8,818 15,817 8,818 55.8% 10,118 108,003,810	8,818 16,999 8,818 51.9% 10,118 117,003,991	8,818 18,180 8,818 48,5% 10,118 126,004,172	8,818 18,999 8,818 46,4% 10,118 135,003,991	8,818 18,366 8,818 48.0% 10,118 144,002,359	105,816 173,262 105,831 61.1% 121,416 1,134,047,171
2018 Worked RVUs -Target 2018 Worked RVUs-Target 2017 Worked RVUs Actual/Target Work wRVUs Gross Charges 2018 Gross Charges-Target 2018 Gross Charges-Target 2017 Gross Charges	8,818 9,180 8,819 96.1% 10,118 45,004,172 9,370	8,818 10,180 8,822 86,6% 10,118 54,004,172 11,455	8,818 10,817 8,819 81.5% 10,118 63,003,810 10,198	8,818 12,363 8,822 71.3% 10,118 72,004,355 11,955	8,818 12,999 8,818 67.8% 10,118 81,003,991 10,202	8,818 13,999 8,818 63.0% 10,118 90,003,991 10,584	8,818 15,363 8,823 57.4% 10,118 99,004,355 10,985	8,818 15,817 8,818 55.8% 10,118 108,003,810 9,602	8,818 16,999 8,818 51.9% 10,118 117,003,991 8,818	8,818 18,180 8,818 48.5% 10,118 126,004,172 8,818	8,818 18,999 8,818 46,4% 10,118 135,003,991 8,818	8,818 18,366 8,818 48.0% 10,118 144,002,359 8,818	105,816 173,262 105,831 61.1% 121,416 1,134,047,171 119,623
2018 Worked RVUs 2018 Worked RVUs-Target 2017 Worked RVUs Actual/Target Work wRVUs Gress Charges 2018 Gress Charges 2018 Gress Charges 2018 Gress Charges 2018 Gress Charges	8,818 9,180 8,819 96.1% 10,118 45,004,172 9,370 1.15	8,818 10,180 8,822 86.6% 10,118 54,004,172 11,455 1.15	8,818 10,817 8,819 81.5% 10,118 63,003,810 10,198 1.15	8,818 12,363 8,822 71.3% 10,118 72,004,355 11,955 1.15	8,818 12,999 8,818 67.8% 10,118 81,003,991 10,202 1.15	8,818 13,999 8,818 63.0% 10,118 90,003,991 10,584 1.15	8,818 15,363 8,823 57.4% 10,118 99,004,355 10,985 1.15	8,818 15,817 8,818 55.8% 10,118 108,003,810 9,602 1.15	8,818 16,999 8,818 51.9% 10,118 117,003,991 8,818 1.15	8,818 18,180 8,818 48,5% 10,118 126,004,172 8,818 1.15	8,818 18,999 8,818 46,4% 10,118 135,003,991 8,818 1.15	8,818 18,366 8,818 48.0% 10,118 144,002,359 8,818 1.15	105,816 173,262 105,831 61.1% 121,416 1,134,047,171 119,623 1.15
2018 Worked RVUs-Target 2017 Worked RVUs-Target 2017 Worked RVUs Actual/Target Work wRVUs Greas Charges 2018 Gross Charges 2018 Gross Charges 2018 Gross Charges 2018 Gross Charges / wRVU 2018 Gross Charges / wRVU	8,818 9,180 8,819 96,1% 10,118 45,004,172 9,370 1,15 4,902,42	8,818 10,180 8,822 86.6% 10,118 54,004,172 11,455 1.15 5,304,93	8,818 10,817 8,819 81.5% 10,118 63,003,810 10,198 1.15 5,824.52	8,818 12,363 8,822 71.3% 10,118 72,004,355 11,955 1.15 5,824.18	8,818 12,999 8,818 67.8% 10,118 81,003,991 10,202 1.15 6,231.56	8,818 13,999 8,818 63,0% 10,118 90,003,991 10,584 1.15 6,429,32	8,818 15,363 8,823 57.4% 10,118 99,004,355 10,985 1.15 6,444.34	8,818 15,817 8,818 55.8% 10,118 108,003,810 9,602 1.15 6,828.34	8,818 16,999 8,818 51.9% 10,118 117,003,991 8,818 1.15 6,882,99	8,818 18,180 8,818 43,5% 10,118 126,004,172 8,818 1.15 6,930,92	8,818 18,999 8,818 46,4% 10,118 135,003,991 8,818 1.15 7,105,85	8,818 18,366 8,818 48.0% 10,118 144,002,359 8,818 1.15 7,840.70	105,816 173,262 105,831 61.1% 121,416 1,134,047,171 119,623 1.15 6,545,27
2018 Worked RVUs-Target 2018 Worked RVUs-Target 2017 Worked RVUs Actual/Target Work wRVUs Gross Charges 2018 Gross Charges 2018 Gross Charges 2018 Gross Charges / RVU 2018 Gross Charges / WRVU 2018 Gross Charges / WRVU 2018 Gross Charges / WRVU	8,818 9,180 8,819 96,1% 10,118 45,004,172 9,370 1,115 4,902,42 1,06	8,818 10,180 8,822 86.6% 10,118 54,004,172 11,455 1.15 5,304.93 1.30	8,818 10,817 8,819 81.5% 10,118 63,003,810 10,198 1.15 5,824.52 1.16	8,818 12,363 8,822 71.3% 10,118 72,004,355 11,955 1.15 5,824.18 1.36	8,818 12,999 8,818 67.8% 10,118 81,003,991 10,202 1.15 6,231.56 1.16	8,818 13,999 8,818 63.0% 90,003,991 10,584 1.15 6,429.32 1.20	8,818 15,363 8,823 57.4% 10,118 99,004,355 10,985 1.15 6,444.34 1.25	8,818 15,817 8,818 55.8% 10,118 108,003,810 9,602 1.15 6,828.34 1.09	8,818 16,999 8,818 51.9% 10,118 117,003,991 8,818 1.15 6,882,99 1.00	8,818 18,180 8,818 43,5% 10,118 126,004,172 8,818 1.15 6,930,92 1.00	8,818 18,999 8,818 46,4% 10,118 135,003,991 8,818 1.15 7,105,85 1.00	8,818 18,366 8,818 48.0% 10,118 144,002,359 8,818 1.15 7,840.70 1.00	105,816 173,262 105,831 61.1% 121,416 1,134,047,171 119,623 1.15 6,545,27 1.13
2018 Worked RVUs 2017 Worked RVUs-Target 2017 Worked RVUs Actual/Target Work wRVUs Grass Charges 2018 Gross Charges 2018 Gross Charges 2018 Gross Charges / 2017 Gross Charges 2018 Gross Charges / WRVU 2018 Gross Charges / WRVU-Target 42794 Gross Charges / WRVU-Target 42794 Gross Charges / WRVU-Target Encounters	8,818 9,180 8,819 9,96,1% 45,004,172 9,370 1.15 4,902,42 1.06	8,818 10,180 8,822 86,6% 10,118 54,004,172 11,455 1.15 5,304,93 1.30	8,818 10,817 8,819 81.5% 63,003,810 10,118 63,003,810 10,198 1.15 5,82452 1.16	8,818 12,363 8,822 71.3% 72,004,355 11,955 1.15 5,82418 1.36	8,818 12,999 8,818 67.8% 10,118 81,003,991 10,202 1.15 6,231.56 1.16	8,818 13,999 8,818 63.0% 90,003,991 10,584 1.15 6,429.32 1.20	8,818 15,363 8,823 57.4% 10,118 99,004,355 10,985 1.15 6,444.34 1.25	8,818 15,817 8,818 55.8% 10,118 108,003,810 9,602 1.15 6,828,34 1.09	8,818 16,999 8,818 51.9% 10,118 117,003,991 8,818 1.15 6,882,99 1.00	8,818 18,180 8,818 48,5% 10,118 126,004,172 8,818 1.15 6,930,92 1.00	8,818 18,999 8,818 46,4% 135,003,991 8,818 1.15 7,105,85 1.00	8,818 18,366 8,818 48,0% 10,118 144,002,359 8,818 1,44,002,359 8,818 1,15 7,840,70 1,00	105,816 173,262 105,831 61.1% 121,416 1,134,047,171 119,623 1.15 6,545,27 1.13
2018 Worked RVUs-Target 2017 Worked RVUs-Target 2017 Worked RVUs Actual/Target Work wRVUs Gress Charges 2018 Gross Charges 2018 Gross Charges 2018 Gross Charges 2018 Gross Charges / wRVU 2018 Gross Charges / wRVU	8,818 9,180 9,8,19 9,6,1% 10,118 45,004,12 9,370 1,15 4,902,42 1,06 7,515	8,818 10,180 8,822 86.6% 10,118 54,004,172 11,455 1.15 5,304,93 1.30 7,515	8,818 10,817 8,819 81,5% 10,118 63,003,810 10,198 1,15 5,82452 1,16 7,515	8,818 12,363 8,822 71.3% 10,118 72,004,355 11,955 1,15 5,82418 1.36 7,515	8,818 12,999 8,818 67.8% 10,118 81,003,991 10,202 1.15 6,231.56 1.16 7,515	8,818 13,999 8,818 63.0% 10,118 90,003,991 10,584 1.15 6,429.32 1.20 7,515	8,818 15,363 8,823 57.4% 10,118 99,004,355 10,985 1.15 6,444,34 1.25 7,515	8,818 15,817 8,818 55.8% 10,118 108,003,810 9,602 1.15 6,828.34 1.09 7,515	8,818 16,999 8,818 51.9% 10,118 117,003,991 8,818 1.15 6,882.99 1.00 7,515	8,818 18,180 8,818 48,5% 10,118 126,004,172 8,818 1.15 6,930,92 1.00 7,515	8,818 18,999 8,818 46,4% 10,118 135,003,991 8,818 1.15 7,105.85 1.00 7,515	8,818 18,346 8,818 48.0% 10,118 144,002,359 8,818 1.15 7,840.70 1.00 7,515	105,816 173,262 105,831 61.1% 121,416 1,134,047,171 119,623 1.15 6,545.27 1.13 90,180

Provider Revenue Per Encounter

Use to compare the current month to the prior three-month average for different years for revenue per encounter.

Provider Revenue Per Encounter KHA Health For The Period Ending: July 2016 iltered For: Encounter Current Year Actual Current Year Budg Last Year Actua Current Month Prior 3 Month Avg Current Month Prior 3 Month Avg Current Month Prior 3 Month Avg Provider Description Rever Revenue/En D10528 Champion Richard A MD 318.73 409.33 183.29 343.60 D1132 Wang Katherine K MD 102.00 0.00 0.00 0.00 0.00 D1186 Macaulay Kelly M MD 136.81 123.31 130.36 125.78 130.36 D12221 Quintin Maria L MD 377.16 375.46 208.76 158.44 144.73 D13057 Groszmann Yvette MD 0.00 78.13 89.16 79.69 89.16 D13063 Faur Adriana V MD 0.00 103.50 0.00 105.57 0.00 D1317 Soybel David I MD 137.67 130.82 170.57 133.43 170.57 Niknejad Kathy G MD 100.80 100.80 D13336 113.04 101.55 103.58

0.00

1.11

136.04

270.61

347.62

98.08

403.95

Provider Revenue Per RVU

Halpern Debra Lynn MD

Atasoylu Ayse A MD

Meenan David MDO

Racemark Susan M MD

Golub Olga E MD

Tucker John K MD

Phillips James E MD

Use to compare the current month to the prior three-month average for different years for revenue per RVU.

0.00

0.89

118.21

275.57

325.69

83.26

401.43

5.25

3.32

0.00

312.96

165.37

588.19

100.00

0.00

0.91

152.68

183.46

84.93

409.46

120.57

5.25

3.32

0.00

100.00

263.86

165.37

588.19

D1371

D1386

D1406

D14201

D1424

D1435

D13865

e Current to Pri

Last Year

Actual

24.87

0.00 7.05

11.03

(103.50)

39.75

(0.75)

5.25

(18.21) 2.43

(325.69)

82.10

186.76

Current Month

22.58

102.00

13.50

1.70

(78.13)

(103.50)

6.85

11.49

0.00

17.83

0.21

(4.96)

21.94

14.81

2.53

Budget

226.05

0.00

4.58

(64.03)

9,47

(105.57)

37.14

(2.78)

5.25

(20.57)

2.41

160.28

(183.46)

178.73

80.44

Actual

318.73

0.00

123.31

375.46

78.13

103.50

130.82

101.55

118.21

275.57

325.69

83.26

401.43

0.00

0.89

Provider Revenue Per RVU

KHA Health For The Period Ending: October 2016

Filtered For: RVU	1	Curren	t Year Actual	Current Ye	ear Budget	Last Yea	r Actual		Variance	Current to Prior 3	3 Months	
		Current Month	Prior 3 Month Avg	Current Month Pr	rior 3 Month Avg	Current Month Pri	ior 3 Month Avg	Current N	Aonth	Last Year	Current Period O	er (under)
Provider	Description	Ret	venue/	Rever	nue/	Reven	ue/	Actual	Budget	Actual	Budget	Last Year
D1036	Tresch Kimberly MD	0.00	0.00	0.00	78.87	0.00	78.87	0.00	(78.87)	(78.87)	0.00	0.00
D1038	Roomi Noor MD	0.00	0.00	49.06	53.74	49.06	53.74	0.00	(4.69)	(4.69)	(49.06)	(49.06)
D1039	Kramer Melvyn MD	0.00	135.91	55.44	53.81	55.44	53.81	(135.91)	1.62	1.62	(55.44)	(55.44)
D1041	Lopez Anthony MD	0.00	0.00	54.24	55.11	54.24	55.11	0.00	(0.87)	(0.87)	(54.24)	(54.24)
D10424	Lloyd William	0.00	0.00	0.00	48.41	0.00	48.41	0.00	(48.41)	(48.41)	0.00	0.00
D1044	Peters Barbara T DO	0.00	0.00	48.84	49.38	48.84	49.38	0.00	(0.55)	(0.55)	(48.84)	(48.84)
D10528	Champion Richard A MD	112.29	112.01	136.24	140.67	116.37	119.11	0.28	(4.42)	(2.75)	(23.96)	(4.08)
D1128	Konkle Rebecca L MD	0.00	135.91	51.51	53.73	51.51	53.73	(135.91)	(2.23)	(2.23)	(51.51)	(51.51)
D1132	Wang Katherine K MD	0.00	52.86	0.00	0.00	0.00	0.00	(52.86)	0.00	0.00	0.00	0.00
D1135	Sanchorawala Harsh C MD	0.00	0.00	0.00	81.15	0.00	81.15	0.00	(81.15)	(81.15)	0.00	0.00
D1158	Angel Andrew MD	135.91	124.75	69.66	66.62	69.66	66.62	11.16	3.04	3.04	66.26	66.26
D1162	Plotz Richard D MD	0.00	0.00	48.41	65.49	48.41	65.49	0.00	(17.08)	(17.08)	(48.41)	(48.41)
D11639	Wilson Claire D MD	0.00	0.00	49.06	49.61	49.06	49.61	0.00	(0.56)	(0.56)	(49.06)	(49.06)
D11643	Rosenthal Marc A MD	0.00	0.00	49.06	48.41	49.06	48.41	0.00	0.65	0.65	(49.06)	(49.06)
D11645	Rey-Alvarez Susana MD	0.00	0.00	49.06	55.94	49.06	55.94	0.00	(6.89)	(6.89)	(49.06)	(49.06)
D11646	Hoder Edward L	0.00	0.00	80.48	48.96	80.48	48.96	0.00	31.51	31.51	(80.48)	(80.48)
D1165	Mazzoni Cynthia L MD	0.00	0.00	66.67	57.78	66.67	57.78	0.00	8.89	8.89	(66.67)	(66.67)
D1171	Jenkins Stephen MD	0.00	0.00	0.00	145.61	0.00	145.61	0.00	(145.61)	(145.61)	0.00	0.00

Provider Revenue Per WRVU

Use to compare the current month to the prior three-month average for different years for revenue per WRVU.

Provider Revenue Per WRVU

KHA Health For The Period Ending: December 2016

Filtered For: WRV	VU	Curren	t Year Actual	Current	Year Budget	Last	Year Actual		Variance	Current to Prior	3 Months	
		Current Month	Prior 3 Month Avg	Current Month	Prior 3 Month Avg	Current Month	Prior 3 Month Avg	Current #	vionth	Last Year	Current Period Or	ver (under)
Provider	Description	R	evenue/	R	evenue/	R	evenue/	Actual	Budget	Actual	Budget	Last Year
D10528	Champion Richard A MD	221.28	228.87	280.67	300.09	232.50	243.41	(7.59)	(19.43)	(10.92)	(59.38)	(11.22)
D1132	Wang Katherine K MD	0.00	118.47	0.00	0.00	0.00	0.00	(118.47)	0.00	0.00	0.00	0.00
D1158	Angel Andrew MD	0.00	638.48	0.00	0.00	0.00	0.00	(638.48)	0.00	0.00	0.00	0.00
D1179	Blazar Philip MD	0.00	227.72	0.00	0.00	0.00	0.00	(227.72)	0.00	0.00	0.00	0.00
D1186	Macaulay Kelly M MD	0.00	213.18	210.86	222.31	210.86	222.31	(213.18)	(11.44)	(11.44)	(210.86)	(210.86)
D12221	Quintin Maria L MD	244.48	250.90	241.12	233.65	216.77	214.95	(6.42)	7.47	1.82	3.36	27.71
D1255	Tremblay Laura D MD	0.00	570.77	0.00	0.00	0.00	0.00	(570.77)	0.00	0.00	0.00	0.00
D13057	Groszmann Yvette MD	0.00	0.00	216.58	222.08	216.58	222.08	0.00	(5.49)	(5.49)	(216.58)	(216.58)
D13063	Faur Adriana V MD	0.00	0.00	0.00	358.49	0.00	358.49	0.00	(358.49)	(358.49)	0.00	0.00
D1317	Soybel David I MD	171.30	204.21	222.17	211.10	222.17	211.10	(32.91)	11.07	11.07	(50.88)	(50.88)
D13296	Gorenburg Ida P MD	587.46	0.00	0.00	0.00	0.00	0.00	587.46	0.00	0.00	587.46	587.46
D13331	Minkina Nataly A MD	455.50	552.56	0.00	3,457.82	0.00	3,457.82	(97.07)	(3,457.82)	(3,457.82)	455.50	455.50
D13336	Niknejad Kathy G MD	192.68	190.61	194.01	190.51	194.01	190.51	2.07	3.50	3.50	(1.33)	(1.33)
D1371	Halpern Debra Lynn MD	175.06	172.00	0.00	0.00	0.00	0.00	3.07	0.00	0.00	175.06	175.06
D1386	Atasoylu Ayse A MD	0.00	181.69	0.00	190.39	0.00	190.39	(181.69)	(190.39)	(190.39)	0.00	0.00
D1406	Meenan David MDO	214.83	219.14	278.13	286.69	233.08	236.43	(4.31)	(8.56)	(3.35)	(63.30)	(18.25)
D1408	Hallett Ann M MD	316.53	379.98	0.00	4,567.54	0.00	4,567.54	(63.46)	(4,567.54)	(4,567.54)	316.53	316.53
D14201	Racemark Susan M MD	226.91	233.89	0.00	0.00	0.00	0.00	(6.98)	0.00	0.00	226.91	226.91

Provider Volume by Specialty

Use to compare actual vs budget volume by data type for the current period and year-to-date, subtotaled by provider specialty.

Provider Volume By Specialty

For The Period Ending February 28, 2018

Filtered For: Encounter							Current Mont	h - Feb-2018	
			Encoun	ter			WRV	Us	
Provider ID	Provider Name	Actual	Budget	Variance	Last Year	Actual	Budget	Variance	Last Year
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	0
D10528	Champion, Richard A. MD	7,515	15,162	(7,647)	7,515	8,818	15,817	(6,999)	8,818
D1128	Konkle, Rebecca L. MD	0	0	0	0	0	0	0	0
D1158	Angel, Andrew MD	0	0	0	0	0	0	0	0
D1188	Slavsky, Tatiana MD	0	0	0	0	0	0	0	0
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	36
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	26
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	0
D12221	Quintin, Maria L. MD	7,515	3,184	4,331	7,515	7,515	3,184	4,331	7,519
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	0
D1255	Tremblay, Laura D. MD	0	0	0	0	0	0	0	6
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	38
ZNoBudget	No Budget Providers	0	0	0	0	0	0	0	0
D13092	Osborne, Dawn R.	0	0	0	0	0	0	0	0
D13191	Radden, Nancy F. MD	0	0	0	0	0	0	0	0
D13296	Gorenburg, Ida P. MD	0	0	0	0	0	0	0	0
D13331	Minkina, Nataly A. MD	0	0	0	0	0	0	0	4
D1386	Atasoylu, Ayse A. MD	0	0	0	0	0	0	0	0
D1406	Meenan, David M.DO	7,515	3,179	4,336	7,515	7,515	3,179	4,336	7,515
D14076	Belkin, Michael	0	0	0	0	0	0	0	0

Provider Volume by Specialty_Monthly

Use to show monthly totals by provider, for a chosen data type and year, subtotaled by provider specialty.

Provider Volume By Specialty_Monthly

KHA Health Fiscal Year 2017

Filtered For: Encounter- C	urrent Year Actual									
		Encounter								Encounter
Provider ID	Provider Name	July	August	September	October	November	December	January	February	TOTAL
D58860	Cohen Wendy L MD	184	168	228	230	218	220	172	4	1,424
D6156	Rabe Edward F MD	210	150	260	222	162	220	130	182	1,536
D64016	Angel Irina V MD	0	0	0	0	2	0	0	0	2
D7315	Heisel J Stephen MD	318	296	430	204	256	236	254	330	2,324
D75083	Cynn Diane PsyD	134	136	108	168	106	122	148	132	1,054
D75539	Bolle Linda M PsyD	140	110	230	204	150	166	140	152	1,292
DY365	Madias Ourania G MD	0	0	4	2	2	0	0	0	8
ZNoBudget	No Budget Providers	1,129	1,062	1,330	1,184	1,352	1,142	1,104	1,178	9,481
	Specialty Total - BH	2,115	1,922	2,590	2,214	2,248	2,106	1,948	1,978	17,121

Provider Income Statement reports

These reports are designed for month-end financial analysis.

Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Financial Statements\Provider**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Reporting > Financial Statements > Provider.

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	►		An	alysis	
	-		Fin	ancial Statements	
		►		Balance Sheet & Cash Flow	
		►		Income Statement	
		-		Provider	
				Provider Income Statement Summary	
	►		FTE	Reports	
	►		Pay	/roll	
	►		Pro	ovider Analysis	
	►		Rep	port Packages	
	►		Var	iance Comments	
۲		Fina	anc	ial Utilities	

Provider Income Statement Summary

Use to show the Income Statement totals by FSProvider category for the current period and year-to-date compared to budget and prior year.

Provider Income Statement Summar	Y								
KHA Health									
For The Period Ending February 28, 2017		Curr	ent Month -Feb-2017				Yes	ar To Date -Feb-2017	
	Feb-2017 Actual	Feb-2017 Budget	Variance	Var %	Feb-2016 Actual	Feb-2017 Actual	Feb-2017 Budget	Variance	Var %
Professional Services Revenue									
Inpatient Fee For Service Charges	29,072,658	28,928,891	143,767	0.5%	22,374,408	230,932,805	229,696,364	1,236,441	0.5%
Outpatient Fee For Service Charges	13,566,833	13,159,817	407,016	3.1%	11,211,197	103,344,156	105,020,289	(1,676,133)	(1.6%)
Other Fee For Service Charges	19,022,769	19,776,581	(753,812)	(3.8%)	17,167,617	151,216,801	152,596,233	(1,379,433)	(0.9%)
Total Gross Fee For Service Charges	61,662,260	61,865,289	(203,029)	(0.3%)	50,753,222	485,493,762	487,312,886	(1,819,125)	(0.4%)
Adjustments For Fee For Service Charges									
Charity Services	2,024,627	1,097,335	(927,292)	(84.5%)	950,931	8,102,525	8,724,131	621,606	7.1%
Contractual Allowances	30,350,010	30,634,133	284,123	0.9%	23,982,432	248,587,061	243,455,119	(5,131,941)	(2.1%)
Adjusted Fee For Service Charges	32,374,637	31,731,467	(643,169)	(2.0%)	24,933,362	256,689,586	252,179,251	(4,510,335)	(1.8%)
Bad Debts Due To Fee For Service Activity	1,347,486	1,301,344	(46,141)	(3.5%)	979,452	8,259,384	10,419,351	2,159,967	20.7%
Total Net Fee For Service Revenue	27,940,138	28,832,478	(892,340)	(3.1%)	24,840,408	220,544,792	224,714,285	(4,169,493)	(1.9%)
Capitation Activity									
Other Medical Activity									
Other Medical Revenue	351,390	345,822	5,567	1.6%	331,611	2,867,688	2,757,135	110,554	4.0%
Revenue From Hospital	5,928,277	6,702,609	(774,332)	(11.6%)	7,145,513	51,429,890	52,848,753	(1,418,864)	(2.7%)
Gross Revenue From Other Medical Activities	6,279,666	7,048,431	(768,765)	(10.9%)	7,477,124	54,297,578	55,605,888	(1,308,310)	(2.4%)
Cost of Sales and\or Cost of Other Medical Activities	83,236	23,666	59,570	251.7%	40,277	147,450	189,333	(41,883)	(22.1%)
Net Other Medical Revenue	6.196.430	7.024.765	(828.335)	(11.8%)	7,436,847	54,150,128	55,416,555	(1.266.427)	(2.3%)