

Setup Guide Axiom Budgeting Version 2019.3



KaufmanHall

5202 Old Orchard Rd. Suite N700 Skokie, IL 60077 (847) 441-8780 (847) 965-3511 (fax) www.kaufmanhall.com

Support email: support@kaufmanhall.com

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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

| $\leftarrow \rightarrow \cdot \uparrow$ | This PC > Documents > Files | | | | | | |
|---|-----------------------------|------------------|----------------------|--|--|--|--|
| Organize • New folder | | | | | | | |
| 🛅 Documer 🖈 🔦 | Name | Date modified | Туре | | | | |
| 🔚 Pictures 🖈 | LD_100418_1 | 4/6/2018 9:30 AM | Microsoft Excel Work | | | | |

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 | | | | | | | | |
| C | mports | • | + | Create New Import | | ="Ev | en",1/12,IF(\$AU1 | 23="CalDays | ",IND | EX(AV | \$1:AV\$1170 |
| Ŵ | X | Υ | | Budgeting | • | | | | | AA | |
| | | | ň | Capital Planning | • | | | | | | |
| | G | I OBA | ň | Capital Tracking | • | S | | | | | |
| | <u> </u> | 2007 | ň | Contract Managem | ent 🕨 | ٢ | | | | | |
| | | | 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 | | | |
|----------------------|-----------------------------|------------------|----------------------|----|
| | This PC > Documents > Files | | | |
| Organize New for | lder | | | |
| | Name | Date modified | Туре | Si |
| 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.

| Octoose the import source file | | | | | | | |
|--|-----------------------------|------------------|---------------------|--|--|--|--|
| $\leftarrow \rightarrow \cdot \uparrow $ | This PC > Documents > Files | | | | | | |
| Organize New fo | lder | | | | | | |
| 📔 Documer 🖈 🔦 | Name | Date modified | Туре | | | | |
| 🔚 Pictures 🖈 | AP_201801 | 4/6/2018 9:30 AM | Microsoft Excel Wor | | | | |

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 | | | | | | | |
|---|-------------------------------|------------------|----------------------|--|--|--|--|
| $\leftarrow \rightarrow \cdot \uparrow$ | > This PC > Documents > Files | | | | | | |
| Organize New | folder | | | | | | |
| 📔 Documer 🖈 🔦 | Name | Date modified | Туре | | | | |
| 崖 Pictures 🖈 | MM_201801 | 4/6/2018 9:30 AM | Microsoft Excel Work | | | | |

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.



 \sim

.. ..

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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 | | |
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| 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 | | 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 |
| Ť | | | [00021]20340 X | 0 | | _ | 0 | | | | L L |
| | 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 | | | |
| | \Axiom\Reports Library\System Files\Images\Task Pane Icons | kh_task_bluechev_32 | png | | | |
| | \Axiom\Reports Library\System Files\Images\Task Pane Icons | kh_task_green_16 | png | | | |
| | \Axiom\Reports Library\System Files\Images\Task Pane Icons | kh_task_green_32 | png | | | |
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| l | | | ОК | | Cance | .l |

- 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 | Clobason |
| | | 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

| POI | me | buoget | real | 2010 |
|-----|----|--------|------|------|
| | | | | |

| 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**.

| Fi | nancial Reporting | ^ |
|----|---------------------------------|---|
| Ŧ | 퉬 Financial Reporting | |
| | JMy Reports | |
| | 👻 🎍 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.

| A | | | CL | | |
|--|----|----------|----|------|--|
| <a i<="" td=""><td>an</td><td><u> </u></td><td></td><td></td><td></td> | an | <u> </u> | | | |
| Jai | | Ce. | | leei | |

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 | |
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| | 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 | ^ |
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| 🕶 鷆 Financial Reporting | |
| 🕨 🍌 _My Reports | |
| 🕨 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 | ^ |
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| 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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|---|-----|------|------|-----------------------------------|--|
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| | - | | Fin | ancial Statements | |
| | | ► | | Balance Sheet & Cash Flow | |
| | | ► | | Income Statement | |
| | | - | | Provider | |
| | | | | Provider Income Statement Summary | |
| | ► | | FTE | Reports | |
| | ► | | Pay | /roll | |
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| | ► | | Rep | port Packages | |
| | ► | | Var | iance Comments | |
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| | | | | | |

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%) |