End User's Guide

Axiom Rolling Forecast

Version 2019.3

KaufmanHall

AXIOM

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Contents

1

Welcome to Axiom Rolling Forecast

Axiom Rolling Forecast is an alternative to traditional budgeting that has gained widespread acceptance among leading organizations in multiple industries. Rolling forecasting is a more dynamic planning approach that either compliments your annual budget planning process or replaces the traditional annual budget.

When performing annual budgeting, your organization can spend a lot of time and energy creating a budget that is usually out-of-date before the process is completed. In contrast, Axiom Rolling Forecast allows you to incorporate previously unknown assumptions, new initiatives and other changes on a quarterly basis. A monthly/quarterly forecasting approach allows your organization to navigate an environment of constant change with a more nimble, dynamic, and fluid process. This allows you to adjust for factors that you might not have known three months ago. Moving from or complimenting the annual budget process to rolling forecasts allows you greater flexibility in responding to fluid situations.

Advantages of rolling forecasting include:

- A much quicker, less time-consuming process than traditional budgeting.
- The ability to respond to changes in a timelier (monthly/quarterly) manner vs. annual budget process.
- Keeping projections more in line with recent actuals.
- Focus on continuous improvement in key metrics.

The Axiom Rolling Forecast process takes your actual data and rolls it horizontally into quarters, projecting out the quarters for the next two to three years. This process also provides you the flexibility to roll up your organizational structure vertically into forecast categories, such as Radiology, Surgery, and so on instead of individual departments and grouping your account structure into income statement categories (For example, Salaries, Supplies, Purchased Services, and so on).

While Axiom Software is flexible and powerful enough to support any approach to financial management, the real value of the software comes from Kaufman Hall's library of healthcare-specific templates, reports, and utilities. Based on our 25+ years of experience as trusted advisors to healthcare institutions, these tools can help your organization establish and maintain the solid financial foundation necessary to fulfill its mission.

Axiom Rolling Forecast is supported by a team of specialists, who together have helped hundreds of healthcare organizations apply our solutions to meet their strategic and financial goals. During implementation, a Kaufman Hall Implementation Consultant will help you configure the application to match your organization's structure and preferences. Afterward, feel free to contact Kaufman Hall Support if you encounter any difficulties or unanticipated situations while using the software.

What is covered in this document

This manual is written for end users (non-administrators) and covers the Axiom Rolling Forecast features. As an end user, you can view plan files and the following reports:

- Monthly analysis reports and financial statements
- Quarterly analysis reports, financial statements, and scenarios
- Variance comment inputs and review

What's new

Welcome to Version 2019.3 of Axiom Rolling Forecast!

There are no new features for this release.

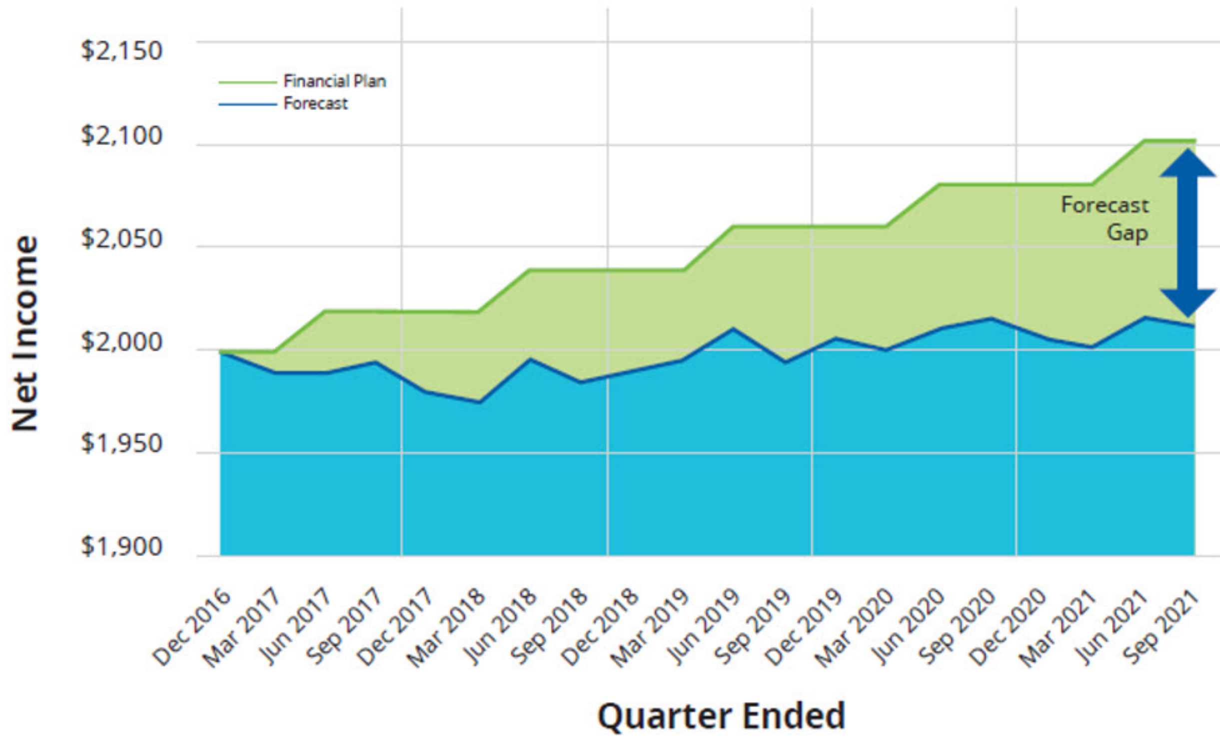
Understanding the Rolling Forecast process

The Rolling Forecast process generates forecasts for the next six to twelve quarters (two to three years or up to 36 months) using common budget and forecast techniques. Forecasts are calculated using historical relationships to project the financial results of operations given current operating relationships.

The Rolling Forecast works as follows:

- The forecast is compared to the long-term financial plan as well as other targets.
- The resulting gap is analyzed to identify what changes in operations are necessary to move the forecast so that it more closely matches the financial plan.
  - Understand how your organization operates.
  - Identify what needs to change today to close the gap.

The following is an example of a gap analysis graph:



The individuals who will interact with the Axiom Rolling Forecast most often include:

- **Rolling Forecast Group Managers** – Develop and update rolling forecasts to meet targets based on the long-term financial plan as well as provide explanations for any significant variances.
- **Vice Presidents/Executives** – Review reports and analyses of Rolling Forecast data to help inform strategic decision-making.

If your organization is new to the Rolling Forecast process, you may encounter some resistance when implementing the process as it represents a radical change in approach and philosophy. A few questions and considerations:

- Is there executive support for Rolling Forecast?
- Have you discussed what it means for your organization to not have a detailed monthly budget if you are replacing the annual budgeting process?
- Are there debt covenant or other requirements for a detailed budget?
  - If you need a budget, it could be the annual plan from your long-range financial plan.
  - Will industry benchmarks need to replace budget targets for biweekly/daily productivity?
- Do you have an extremely detailed budget process?
- Have you embarked upon a process improvement journey using such techniques as Lean Accounting Total Quality Management, Kaizen, or Deming approaches?
- Have you introduced the concept of rate per unit to the management staff?

- Does the management staff have an understanding of fixed and variable cost?
  - Flexible budget is a great tool to increase a manager's financial IQ.
- Are you interested in a monthly forecast to the end of the current fiscal year or a quarterly forecast over a 12-quarter or 36-month time horizon?
  - The CY Forecast utility is a good first step to organizational readiness for rolling forecasting.

2

Getting Started

This section provides information on the basics of using Axiom Rolling Forecast, such as:

- General system navigation and user interface
- Using spreadsheet plan files and report files from an end user perspective
- Using general Axiom spreadsheet file features such as views, snapshots, and printing
- Viewing data using web-friendly reporting tools such as Web Reports and Data Explorer

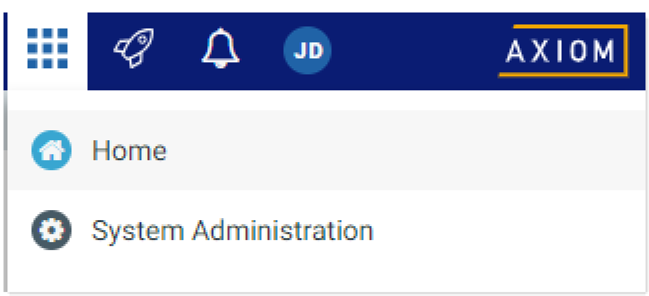
This section is intended for all users who are getting started with Axiom Rolling Forecast. For end users, this section provides an ongoing reference for file-related tasks.

Home page

All users have a home page that opens automatically when you log into Axiom Rolling Forecast. Depending on your system, the Web Client home page may be one of the following:

- A product-specific home page for an installed Axiom Rolling Forecast product
- A custom home page created specifically for your organization
- The default Axiom Rolling Forecast home page

If you navigate away from the home page, you can return to it by using the Area menu in the Global Navigation Bar:

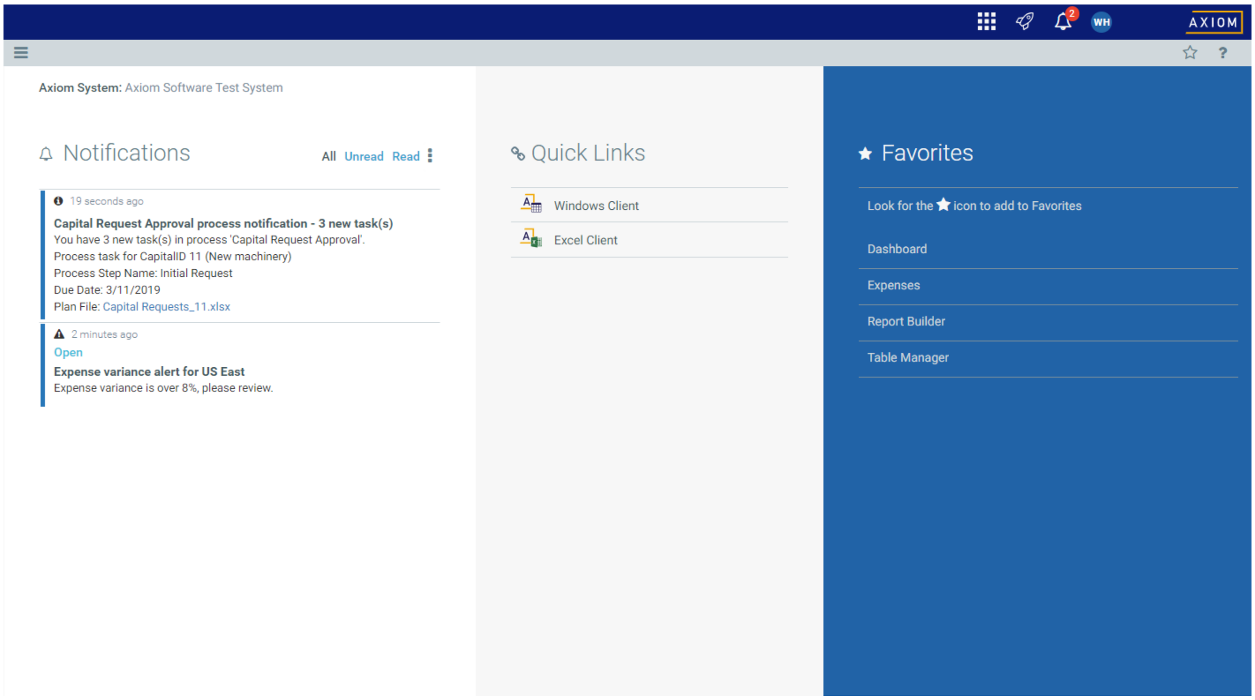


Home option on Area menu

If you are in a system with installed products, the Area menu may contain product names instead of the **Home** item. In that case, you can select a product name to return to the home page for that product.

Default home page

If a user does not have an assigned browser-based home page, then the Web Client displays a default home page. The default home page displays notifications, favorites, and quick links.



Example default home page

This default home page can also be accessed (by any user) by going to the following URL:

Example On-Premise URL	`http://`*`ServerName`*`/Axiom/Home/Launchpage` Where *ServerName* is the name of the Axiom Application Server, and Axiom is the default name of the virtual directory.
Example Cloud System URL	`https://`*`ClientName`*`.axiom.cloud/Home/Launchpage` Where *ClientName* is the name of your Axiom Cloud Service system.

This page has the following features:

- **Notifications**: You can read and delete notifications using the same features available in the Notifications panel.

- **Quick Links**: You can use a set of global quick links that are displayed here for easy access. These links are built-in to the page and cannot be customized. However, the link to the Excel Client may not be present if your system has been configured to hide it.
- **Favorites**: You can open and delete web favorites.

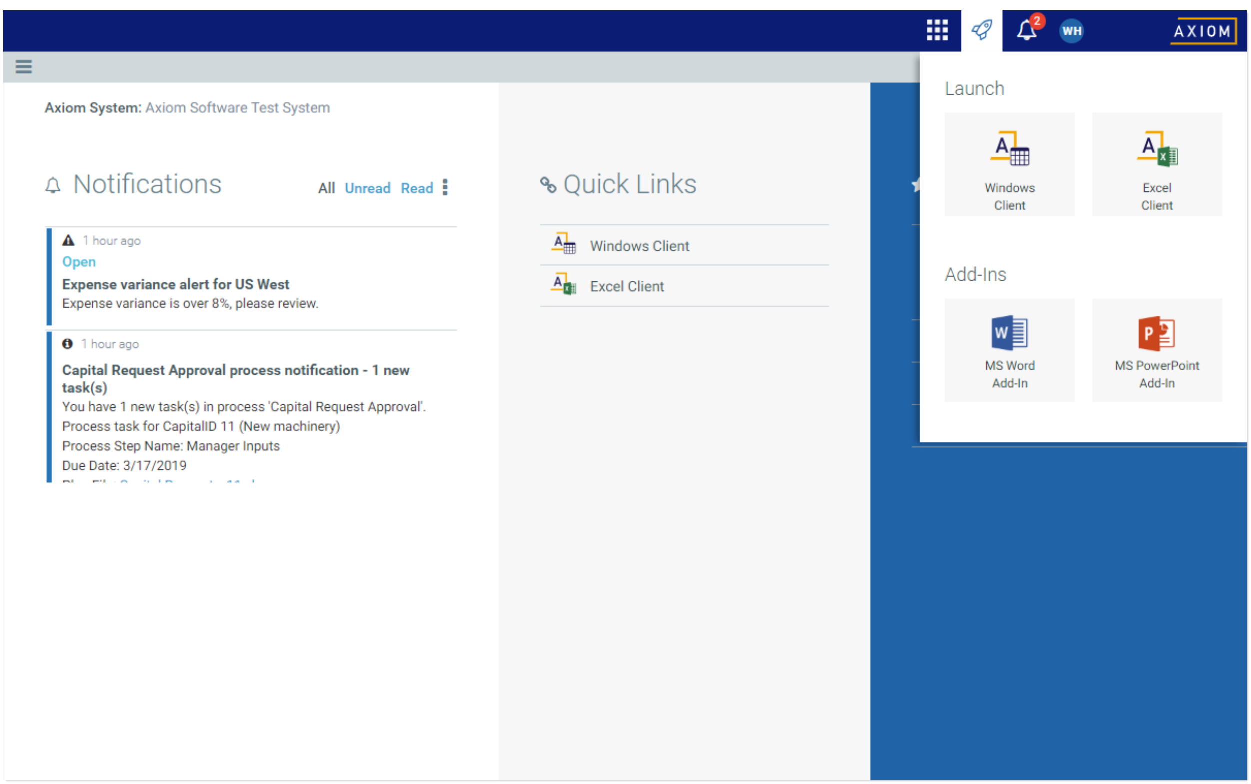
Launching Axiom Rolling Forecast applications

You can launch various Axiom Rolling Forecast applications from the Web Client Quick Launch menu, including the Axiom Excel Client and Axiom Windows Client.

The Quick Launch menu serves the following purposes:

- Users can install applications from this area as needed. Afterward, they can continue to launch installed applications from this location, or they can use other options (such as a shortcut on their desktop).
- For systems using SAML or OpenID authentication, this is the only option for users to launch installed applications. SAML and OpenID authentication require users to be authenticated using the Web Client before they can launch a desktop application.
- Users can install and launch add-ins such as the add-ins for Microsoft Office applications.

To open the Quick Launch menu, click the Quick Launch icon in the Global Navigation Bar.



Quick Launch menu

Launching the Axiom Desktop Client

Using the Quick Launch menu, you can launch the Axiom Desktop Client. Click on one of the following icons:

Item	Description
Windows Client	Launches the Axiom Windows Client on your desktop.
Excel Client	Launches the Axiom Excel Client on your desktop. Requires Microsoft Excel. **NOTE:** This option may not display in the menu, in which case you should use the Windows Client as your desktop client.

If the client is not already installed on the current workstation, clicking the icon will initiate the install and then launch the client. If the client is already installed, clicking the link will launch the client. You must be using Microsoft Edge or Internet Explorer 11 (or higher) to perform these actions. Other browsers may be able to install and launch the client if a ClickOnce extension is applied to the browser.

The appropriate client to use depends on your organization's preferences and on your user role. Your organization will provide instruction as to which client you should use.

For more information on installing the Windows Client and Excel Client, including prerequisites and configuration details, see the Installation Guide (on-premise systems) or the Cloud Service Technical Guide (cloud service systems). Some software prerequisites can be downloaded and installed from the Web Client. You can access the prerequisites download page from the Axiom Rolling Forecast About box.

NOTE: The default home page also contains links to launch the Windows Client or the Excel Client.

Launching add-ins

Using the Quick Launch menu, you can launch Axiom Rolling Forecast add-ins. Click on one of the following icons:

Item	Description
MS Word Add-In	Launches the Axiom Rolling Forecast Add-In for Microsoft Word.
MS PowerPoint Add-In	Launches the Axiom Rolling Forecast Add-In for Microsoft PowerPoint.

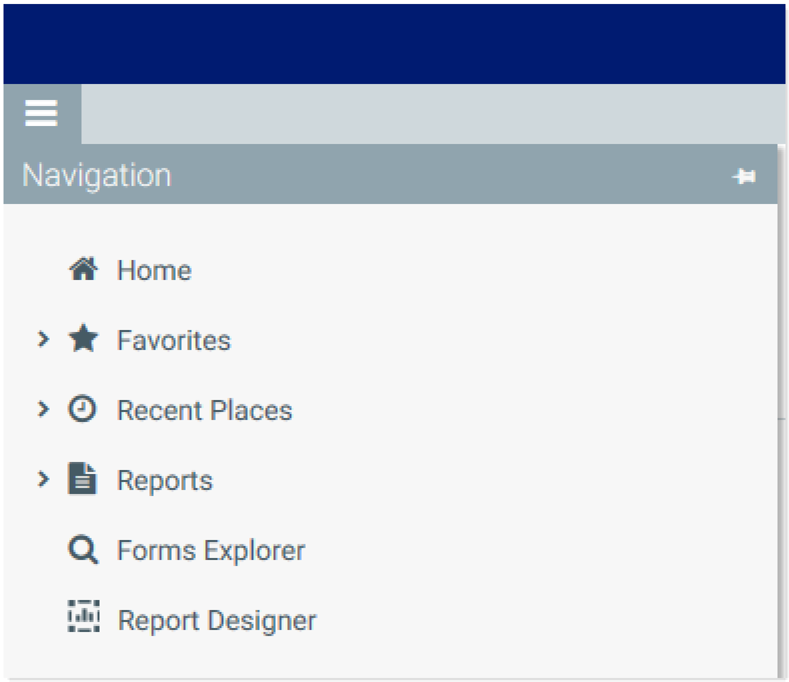
NOTE: One or both add-ins may not display in the menu, depending on your organization's preferences.

The Word and PowerPoint Add-ins are optional applications to support document integration between Axiom Rolling Forecast and Word or PowerPoint.

Navigation panel

Using the Navigation panel, you can navigate to your documents and to various areas of the Web Client.

To open the Navigation panel, click the menu icon in the left side of the Task Bar. To navigate to an area or document listed in the panel, click on the item.



Example Navigation panel

The Navigation panel updates dynamically to show the available navigation links for the currently active area of the Web Client. The following areas are available:

Area	Description
Default	Axiom Rolling Forecast provides a set of standard navigation links that show by default when you are in the Web Client. The previous screenshot shows the standard navigation links. These links provide access to your favorites, recent places, web-enabled reports and forms, and the Report Designer. The standard navigation links can be customized, so each client's system may look different. Navigation links can only be customized by administrators using the Desktop Client.
System Administration	The system administration links show when you are in the System Administration area, and provide access to features such as the Table Manager, Audit Manager, and software updates.

Area	Description
Product-Specific	Systems with installed products may have product-specific web navigation links. When you select a product name from the Area menu in the Global Navigation Bar., the product-specific links display in the Navigation panel. For more information, see the product-specific documentation.

Additionally, when you open a report or other browser-based document, that document may be associated with a set of document-specific navigation links. These links are added to the Navigation panel while you are in that document.

Viewing system information

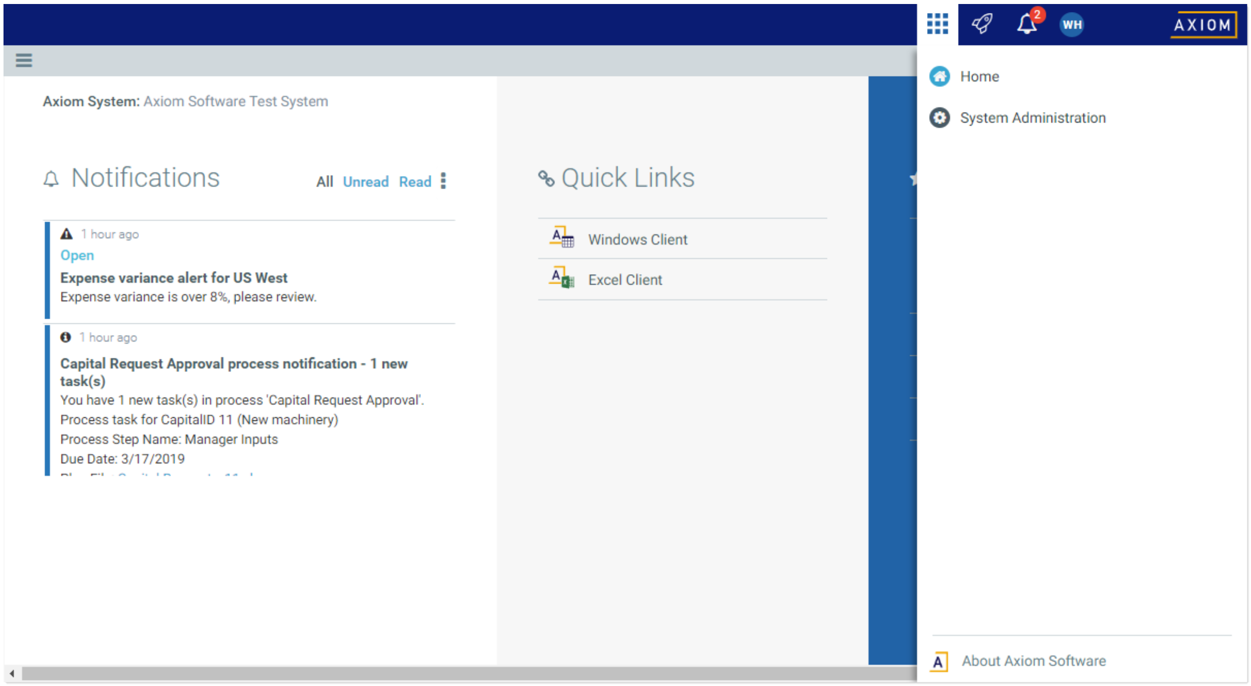
Use the Axiom Software About box to see information about your current system, such as:

- Axiom Rolling Forecast version number
- Product version numbers
- System name
- Application server URL

The About box also contains a link to download software prerequisites, if necessary for installation of the Desktop Client.

To open the About box:

1. Click the menu icon in the Global Navigation Bar.
2. At the bottom of the Area menu, click **About Axiom Software**.



About Axiom Software at bottom of Area menu

Getting to know the interface

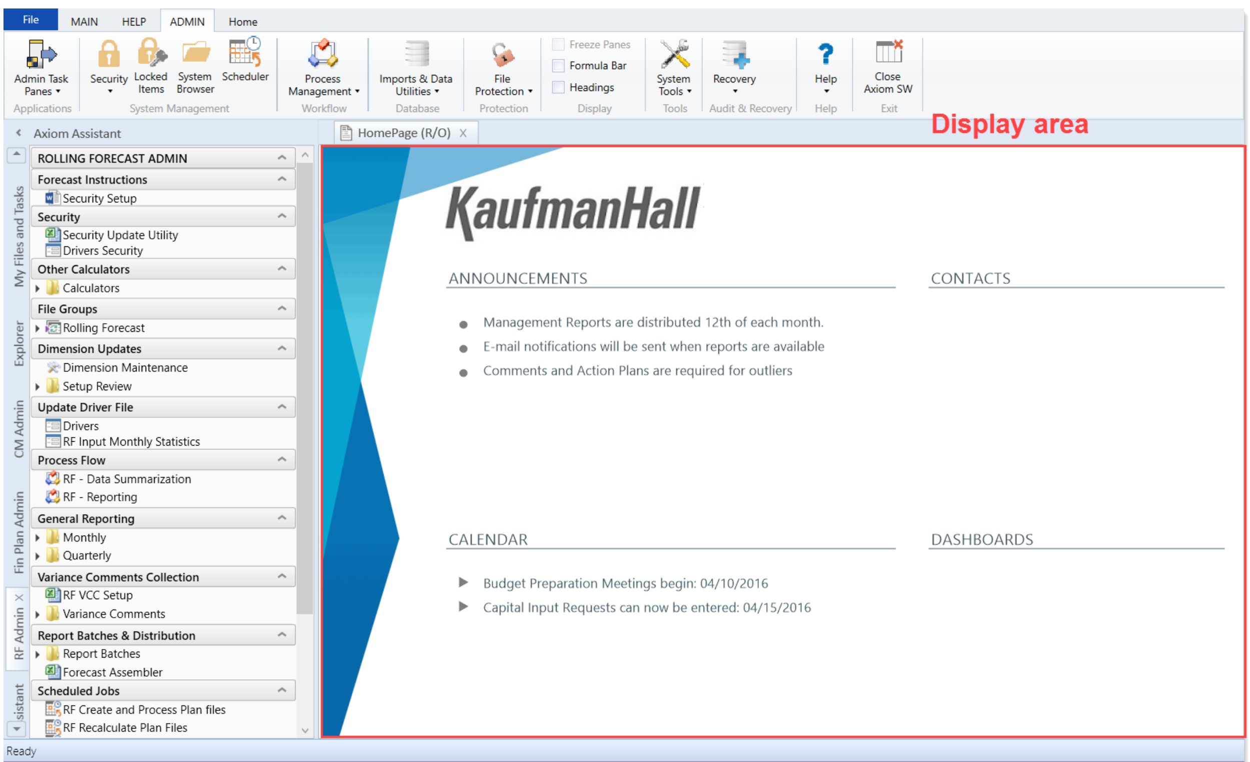
All Axiom Software products share a common interface and make use of many of the same features.

NOTE: The interface elements referenced in this section can vary depending on if or how your organization customizes them. This means that topics in this manual may reference features that do not display in your task panes, which means they may not be available for you to use. Contact your Axiom administrator for more information.

The interface includes several sections, including:

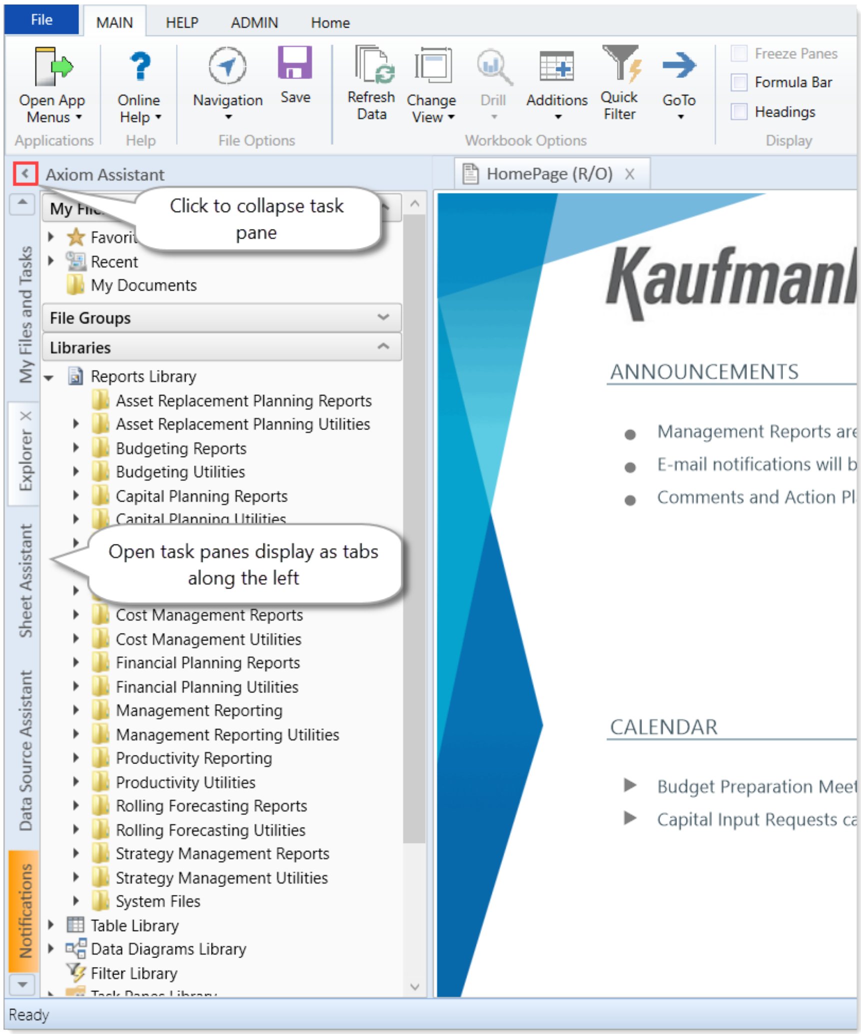
Display area

The main display area of Axiom Rolling Forecast displays the open files. By default, it shows the Kaufman Hall Home dashboard, which displays announcements, assigned tasks, links to dashboards, and contact information for administrators. Your Axiom Software product administrator configures the information that displays on this screen.

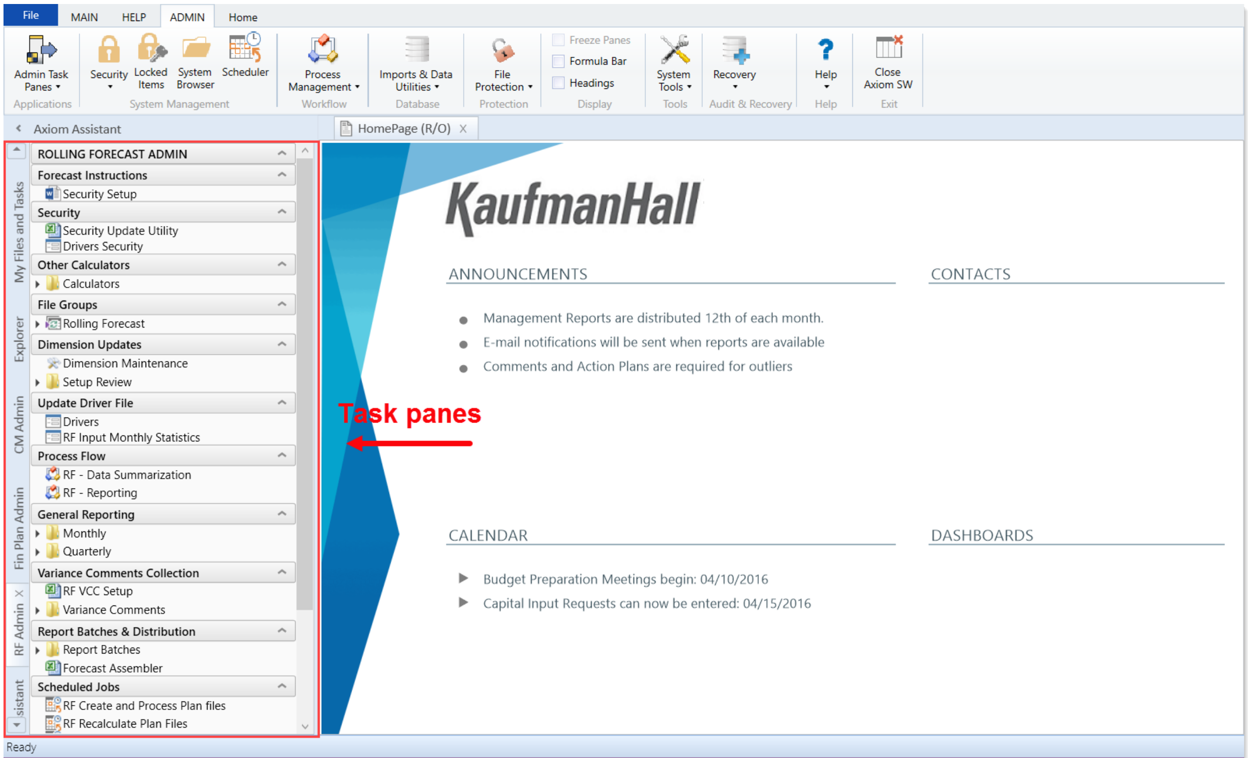


Task panes

A task pane provides access to commands, utilities, reports, plan files, and so on for Axiom Rolling Forecast, and displays on the left side of the main display area. To switch between task panes, click the tabs on the left side of the interface. To expand or collapse the task panes, click the arrow in the left-hand corner above the tabs.



Each Axiom Software product includes a set of specialized task panes. Different task panes display depending on your security role profile. The administrator role profile has access to all of the features of Axiom Rolling Forecast, including drivers, dimension tables, and other system administrator features while the end user task pane includes a subset of the options available in the Admin task pane.



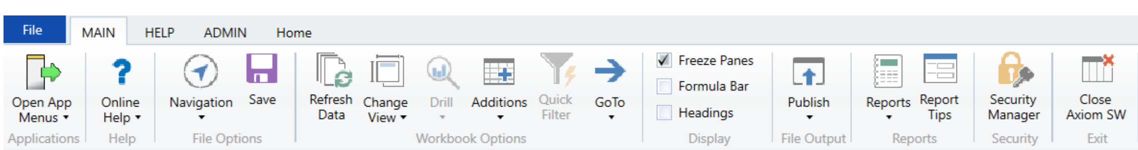
Ribbon tabs

Ribbon tabs provide access to commonly used features and shortcuts to frequently accessed files. They display above the task pane and main display areas. The role assigned to you determines the ribbon tabs that display. For example, the Admin ribbon tab only displays to those users assigned the Administrator role profile.

Main

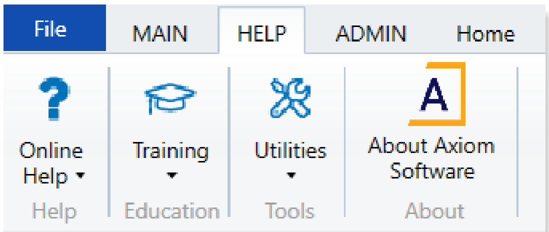
Includes commands for accomplishing most tasks in Axiom:

- Opening, closing, and saving files
- Accessing online help for products and advanced help
- Viewing data in spreadsheets
- Printing or emailing files
- Accessing shortcuts to frequently accessed reports



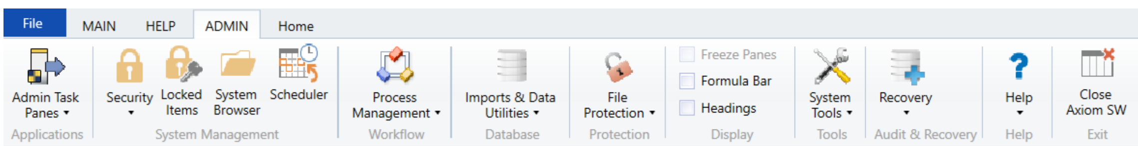
Help

Includes access to online help for each product, training materials, utilities, and software release information.



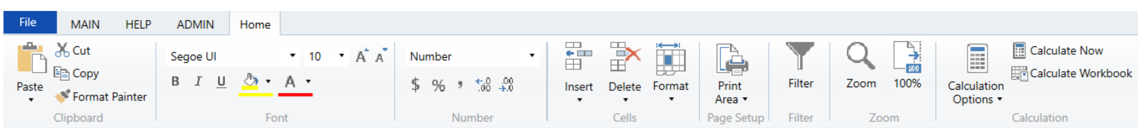
Admin

Includes commands for managing and configuring security, Scheduler jobs, processes, and data as well as other system-related tools used by administrators. This ribbon tab only displays to users with administrator privileges.



Home

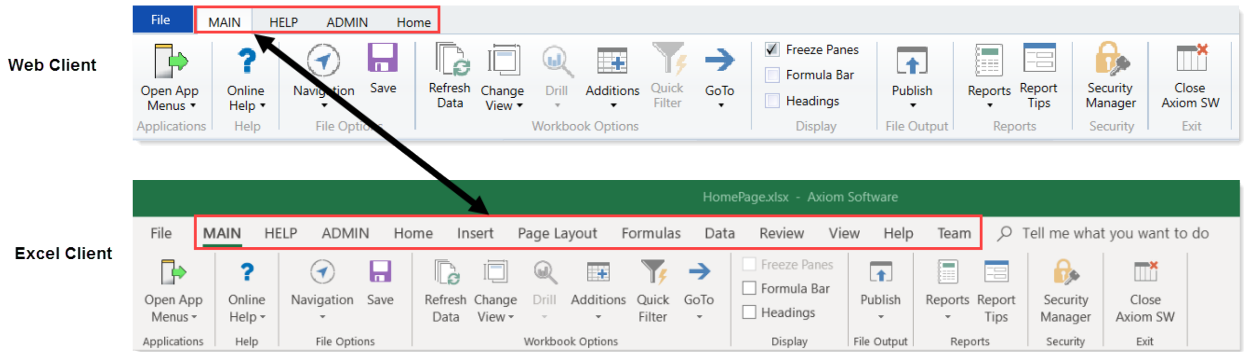
Includes standard spreadsheet commands.



Some options on the ribbon tabs display grayed out unless certain types of files such as reports or plan files are currently open or if you do not have the necessary security permissions to use the feature.

The Excel Client displays all of the same ribbon tabs included in a normal Excel file. The Windows Client only includes a subset of the same ribbon tabs located in the Home ribbon tab.

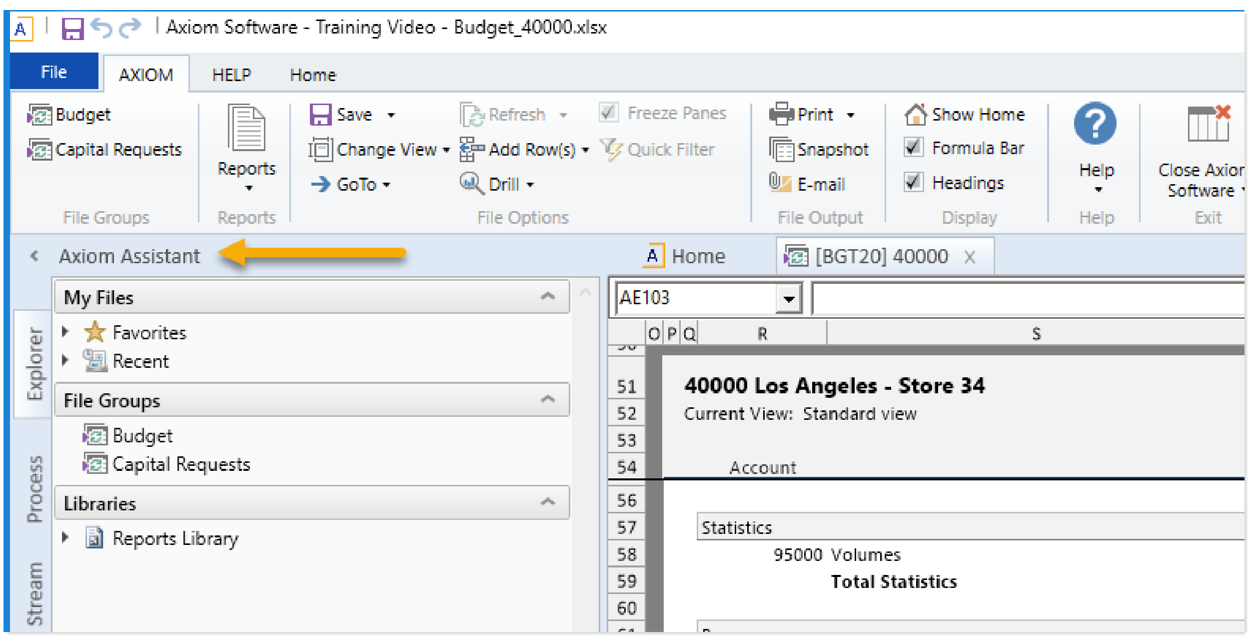
TIP: When creating reports, we recommend that you use the Excel Client.



Axiom Assistant task panes

The Axiom Assistant area provides quick and easy access to Axiom Rolling Forecast files and features as you work in the Desktop Client. A variety of task panes are available to help you perform general and context-sensitive tasks. Additionally, system administrators can create customized task panes for use in this area.

The Axiom Assistant area is located in the left-hand side of the application, below the ribbon and to the left of any opened files. By default, the area is expanded, and you can work with any of its available task panes by clicking the side-tabs along the left-hand edge of the pane.



Example Axiom Assistant area

Available task panes

The task panes available to you in the Axiom Assistant area depend on your system configuration and your security permissions. The following task panes may be available:

Task pane	Description	Availability
Data Source Assistant	Helper tool to build data sources, such as RefreshVariables, DataLookup, and Grid.	This task pane is system-controlled and displays if you have the appropriate security permissions, and the file is an Axiom file.
Explorer	Open files and other items that you have access to, including favorites.	This task pane is included by default, but may be disabled in your system or restricted to only certain users.
File Processing	Configure and perform file processing for an Axiom file, such as to perform multipass processing, file collect, or batch processing.	This task pane is system-controlled and displays if you have the appropriate security permissions and the file is enabled for File Processing.
Form Assistant	Configure form settings for an Axiom file, and preview the form.	This task pane is system-controlled and displays if you have the appropriate security permissions and the file is enabled for Axiom forms.
Messages	View comments about the current document, and add comments.	This task pane is system-controlled and displays for all eligible documents.
Notifications	View alert and system notifications and open associated files.	This task pane is system-controlled and displays if you have any active notifications.
Process	View process information and complete process tasks. By default this task pane only displays if it is relevant to you (for example if you are the assigned owner of a process task).	This task pane is included by default, but may be disabled in your system.
Sheet Assistant	Configure workbook and worksheet settings for an Axiom file, including Axiom queries.	This task pane is system-controlled and displays if you have the appropriate security permissions and the file is an Axiom file.
Table	View table details, set a filter, and refresh the currently opened table.	This task pane is system-controlled and displays when using Open Table in Spreadsheet.

Task pane	Description	Availability
<Custom Task Panes>	Your organization may have defined one or more custom task panes for your system.	Custom task panes may open automatically when Axiom Rolling Forecast is launched, or you may have access to the Task Panes Library to open certain task panes as needed.

The order of task panes in the Axiom Assistant area cannot be manually changed. Your system administrator has specified an order for the task panes that open when the system is started. System-controlled task panes display after these startup task panes.

Minimize Axiom Assistant

By default, the Axiom Assistant area is maximized when you first start Axiom Rolling Forecast. If desired, you can minimize this area—for example, to gain more screen space while working on a file. When minimized, the area displays as a thin strip along the left-hand side of the application, with one or more side-tabs for each task pane.

You can expand the Axiom Assistant area to perform a task, and then minimize it again when you are finished.

- To minimize the Axiom Assistant pane, click the button in the header.
- To expand the Axiom Assistant pane, click the button in the collapsed header, or click on one of the task pane tabs.

Axiom Rolling Forecast remembers the state of the Axiom Assistant (minimized or expanded) when you exit the application, and will apply that state the next time you open Axiom Rolling Forecast on the same machine.

It is not possible to completely hide the Axiom Assistant area when task panes are open, however, if no task panes are open then the Axiom Assistant area is automatically hidden (and will automatically show again when a task pane is opened).

Opening task panes

In most cases, the task panes that you need to use will open automatically—you do not need to manually open them.

- Certain task panes are configured to open automatically when Axiom Rolling Forecast is started, such as the Explorer task pane. These task panes are considered to be "global" task panes that you may want to use at any time while you work in the system.
- Other context-sensitive task panes only open when using certain features. For example, the File Processing task pane only displays when you open a file that is enabled for File Processing. There is no need to manually open the task pane because it will always be available when it is relevant (and assuming that you have security permissions to view it).

If you have access to the Task Panes Library to open certain custom task panes as needed, then you can open a task pane by double-clicking it in the Explorer task pane or the Axiom Explorer dialog. Alternatively, one of your "startup" task panes might be used to open other task panes.

For example, you might have access to a Monthly Reporting task pane that details the steps you need to do to run your monthly reports, and links to those reports. You wouldn't necessarily need this task pane to be open at all times; instead, you would only want to see it when you are ready to process your monthly reports. You could open the task pane as needed from the Task Panes Library or from another custom task pane that links to it.

Closing task panes

Most task panes cannot be manually closed. Either they are global task panes that always apply, or they are context-sensitive task panes that close automatically when the associated file or feature is closed. Alternatively, you can minimize the Axiom Assistant area to "hide" all task panes and gain more screen space for your open files.

If a task pane is closeable, then you can close it by clicking the **X** icon on the side-tab for the task pane. If this icon is not present, then the task pane cannot be closed. Typically, only task panes that you open manually can be closed manually, but in some cases you may also be able to close task panes that open on startup.

Using task panes in the Axiom Excel Client

When using the Axiom Excel Client, each file opens within its own window, and each window maintains its own set of ribbon tabs and task panes. This means that as you switch windows, the set of task panes available in each window may be different. For example:

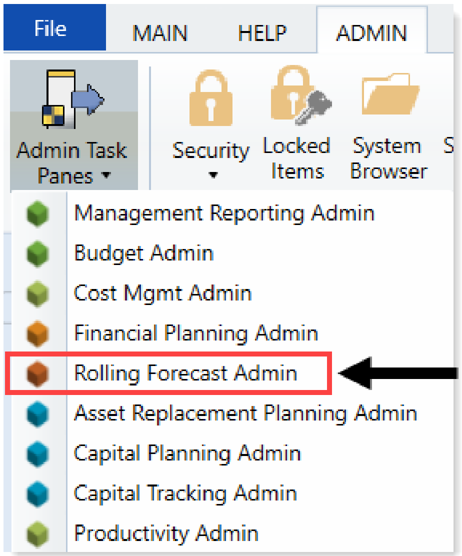
- If you manually opened a task pane in one window, that task pane will only be present in that window. It will not be present in other windows.
- The currently active task pane is managed independently for each window, so the active task pane may change as you change windows. (This can also occur when using the Axiom Windows Client, if you switch between files that have different default task pane associations. However, in the Axiom Excel Client it may also happen when switching between files with the same default task pane associations.)
- The current state of task panes is managed independently for each window. For example, if you expand the Reports Library in the Explorer task pane in one window, that expansion will not be present if you switch to a different window.

Opening the Axiom Rolling Forecast task panes

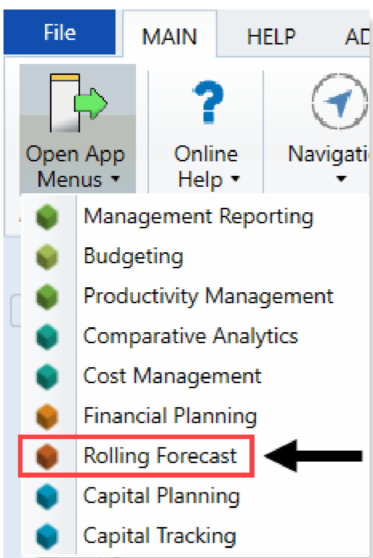
To open the Axiom Rolling Forecast task panes:

- For administrators, in the **Admin** ribbon tab, click **Admin Task Panes**, and select **Rolling Forecast**

Admin.



- For end users, in the **Main** ribbon tab, click **Open App Menus**, and select **Rolling Forecast**.



Opening the Explorer task pane

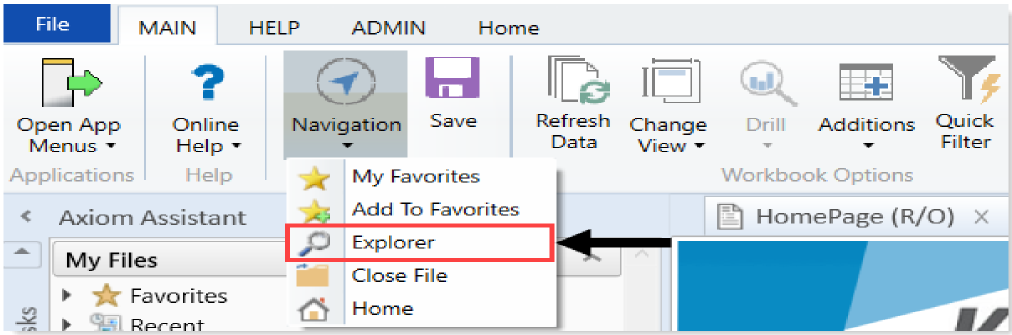
Axiom Rolling Forecast provides a built-in Explorer task pane so that you can quickly access your favorites, recent items, and all the files that you have rights to access.

> **TIP:** You can also access Favorites, Recent, and My Documents from the My Files and Tasks task pane.

By default, all users are given access to this task pane. If desired, administrators can disable use of this task pane entirely, or restrict access to certain sets of users.

To access the Explorer task pane:

- In the **Main** ribbon tab, click **Navigation**, and select **Explorer**.



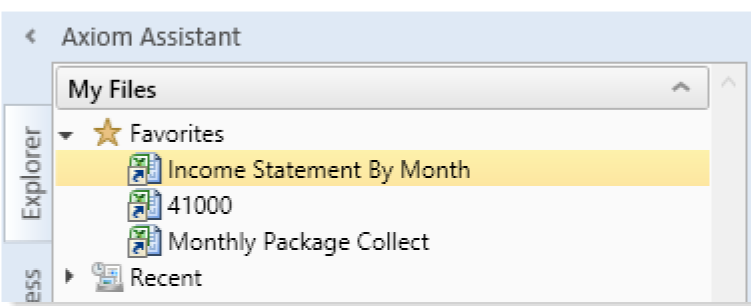
Using the Workflow task pane

Axiom Rolling Forecast provides a built-in Workflow task pane that allows you to easily see and access your workflow tasks. By default, the task pane is configured to open automatically for any user who has current tasks in an active workflow. If desired, you can change the conditions that make the task pane visible, or disable it entirely.

Managing favorites

You can save Axiom files and other items as favorites, for quick access to commonly used items. In the Desktop Client, your favorites list is available in the following locations:

- The Explorer task pane in the Axiom Assistant area
- The Axiom Explorer dialog (if you have permission to access this dialog)



When an item is saved to favorites, you can open the item by double-clicking it, or you can right-click it to access any other commands that would be available on the item in its native area. For example, if you have rights to the Table Library and you save a table as a favorite, you can right-click the table favorite and perform actions such as editing the table structure.

If an item that a favorite points to is deleted, then the favorite becomes invalid and a red arrow icon displays next to it. If you attempt to open an invalid favorite, a message box informs you that the item has been deleted, and asks whether you want to delete the favorite. If a file is moved or renamed within the Axiom Software file system, but it retains the same document ID, then the shortcut will not be broken.

Saving and deleting favorites

You can save an item as a favorite in one of the following ways:

- In the **Explorer** task pane and the **Axiom Explorer** dialog, you can right-click an item and select **Add to Favorites**.
- When a file is open, you can right-click the file tab and select **Add to Favorites**.

The item is saved as a favorite and now displays in your Favorites list. If the file was open when you saved it as a favorite, it displays using the file tab name. If needed, you can change the display name by editing the shortcut properties for the favorite.

> **TIP:** If you open a table using **Open Table in Spreadsheet**, and then save the open table as a favorite (using the file tabs), the settings you used will be automatically saved as part of the favorite, in the shortcut properties. You may want to rename the favorite to indicate the particular settings (for example: GL2019 - Filtered for North Region).

> **NOTE:** If a web-enabled file is saved as a favorite in the Desktop Client, that favorite will also display in the Web Client. This includes Axiom forms and web reports. All other types of favorites do not display in the Web Client.

To delete a favorite, right-click the item and then select **Delete**.

Organizing favorites

You can create sub-folders in the Favorites area to organize favorites by folder. To create a new folder, right-click **Favorites** and select **New Folder**.

By default, favorites are displayed in the order that they were added (new favorites are added to the bottom of the list). You can drag and drop individual favorites to change the order. Sub-folders cannot be reordered—they will always display in alphabetical order.

To rename a favorite, right-click the item and then select **Rename**. The name becomes editable, and you can type a new name.

▶ Shortcut properties

You can edit the shortcut properties for a favorite. Right-click the favorite and select **Shortcut Properties**. In this dialog, you can edit the shortcut name, change the shortcut target, and define certain shortcut properties.

The available shortcut properties vary by file type. For example, you can configure a report favorite to always open as read-only, or to automatically apply a Quick Filter when opening.

▶ Using web favorites in the Desktop Client

If you save a favorite in the Web Client, that favorite also displays in the Desktop Client favorites list. You can double-click the web favorite to open it in the Web Client browser.

When a favorite is saved in the Web Client, it is stored as a URL instead of a document shortcut. If the target of the favorite is later deleted, the favorite does not show as invalid in the Desktop Client. If you try to use the favorite, you are informed that the document or page cannot be found. In this case you must manually delete the favorite.

Opening recent files

Axiom Rolling Forecast maintains a list of your recently opened files in the Desktop Client. You can use this list for quick access to recent files.

The recent file list is located in the **My Files** section of the Explorer task pane and Axiom Explorer. You can double-click files to open them, or right-click to access the context menu for the file type. Recent files are listed using the file tab name that they were opened with, which may or may not be the same as the file name.

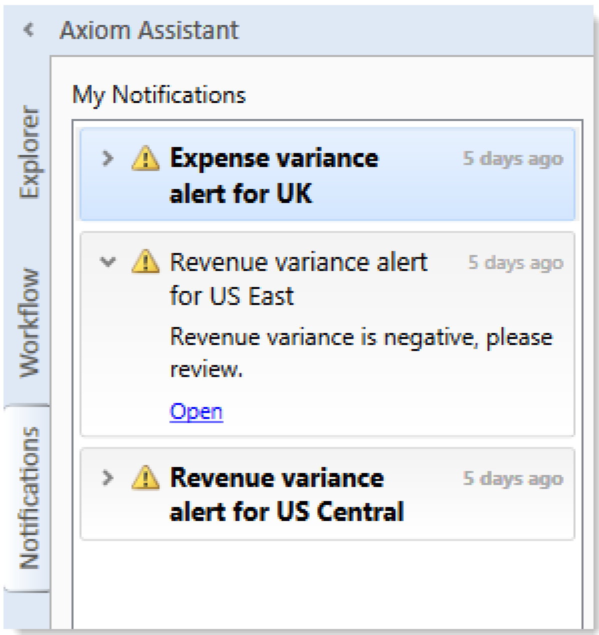
The list displays the last 15 files that you recently opened. Note the following:

- If you want to clear the list, right-click **Recent** and select **Clear History**.
- If you want to continue to have quick access to a recent file, you can add it to your favorites. Right-click the file and select **Add to favorites**.
- If the icon next to a file name is a red arrow, this means that the file has been moved or deleted since you accessed it, so it can no longer be opened from the recent file list.

In the Axiom Windows Client only, recent files can also be accessed from the **File** menu. In the Axiom Excel Client, although your recent files are tracked in **File > Recent**, those links point to the temporary versions of the file stored on your local drive, not the source versions of the files stored in the Axiom Rolling Forecast database. Therefore, Excel's recent file list cannot be used to open Axiom files.

Viewing notifications using the Notifications task pane

If you receive an Axiom Rolling Forecast notification, the notification displays in the Notifications task pane. This is a system-controlled task pane that is always available in the Desktop Client if you have notifications. Click the **Notifications** tab in the Axiom Assistant area to view the task pane.



Example Notifications task pane

If you have unread notifications when you first log in, or if you receive new notifications during a current session, the Notifications tab will flash orange and remain that color until you click on the tab. Unread notifications display in bold text. Once a notification has been read, the bolding is removed.

Notifications can come from the following sources:

- **Alert notifications.** Your system administrators and other power users may have set up alerts to monitor certain alertable conditions and then notify specified users.
- **Process management notifications.** These notifications result from active processes in process management, such as to inform you that you have a new task in the process.
- **Message stream notifications.** If you have subscribed to a document's message stream, you will be notified of any new comments made about that document.
- **Axiom system processes such as Process Plan Files.** If you have triggered certain system processes, Axiom Rolling Forecast will notify you when the process is completed or when errors occur.

NOTES:

- The Notifications task pane is a system-controlled task pane; you cannot hide or show this task pane manually. The Notifications task pane always displays on startup if you have any active notifications (read or unread). Otherwise, it does not display. If you receive a new notification during a session and the task pane is not already open, this will cause the task pane to open.
- All notifications displayed in the Notifications task pane are also available in the Notifications panel of the Axiom Web Client. Both areas read from the same source of notifications, and edit the same source as well. So if you mark a notification as read in one area, or delete a notification from one area, the other area will reflect these changes.

Reviewing notifications

Within the task pane, notifications are listed in the order they were created, with the newest notifications at the top. Each notification displays a severity icon and an alert title, as well as how old the notification is. The following severity icons are used:

- Info
- Warning
- Error

To read the notification text, double-click the notification to expand it. The text should provide you with more information about the notification and why you are receiving it. You can double-click the notification again to collapse it.

If the notification is from an alert, then the alert creator may have specified a document that you can open to see more information about the alert condition. If so, then you will see an **Open** link underneath the message text when you expand the notification. Click this link to open the associated document.

Notification actions

You can select one or more notifications and then right-click to perform the following additional actions:

- **Mark Read**: Mark the selected notifications as read.
- **Mark Unread**: Mark the selected notifications as unread.
- **GoTo Alert Definition**: Open the source document for the alert, if you have permission to access the file. You will be taken directly to the specific alert definition that generated the notification.
- **Delete**: Delete the selected notifications. Keep in mind that once a notification has been deleted, you cannot undo this action.

Changing your Axiom Rolling Forecast password

If your authentication method is Axiom Prompt, you can change your password as needed using the Desktop Client. This feature does not apply to users who are using any other authentication method (such as Windows User Authentication), because those passwords are controlled externally from Axiom Rolling Forecast.

To change your password:

1. On the **Axiom** tab, in the **Help** group, click **Help > Change Password**.

   > **NOTE:** In systems with installed products, this feature may be located on the **Main** or **Admin** tab.

   This command is only available to Axiom Prompt users.

2. In the **Set Password** dialog, enter your current password, then enter and confirm your new password.

   If password rules are being enforced, your password must meet the rules. A validation message will inform you of the rules if necessary. Alternatively you can click **Generate Password** to auto-generate a password that meets the rules. If you do this, make sure to note the generated password because you will not have another opportunity to see it. If you do not note the password and cannot log in later, an administrator will need to reset your password.

3. Click **OK**.

Your password is now changed. You will need to use this new password the next time that you log in.

Closing Axiom Rolling Forecast

When you close Axiom Rolling Forecast, you will be prompted to save any changed but unsaved files.

To close the Desktop Client:

- Click the **Close Axiom Software** button in the **Exit** group of the **Axiom** tab.

  > **NOTE:** In systems with installed products, this button may be located on the **Main** or **Admin** tab.

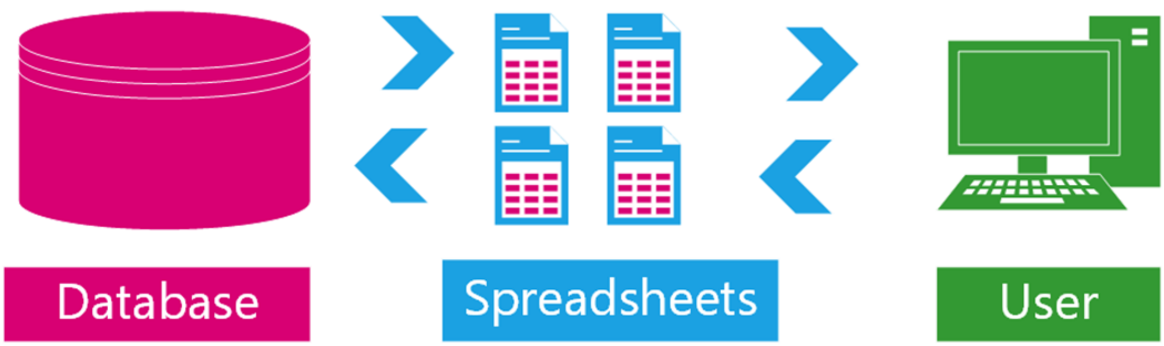
You can also close the application by clicking the **X** button in the top right-hand corner of the application window.

If you are using the Axiom Excel Client, there is no option to close Axiom Rolling Forecast but leave the current Microsoft Excel session open. Keep in mind that it is not necessary to close Axiom Rolling Forecast in order to work on a regular Excel file. You can open regular Excel files within Axiom Rolling Forecast, or you can open a second Excel session.

3

Understanding how Axiom Rolling Forecast Works

Axiom Rolling Forecast and the other Axiom Software products store data (financial data, labor data, key statistics, and so on) in a central database, and then pulls that data into the interface where you can view, enter, or modify the data using familiar spreadsheet commands. This allows unmatched flexibility for reporting and modeling your organization's finances without needing advanced programming skills. Anyone with intermediate-level spreadsheet skills can master the Axiom Rolling Forecast core features.

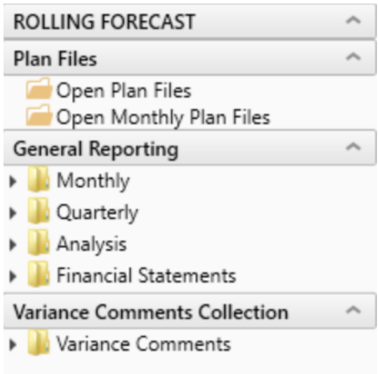


Axiom Rolling Forecast also uses spreadsheets and/or forms to edit system configuration settings and preferences for how data is stored, formatted, and calculated within the system.

File group

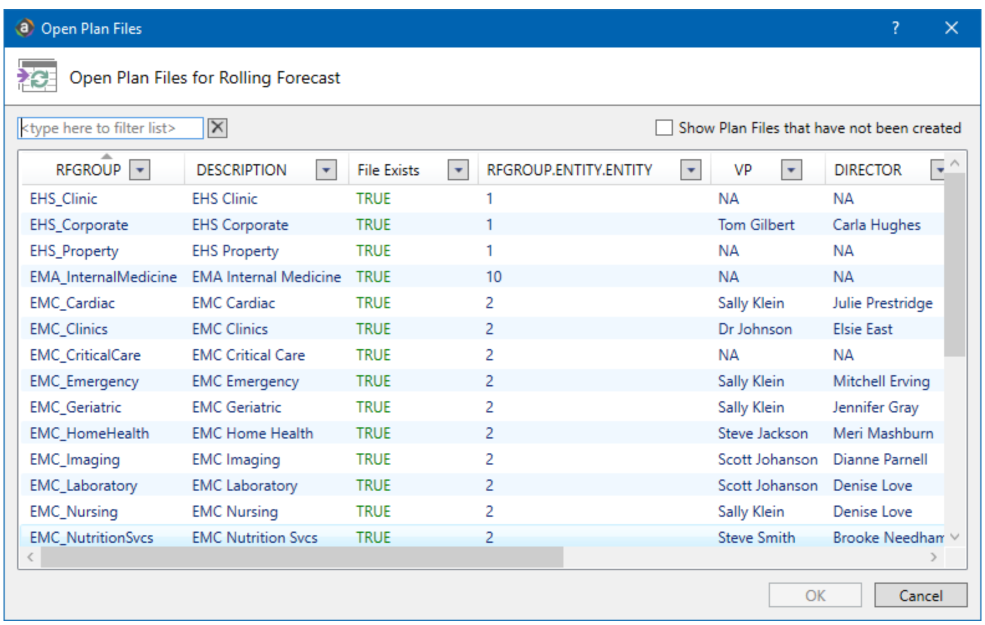
Axiom Rolling Forecast organizes related files into file groups. Within a file group, files are stored in a consistent folder structure and can share a common set of configuration settings, preferences, key statistics, templates, macros, and calc methods.

You can browse any of the file groups for which you have the necessary security permissions in the **Plan Files** section of the **Rolling Fcst** task pane.



Plan files and drivers

In Axiom Rolling Forecast, there is a file group for each forecast containing plan files (workbooks) with financial data for each group. In addition, a driver file displays configuration settings and rolling forecast assumptions referenced by all of the plan files within the file group. For more information, see Working with Plan Files .

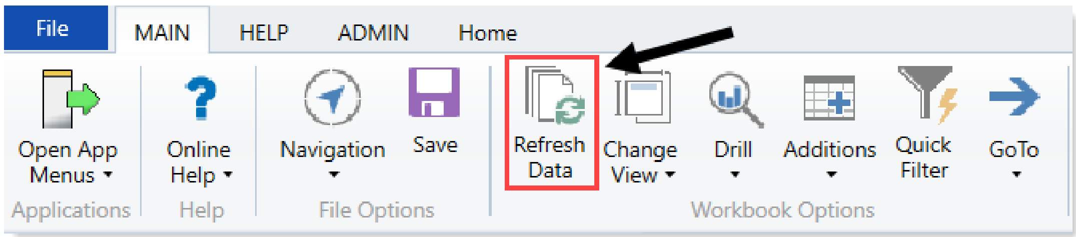


Templates and refreshing data

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.

To refresh a plan file:

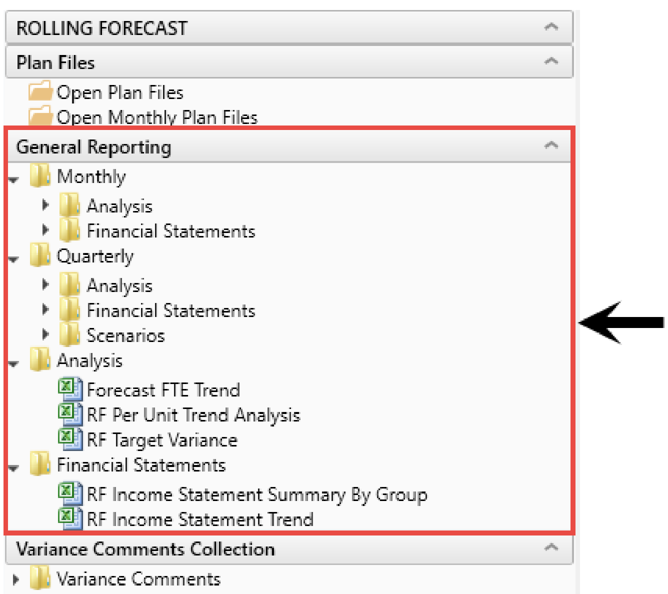
- On the **Main** tab, in the **File Options** group, click **Refresh**.



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.

Reports and utilities

Reports are spreadsheets designed to help review and analyze your organization's financial data. Axiom Rolling Forecast reports can query data from any table in the Axiom database. You can find Axiom Rolling Forecast reports in the **General Reporting** section of the **Rolling Fcst** task pane.



For more information, see Working with Reports.

4

Working with Plan Files

In Axiom Rolling Forecast, the forecast data for each RFGroup is maintained in plan files.

Opening Rolling Forecast plan files

The forecast data for each RFGroup is maintained in plan files, which take the form of workbooks. The plan files include a series of tabs, each with its own purpose. You access file groups from the **Plan Files** section of the **Rolling Fcst** task pane.

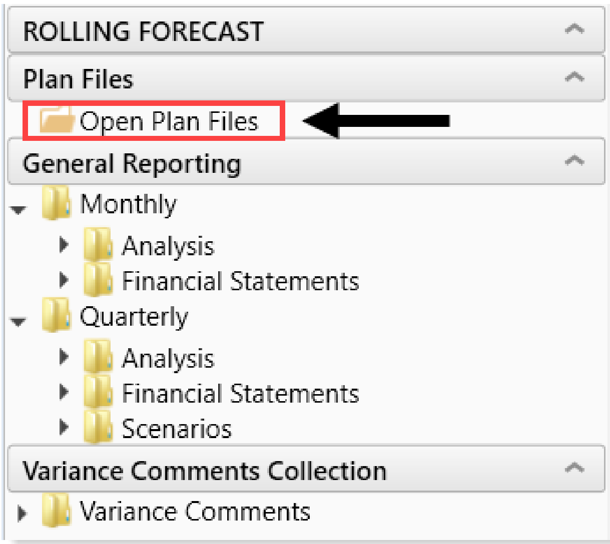
The plan file opens on the Summary tab upon creation; however, it may open on different tabs depending on where the plan was active on the last save.


Summary
Period Ending February 28, 2018

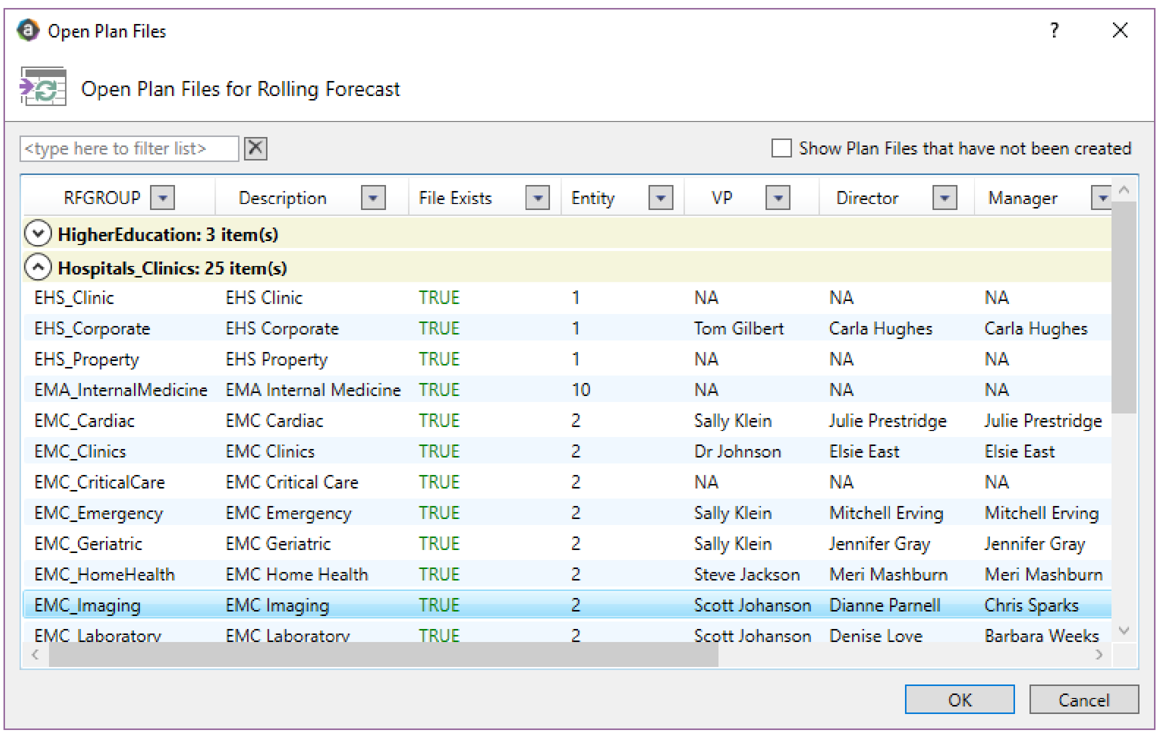
EHS Clinic	FY2017 Jan-Mar 2017 Actual	FY2017 Apr-Jun 2017 Actual	FY2018 Jul-Sep 2017 Actual	FY2018 Oct-Dec 2017 Actual	FY2018 Jan-Mar 2018 Projected	FY2018 Apr-Jun 2018 Forecast	FY2019 Jul-Sep 2018 Forecast	FY2019 Oct-Dec 2018 Forecast	FY2019 Jan-Mar 2019 Forecast	FY2019 Apr-Jun 2019 Forecast
Unfavorable vs previous 2 quarters										
Unfavorable vs previous quarter										
Favorable vs previous quarter										
Scorecard										
Workload Statistic										
Revenue										
Revenue Per Unit										
Salary & Benefits										
Average Hourly Rate										
Paid Hours Per Unit										
Salaries Per Unit										
Benefits Per Unit										
Expenses										
Supplies Per Unit										
Other Expenses Per Unit										
Total Cost Per Unit										
Financial Summary										
Salaries	62,452	64,717	52,943	47,897	49,516	50,437	51,507	51,851	51,109	52,113
Employee Benefits	12,286	13,161	9,396	11,760	#REF!	-	#REF!	#REF!	#REF!	#REF!
Professional Fees	14,583	10,417	12,500	8,333	7,986	9,809	9,657	8,946	9,100	9,378
Other Supplies	-	340	1,566	-	159	481	520	294	363	415
Maintenance and Repairs	-	-	-	216	533	187	234	293	312	256
Utilities	594	674	350	381	514	480	431	452	469	458
Other Expense	(6,240)	6,881	9,771	6,395	5,618	7,166	7,238	6,604	6,657	6,916
Total Expenses	83,676	96,189	86,525	74,982	#REF!	68,560	#REF!	#REF!	#REF!	#REF!
Operating Income	(83,676)	(96,189)	(86,525)	(74,982)	#REF!	(68,560)	#REF!	#REF!	#REF!	#REF!

To open Rolling Forecast plan files:

1. In the Rolling Fcst task pane, in the **Plan Files** section, double-click **Open Plan Files**.



2. In the **Open Plan Files for Rolling Forecast** dialog, select the plan file to open, and click **OK**.



The workbook contains multiple tabs, which are covered in the following topics:

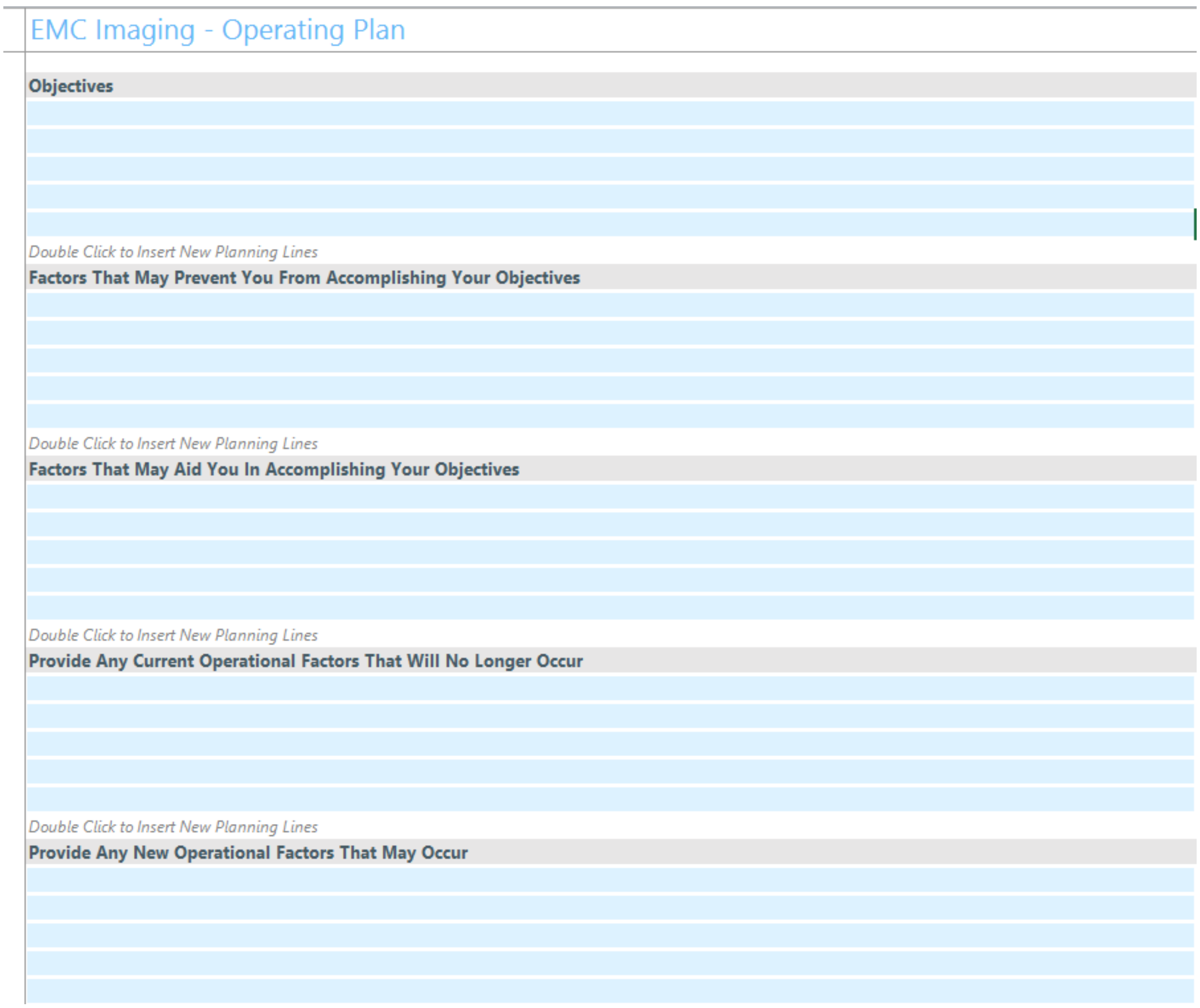
- RFPlan tab
- Summary tab
- Charts tab
- Forecast tab
- Notes tab

- RFInitiatives tab
- Forecast History tab

RFPlan tab

This tab is a questionnaire to aid in the planning process and provides the narrative documentation to support your forecast, such as the narrative behind the numbers. It is a great way to ensure that you are discussing the right topics during the forecast process.

Use this tab to document what is important about this quarterly Rolling Forecast update and provide answers to questions requested by the leadership team so that it can be referred to during the review process.



Summary tab

This tab compares the historical data and projections for each quarter and indicates whether each quarter's figures represent a favorable or unfavorable change from previous quarters.

The top portion of the tab is the scorecard section. The arrows indicate the following:

- Green arrow ▲ - Favorable performance vs. the previous quarter
- Yellow arrow ► - Unfavorable performance vs. the previous quarter
- Red arrow ▼- Unfavorable performance vs. the previous two quarters

SUMMARY
Period Ending February 28, 2017

EMC_Imaging EMC Imaging		FY2016 Jan-Mar 2016 Actual	FY2016 Apr-Jun 2016 Actual	FY2017 Jul-Sep 2016 Actual	FY2017 Oct-Dec 2016 Actual	FY2017 Jan-Mar 2017 Projected	FY2018 Jul-Sep 2017 Forecast	FY2018 Oct-Dec 2017 Forecast	FY2018 Jan-Mar 2018 Forecast
Unfavorable vs previous 2 quarters	▼								
Unfavorable vs previous quarter	►								
Favorable vs previous quarter	▲								
Scorecard									
Workload Statistic		▲	▲	▲	►	▲	▲	▲	▲
Revenue									
Revenue Per Unit		▲	▲	▲	►	▼	▲	▲	▲
Salary & Benefits									
Average Hourly Rate		▼	▼	▼	▲	▼	▼	▼	▼
Paid Hours Per Unit		▼	▼	▲	▲	▲	▲	▲	▲
Salaries Per Unit		▼	▼	▼	▼	▼	▲	►	▲
Benefits Per Unit		▼	▼	▼	▲	►	▼	▲	▲
Expenses									
Supplies Per Unit		▼	▼	▲	▲	►	▲	▲	►
Other Expenses Per Unit		▼	▼	▲	▼	▼	▲	►	▲
Total Cost Per Unit		▼	▼	▲	►	▼	▲	▲	▲

Forecast Summary section shows the P&L summary of the history and forecast results.

SUMMARY
Period Ending February 28, 2017

EMC_Imaging EMC Imaging	FY2016 Jan-Mar 2016 Actual	FY2016 Apr-Jun 2016 Actual	FY2017 Jul-Sep 2016 Actual	FY2017 Oct-Dec 2016 Actual	FY2017 Jan-Mar 2017 Projected	FY2018 Jul-Sep 2017 Forecast	FY2018 Oct-Dec 2017 Forecast	FY2018 Jan-Mar 2018 Forecast	FY2018 Apr-Jun 2018 Forecast
Financial Summary									
Inpatient Revenue	4,990,066	5,455,460	6,601,586	6,261,528	6,328,562	6,954,558	6,910,927	7,062,084	7,146,219
Outpatient Revenue	9,146,468	9,130,013	11,701,178	11,644,268	11,814,956	13,415,095	13,915,830	14,435,255	14,974,069
Other Patient Revenue	5,020	3,585	10,660	3,610	3,421	3,620	3,620	3,541	3,581
Total Patient Revenue	14,141,554	14,589,058	18,313,424	17,909,406	18,146,940	20,373,272	20,830,376	21,500,880	22,123,868
Net Patient Revenue	14,141,554	14,589,058	18,313,424	17,909,406	18,146,940	20,373,272	20,830,376	21,500,880	22,123,868
Other Revenue	3,814	4,704	3,994	4,342	5,481	4,612	4,766	4,872	4,720
Total Revenue	14,145,368	14,593,762	18,317,418	17,913,748	18,152,420	20,377,884	20,835,142	21,505,752	22,128,588
Salaries	1,041,214	1,079,405	1,106,002	1,084,294	1,101,352	1,173,649	1,181,486	1,163,029	1,189,798
Employee Benefits	200,389	162,316	221,517	180,564	187,433	201,936	196,388	195,721	199,169
Contract Labor	167,397	275,939	244,677	304,881	362,062	356,031	381,440	397,337	409,753
Professional Fees	27,472	11,562	15,017	42,002	90,353	46,776	54,716	57,895	49,780
Medical Supplies	523,784	501,281	467,383	364,282	420,614	427,739	413,356	430,573	427,815
Other Supplies	48,535	43,609	61,888	40,447	40,896	47,485	43,884	44,744	45,706
Purchased Services	31,145	191,509	51,929	69,222	47,983	64,824	68,047	67,754	72,696
Maintenance and Repairs	147,361	409,200	118,765	219,537	231,302	203,576	224,779	226,089	224,786
Lease and Rental	513,068	512,339	598,537	678,612	644,508	632,539	641,040	631,647	628,431
Utilities	1,019	857	1,009	754	1,193	977	969	1,023	981
Other Expense	8,889	1,372	10,284	28,438	30,490	21,715	24,572	23,606	21,885
Total Expenses	2,710,273	3,189,389	2,897,008	3,013,032	3,158,186	3,177,247	3,230,678	3,239,417	3,270,800
EBIDA Margin	11,435,095	11,404,373	15,420,410	14,900,716	14,994,234	17,200,637	17,604,464	18,266,335	18,857,789
Depreciation	228,450	228,391	507,939	605,525	640,216	605,525	605,525	605,525	605,525
Net Margin	11,206,645	11,175,982	14,912,470	14,295,191	14,354,018	16,595,112	16,998,939	17,660,810	18,252,264

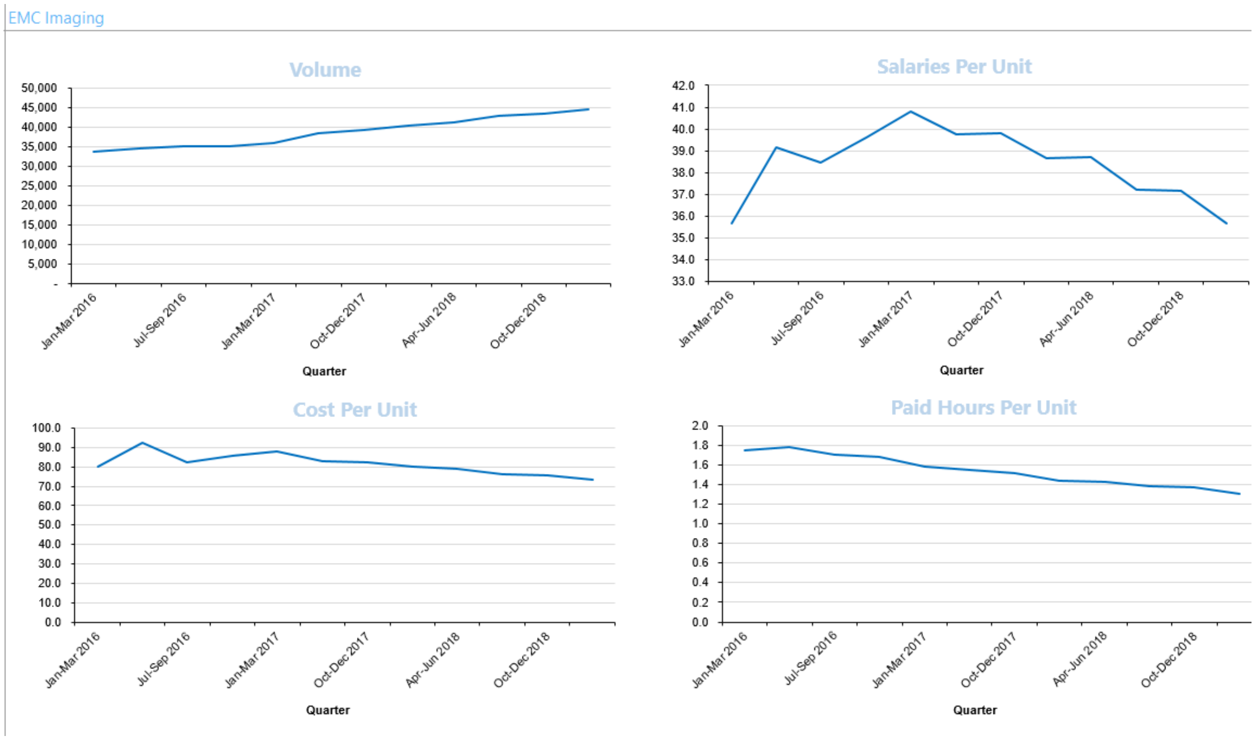
The Per Unit and Hours Analysis sections are a summary of the history and forecast results for each metric.

SUMMARY Period Ending February 28, 2017		FY2016	FY2016	FY2017	FY2017	FY2017	FY2018	FY2018	FY2018	FY2018
EMC_Imaging EMC Imaging		Jan-Mar 2016 Actual	Apr-Jun 2016 Actual	Jul-Sep 2016 Actual	Oct-Dec 2016 Actual	Jan-Mar 2017 Projected	Jul-Sep 2017 Forecast	Oct-Dec 2017 Forecast	Jan-Mar 2018 Forecast	Apr-Jun 2018 Forecast
Total - Key Statistic	Key Statistic	33,881	34,601	35,099	35,093	35,871	38,456	39,259	40,387	41,335
Operating EBIDA Margin		80.8%	78.1%	84.2%	83.2%	82.6%	84.4%	84.5%	84.9%	85.2%
Revenue / Unit		417.5	421.8	521.9	510.5	506.1	529.9	530.7	532.5	535.3
Salaries / Unit		35.7	39.2	38.5	39.6	40.8	39.8	39.8	38.6	38.7
Benefits / Unit		5.9	4.7	6.3	5.1	5.2	5.3	5.0	4.8	4.8
Supplies / Unit		16.9	15.7	15.1	11.5	12.9	12.4	11.6	11.8	11.5
Other Expense / Unit		21.5	32.6	22.7	29.6	29.2	25.2	25.8	25.0	24.2
Total Expense / Unit		80.0	92.2	82.5	85.9	88.0	82.6	82.3	80.2	79.1
EBIDA Margin / Unit		337.5	329.6	439.3	424.6	418.0	447.3	448.4	452.3	456.2
Hours Analysis										
Paid FTEs - Staff		108.08	110.04	112.06	110.32	107.59	110.50	110.46	110.28	110.70
Paid FTEs - Contract		5.78	8.76	1.95	2.17	2.87	2.73	2.93	3.12	3.18
Total Paid FTEs		113.86	118.80	114.01	112.49	110.46	113.23	113.38	113.39	113.87
Avg Hourly Rate - Staff		$ 18.53	$ 18.86	$ 18.77	$ 18.70	$ 19.90	$ 20.20	$ 20.35	$ 20.51	$ 20.67
Total Paid Hours / Unit		1.7	1.8	1.7	1.7	1.6	1.5	1.5	1.4	1.4
Paid Hours - Staff		56,202	57,219	58,914	57,997	55,334	58,089	58,069	56,715	57,563
Paid Hours - Contract		3,005	4,558	1,026	1,139	1,474	1,436	1,538	1,602	1,652
Total Paid Hours		59,207	61,776	59,939	59,136	56,809	59,525	59,607	58,317	59,215

Charts tab

This tab includes a series of graphs illustrating historical and forecasted trends for volume, salaries per unit, cost per unit, and paid hours per unit.

EMC Imaging



Forecast tab

This is where all of the forecasting activity takes place by displaying historical and forecasted values for volume, revenue, and expenses. If your organization uses Axiom Capital Tracking, capital projects may also be included at the bottom of the worksheet in the Capital Tracking Projects block. This information only displays if your organization has configured your system to import project spending data from Axiom Capital Tracking.

Forecast

Period Ending February 28, 2018

EMC Cardiac	FY2017 Jan-Mar 2017 Actual	FY2017 Apr-Jun 2017 Actual	FY2018 Jul-Sep 2017 Actual	FY2018 Oct-Dec 2017 Actual	FY2018 Jan 2018 Actual	FY2018 Feb 2018 Actual	FY2018 Mar 2018 Forecast	FY2018 Jan-Mar 2018 Projected	Fixed Variable	Forecast Method	FY2018 Apr 2018 Forecast	FY2018 May 2018 Forecast	FY2018 Jun 2018 Forecast
Update Projected Capital Spend on row 465													
Global Volume Driver(s)													
Total - Patient Days	25,755	25,847	26,771	26,243	9,399	8,973	8,227	26,599			8,834	9,129	8,834
Total - OP Visits	168,193	170,076	161,775	158,402	54,041	54,935	35,885	144,861			48,291	49,901	48,291
Calendar Days	90	91	92	92	31	28	31	90			30	31	30
Volume													
IP Procedures	11,561	11,508	10,797	11,127	3,944	3,966	3,750	11,660			3,887	3,873	4,002
Global Growth Assumption	2.90%	0.36%	3.57%	(1.97%)	7.45%	(4.53%)	(8.31%)	1.36%		Global IP Driver	(0.36%)	3.34%	(3.23%)
Growth Adjustment							0.00%	0.00%		Growth Adjustment	0.00%	0.00%	0.00%
IP Procedures Growth Rate	100.00%	(0.82%)	(9.75%)	5.03%	(1.11%)	206.21%	191.99%	3.44%		LastQuarter	0.00%	0.00%	0.00%
IP Procedures - Adjustment	0	0	0	0	0	0	0	0			0	0	0
One Time Adjustment for Forecasted Columns							0	0			0	0	0
Total - IP Procedures	11,561	11,508	10,797	11,127	3,944	3,966	3,750	11,660			3,873	4,002	3,873
OP Procedures	11,756	13,020	8,035	7,295	2,702	2,448	2,046	7,196			2,399	2,399	2,479
Global Growth Assumption	(47.63%)	1.12%	(4.88%)	(2.08%)	2.35%	1.65%	(34.68%)	(8.55%)		Global OP Driver	0.01%	3.33%	(3.23%)
Growth Adjustment							0.00%	0.00%		Growth Adjustment	0.00%	0.00%	0.00%
OP Procedures Growth Rate	100.00%	9.63%	(33.41%)	(7.12%)	8.77%	170.14%	185.40%	7.19%		LastQuarter	0.00%	0.00%	0.00%
OP Procedures - Adjustment	0	0	0	0	0	0	0	0			0	0	0
One Time Adjustment for Forecasted Columns							0	0			0	0	0
Total - OP Procedures	11,756	13,020	8,035	7,295	2,702	2,448	2,046	7,196			2,399	2,479	2,399

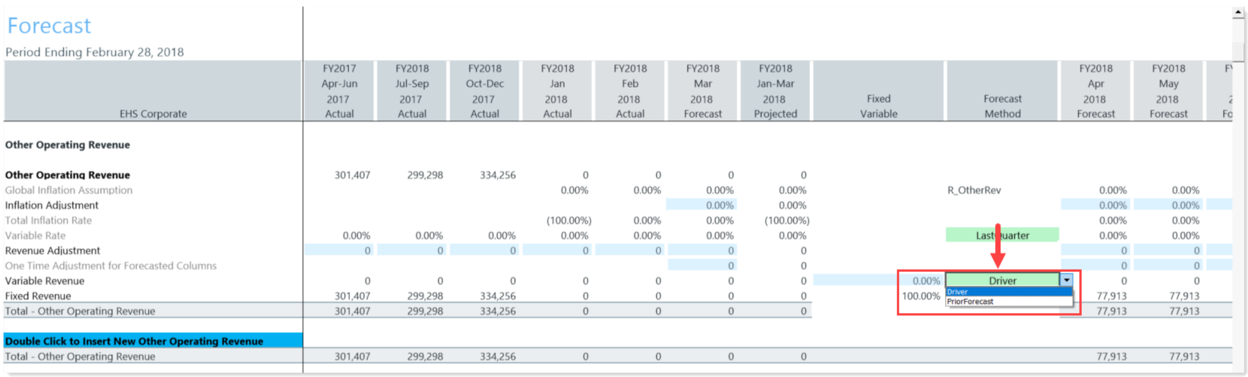
For the forecasted values, in the blue cells, update the values, as needed:

Section/Column	Description
Historical actuals by quarter (6-12 quarters may display)	Each section includes several rows to enter adjustments. For example, in the Volume > IP Visits section, you can enter a percentage in the Growth Adjustment row.
Fixed Variable	By default, the percentage that displays in this cell depends on the Adjustments driver.
Forecast Method	Select the forecast method to use: • **Last Quarter**: Base forecast on the quarter immediately prior to the current. • **Same Quarter**: Base forecast on the same quarter for the previous year. • **AnnualAvg**: Base forecast on the quarterly average for the last four quarters. • **GlobalOnly**: Volume ONLY. Uses the global driver inflation but ignores the RFGroup historical growth rate.
Comments	Enter any additional information, as needed.

Section/Column	Description
Quarterly forecast for the future quarters (6-12 quarters may display)	Type the forecasted amount for each quarter. **NOTE:** If monthly input is enabled for your workbook, you can plan down to the monthly level for the current and next quarters.

Variable Percentage type and amount

By default, the variable percentage is assigned using the Adjustments driver. The variable percentage setting is located in the Variable Revenue rows in the Forecast Method column. You can select to use the variable percentage set up in the driver or use the percentage from the prior forecast. The following calc methods of the Forecast tab are affected by the variable percentage type and amount: Expense, Other Revenue, Salary.



Forecast

Period Ending February 28, 2018

EHS Corporate	FY2017 Apr-Jun 2017 Actual	FY2018 Jul-Sep 2017 Actual	FY2018 Oct-Dec 2017 Actual	FY2018 Jan 2018 Actual	FY2018 Feb 2018 Actual	FY2018 Mar 2018 Forecast	FY2018 Jan-Mar 2018 Projected	Fixed Variable	Forecast Method	FY2018 Apr 2018 Forecast	FY2018 May 2018 Forecast
Other Operating Revenue											
Other Operating Revenue	301,407	299,298	334,256	0	0	0	0				
Global Inflation Assumption				0.00%	0.00%	0.00%	0.00%		R_OtherRev	0.00%	0.00%
Inflation Adjustment						0.00%	0.00%			0.00%	0.00%
Total Inflation Rate				(100.00%)	0.00%	0.00%	(100.00%)			0.00%	0.00%
Variable Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		Last Quarter	0.00%	0.00%
Revenue Adjustment	0	0	0	0	0	0	0			0	0
One Time Adjustment for Forecasted Columns						0	0			0	0
Variable Revenue	0	0	0	0	0	0	0	0.00%	Driver	0	0
Fixed Revenue	301,407	299,298	334,256	0	0	0	0	100.00%	Driver PriorForecast	77,913	77,913
Total - Other Operating Revenue	301,407	299,298	334,256	0	0	0	0			77,913	77,913
Double Click to Insert New Other Operating Revenue											
Total - Other Operating Revenue	301,407	299,298	334,256	0	0	0	0			77,913	77,913

The **Fixed Variable** cell displays either the percentage amount from the driver or from the prior forecast.

> **NOTE:** You can update the percentage in the Fixed Variable cell, but once you enter a number, the number you entered remains for the duration of that forecast. When you do your next forecast, the number will display the default, and you can either leave the percentage as-is or you can change it again for the duration of the forecast.

Benefits and salaries

The total benefits for the following calc methods are calculated based on salaries from the Benefits Code assigned to the Salary Code:

- Percent of Salary
- Rate Per FTE
- Salaries

Volume

Global Volume Drivers and Volume block

Your forecast group can be affected by two different drivers: Global and Forecast Group Volume. Global The leadership team defines the Volume Drivers to provide general guidance in terms of overall volume growth. Historical volume statistics interface into the workbook, and they are initially projected based from the Global Volume Drivers.

Forecast

Period Ending February 28, 2018

EMA Internal Medicine	FY2018 Jan-Mar 2018 Projected	Fixed Variable	Forecast Method	FY2018 Apr 2018 Forecast	FY2018 May 2018 Forecast	FY2018 Jun 2018 Forecast	Comments	FY2018 Apr-Jun 2018 Forecast	FY2019 Jul-Sep 2018 Forecast	FY2019 Oct-Dec 2018 Forecast
Update Projected Capital Spend on row 601										
Global Volume Driver(s)										
Total - Patient Days	26,599			8,834	9,129	8,834		26,797	26,711	26,988
Total - OP Visits	144,861			48,291	49,901	48,291		146,483	139,334	136,429
Calendar Days	90			30	31	30		91	92	92
Volume										
Encounters - Established	19,011		Provider Volume	6,337	6,548	6,337		19,222	19,433	19,433
Encounters - Established - Adjustments	0		Provider Adjustments	0	0	0		0	0	0
One Time Adjustment for Forecasted Columns	0			0	0	0		0	0	0
Total - Encounters - Established	19,011		Total Provider Volume	6,337	6,548	6,337		19,222	19,433	19,433
IP Procedures	0			0	0	0		0	0	0
Global Growth Assumption	1.36%		Global IP Driver	(0.36%)	3.34%	(3.23%)		0.74%	(0.32%)	1.04%
Growth Adjustment	0.00%		Growth Adjustment	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%
IP Procedures Growth Rate	0.00%		LastQuarter	0.00%	0.00%	0.00%		0.00%	0.00%	0.00%
IP Procedures - Adjustment	0			0	0	0		0	0	0
One Time Adjustment for Forecasted Columns	0			0	0	0		0	0	0
Total - IP Procedures	0			0	0	0		0	0	0

The following table describes each row within the Volume block:

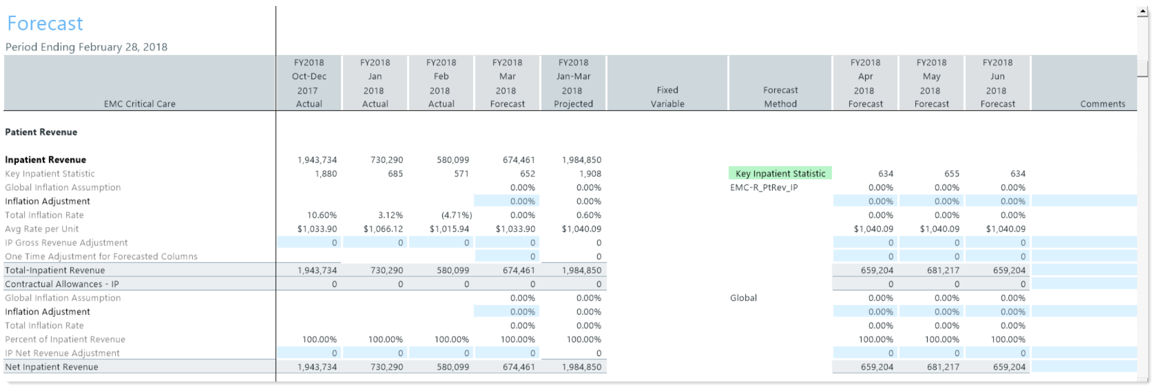
Row	Description
Global Growth Assumption	As you review your Volumes, consider how the global driver may affect your forecast group volume.
Growth Adjustment	Type percentage adjustments.
Growth Rate	Select one of the following forecast methods: • **Last Quarter**– Base forecast on the quarter immediately prior to the current. • **Same Quarter**– Base forecast on the same quarter for the previous year. • **AnnualAvg**– Base forecast on the quarterly average for the last four quarters. • **GlobalOnly**– Volume ONLY. Uses the global driver inflation but ignores the RFGroup historical growth rate.
Adjustment	Type the quantity adjustments.

Row	Description
One Time Adjustment for Forecasted Columns	Type inputs to account for a one-time adjustment that affects only the specified quarter/month and not other future quarters/months.
Comments	Type comments to document your assumptions and reasons for making adjustments.

Revenue

Patient Revenue block

For patient revenue, a block of rows displays similar to the Volume block for all categories of patient revenue in your forecast group.



Forecast

Period Ending February 28, 2018

EMC Critical Care	FY2018 Oct-Dec 2017 Actual	FY2018 Jan 2018 Actual	FY2018 Feb 2018 Actual	FY2018 Mar 2018 Forecast	FY2018 Jan-Mar 2018 Projected	Fixed Variable	Forecast Method	FY2018 Apr 2018 Forecast	FY2018 May 2018 Forecast	FY2018 Jun 2018 Forecast	Comments
Patient Revenue											
Inpatient Revenue	1,943,734	730,290	580,099	674,461	1,984,850						
Key Inpatient Statistic	1,880	685	571	652	1,908		Key Inpatient Statistic	634	655	634	
Global Inflation Assumption				0.00%	0.00%		EMC-R_PtRev_IP	0.00%	0.00%	0.00%	
Inflation Adjustment				0.00%	0.00%			0.00%	0.00%	0.00%	
Total Inflation Rate	10.60%	3.12%	(4.71%)	0.00%	0.60%			0.00%	0.00%	0.00%	
Avg Rate per Unit	$1,033.90	$1,066.12	$1,015.94	$1,033.90	$1,040.09			$1,040.09	$1,040.09	$1,040.09	
IP Gross Revenue Adjustment	0	0	0	0	0			0	0	0	
One Time Adjustment for Forecasted Columns				0	0			0	0	0	
Total-Inpatient Revenue	1,943,734	730,290	580,099	674,461	1,984,850			659,204	681,217	659,204	
Contractual Allowances - IP	0	0	0	0	0			0	0	0	
Global Inflation Assumption				0.00%	0.00%		Global	0.00%	0.00%	0.00%	
Inflation Adjustment				0.00%	0.00%			0.00%	0.00%	0.00%	
Total Inflation Rate				0.00%	0.00%			0.00%	0.00%	0.00%	
Percent of Inpatient Revenue	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%	100.00%	100.00%	
IP Net Revenue Adjustment	0	0	0	0	0			0	0	0	
Net Inpatient Revenue	1,943,734	730,290	580,099	674,461	1,984,850			659,204	681,217	659,204	

The following table describes each row within the Patient Revenue block:

Row	Description
Volume	Displays the volume from the section above for reference.
Global Inflation Assumption	Displays the price increase inflation fed from the global assumptions.
Inflation Adjustment	Type inputs to account for additional changes to reflect in your average rate per unit. You can use this to account for shifts in patient acuity or changes in the types of services provided that would affect the overall gross revenue.
Avg Rate per Unit	Displays the revenue-per-unit or the multiplied rate multiplied by the volume to calculate your gross revenue.
Revenue Adjustment	Type inputs to account for additional dollar changes to reflect in gross revenue.

Row	Description
One Time Adjustment for Forecasted Columns	Type inputs to account for a one-time adjustment that affects only the specified quarter/month and not other future quarters/months.
Total – Inpatient Revenue	Displays the calculated gross revenue using the volumes multiplied by the Avg. Rate per Unit.

NOTE: Depending on your accounting practice, you may see additional rows after the gross revenue line to calculate deductions from revenue for your forecast group.

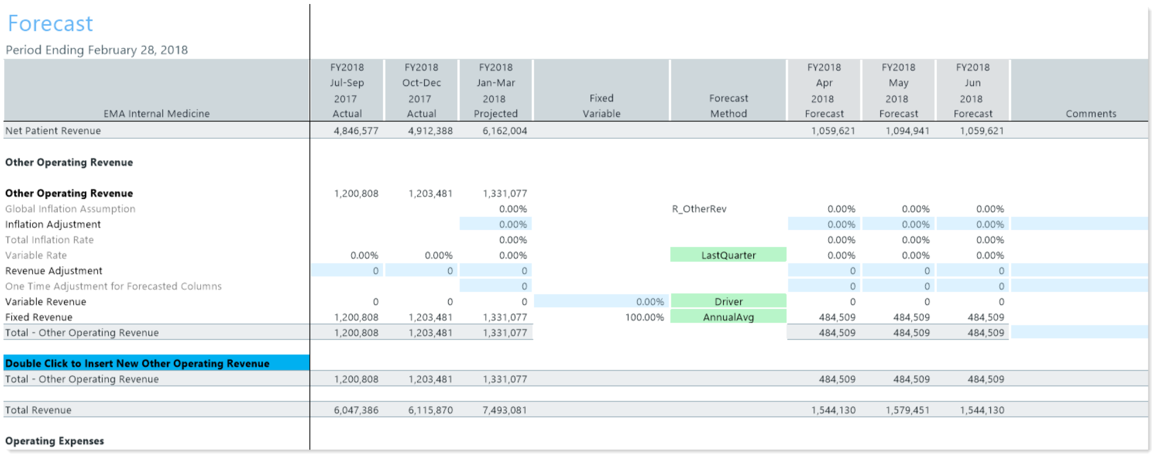
Patient Deductions block (optional section for deductions)

The following table describes each row within the Patient Deductions block:

Row	Description
Global Inflation Adjustment	Displays the inflation fed from the global assumptions.
Inflation Adjustment	Type inputs to account for additional changes to reflect in your percent of deductions. You can use this to account for shifts in payor mix or changes in payments that would affect the deductions.
Percent of Inpatient Revenue	Displays the percentage of patient revenue or the multiplied rate multiplied by the gross revenue to calculate your deductions.
Net Revenue Adjustment	Displays the total gross revenue less deductions.
Inpatient Deduction	Type inputs to account for additional dollar changes to reflect in gross revenue.
Net Inpatient Revenue	Displays the total gross revenue less deductions.

Other Revenue

For Other Revenue, review the historical trending as well as the future forecast for each block.



Forecast

Period Ending February 28, 2018

EMA Internal Medicine	FY2018 Jul-Sep 2017 Actual	FY2018 Oct-Dec 2017 Actual	FY2018 Jan-Mar 2018 Projected	Fixed Variable	Forecast Method	FY2018 Apr 2018 Forecast	FY2018 May 2018 Forecast	FY2018 Jun 2018 Forecast	Comments
Net Patient Revenue	4,846,577	4,912,388	6,162,004			1,059,621	1,094,941	1,059,621	
Other Operating Revenue									
Other Operating Revenue	1,200,808	1,203,481	1,331,077						
Global Inflation Assumption			0.00%		R_OtherRev	0.00%	0.00%	0.00%	
Inflation Adjustment			0.00%			0.00%	0.00%	0.00%	
Total Inflation Rate			0.00%			0.00%	0.00%	0.00%	
Variable Rate	0.00%	0.00%	0.00%		LastQuarter	0.00%	0.00%	0.00%	
Revenue Adjustment	0	0	0			0	0	0	
One Time Adjustment for Forecasted Columns			0			0	0	0	
Variable Revenue	0	0	0	0.00%	Driver	0	0	0	
Fixed Revenue	1,200,808	1,203,481	1,331,077	100.00%	AnnualAvg	484,509	484,509	484,509	
Total - Other Operating Revenue	1,200,808	1,203,481	1,331,077			484,509	484,509	484,509	
Double Click to Insert New Other Operating Revenue									
Total - Other Operating Revenue	1,200,808	1,203,481	1,331,077			484,509	484,509	484,509	
Total Revenue	6,047,386	6,115,870	7,493,081			1,544,130	1,579,451	1,544,130	
Operating Expenses									

The following table describes each row within the Other Revenue block:

Row	Description
Global Inflation Adjustment	Displays the inflation fed from the global assumptions.
Inflation Adjustment	Type inputs to account for additional changes to reflect in your inflation rate.
Variable Rate	Displays the multiplied rate multiplied by your total volume to calculate your other revenue.
Fixed Rate	Displays the fixed portion of other revenue that will grow with inflation but not volume.
Revenue Adjustment	Type inputs to account for additional changes in other revenue to reflect in the forecast.
One Time Adjustment for Forecasted Columns	Type inputs to account for a one-time adjustment that affects only the specified quarter/month and not other future quarters/months.
Comments	Type comments to document your reasons for making the adjustment.

Forecast Methods for Other Revenue (drop-down boxes on the Forecast tab)

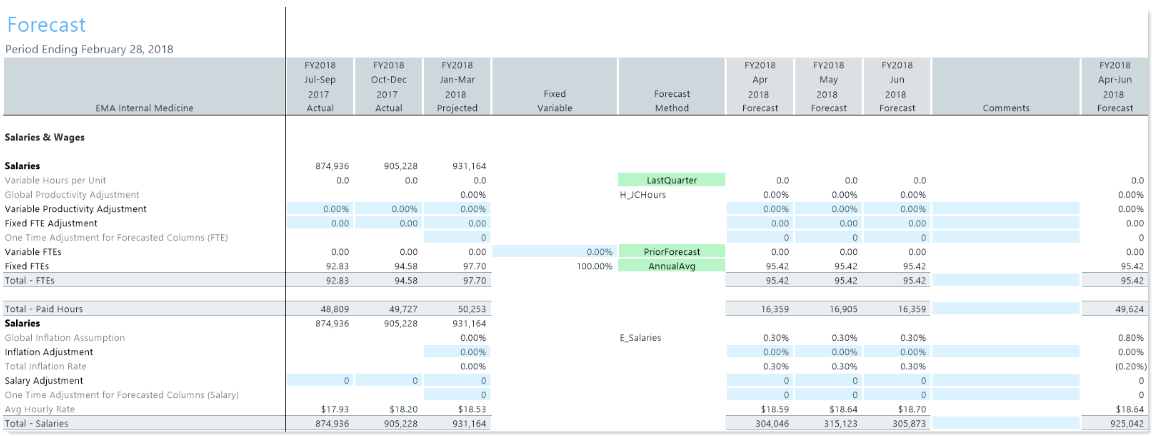
The following table describes forecast methods:

Forecast Method	Description
Last Quarter	Use the previous quarter's growth rate as the basis for the forecast.

Forecast Method	Description
Same Quarter	Use the growth rate from the same quarter last year as the basis for the forecast. This option allows you to incorporate more seasonality into your forecast.
AnnualAvg	Use the annual average of the last four quarters as the basis for the forecast. This option neutralizes the impact of seasonality or historical fluctuations in your forecast.

Operating Expenses

Salaries & Wages



Forecast

Period Ending February 28, 2018

EMA Internal Medicine	FY2018 Jul-Sep 2017 Actual	FY2018 Oct-Dec 2017 Actual	FY2018 Jan-Mar 2018 Projected	Fixed Variable	Forecast Method	FY2018 Apr 2018 Forecast	FY2018 May 2018 Forecast	FY2018 Jun 2018 Forecast	Comments	FY2018 Apr-Jun 2018 Forecast
Salaries & Wages										
Salaries	874,936	905,228	931,164							
Variable Hours per Unit	0.0	0.0	0.0		LastQuarter	0.0	0.0	0.0		0.0
Global Productivity Adjustment			0.00%		H_JCHours	0.00%	0.00%	0.00%		0.00%
Variable Productivity Adjustment	0.00%	0.00%	0.00%			0.00%	0.00%	0.00%		0.00%
Fixed FTE Adjustment	0.00	0.00	0.00			0.00	0.00	0.00		0.00
One Time Adjustment for Forecasted Columns (FTE)			0			0	0	0		0
Variable FTEs	0.00	0.00	0.00	0.00%	PriorForecast	0.00	0.00	0.00		0.00
Fixed FTEs	92.83	94.58	97.70	100.00%	AnnualAvg	95.42	95.42	95.42		95.42
Total - FTEs	92.83	94.58	97.70			95.42	95.42	95.42		95.42
Total - Paid Hours	48,809	49,727	50,253			16,359	16,905	16,359		49,624
Salaries	874,936	905,228	931,164							
Global Inflation Assumption			0.00%		E_Salaries	0.30%	0.30%	0.30%		0.80%
Inflation Adjustment			0.00%			0.00%	0.00%	0.00%		0.00%
Total Inflation Rate			0.00%			0.30%	0.30%	0.30%		(0.20%)
Salary Adjustment	0	0	0			0	0	0		0
One Time Adjustment for Forecasted Columns (Salary)			0			0	0	0		0
Avg Hourly Rate	$17.93	$18.20	$18.53			$18.59	$18.64	$18.70		$18.64
Total - Salaries	874,936	905,228	931,164			304,046	315,123	305,873		925,042

The following table describes each row within the Salaries & Wages block:

FTEs & Hours

Row	Description
Variable Hours per Unit	Displays the hours-per-unit rate that will drive your variable hours.
Global Productivity Adjustment	Displays the productivity adjustment fed from the global assumptions.
Variable Productivity Adjustment	Type inputs to account for additional percentage changes to reflect in your hours per unit rate.
Fixed FTE Adjustment	Type inputs to account for additional changes in FTEs to reflect in the forecast.

Row	Description
One Time Adjustment for Forecasted Columns (FTE)	Type inputs to account for a one-time adjustment that affects only the specified quarter/month and not other future quarters/months.
Comments	Type comments to document your reasons for making the adjustment.
Variable FTEs	Displays the result of your variable hours-per-unit multiplied by volume.
Fixed FTEs	Displays the fixed portion of your FTEs not adjusted for volume.
Total FTEs	Displays the sum of Variable FTEs plus Fixed FTEs plus FTE adjustment.

Salaries

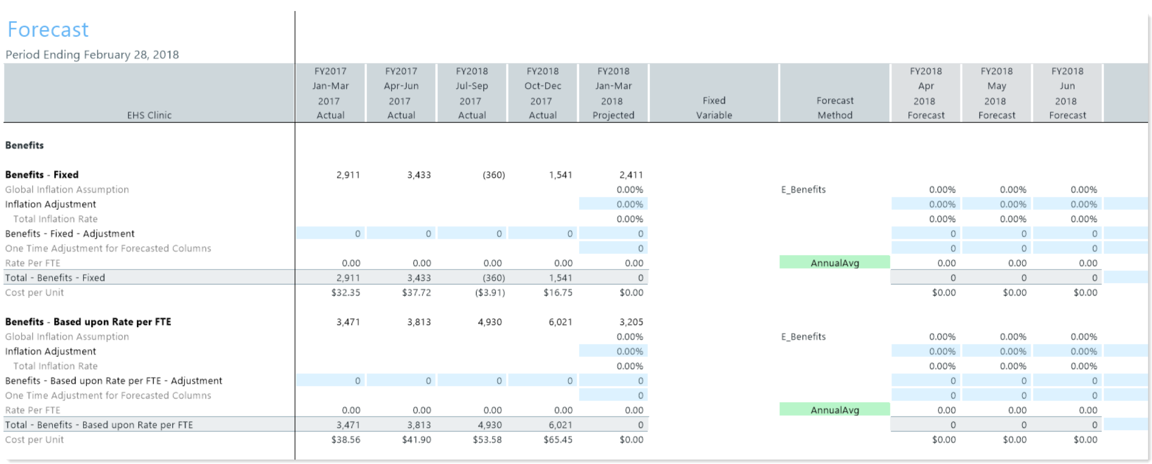
Row	Description
Global Inflation Adjustment	Displays the inflation fed from the global assumptions for expected salary adjustments.
Inflation Adjustment	Type inputs to account for additional percentage changes to reflect in your inflation rate.
Salary Adjustment	Type inputs to account for additional dollar changes to reflect in your salaries.
One-time Adjustment for Forecasted Columns (Salary)	Type inputs to account for a one-time adjustment that affects only the specified quarter/month and not other future quarters/months.
Avg. Hourly Rate	Displays the average hourly rate multiplied by inflation adjustments.
Total – Salaries	Displays the result of the average hourly rate multiplied by total paid hours.

Benefits

There are three different benefit calculations: Rate per FTE, Percentage of Salaries, and Expense.

Rates per FTE method

The Rate per FTE is used for benefits (for example, health insurance) where the number of FTEs drives the cost.


Forecast

Period Ending February 28, 2018

EHS Clinic	FY2017 Jan-Mar 2017 Actual	FY2017 Apr-Jun 2017 Actual	FY2018 Jul-Sep 2017 Actual	FY2018 Oct-Dec 2017 Actual	FY2018 Jan-Mar 2018 Projected	Fixed Variable	Forecast Method	FY2018 Apr 2018 Forecast	FY2018 May 2018 Forecast	FY2018 Jun 2018 Forecast
Benefits										
Benefits - Fixed	2,911	3,433	(360)	1,541	2,411					
Global Inflation Assumption					0.00%		E_Benefits	0.00%	0.00%	0.00%
Inflation Adjustment					0.00%			0.00%	0.00%	0.00%
Total Inflation Rate					0.00%			0.00%	0.00%	0.00%
Benefits - Fixed - Adjustment	0	0	0	0	0			0	0	0
One Time Adjustment for Forecasted Columns					0			0	0	0
Rate Per FTE	0.00	0.00	0.00	0.00	0.00		AnnualAvg	0.00	0.00	0.00
Total - Benefits - Fixed	2,911	3,433	(360)	1,541	0			0	0	0
Cost per Unit	$32.35	$37.72	($3.91)	$16.75	$0.00			$0.00	$0.00	$0.00
Benefits - Based upon Rate per FTE	3,471	3,813	4,930	6,021	3,205					
Global Inflation Assumption					0.00%		E_Benefits	0.00%	0.00%	0.00%
Inflation Adjustment					0.00%			0.00%	0.00%	0.00%
Total Inflation Rate					0.00%			0.00%	0.00%	0.00%
Benefits - Based upon Rate per FTE - Adjustment	0	0	0	0	0			0	0	0
One Time Adjustment for Forecasted Columns					0			0	0	0
Rate Per FTE	0.00	0.00	0.00	0.00	0.00		AnnualAvg	0.00	0.00	0.00
Total - Benefits - Based upon Rate per FTE	3,471	3,813	4,930	6,021	0			0	0	0
Cost per Unit	$38.56	$41.90	$53.58	$65.45	$0.00			$0.00	$0.00	$0.00

The following table describes each row within the Rate per FTE block:

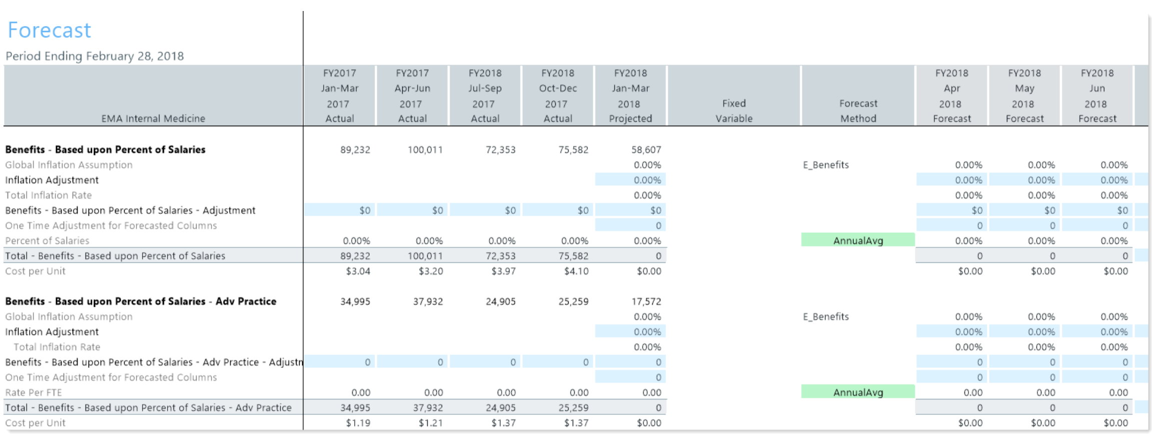
Row	Description
Global Inflation Adjustment	Displays the inflation fed from the global assumptions for expected benefit adjustments.
Inflation Adjustment	Type inputs to account for additional changes to reflect in your rate per FTE.
Rate per FTE	Displays the historical rate per FTE multiplied by inflation adjustments.
Total – Benefits	Displays the result of the rate per FTE multiplied by total FTEs (excluding contract labor).

For the forecasted values:

- Type the inflation percentage adjustment into the input section.
- Type the Dollar rate adjustment into the input section.
- Select one of the following forecast methods from the blue drop-down cells:
    - **Last Quarter** – Use the previous quarter's growth rate as the basis for the forecast.
    - **Same Quarter** – Use the growth rate from the same quarter last year as the basis for the forecast. This option allows you to incorporate more seasonality into your forecast.
    - **AnnualAvg** – Use the annual average of the last 4 quarters as the basis for the forecast. This option neutralizes the impact of seasonality or historical fluctuations in your forecast.
- Type comments into the blue input section.

Percent of Salaries method

The Percent of Salaries is used for benefits such as pension that are driven by salary dollars.



Forecast

Period Ending February 28, 2018

EMA Internal Medicine	FY2017 Jan-Mar 2017 Actual	FY2017 Apr-Jun 2017 Actual	FY2018 Jul-Sep 2017 Actual	FY2018 Oct-Dec 2017 Actual	FY2018 Jan-Mar 2018 Projected	Fixed Variable	Forecast Method	FY2018 Apr 2018 Forecast	FY2018 May 2018 Forecast	FY2018 Jun 2018 Forecast
Benefits - Based upon Percent of Salaries	89,232	100,011	72,353	75,582	58,607					
Global Inflation Assumption					0.00%		E_Benefits	0.00%	0.00%	0.00%
Inflation Adjustment					0.00%			0.00%	0.00%	0.00%
Total Inflation Rate					0.00%			0.00%	0.00%	0.00%
Benefits - Based upon Percent of Salaries - Adjustment	$0	$0	$0	$0	$0			$0	$0	$0
One Time Adjustment for Forecasted Columns					0			0	0	0
Percent of Salaries	0.00%	0.00%	0.00%	0.00%	0.00%		AnnualAvg	0.00%	0.00%	0.00%
Total - Benefits - Based upon Percent of Salaries	89,232	100,011	72,353	75,582	0			0	0	0
Cost per Unit	$3.04	$3.20	$3.97	$4.10	$0.00			$0.00	$0.00	$0.00
Benefits - Based upon Percent of Salaries - Adv Practice	34,995	37,932	24,905	25,259	17,572					
Global Inflation Assumption					0.00%		E_Benefits	0.00%	0.00%	0.00%
Inflation Adjustment					0.00%			0.00%	0.00%	0.00%
Total Inflation Rate					0.00%			0.00%	0.00%	0.00%
Benefits - Based upon Percent of Salaries - Adv Practice - Adjustn	0	0	0	0	0			0	0	0
One Time Adjustment for Forecasted Columns					0			0	0	0
Rate Per FTE	0.00	0.00	0.00	0.00	0.00		AnnualAvg	0.00	0.00	0.00
Total - Benefits - Based upon Percent of Salaries - Adv Practice	34,995	37,932	24,905	25,259	0			0	0	0
Cost per Unit	$1.19	$1.21	$1.37	$1.37	$0.00			$0.00	$0.00	$0.00

The following table describes each row within the Percent of Salaries block:

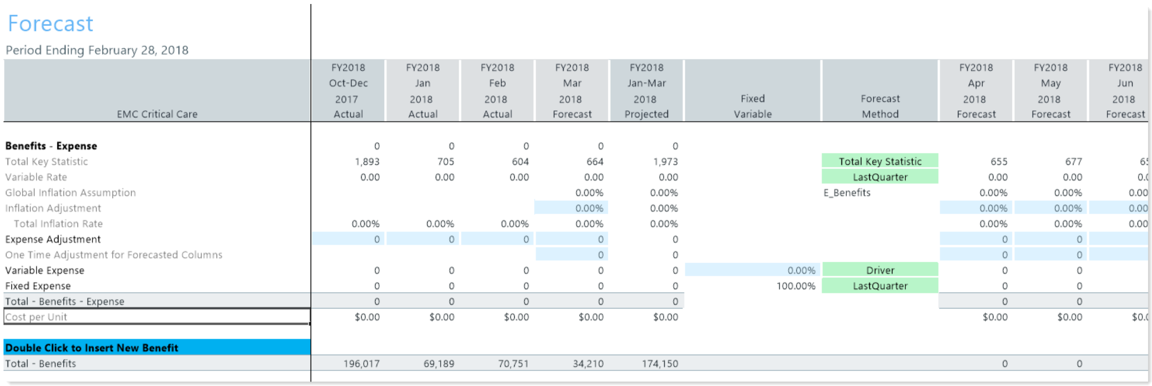
Row	Description
Global Inflation Adjustment	Displays the inflation fed from the global assumptions for expected benefit adjustments.
Inflation Adjustment	Type inputs to account for additional changes to reflect in your inflation rate.
One Time Adjustment for Forecasted Columns	Type inputs to account for a one-time adjustment that affects only the specified quarter/month and not other future quarters/months.
Percent of Salaries	Displays the historical benefit percentage of salaries multiplied by inflation adjustments.
Total – Benefits	Displays the result of the percent of salaries multiplied by total salaries (excluding contract labor).

For the forecasted values:

- Type the inflation percentage adjustment in the blue input section.
- Type the Dollar rate adjustment into the blue input section.
- Type comments into the blue input section.

Expense method

The Expense method takes the historical per unit rate and forecasts out based off of the forecasted volume.



Forecast

Period Ending February 28, 2018

EMC Critical Care	FY2018 Oct-Dec 2017 Actual	FY2018 Jan 2018 Actual	FY2018 Feb 2018 Actual	FY2018 Mar 2018 Forecast	FY2018 Jan-Mar 2018 Projected	Fixed Variable	Forecast Method	FY2018 Apr 2018 Forecast	FY2018 May 2018 Forecast	FY2018 Jun 2018 Forecast
Benefits - Expense	0	0	0	0	0					
Total Key Statistic	1,893	705	604	664	1,973		Total Key Statistic	655	677	65
Variable Rate	0.00	0.00	0.00	0.00	0.00		LastQuarter	0.00	0.00	0.0
Global Inflation Assumption				0.00%	0.00%		E_Benefits	0.00%	0.00%	0.00
Inflation Adjustment				0.00%	0.00%			0.00%	0.00%	0.00
Total Inflation Rate	0.00%	0.00%	0.00%	0.00%	0.00%			0.00%	0.00%	0.00
Expense Adjustment	0	0	0	0	0			0	0	
One Time Adjustment for Forecasted Columns				0	0			0	0	
Variable Expense	0	0	0	0	0	0.00%	Driver	0	0	
Fixed Expense	0	0	0	0	0	100.00%	LastQuarter	0	0	
Total - Benefits - Expense	0	0	0	0	0			0	0	
Cost per Unit	$0.00	$0.00	$0.00	$0.00	$0.00			$0.00	$0.00	$0.0
Double Click to Insert New Benefit										
Total - Benefits	196,017	69,189	70,751	34,210	174,150			0	0	

The following table describes each row within the Expense Method block:

Row	Description
Global Inflation Adjustment	Displays the inflation fed from the global assumptions for expected benefit adjustments.
Inflation Adjustment	Type inputs to account for additional changes to reflect in your inflation rate.
One Time Adjustment for Forecasted Columns	Type inputs to account for a one-time adjustment that affects only the specified quarter/month and not other future quarters/months.
Expense Adjustment	Type inputs to account for additional dollar changes to make to benefits.
Total – Benefits	Displays the result of the expense method for total salaries (excluding contract labor).

For the forecasted values:

- Type the inflation percentage adjustment into the blue input section.
- Type the Variable expense percentage or leave the default to 0%.
- Type the Dollar rate expense adjustment into the blue input section.
- Type comments in the blue input section.

Non-Salary Expenses

All non-salary expenses uses the Expense SPM, which allows you to define the Fixed/Variable percentage of the account category, and select a forecast method for each component.

Expenses

Forecast

Period Ending February 28, 2018

EMC Critical Care	FY2018 Oct-Dec 2017 Actual	FY2018 Jan 2018 Actual	FY2018 Feb 2018 Actual	FY2018 Mar 2018 Forecast	FY2018 Jan-Mar 2018 Projected	Fixed Variable	Forecast Method	FY2018 Apr 2018 Forecast	FY2018 May 2018 Forecast	FY2018 Jun 2018 Forecast
Supplies										
Medical Supplies	17,868	6,889	5,396	5,876	18,160					
Total Key Statistic	1,893	705	604	664	1,973		Total Key Statistic	655	677	655
Variable Rate	0.00	0.00	0.00	0.00	0.00		LastQuarter	0.00	0.00	0.00
Global Inflation Assumption				0.00%	0.00%		EMC-E_Supplies_Medica	0.00%	0.00%	0.00%
Inflation Adjustment				0.00%	0.00%			0.00%	0.00%	0.00%
Total Inflation Rate	4.36%	15.66%	(21.66%)	0.00%	1.64%			0.00%	0.00%	0.00%
Expense Adjustment	0	0	0	0	0			0	0	0
One Time Adjustment for Forecasted Columns				0	0			0	0	0
Variable Expense	0	0	0	0	0	0.00%	Driver	0	0	0
Fixed Expense	17,868	6,889	5,396	5,876	18,160	100.00%	AnnualAvg	5,991	5,991	5,991
Total - Medical Supplies	17,868	6,889	5,396	5,876	18,160			5,991	5,991	5,991
Cost per Unit	$9.44	$9.77	$8.93	$8.85	$9.20			$9.14	$8.85	$9.14

The system groups Expenses (for example, Medical Supplies) instead of forecasting at an account level. There is a variable component that allows for fixed and variable expenses. You can add a variability percentage so that when units go up and down so will the variable expenses. This change will not happen one-for-one but will be a percentage of that shift.

The following table describes each row within the Expense block:

Row	Description
Variable Rate	Displays the variable cost-per-unit multiplied by inflation adjustments.
Global Inflation Assumption	Displays the inflation fed from the global assumptions for expected inflation adjustments.
Inflation Adjustment	Type inputs to account for additional changes to reflect in your total inflation rate.
Expense Adjustment	Type inputs to account for additional changes in FTEs to reflect in the forecast.
Comments	Type comments to document your reasons for the adjustment.
One Time Adjustment for Forecasted Columns	Type inputs to account for a one-time adjustment that affects only the specified quarter/month and not other future quarters/months.
Comments	Type comments to document your reasons for the adjustment.
Variable Expense	Displays the variable cost-per-unit multiplied by volume.
Fixed Expense	Displays the fixed portion of the total expense.
Total – Expense	Displays the sum of the Variable Expense plus Fixed Expense plus Expense Adjustment.
Cost per Unit	Displays the total cost for the forecast category divided by total volume. Generally, you want the cost per unit to stay flat or go down over time.
Fixed/Variable	Type the percentage of the account that varies with volume.

Make a one-time adjustment for a forecast

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

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

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

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

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

Forecast

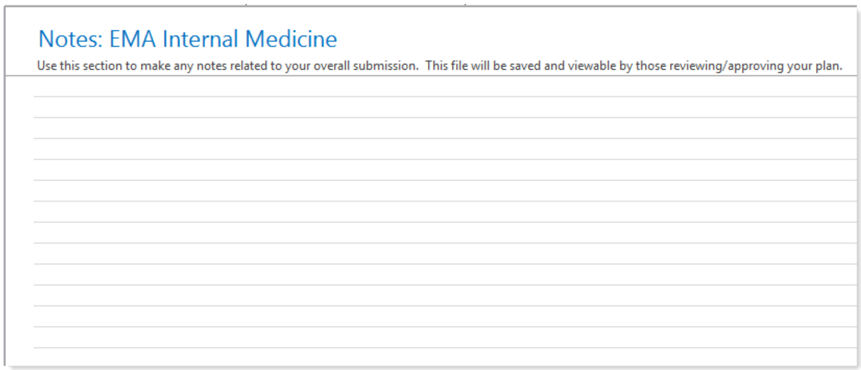
Period Ending February 28, 2018

EMA Internal Medicine	FY2019 Jan-Mar 2019 Forecast	FY2019 Apr-Jun 2019 Forecast	FY2020 Jul-Sep 2019 Forecast	FY2020 Oct-Dec 2019 Forecast	FY2020 Jan-Mar 2020 Forecast	FY2020 Apr-Jun 2020 Forecast	FY2021 Jul-Sep 2020 Forecast	FY2021 Oct-Dec 2020 Forecast	FY2021 Jan-Mar 2021 Forecast
Update Projected Capital Spend on row 474									
Global Volume Driver(s)									
Total - Patient Days	27,044	27,140	27,307	27,383	27,515	27,637	27,741	27,868	27,981
Total - OP Visits	124,767	126,164	120,007	117,505	107,461	108,664	103,361	101,206	92,555
Calendar Days	90	91	92	92	91	91	92	92	90
Volume									
Encounters - Established	19,011	19,222	19,433	19,433	19,222	19,222	19,433	19,433	19,011
Encounters - Established - Adjustments	0	0	0	0	0	0	0	0	0
Total - Encounters - Established	19,011	19,222	19,433	19,433	19,222	19,222	19,433	19,433	19,011
Encounters - Established	4,505	4,505	4,505	4,505	4,505	4,505	4,505	4,505	4,505
Global Growth Assumption	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Growth Adjustment	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Encounters - Established Growth Rate	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Encounters - Established - Adjustment	0	0	0	0	0	0	0	0	0
One Time Adjustment for Forecasted Columns	13	0	0	0	0	0	0	0	0
Total - Encounters - Established	4,518	4,505	4,505	4,505	4,505	4,505	4,505	4,505	4,505
Double Click to Insert New Statistic									

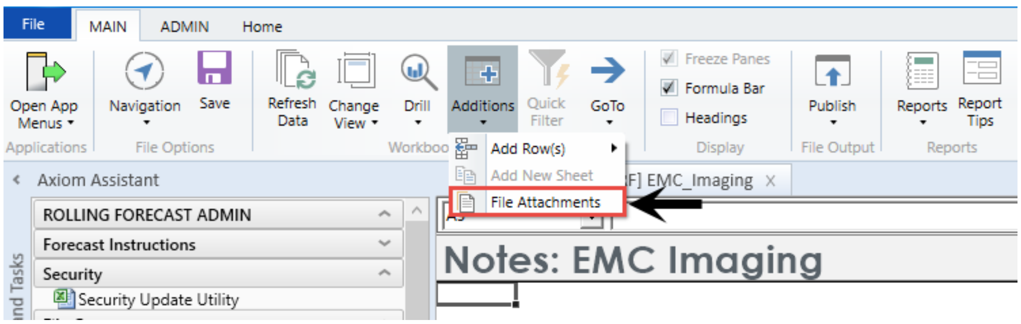
RFPlan / Summary / Charts / Forecast / RFInitiatives / RFHistory

Notes tab

This is a blank sheet where you can enter free-form notes for calculations and attach documents.



To attach documents, on the **Main** ribbon tab, click **Additions**, and select **File Attachments**.



RFInitiatives tab

This tab tracks projections for initiatives that may or may not be added to the baseline forecast. This tab is an optional configuration.

Your baseline forecast begins with historical actuals (same store operations). However, there may be some new initiatives or capital purchases with operating impact that may or may not be approved (i.e. Hospital expansion) that you might want to model the incremental volume, revenue, and expense impact that may be used to determine whether or not the organization approves the project.

Forecast Initiatives

EMC Imaging

RF Code			FY2017 Apr-Jun 2017	FY2018 Jul-Sep 2017	FY2018 Oct-Dec 2017	FY2018 Jan-Mar 2018	FY2018 Apr-Jun 2018
	Total Patient Revenue		$0	$0	$35,000	$35,000	$35,000
	Deductions		$0	$0	$0	$0	$0
	Double Click to Insert New Deductions						
	Net Patient Revenue		$0	$0	$35,000	$35,000	$35,000
	Other Revenue		$0	$0	$0	$0	$0
	Double Click to Insert New Other Revenue						
	Total Revenue		$0	$0	$35,000	$35,000	$35,000
	FTEs	FTEs	0.00	0.50	0.98	1.01	1.01
	Salaries	Salaries	$0	$4,206	$8,229	$8,320	$8,411
E_Salaries	Salaries		$0.00	$4,205.71	$8,228.57	$8,320.00	$8,411.4
	Hourly Rate		$0.00	$16.00	$16.00	$16.00	$16.0
	FTEs		0.00	0.50	0.98	1.01	1.01

If the monthly input columns are enabled for your workbook, you can use the months that make up the current and next quarter to more precisely plan initiatives, as shown in the following example.

Forecast Initiatives

EMA Internal Medicine

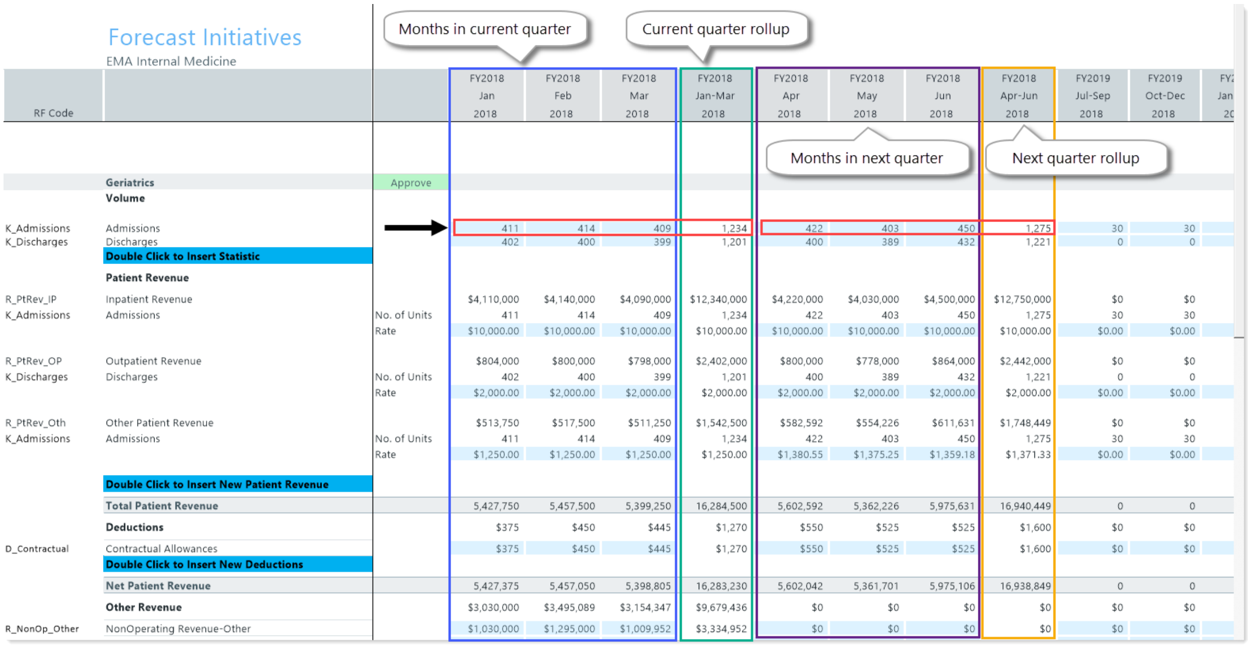
RF Code			FY2018 Jan 2018	FY2018 Feb 2018	FY2018 Mar 2018	FY2018 Jan-Mar 2018	FY2018 Apr 2018	FY2018 May 2018	FY2018 Jun 2018	FY2018 Apr-Jun 2018
	Geriatrics	Approve								
	Volume									
K_Admissions	Admissions		411	414	409	1,234	422	403	450	1,275
K_Discharges	Discharges		402	400	399	1,201	400	389	432	1,221
	Double Click to Insert Statistic									
	Patient Revenue									
R_PtRev_IP	Inpatient Revenue		$4,110,000	$4,140,000	$4,090,000	$12,340,000	$4,220,000	$4,030,000	$4,500,000	$12,750,000
K_Admissions	Admissions	No. of Units	411	414	409	1,234	422	403	450	1,275
		Rate	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00
R_PtRev_OP	Outpatient Revenue		$804,000	$800,000	$798,000	$2,402,000	$800,000	$778,000	$864,000	$2,442,000
K_Discharges	Discharges	No. of Units	402	400	399	1,201	400	389	432	1,221
		Rate	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00
R_PtRev_Oth	Other Patient Revenue		$513,750	$517,500	$511,250	$1,542,500	$582,592	$554,226	$611,631	$1,748,449
K_Admissions	Admissions	No. of Units	411	414	409	1,234	422	403	450	1,275
		Rate	$1,250.00	$1,250.00	$1,250.00	$1,250.00	$1,380.55	$1,375.25	$1,359.18	$1,371.33
	Double Click to Insert New Patient Revenue									
	Total Patient Revenue		5,427,750	5,457,500	5,399,250	16,284,500	5,602,592	5,362,226	5,975,631	16,940,449
	Deductions		$375	$450	$445	$1,270	$550	$525	$525	$1,600
D_Contractual	Contractual Allowances		$375	$450	$445	$1,270	$550	$525	$525	$1,600

Plan Initiatives on a monthly basis

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

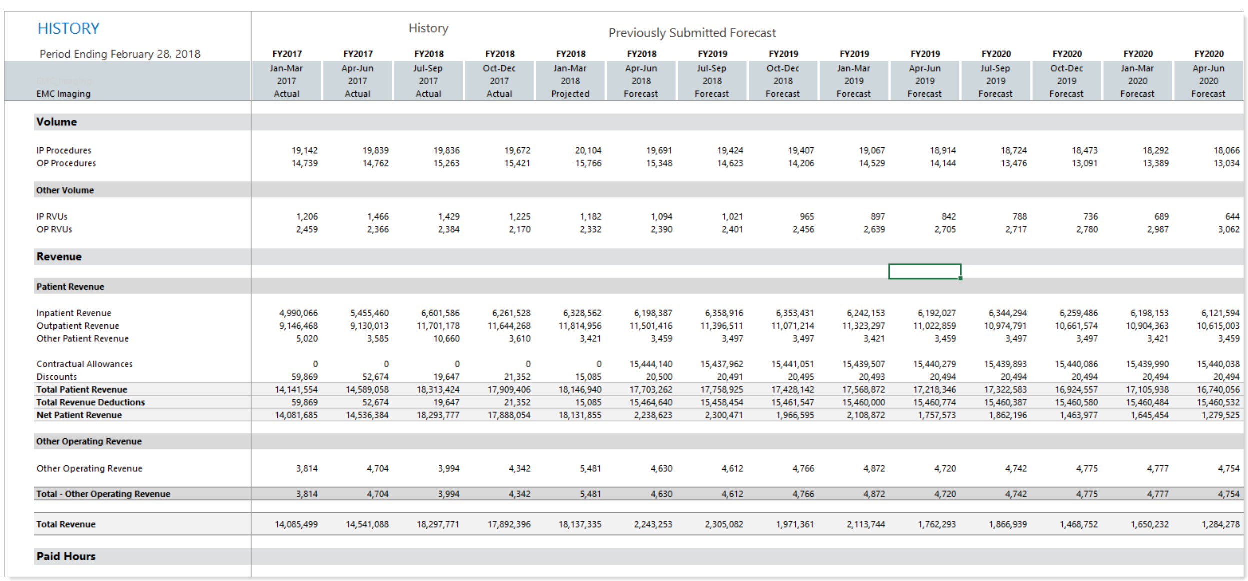
The same monthly columns available for the current and next quarters in the Forecast tab are also available in the plan file RFInitiatives tab. Data entered into each month in a quarter is totaled for each row and displayed in a quarter rollup column, as shown in the following example.

> **NOTE:** The option to enter the current and next quarters by month is controlled in the Workbook Visibility driver located in the RF Driver utility. Users must have the Rolling Forecast Global Driver Management role to make changes to this driver.



Forecast History tab

This sheet provides historical data by months/quarters for the previous two years, the previously submitted forecast, budget data, and the current Financial Plan data, if you have Kaufman Hall Financial Planning.

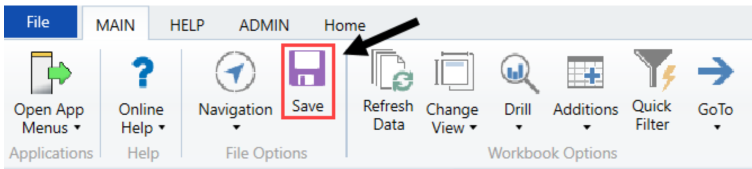


Saving a plan file

After the workbook is complete, return to the Summary tab and assess the effect of your changes as well as the financial impact on dollars, reviewing the per unit impact. If you are comfortable with the updated forecast, you can save it.

To save a plan file:

- In the **Main** ribbon tab, click **Save**.



5

Working with Reports

Reports are spreadsheets designed to help review and analyze your organization's financial data. Axiom Rolling Forecast reports can query data from any table in the Axiom database. This chapter provides details about the Axiom Rolling Forecast reports and how to work with them.

Like plan files, reports pull data from the database and, in some cases, allow you to input data and save it back to the database. Unlike plan files, however, reports are not associated with a particular file group or forecast year. You can use this same report to view data for any forecast year or to compare data across multiple years. Reports can even incorporate data from other Axiom Healthcare Suite products, provided that you have the necessary security permissions.

A few examples of Axiom Rolling Forecast reports include:

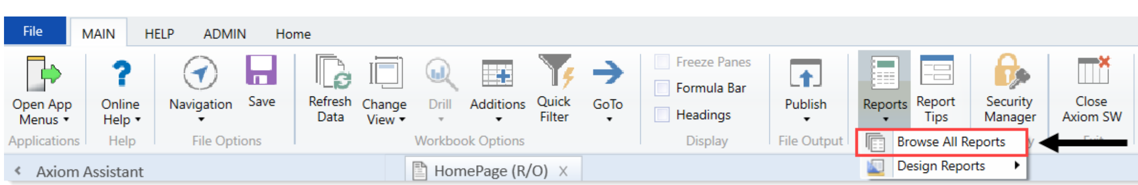
- **RF Dept Summary** – Summary for the six key performance indicators by department within the forecast group compared to the forecast group target. Used to track progress toward the forecast group targets.
- **RF FTE Summary** – Used to compare FTEs for the four most recently completed quarters vs the next four quarters in the forecast.
- **RF Key Ratio Trend** – Shows key ratios and performance indicators for a selected forecast group.

Browsing the Report Library

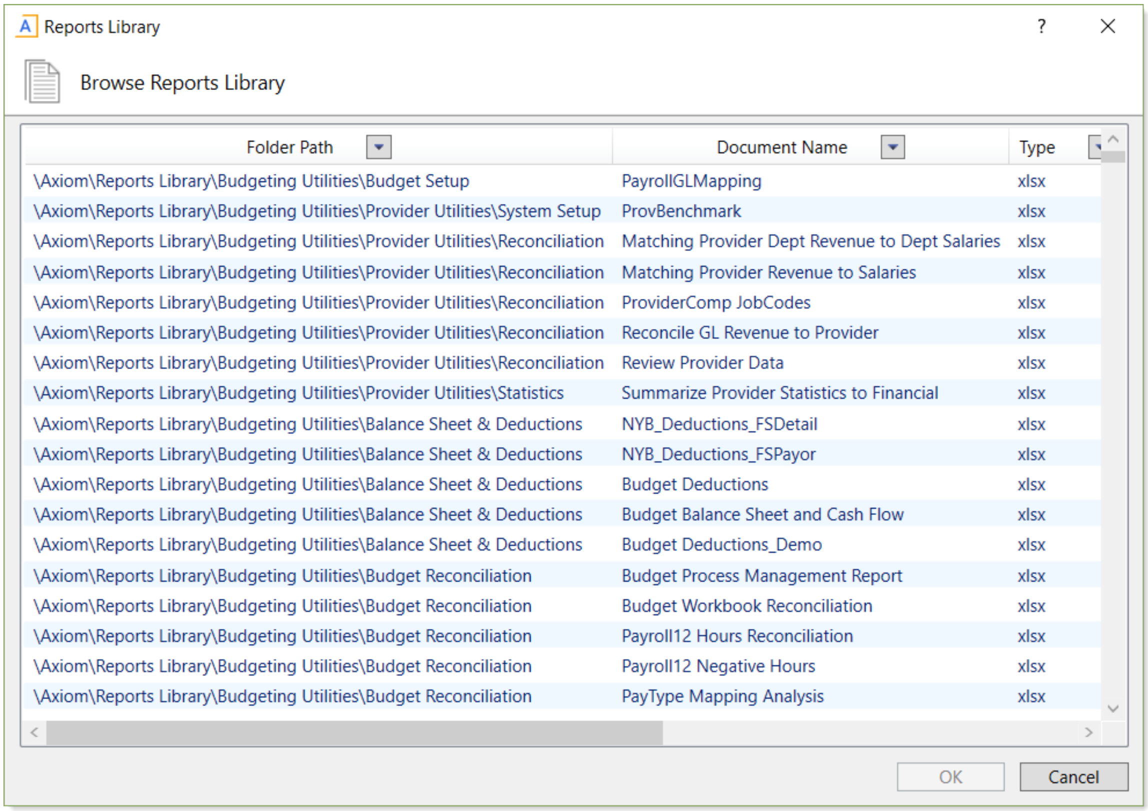
In addition to browsing the report folders in the Axiom Rolling Forecast task panes, you can search all of the available Axiom reports in the Reports Library.

To browse the Report Library:

1. In the **Main** ribbon tab, in the **Reports** group, click **Reports > Browse All Reports**.



2. In the **Reports Library** dialog, you can do the following:



- 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**.

Viewing a report

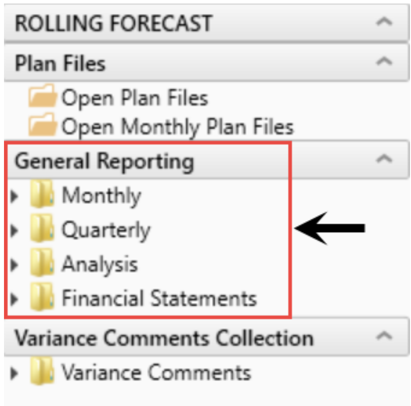
Axiom Rolling Forecast reports are organized by folder in the RF Admin task pane or the Rolling Fcst task pane. The specific report folders and files that you can access and the level of access rights depend on your security settings. Administrators have full access to all reports.

When you first open a report, it is just an empty template, which you need to populate with data. Some reports automatically prompt you to select an account, department, or other variable. The system then populates the report with related data from the database tables.

Other reports simply open as an empty template by refreshing the data. For more information, see Refreshing a report with data.

To view a report:

1. In the **RF Rolling Fcst** task pane, in the **General Reporting** section, navigate to the specific report to open.



NOTE: Report folders may have sub-folders.

2. Double-click the report to open it.
3. To populate the report with data, see Refreshing a report with data.

The selected report opens. If a report is opened read-only, then the text **(R/O)** displays in the file tab. You cannot save read-only reports.

NOTE: If another user has the report open as read/write, then you can only open the file as read-only, regardless of your security permissions.

Saving a report

When you save a report, the report file is updated in the Axiom Rolling Forecast file system. If the report is configured to save data to the database, a save-to-database also occurs.

To save a report:

- On the **Axiom** tab, in the **File Options** group, click **Save**. (In systems with installed products, this feature may be located on the **Main** tab.)

Your file permission settings in Security determine whether you can save a particular report. If a report is open with read/write permissions, then you can save it. If the report is open as read-only, then the report file cannot be saved, but you may still be able to save data. You may also be able to save a copy of the report.

NOTE: Some files may use a Control Sheet setting that causes the data in the report to zero when the file is saved. This is a security precaution that is normally enabled in reports only. You can click **Refresh** to restore the data.

Save-to-database reports

Some reports may be configured to save data to the database. If the report is configured to save to the database, then the file is validated before saving. If errors are found, the file still saves but the data save is stopped and the errors are displayed in the **Save Errors** pane. These errors must be corrected before data can be saved to the database. If no errors are found, then a confirmation message displays, with information about the number of records saved.

Your file permission settings in Security determine whether you can perform a save-to-database for a particular report. Note that the permission to save data is managed separately from the file access permission. Therefore, it is possible that you could have read-only permissions for the file, but still have rights to save data (or the opposite—you could have read/write permissions for the file, but not have the rights to save data).

When you click **Save**, Axiom Rolling Forecast automatically performs all save actions that your user rights allow and that the file is configured to perform. If desired, you can use the additional save options to only save the file, or to only save data.

To save only the file:

- In the **Axiom** tab, in the **File Options** group, click the down arrow to the right of the **Save** button, and then click **Save File Only**.

The plan file is saved. All save-to-database processes are ignored.

To save only the data:

- In the **Axiom** tab, in the **File Options** group, click the down arrow to the right of the **Save** button, and then click **Save Data Only**.

Data from the file is saved to the database. The file itself is not saved.

> **NOTE:** In systems with installed products, the additional save options may be located on the Main tab. In all systems, you can also access these options by right-clicking the file tab.

Saving a copy of a report

You can save a copy of a report using **Save As** features. You might want to save a copy of a report to use as a starting point to create a new report, or to create an archive copy before making changes to the report.

In most cases, you should save the report to the Axiom Rolling Forecast file system (in the Reports Library). However, it is possible to save report files outside of the Axiom Rolling Forecast system (as non-managed files). Non-managed files have limited functionality, and are not covered by Axiom Rolling Forecast security or included in system processes.

To save a copy of a report to the Reports Library:

1. On the **Axiom** tab, in the **File Options** group, click the down arrow to the right of the **Save** button,

and then click **Save As (Repository)**.

> **TIP:** The Save As options are also available by right-clicking the file tab.

The **Save As** dialog opens, displaying the contents of the Reports Library.

> **NOTE:** By default this dialog only displays files with the same file extension as the current file. If you want to view all file types when using this dialog, select **View > Show All Files**. This setting will be remembered.

2. In the left-hand side of the dialog, navigate to the folder in the Reports Library where you want to save the file.

   You must have read/write permissions to a folder in order to save a copy of the report there. A lock icon displays next to folders where you do not have read/write permissions to any folder in that folder tree.

3. In the **File name** box, type a name for the new report.
4. Optional. In the **Description** box, type a description for the report.
5. Click **OK**.

To save a copy of a report locally (as a non-managed file):

1. On the **Axiom** tab, in the **File Options** group, click the down arrow to the right of the **Save** button, and then click **Save As (Local File)**.

   > **TIP:** The Save As options are also available by right-clicking the file tab.

   The **Save As** dialog opens.

2. Navigate to the desired location on your local computer or on a network file share, and then click **Save**.

   You can change the name of the file and its file format when saving. In the Excel Client, you can save the file using any file format that your Excel version supports. In the Windows Client, you can save the file as XLSM, XLSX, or XLS.

Refreshing a report with data

To update a spreadsheet Axiom report with the most current data from the database, refresh the file. A refresh does the following:

- Updates active Axiom queries with data, according to the update settings defined for the query
- Updates Axiom functions with data
- Performs an Excel calculation

- Reapplies the currently active views (if applicable)

To refresh a report:

- On the **Axiom** tab, in the **File Options** group, click **Refresh**.

  This refreshes all sheets in the workbook. If you want to refresh the current sheet only, click the down arrow on the right-hand side of the **Refresh** button, and then click **Refresh Active Sheet**.

  In systems with installed products, this feature may be located on the **Main** tab.

You may be prompted to define values before the refresh occurs. If so, these values will be applied to the report to impact the data refresh.

TIP: You can also use F9 to refresh the entire workbook, and SHIFT+F9 to refresh only the active sheet.

Navigating reports

Apart from each report having an Instructions tab, Axiom Software report files do not have a standard structure. Each report can have any number of sheets, layouts, custom views, drill-downs, GoTo targets, quick filters, and associated task panes—all configured for the specific information that displays.

Although not all of these features are available for every report, here is an overview of common report features:

Instruction tab

Each report has an Instructions tab that provides an overview of its specific business purpose, features, and steps for processing the report.

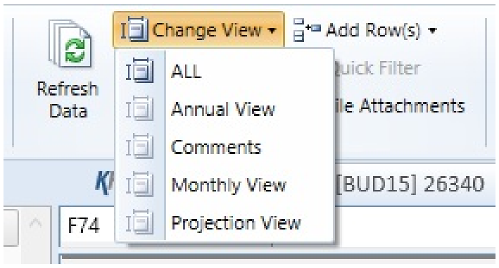
Custom views

Custom views allow for different presentations of data within a report. For instance, a report might default to showing monthly data but have custom views defined for displaying data by quarter or year.

NOTE: Not all reports have custom views defined.

If custom views have been defined within a report, you can access them by doing the following:

1. In the **Main** ribbon tab, in the **Workbook Options** group, click **Change View**.



2. From the menu, select the view to use.

Quick Filter

A Quick Filter is a temporary report filter. This allows you to quickly view the data at a different level of detail, without needing to alter the report configuration. For more information, see the following:

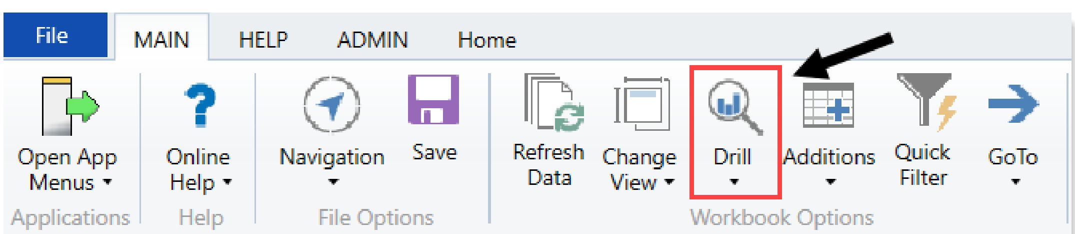
- Applying a Quick Filter to a report
- Using the Advanced Filter Wizard
- Understanding hierarchy-based Quick Filters

Drills

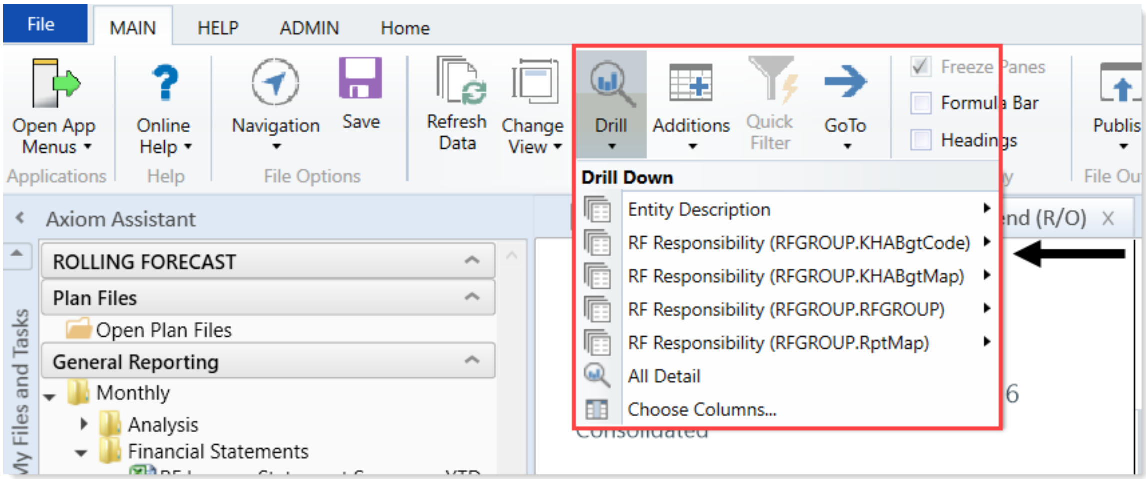
Some reports contain rows (or columns) where the data represents a roll-up of values for multiple database records. For instance, an income summary report might combine patient revenue for all departments into a single total for the year, or a report on payroll by department might roll up both regular and non-productive hours into a combined number of hours for each department. In such cases, you can use drills to view the individual values for each item included in the roll-up.

To drill in a report, do the following:

1. In the report spreadsheet, select a cell.
2. In the **Main** ribbon tab, in the **Workbook Options** group, click **Drill**.



3. From the drop-down, select any of the available drills to view a breakdown by that dimension or value.



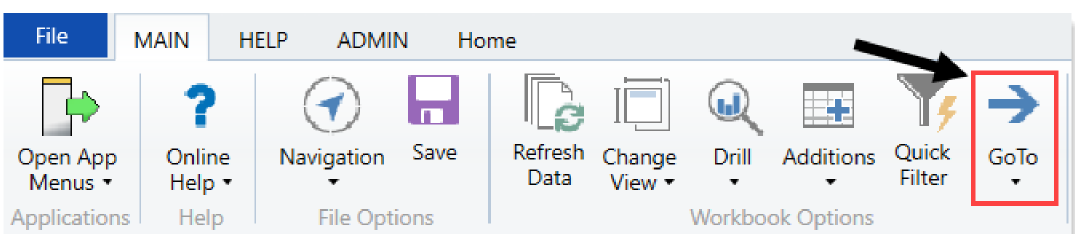
A new spreadsheet opens to display data at the specified drill-down level.

NOTE: While we have made an effort to deactivate any drill options that do not apply to a particular row/column/cell, there are simply too many possibilities for us to deactivate every invalid drilling method for every cell in every report. As a result, certain drill methods may produce strange results. For the most part, common sense should imply which dimensions or values you can drill for a given roll-up (for example, drilling by Vice President on a single department might result in a report with a single record, as a department typically has one VP assigned to it).

GoTo targets

GoTo targets are simply bookmarks that allow you to jump to different sections of a report. Not all reports include GoTo targets. To navigate to a target, do the following:

1. In the **Main** ribbon tab, in the **Workbook Options** group, click **GoTo**.



2. From the menu, select the GoTo target.

Applying a Quick Filter to a report

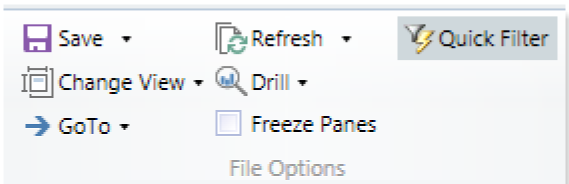
Using the Quick Filter feature, you can apply a temporary filter to a report. This allows you to quickly view the data at a different level of detail, without needing to alter the report configuration.

For example, you may be viewing an Income Statement report for the entire consolidated organization, and you want to view the same report at a different level of detail, such as for just North America or just the South region. You can use the Quick Filter to recalculate the report at the desired level of detail, and then clear the filter when you are done.

The Quick Filter is combined with your table security filters and any filters that are currently defined in the report, such as sheet filters and filters defined for Axiom queries.

To apply a Quick Filter to a report:

1. On the **Axiom** tab, in the **File Options** group, click **Quick Filter**.



> **NOTE:** In systems with installed products, this feature may be located on the **Main** tab.

2. At the top of the dialog, specify how the filter should be applied:
   - **Workbook** (default): The Quick Filter is applied to all sheets in the workbook.
   - **Active Sheet**: The Quick Filter is only applied to the currently active sheet.

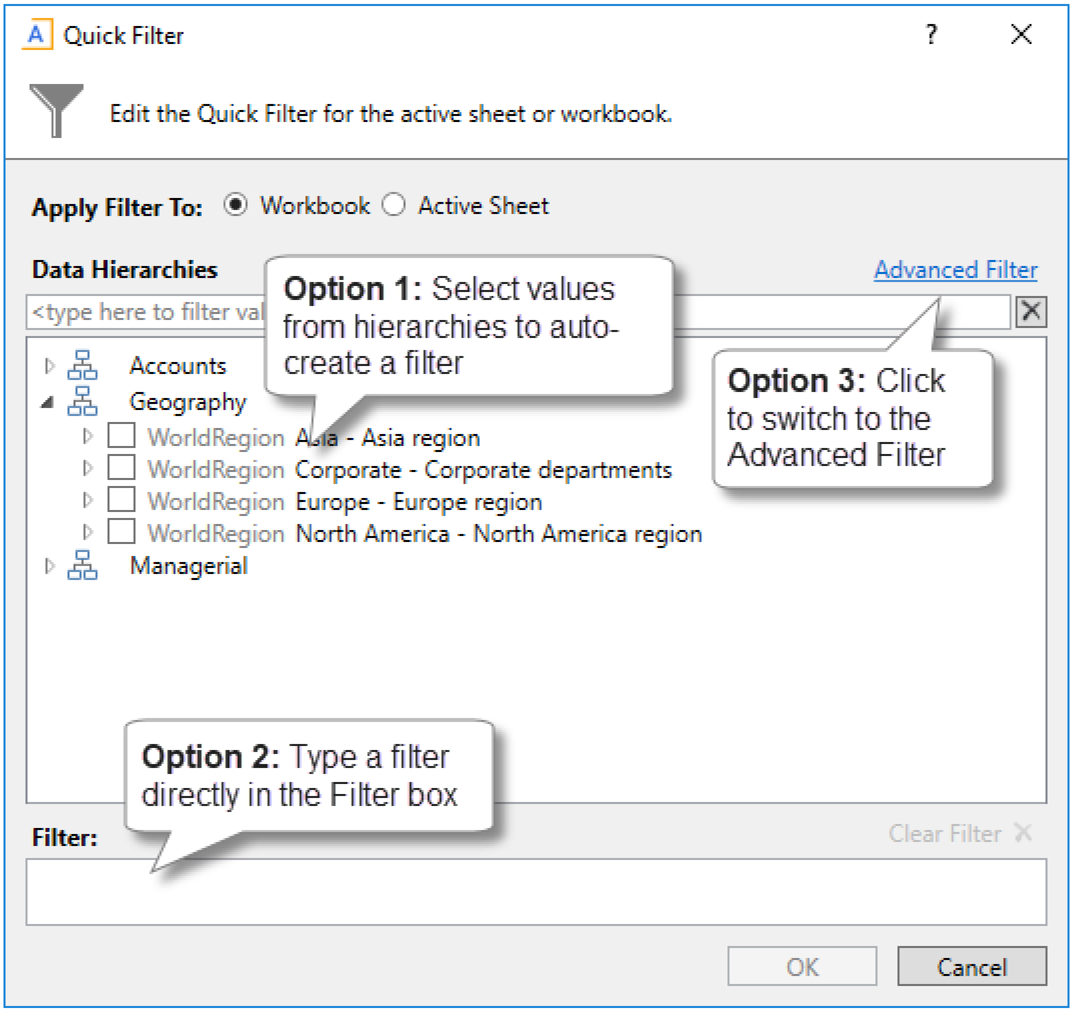
   This selection may determine which hierarchies and tables are available in the dialog to build the filter. See Hierarchy and table availability in the Quick Filter dialog.

3. In the **Quick Filter** dialog, define a filter using one of the following methods:
   - **Data Hierarchies**: Select the desired hierarchy levels(s) from the hierarchies listed in the dialog. As you select items in the hierarchy, the corresponding filter is automatically built in the **Filter** box.

     For example, you might have a hierarchy named Geography, which has local regions rolling up into countries, and countries rolling up into world regions. You can select the desired items that you want to see in the report, such as Europe, Asia, or North America as world regions. For more information and examples, see Understanding hierarchy-based Quick Filters.

   - **Manual Filter**: You can manually type a filter into the **Filter** box using standard filter criteria statement syntax. Fully qualified Table.Column syntax must be used.

   - **Advanced Filter**: Click **Advanced Filter** to create a filter using any reference table columns (not just hierarchy columns).



Example Quick Filter dialog

4. Click **OK**.

   If the Quick Filter is applied to the entire workbook, a warning message informs you that the entire workbook will be refreshed. If you do not want to see this message again in the future, select **Don't show this message again**. Click **OK** to continue.

   If the Quick Filter is applied to the current sheet, that sheet is refreshed and no warning message appears.

If the file has been configured with GetCurrentValue("QuickFilter") functions, then these functions will display the currently applied Quick Filter for your reference. If not, you can view the current Quick Filter by clicking the **Quick Filter** button again. The current filter displays in the **Filter** box.

Clearing the Quick Filter

Once a Quick Filter has been applied to a report, the filter remains applied until one of the following occurs:

- The file is closed. Quick Filters cannot be saved in the file and are always cleared when the file is closed.
- A new Quick Filter is applied by using the **Quick Filter** button and selecting a different filter.
- The Quick Filter is manually cleared. To clear the Quick Filter, click the **Quick Filter** button again and then click **Clear Filter**.

Hierarchy and table availability in the Quick Filter dialog

The hierarchies and tables shown in the Quick Filter dialog are based on the Axiom queries in the report. Axiom Rolling Forecast looks up the primary tables for the queries, and only shows the hierarchies and reference tables that are relevant to those primary tables. This is done to help ensure that the Quick Filter will be applicable to at least one query in the report.

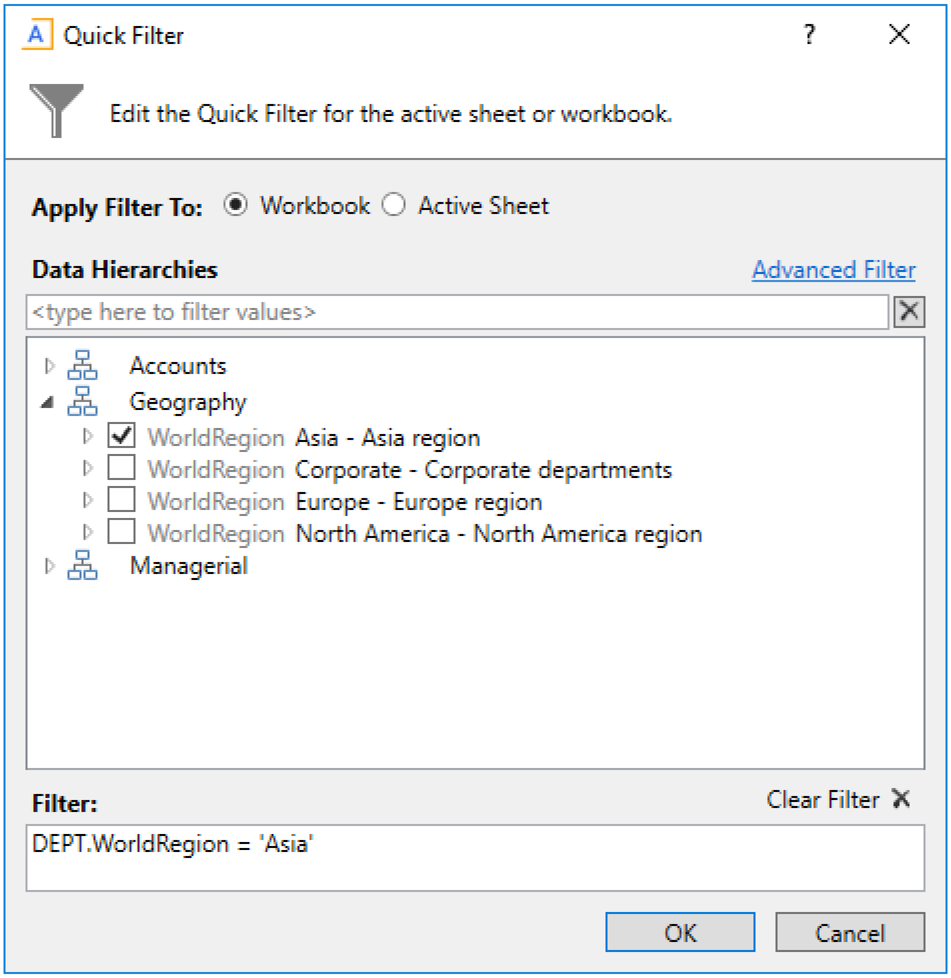
If the filter applies to the entire workbook, then Axiom Rolling Forecast looks at the primary tables for all Axiom queries in the workbook. If the filter applies to the active sheet only, then Axiom Rolling Forecast looks at only the primary tables for the Axiom queries defined on the active sheet.

NOTE: In the Advanced Filter view, only reference tables are shown unless the primary table has potentially ambiguous lookup relationships. In that case, the primary data table is also shown so that the selections can be made directly on these lookup relationships, to avoid any ambiguity. For example, if the primary data table has columns PrimaryPhysician and SecondaryPhysician that both look up to Physician.Physician, then the selection must be made through the primary data table so that the correct path to Physician.Physician is used.

If the report uses GetData functions instead of an Axiom query, then all hierarchies and reference tables are listed in the dialog because Axiom Rolling Forecast cannot determine the "primary table" in this context. In this case, it is possible to define a Quick Filter that does not apply to any GetData functions in the workbook. If this occurs, the filter will simply have no effect.

Understanding hierarchy-based Quick Filters

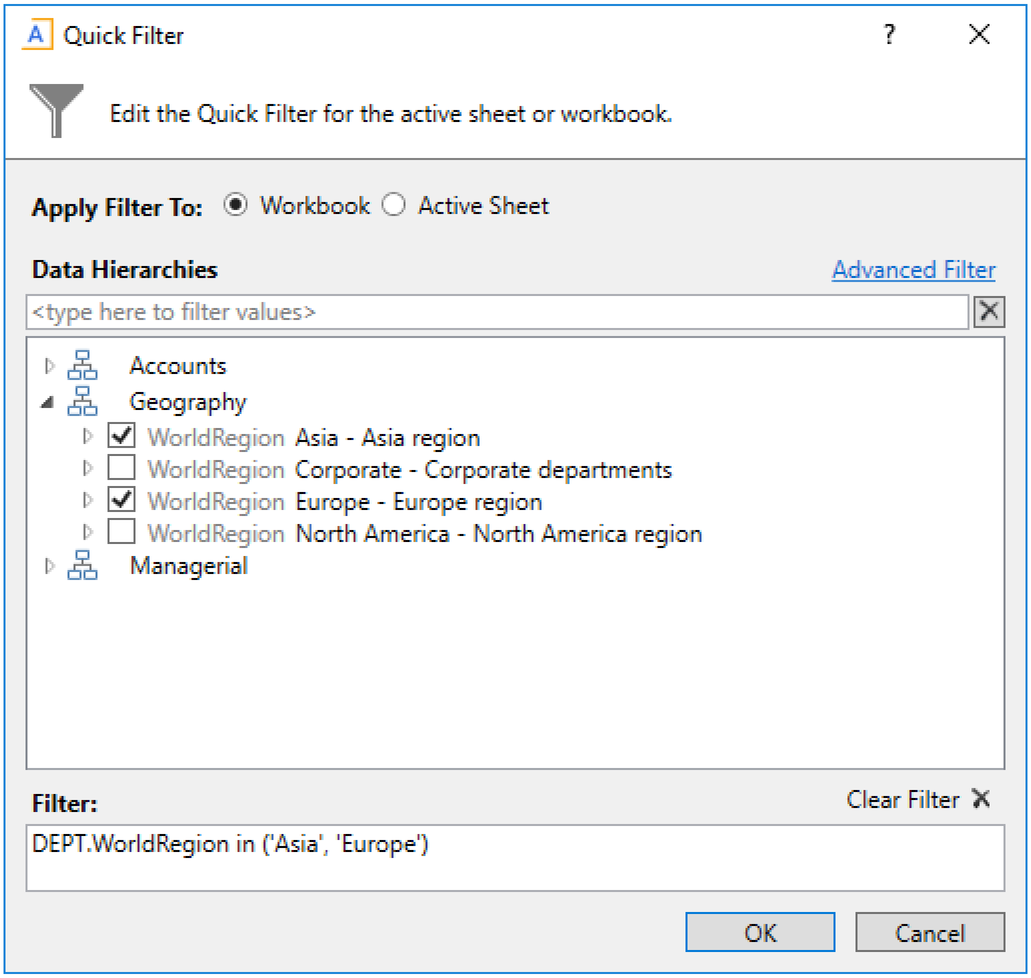
When you use hierarchies to create a Quick Filter, Axiom Rolling Forecast automatically creates the filter based on your selections. When only one item it selected, the filter is simple—only data that matches the selected item is included. For example, if you select Asia from a Geography hierarchy, you will get a filter something like: `Dept.WorldRegion='Asia'`.



Simple Quick Filter

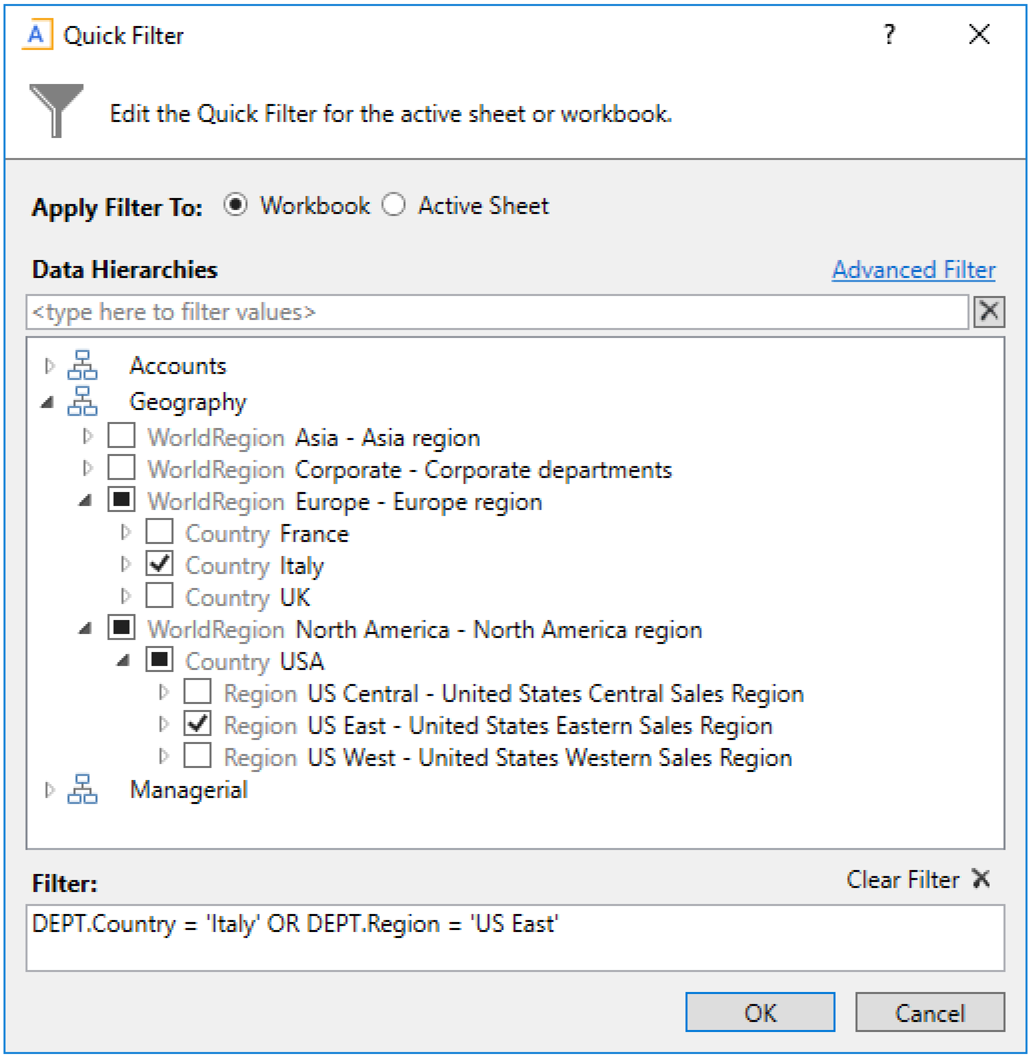
NOTE: Sometimes when you select a single "child" item underneath a "parent" item, the child and parent will be joined with AND. For example: `DEPT.VP='Jones' AND DEPT.Manager='Smith'`. This means that the DEPT table has other instances of Manager Smith that belong to different VPs, so the compound statement is to ensure that you only get the data where Manager Smith is under VP Jones. (You can manually edit the filter to remove the Jones portion of the statement if you want to see all data for Manager Smith, regardless of VP). If instead Axiom Rolling Forecast constructs the filter as just `Dept.Manager='Smith'`, that means all instances of Manager Smith are also under VP Jones.

You can select multiple items in the same hierarchy or from different hierarchies. Items from the same hierarchy are combined using OR, which means data matching any of the selected items is included. Items from different hierarchies are combined using AND, which means only data that matches both selected items is included.



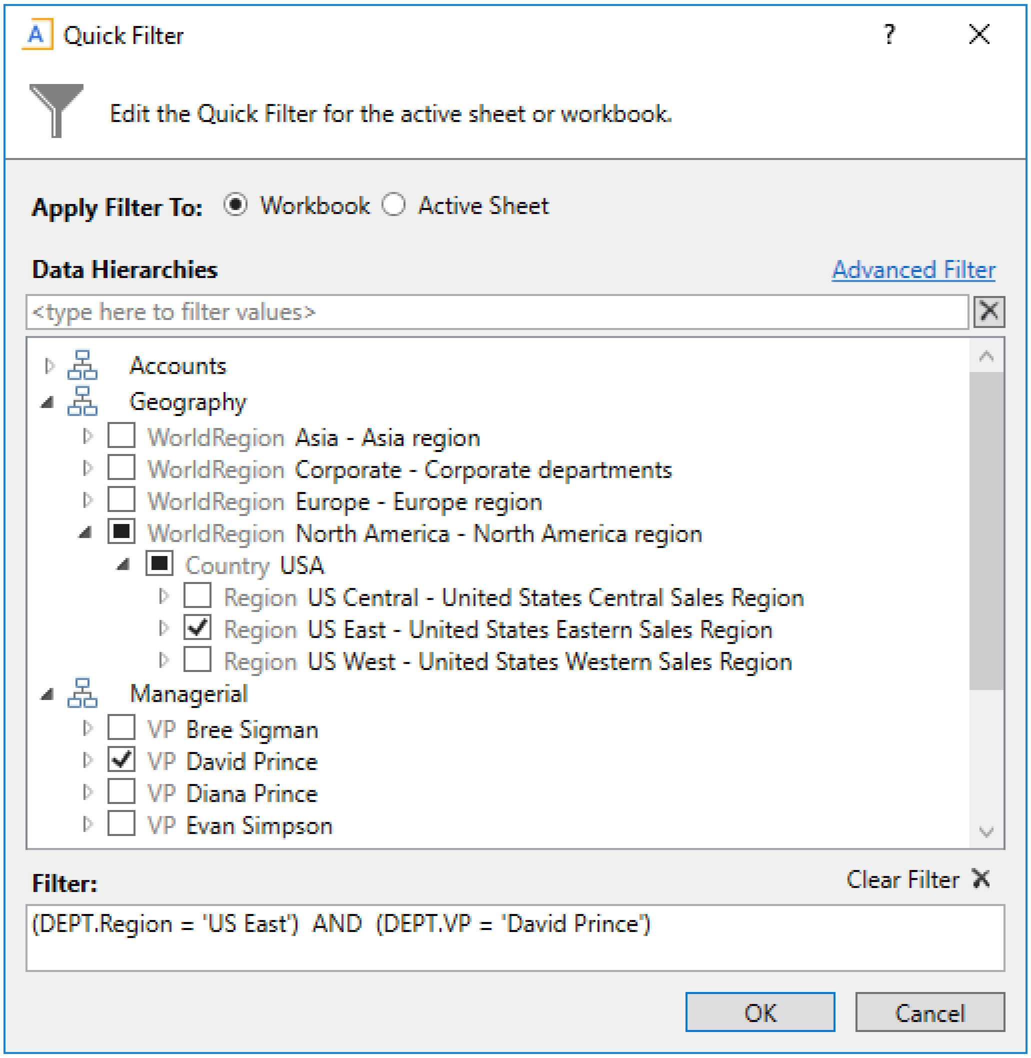
Example 1

In example 1, we have selected two items from the same grouping level in a single hierarchy, so a simple filter criteria statement is created using IN. The resulting filter will include all data from Asia and Europe.



Example 2

In example 2, we have selected two items from different grouping levels, but within the same hierarchy. In this case a compound filter criteria statement is created using OR. The resulting filter will include all data that belongs to either Italy or US East.



Example 3

In example 3, we have selected two items from different hierarchies, so a compound filter criteria statement is created using AND. The resulting filter will include only data that belongs to both US East and VP David Prince.

Creating a new report

You can create a new report if you have read/write access to at least one folder in the Reports Library. You can use any of the methods discussed below to create a new report. If you do not have these permissions, then the associated menu options for creating new reports will not be available to you.

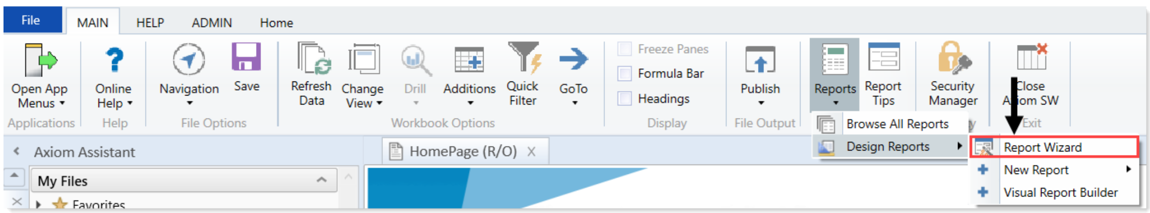
NOTE: After saving a new report to the Axiom file system, you may not see that new report displayed in Axiom Explorer or the Reports menu until the file system has been refreshed. You can go to **Reports > Refresh file system** to manually trigger a refresh and cause the new report to display.

Creating a new report using the Report Wizard

You can create a new report using the Report Wizard. In the wizard, you make selections regarding the type of report that you want to create and the desired data, and then the wizard creates a report based on your choices. You can then further modify the report as needed. For more information, see *About the Report Wizard* in Help (**Main** ribbon tab > **Help**).

To create a new report using the Report Wizard:

- On the **Main** ribbon tab, in the **Reports** group, select **Reports > Design Reports > Report Wizard**.



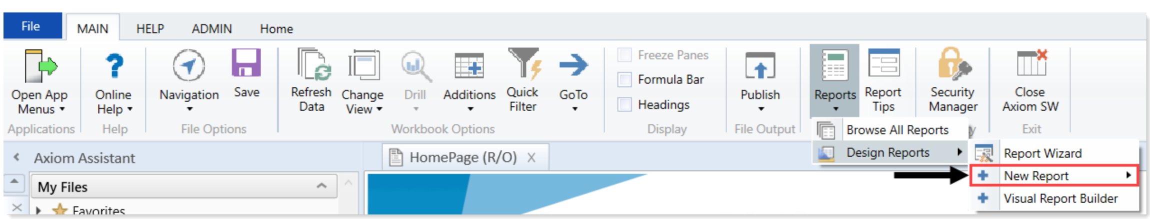
Creating a new blank report

You can create a new report from scratch using the default blank report template. This template is entirely free-format.

If your organization has saved additional report templates, you can use those to create a new report as well. Only administrators can create new report templates.

To create a new blank report:

- On the **Main** ribbon tab, in the **Reports** group, select **Reports > Design Reports > New Report**.

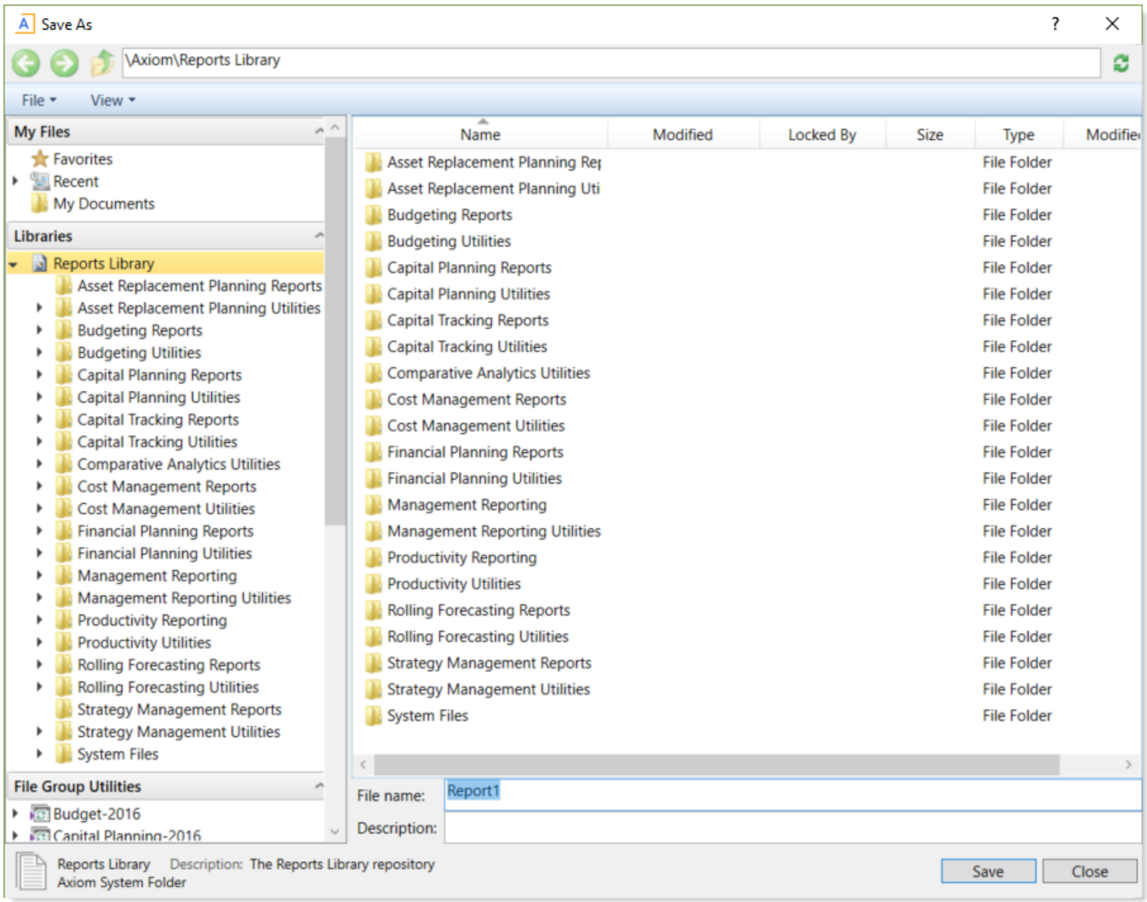


If your system has multiple report templates, you can select the template to use from this menu. Otherwise, the default ReportTemplate is automatically used.

You can now use Axiom file functionality on this sheet, such as using Axiom queries to bring in data. For more details on setting up Axiom files, see *Axiom file setup* in Help (**Main** ribbon tab > **Help**).

Saving a new report

To save a new report, in the **File Options** group of the **Main** ribbon tab, click **Save**. When you save the new report for the first time, you are prompted to define a file name and select a folder location in the Reports Library. You can also define a description for the report.



You must have read/write permissions to a folder to save a report there. A lock icon displays next to folders where you do not have read/write permissions. If you have access to a My Documents folder, you can also save reports there for your own use.

If you later want to change the file name, location, or description, you can use Axiom Explorer. If you do not have rights to access Axiom Explorer, you can edit the description by using **Save As (Repository)** (save the file with the same name and location, but edit the description).

You can also choose to save the report to your local drive or to a network location, by using **Save As (Local File)**. In this case the report is not stored in the Axiom Rolling Forecast database and is considered to be a *non-managed file*.

> **NOTE:** Access to certain task panes (such as the Sheet Assistant) may depend on security permissions defined at a folder level. When a new report file is created, the file location is assumed to be the root of the Reports Library until the file is saved. Therefore access to task panes for brand new reports depends on the user's permissions defined at the Reports Library level. If a user does not have permission to the task panes at the Reports Library level but does have access at a sub-folder level, then the user will not see the task panes until they save the file to that sub-folder.

Creating a new report based on an existing file

You can use **Save As** to create a new report based on a copy of an existing report. You can save the copied file to the Reports Library, or as a local non-managed file.

You can also create a report based on an existing Excel file, by opening the Excel file in Axiom Rolling Forecast. To use certain Axiom file features such as Axiom queries, you must add a Control Sheet to the report. For more information, see Control Sheets in Help (**Main** ribbon tab > **Help**). Then you can use **Save As (Repository)** to save the file to the Reports Library.

Using the Filter Wizard

You can use the Filter Wizard to assist you in constructing filters throughout Axiom Rolling Forecast.

The Filter Wizard offers two different approaches for building filters:

- **Data Hierarchies**: Build a filter using hierarchies that have been set up for your system. You select the items to include, and the Filter Wizard builds the filter criteria statement for you.
- **Advanced Filter**: Build a filter using any table and column that is relevant to the current context. This approach also allows for more operators, including greater than, less than, and not equal to.

Creating filters using data hierarchies

For example, you may have a hierarchy for Geography that starts at the WorldRegion level, then goes down to the Country level, and then goes down to the LocalRegion level. If you want to filter by a particular country in the Asia WorldRegion, you can expand the Geography hierarchy, then expand the Asia WorldRegion, and then select the desired country.

The hierarchies available to you are defined by your system administrator, based on grouping columns in reference tables. If your system has no defined hierarchies (or if no defined hierarchies are relevant to the current context), then the **Data Hierarchies** section does not display, and the Advanced Filter opens directly.

Note the following about filters created using data hierarchies:

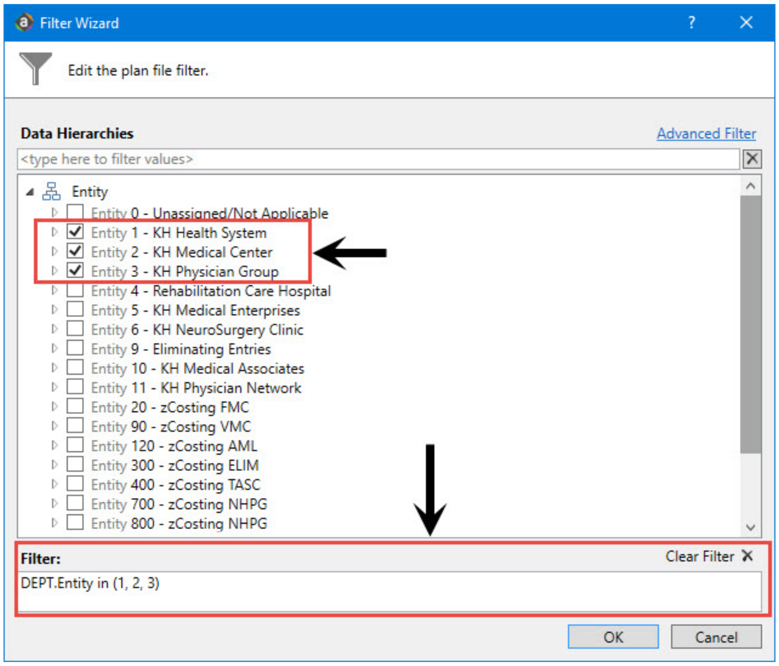
- Only include filter criteria statements can be created using data hierarchy selections. As you select items, those items will be included by using an equals (=) operator or an IN statement (for including multiple items at the same level). If you want to write a filter criteria statement that specifies items to exclude, or that uses other operators such as greater than or less than, then you must use the Advanced Filter.

- Certain assumptions are made regarding the use of AND and OR when multiple items are selected from different hierarchy levels or different hierarchies. If you want to change the way each statement is joined, you can manually edit the filter in the Filter box, or you can use the Advanced Filter.
- Sometimes when you select a child item underneath a parent item, the child and parent are joined with AND. For example: `DEPT.VP='Jones' AND DEPT.Manager='Smith'`. This means that the DEPT table has other instances of Manager Smith that belong to different VPs, so the compound statement is to ensure that you only get the data where Manager Smith is under VP Jones. You can manually edit the filter to remove the Jones portion of the statement if you want to see all data for Manager Smith, regardless of VP. If instead the system constructs the filter as just `Dept.Manager='Smith'`, that means all instances of Manager Smith are also under VP Jones.

To create filters using data hierarchies:

1. In the right side of the dialog, click **Simple Filter**.

2. Select the checkbox for each item to include in the filter. You can expand each hierarchy to see the items listed in it. You can also type a value into the filter box above the hierarchies to filter the list. As you select items, the filter criteria statement is created in the **Filter** field at the bottom of the dialog.



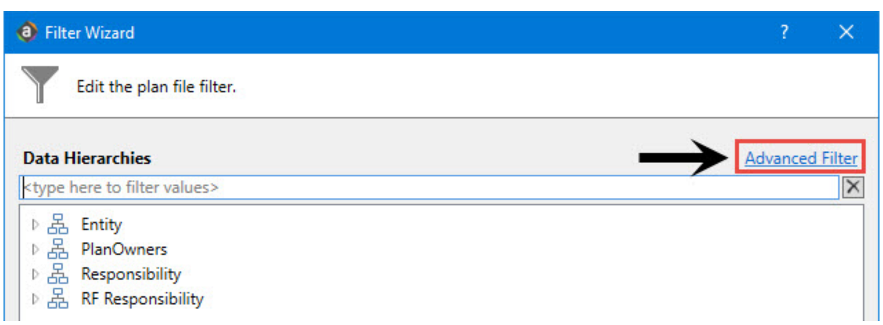
3. Do one of the following:
    - To apply the filter as is, click **OK**.
    - To manually edit the filter, type in the **Filter** field, and click **OK**.

Creating filters using the Advanced Filter

Using the Advanced Filter option, you can create a filter using any relevant table and column, and using any supported operator.

To create a filter using Advanced Filter:

1. In the right side of the dialog, click **Advanced Filter**.



2. In the left-hand side of the dialog, select the table column on which you want to base the filter.

   For example, to create a filter such as `DEPT.DEPT>=5000`, then you must select the DEPT column from the DEPT table.

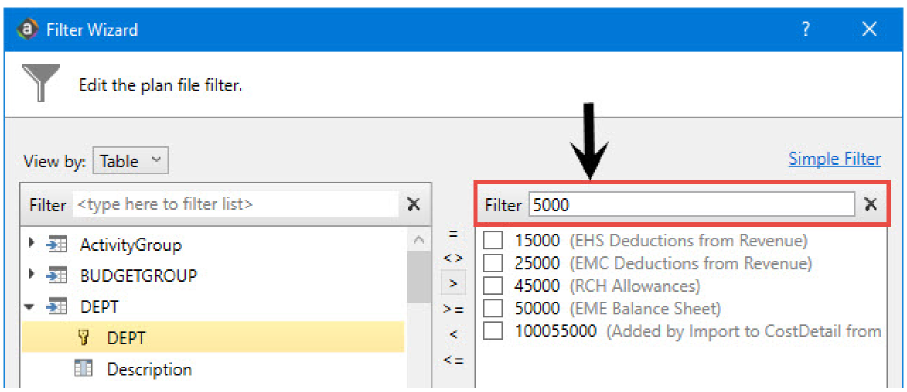
To find the desired table and column, do the following:

- Use the **View by** option to view the list by table, table type, folder, or alias. To select an alias, you must change the view to Alias—aliases are not listed under their assigned table.
- You can also filter the list by typing into the filter field. The filter matches based on table name or column name.

After you select a table column, the values in that column display in the right-hand side of the dialog.

> **NOTE:** If the selected column is a key column for a data table, and that key column links to a lookup column, the Filter Wizard automatically uses the lookup column in the reference table instead of the column in the data table. This is the recommended way to build the filter throughout the system, and it is required in some contexts. For example, if you select the column Acct in the GL2017 data table, the filter wizard automatically uses ACCT.ACCT in the filter (instead of GL2017.ACCT).

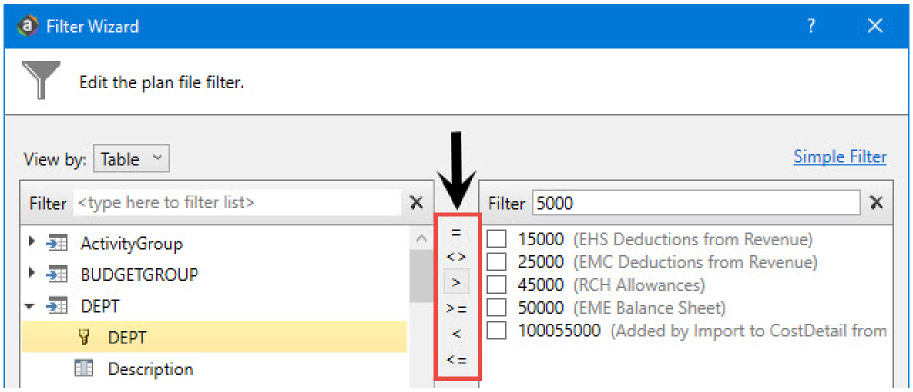
3. In the right-hand side of the dialog, type or select the value on which to base the filter.



You can type into the field above the list of values to filter the list or to specify a value. If one or more values are selected, then those items are used in the filter. Otherwise, whatever is typed into the field is used by the filter.

If the column is a string, you can type an asterisk at the front or end of the value if you want to use "ends with" or "begins with" wildcard matching.

4. In the space between the two selection boxes, select the operator to use for the filter criteria statement, such as equals, not equals, greater than, or less than. By default, the filter statement uses equals (=).



Note the following about filter operators:

- Greater than / less than options are only available if the column data type holds numbers or dates.
- If multiple items are selected, then IN and NOT IN syntax is automatically used for equals and not equals respectively. Note that if the operator is equals but you select more items than you have not selected, the system will instead use NOT IN syntax for the unselected items to simplify the filter statement.
- If the column is a string column, and you type a value rather than selecting it, then LIKE and NOT LIKE syntax is automatically used for equals and not equals respectively. By default, wildcard characters (% signs) are placed on both sides of the text, meaning that it will match any value that contains the text. If you place an asterisk to the start or end of the text, then the wildcard character will be only at that location.
- If the column is a string column and the value contains an apostrophe (such as O'Connor), the wizard automatically converts this value to double apostrophes so that it is valid for use in the filter (O''Connor). Apostrophes in string values must be escaped this way so that they are not interpreted as the closing apostrophe for the filter criteria statement.

5. Review the filter criteria statement in the **Preview** box to ensure that it is as intended. If you need to make changes, edit your selections made above. The **Preview** box is not editable.

6. Do one of the following:

   - If the filter criteria statement is finished, click **OK**. The Filter Wizard uses the statement in the Preview box (you do not have to click **Apply** in this case).

   - To create a compound filter, click **Apply** to move the current criteria statement into the **Filter** box. Then, repeat steps 1-4 to create another criteria statement. When the next statement is complete, click **AND** or **OR** to join it to the prior statement.

     You can repeat this process as many times as necessary to create the desired statement. You can also edit the full criteria statement within the **Filter** box as needed. When the entire statement is complete, click **OK**.

Editing existing filters

If a filter already exists in the setting or cell from which you launched the Filter Wizard, that existing filter displays in the **Filter** field of the wizard.

Note the following:

- If you select a new item from the **Data Hierarchies** section, the new filter will overwrite the existing filter in all cases.
- If you build a new filter using the **Advanced Filter**, you can concatenate that filter to the existing filter using AND or OR. If you would rather replace the existing filter, then click the **Delete** icon to clear the existing filter from the **Filter** field, and then accept the new filter.

Table and column visibility

Whenever possible, the Filter Wizard is context-sensitive, meaning that it only displays hierarchies and tables that are relevant to the current context. For example, if you are defining a filter for a file group permission set in Security, the Filter Wizard is limited to the plan code table (and any hierarchies defined for that table).

The available tables and columns in the Filter Wizard are also subject to the following settings:

- **Security** – If a you do not have any read access to a table, then that table does not display in the Filter Wizard. If you have filtered read access to a table, then the filter is applied to the values displayed in the wizard.
- **Column Properties** – Individual columns in a table can be configured to be hidden in the Filter Wizard using the **Is Filter Column** setting. This may be used to hide columns that are unlikely to be used in filters. Filters can still be manually created using these columns; the property simply hides the column from the user interface to streamline the column list.

Working with Report Processing

Some reports support automated processing. If so, the File Processing task pane displays collapsed on the left side of the screen when you open the report.

You can use processing to perform the following actions:

- **Save snapshot of file** – Create a snapshot copy of the current file, and then save and/or email it.
- **Print** – Print the current file, using one or more print views.
- **Export to delimited text file** – Export data in the current file to a delimited text file, and then save and/or email it.
- **Save data** – Perform a save-to-database from the current file.
- **Alerts** – Process alert conditions defined in the file.
- **File collect** – Combine multiple spreadsheet files into a single file, and then save and/or email it.

- **Batch** – Perform file processing on multiple files in a batch process, including the ability to override certain file processing settings for the file.

One common use for file processing is report distribution, which allows you to automatically deliver report files to multiple recipients. This frequently involves using several different features of file processing, for example:

- Multiple reports configured for snapshot file processing and using Multipass processing. For example, an income statement processed by department, region, or VP, and creating a separate snapshot file for each element.
- A report configured for file collect, to collect all of the snapshots into targeted report packages, including adding things like cover sheets and other supporting information. These packages could be saved to designated file locations and/or emailed to the appropriate recipients.
- A report configured for batch processing to run everything at once. For example, the batch would contain an entry for each report configured for snapshot processing, and then finish with the file collect report.

File processing is set up on a per-file basis. File processing can be set up on any Axiom file, but the primary use case is in reports.

After the file has been configured to use file processing, you can process it by using **File Output > File Processing**. From this menu, you can choose to **Process File** or **Process File Multipass**. File processing can also be performed using Scheduler and from a task pane.

Processing a report

If a report is set up to use file processing, you can process the report to automatically perform actions such as:

- Save snapshot copies of the file and automatically email them to various recipients
- Export data in the file to a CSV or TXT file
- Save data in the file to the database as part of a multipass process
- Collect multiple output files into a single report package
- Process multiple reports in batch

NOTES:

- The File Processing menu command and the associated task pane are only available to administrators or to users with the **Allow File Processing** permission for the current file.
- Other file types can be set up to use file processing, but the most common use is in a report.

To process a file using file processing:

1. Open the file. If you want to see what the file is configured to do during file processing before executing it, you can check the settings in the **File Processing** task pane.
2. In the **File Processing** task pane, in the **Actions** section, click one of the following options to start

processing:

- **Process File**: The file is processed once "as is." The file is refreshed and the file processing action is performed. No multipass filter or settings are applied.
- **Process File Multipass**: The file is processed multiple times, with a unique filter applied for each pass. For example, if the file is set up to process by DEPT, then the file is processed once for each department. The data queries in the file are automatically filtered to return data for the current pass department only.

TIP: You can also process the file using the **File Processing** menu on the Axiom tab. (In systems with installed products, this feature may be located on the **Main** tab.)

Once file processing is initiated, the following occurs:

- The file is refreshed. If you are performing multipass processing, the file is refreshed using a data filter for the current pass item.
- The file processing action is performed. If you are performing multipass processing, the action may be performed after each pass, or it may be performed once all passes are complete, depending on the file processing settings.

A status bar displays the progress of the file processing. When the processing is complete, a confirmation box displays information about the process, such as how many passes were performed, how many files were created, etc.

Note that the file itself is not saved as part of file processing. You can process a file even if you have read-only rights to the file. However, if the file processing is set up to save to the database, you must have rights to save data for that file.

Using report packages

Report Package files contain snapshots of multiple reports for a given department, account, and so on. Axiom Rolling Forecast can generate report packages using a batch process, and then automatically save or email each package to its designated recipient (usually the department manager or VP). This is an extremely useful tool that allows you to distribute a given set of reports to your managers or executives on a regular basis.

Before you can generate report packages, you need to configure a file collect package, listing each of the reports to include, along with related settings.

Axiom Rolling Forecast comes with two pre-defined file collect packages:

Monthly Manager Package – Collects the following reports by department:

- Accounts Payable
- Accrued Receipts
- Target Variance by Department
- General Ledger Distribution

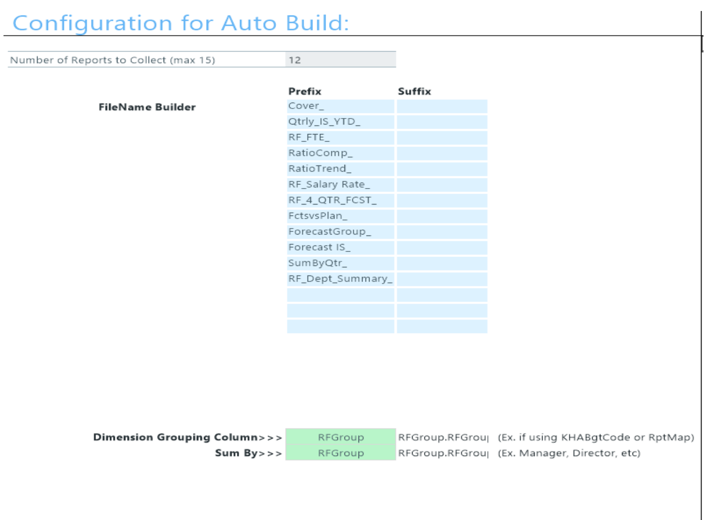
- Materials Management
- Payroll (JobCode, etc.)
- Revenue & Usage
- Variance Alert

Monthly VP Package – Collects the following reports by department:

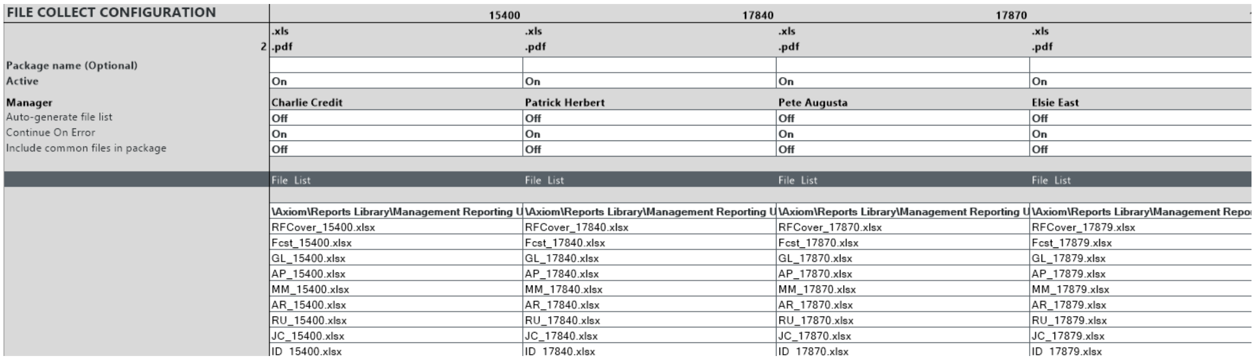
- Target Variance Summary
- Target Variance Rollup
- Consolidated Financial Statement
- Department Variance
- Pay Summary
- Statistic Summary
- Variance Overview

Processing file collect packages

There are two sheets used to create the report package: BuildSetup and FileCollect. The BuildSetup sheet lists the reports to include in the package, the Dimension Grouping Column for which reports will be processed, and the Sum By field that the utility references to determine how reports are collected and distributed. For example, VP to group reports into packages for each vice president.



The FileCollect sheet has a column for each package to be generated (continuing with the previous example, a column for each Vice President). Each column in the File Collect Configuration sheet (except the Common Files column) defines a file collect package.



FILE COLLECT CONFIGURATION	15400	17840	17870	
2	.xls .pdf	.xls .pdf	.xls .pdf	.xls .pdf
Package name (Optional)				
Active	On	On	On	On
Manager	Charlie Credit	Patrick Herbert	Pete Augusta	Elsie East
Auto-generate file list	Off	Off	Off	Off
Continue On Error	On	On	On	On
Include common files in package	Off	Off	Off	Off
	File List	File List	File List	File List
	\Axiom\Reports Library\Management Reporting U	\Axiom\Reports Library\Management Reporting U	\Axiom\Reports Library\Management Reporting U	\Axiom\Reports Library\Management Repo
	RFCover_15400.xlsx	RFCover_17840.xlsx	RFCover_17870.xlsx	RFCover_17879.xlsx
	Fcst_15400.xlsx	Fcst_17840.xlsx	Fcst_17870.xlsx	Fcst_17879.xlsx
	GL_15400.xlsx	GL_17840.xlsx	GL_17870.xlsx	GL_17879.xlsx
	AP_15400.xlsx	AP_17840.xlsx	AP_17870.xlsx	AP_17879.xlsx
	MM_15400.xlsx	MM_17840.xlsx	MM_17870.xlsx	MM_17879.xlsx
	AR_15400.xlsx	AR_17840.xlsx	AR_17870.xlsx	AR_17879.xlsx
	RU_15400.xlsx	RU_17840.xlsx	RU_17870.xlsx	RU_17879.xlsx
	JC_15400.xlsx	JC_17840.xlsx	JC_17870.xlsx	JC_17879.xlsx
	ID_15400.xlsx	ID_17840.xlsx	ID_17870.xlsx	ID_17879.xlsx

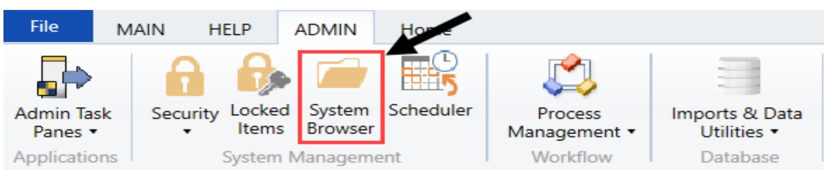
Each package consists of the following:

- An optional name, such as Monthly Report Package.
- A list of source files to be collected into the output file. This list can be hard-coded by manually typing in file names, or you can automatically generate the list by looking up the contents of one or more designated source folders.
- The name and file type of the output file.
- The target folder path, if the output file is to be saved. The file can be saved to a shared network drive or to a folder within the Reports Library.
- Email information, if the output file is to be emailed.

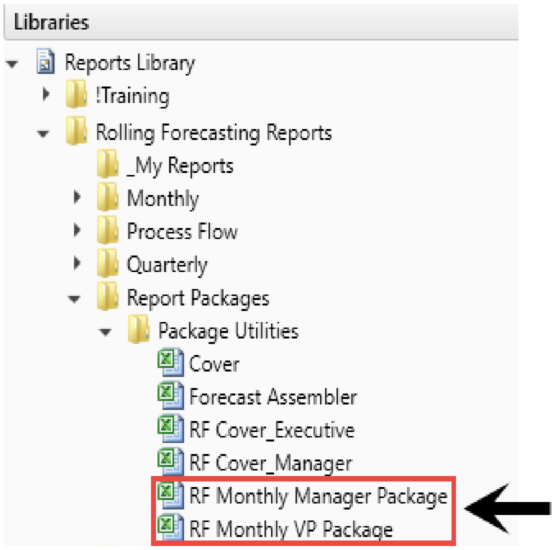
This topic covers creating a file process specific to distributing reports, but there are many other tasks you can perform using this feature. For more information, see **File Processing** in Help (**Main> Help**).

To process file collect packages:

1. In the **Admin** ribbon tab, click **System Browser**.

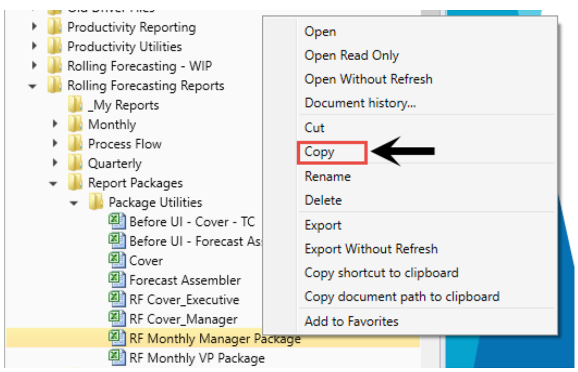
   

2. In the **Axiom Explorer**, in the **Libraries** section, click **Reports Library > Rolling Forecasting Reports > Report Packages > Package Utilities**.



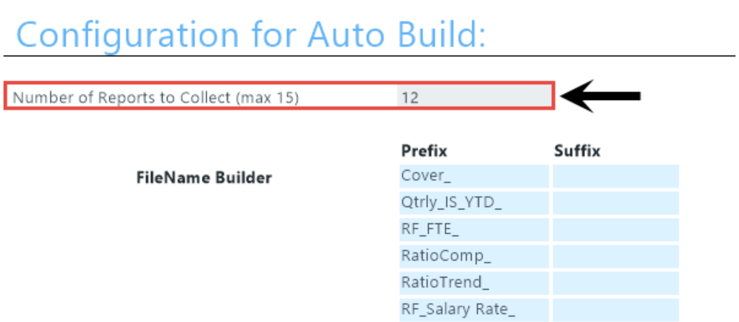
3. In the list of Report Package utilities, do one of the following:

   - To create a new Report Package utility, select a utility to use as the basis for a new utility, right-click it, and select **Copy**. Rename the utility, and double-click it.



   - To configure an existing Report Package utility, double-click it.

4. In the **BuildSetup** tab, the **Number of Reports to Collect (max 15)** field automatically displays the number of reports you enter in the FileName Builder fields.



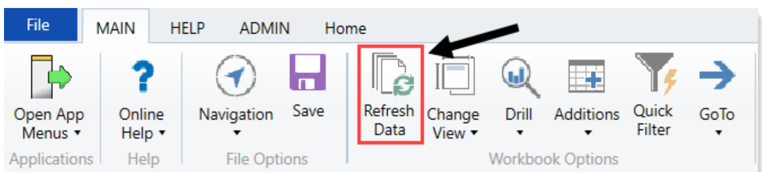
5. In the **FileName Builder** fields, do the following:

- In the **Prefix** column, type the portion of the file name before the underscore (_).
- In the **Suffix** column, type the portion of the file name after the underscore.

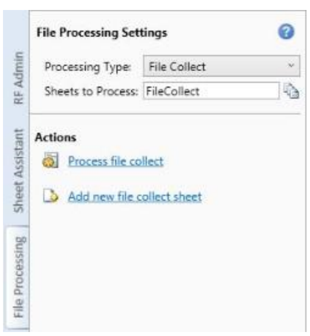
6. For Axiom Rolling Forecast, in the **Dimension Grouping Column** field, select the dimension name from the drop-down. For Rolling Forecast, you will likely use the DEPT dimension for all your reports.
7. In the **Sum By** field, select who to distribute the reports to.
8. In the **FileCollect** tab, complete the appropriate fields.

NOTE: To see all of the fields, click the plus icon (+) in the furthest left column.

9. To ensure that columns are created for each grouping item (For example, each vice president) in the database, do one of the following:
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.



   - Press **F9**.
10. To generate report packages, open the **File Processing** task pane, and click **Process file collect**.



Report packages are saved to the folder(s) and emailed to the recipient(s) designated on the FileCollect sheet.

For details on how to design your own report packages, see the **Custom Reporting** section of the Axiom help (**Main > Help**).

Updating the File Collect Configuration Sheet

The File Collect Configuration sheet defines settings for the file collect action of file processing. You can use the first column of the sheet, titled Common Files, to maintain a list of common files to automatically add to each package when processing file collect. You can use each subsequent column in the sheet to define a file collect package.

By default, the sheet contains columns for ten file collect packages. If you need more, you can add them by using the **Add additional package columns** action in the File Processing pane.

You can only add File Collect Configuration sheets to a file that is enabled for file processing and where File Collect has been specified as the processing type. When you initially select the processing type, the system prompts you to add a configuration sheet to the file. You can subsequently add more configuration sheets to the file by using the **Add new file collect sheet** action in the File Processing pane.

When the file collect action is performed, only the configuration sheets listed in the file processing Sheets to Process are processed.

The File Collect Configuration sheet is only visible to administrators or to users with the Allow File Processing permission to the file. Otherwise, it is hidden by default.

General Settings

The following general settings are defined for each package:

Field	Description
Package name	Optional. The name for the file collect package, such as Monthly Report Package.
Active	Specifies whether the package is included when the file is processed (On/Off). By default, this is set to **Off**.

Email Settings

These settings only apply if **Save or email generated files** is set to **Email File** or **Save File and Send Email**.

Field	Description
Email to list	The email addresses to include on the To line of the email. Separate multiple addresses with a semicolon.
Email CC list	The email addresses to include on the CC line of the email. Separate multiple addresses with a semicolon.
Email from	The email address to include on the From line of the email.
Subject text	The subject line of the email.
Body text	The body text of the email.
Message priority	The priority of the message, either **Normal** (default) or **Urgent**.

Field	Description
Attach file to email	Specifies whether the output file is attached to the email. By default, this is set to On. You can set this to Off to exclude the output file from the email. For example, you might want to save the file to a network location and then send an email to recipients to let them know the file is available for viewing, without attaching the file to the email.

Source Folder Settings

To automatically generate the file list for a package, you must specify one or more source folders. By default, each package has settings for two source folders. If you need more source folders, use the **Add new source folder** section action in the File Processing pane.

Source folders are only used when **Refresh file list** is set to **On**.

Field	Description
File source (Axiom of Local)	Specifies the location of the source folder or folders: • **Local File System:** The source folders are located outside of Axiom Software—on a shared network drive or on your local machine. • **Axiom Repository:** The source folders are located in the Axiom Software file system, within the Reports Library. This setting applies to all source folders for this package.
Source folder path	The path to the desired source folder. This folder contains the source files that you want to include in the file collect operation. What you enter here depends on the file source. **Local File System**: The path should be entered as a UNC path. For example: \\ServerName\Reports\MonthlyReports If you use a folder on your local drive, it will only be valid when running file processing interactively from your own computer. If you want to process this file using Scheduler, the output folder should be a shared network drive. **Axiom Repository**: Specify the full path to the folder within the Reports Library. For example: \Axiom\Reports Library\File_Processing To browse to the desired location, right-click this cell and select **Select Reports Library Folder**. In the **Choose Folder** dialog, select the desired folder, and click **OK**.

Field	Description
File filter list	Optional. File filter(s) to specify which files in the source folder to add to the file list. Only Excel files can be collected (XLS, XLSX, or XLSM). If the filter is left blank, then Axiom Software will include all valid files in the folder. You can use wildcard characters (* or ?) to include groups of files that share naming conventions. For example: North*.xls to collect all XLS files where the file name starts with "North". You can also exclude files using the ! operator—such as !*Branch* to exclude all files that contain the word "Branch". If only exclusion filters are used, then it is assumed that all files are included except those that match the exclusion filters. If inclusion filters are used, then only the files that match the inclusion filters are included (minus any files that also match any exclusion filters). Separate multiple filters with commas. For example, the following filter would include XLS files and XLSX files, but exclude XLSM files: *.xls, *.xlsx

Output File Settings

These settings define the output file to crate for the package. The output file is the file that contains the collected results of the source files.

Only one output file can be created for each package, saved to a single location.

Field	Description
Output location (local file or Axiom)	The location for the output file, either: **Local File System** (default): The output location is outside of Axiom, to either your local computer or a network share. The specific path is detailed in the **Output Folder** setting. Access to output files is not controlled by Axiom Software. **Axiom Repository**: The output location is the Axiom file system, within the Reports Library. The specific path is detailed in the **Output Folder** setting. Access to output files is controlled by security access to the designated folder within Axiom.

Field	Description
Output folder path	The folder location in which to save the output file. This setting only applies if **Save or Email Generated Files** is set to **Save File** or **Save File and Send Email**. **Local File System**: The path should be entered as a UNC path. For example: \\ServerName\Reports\ReportPackages If you use a folder on your local drive, it will only be valid when running file processing interactively from your own computer. If you want to process this file using Scheduler, the output folder should be a shared network drive. The ability to save the output file to the specified location and to create a new folder (if necessary) depends on the network permissions for the user processing file collect. Access to the file after it is created is also dependent your network permissions. **Axiom Repository**: The specified location in the Axiom file system must be within the Reports Library, and the location must use the full path (meaning: \Axiom\Reports Library\...). To browse to the desired location, right-click this cell, and select **Select Reports Library Folder**. In the **Choose Folder** dialog, select the desired folder, and click **OK**. The ability to save the output file to the specified location and to create a new folder (if necessary) depends on the Axiom Software security permissions for the user processing file collect. Users can only create a new folder if they have read/write permissions to the parent folder, and they can only create a new file if they have read/write permissions to the target folder. After the file is created within the Axiom file system, access to the output file is dependent on the user's permissions to the output folder. Typically you should create the output folder in advance (or if you want to create output folders on-the-fly, create a parent folder to hold the output folders), and then set permissions for that folder as appropriate in Axiom Software security, so that the appropriate users can access the file after it is created.
Output file name (no extension)	The name of the output file, without a file extension. For example, enter MonthlyReports (not MonthlyReports.xlsx).
Output file type	The file type of the output file: **XLS**, **XLSX**, **XLSM**, or **PDF**.

Field	Description
Save or email generated files	Specifies the action to take after the output file has been created: • **Save File**: The output file is saved to the output folder path. • **Email File**: The output file is emailed to the specified recipients. • **Save File** and **Send Email**: The output file is saved and emailed. To save the file to a folder and then send a notification email to recipients (without attaching the file to the email), then **select Save File and Send Email**. In the email settings, set **Attach file to email** to **Off**.
Open output file after collect	Specifies whether to open the resulting output file once the file collect process is complete (**On**/**Off**). By default, this option is set to **Off**. If set to **On**, then the output folder path setting is optional. If a folder path is defined, then the file is saved as normal and then opened in Axiom Software. If a folder path is not defined, then the file is opened as a temporary file, and you must manually save it if you want to retain it. Keep in mind that if this option is enabled for multiple packages, and/or if the output files are very large, the process of opening files after collection may slow the system.

File List Settings

These settings impact the file list for the package.

Field	Description
Auto-generate file list	Specifies whether the file list for the package is automatically generated: • If **On** (default), then the file list is automatically generated based on the source folder settings defined for the package. The auto-generation occurs when the file lists are refreshed manually, and whenever file collect is processed. Any existing content in the file list is cleared when the list is auto-generated. • If **Off**, then the file list is not automatically-generated. Only the files that are currently listed in the column will be included when processed.

Field	Description
Continue on error	Specifies whether the file collect process will continue or cancel if an error occurs that relates to the source files or the file list—for example, if a listed file is missing. • If **On**, then errors will be ignored and the file collect process will continue. Errors will be listed in the confirmation dialog shown at the end of the process. • If **Off** (default), then any errors will cancel the process. This setting should be set to On if you want packages to be created even if some or all of the source files cannot be found.
Include common files in package	Specifies whether common files are included in the package: • If **On** (default), then when file collect is processed, any files listed in the Common Files column will be added to the beginning of the package. If the Common Files column uses auto-generation to create its file list, that auto-generation will occur before any of the packages are processed. • If **Off**, then common files are ignored and will not be added to the package.

File List

The file list section contains the list of source files to be collected within the output file. This list can be generated automatically (using the source folder settings), or it can be created manually.

When File Collect processes the file list and collects the contents of each file into the collect package, it takes a snapshot of each file. The result of each snapshot is the same as if you had manually snapshot the file and selected to **Retain Excel Native Formulas** while including **All Sheets in File**. The snapshot version of the file is what gets included in the collect package.

Understanding file output options

Axiom Rolling Forecast provides a variety of file output options to share data with people throughout your organization. This section explains the file setup to use these features.

- **Print view setup**: You can set up one or more custom print views for each sheet in an Axiom file. You can associate these print views with sheet views to automatically hide and/or format rows and columns in the print copy.
- **Snapshot setup**: Users can take snapshot copies of Axiom files without requiring any advance setup. However, if desired, you can flag certain rows and columns in the sheet to be deleted in the snapshot copy. The primary use for this would be to delete work areas or Axiom query artifacts that are no longer necessary in the snapshot copy.

Printing an Axiom file

You can print a spreadsheet Axiom file on a per sheet basis. You can decide to print one or more sheets, or all available sheets.

Each sheet can have one or more defined print views. The print views can be used to print different "views" of the sheet, and to set certain standard print options such as the print orientation. For example, for a plan file, you might have one print view that prints a "summary" view of the sheet (with certain columns and rows hidden for printing), and another print view that prints a "detail" view of the sheet (with all columns and rows visible).

If a sheet has no predefined print views, then the sheet can be printed using the settings defined for the spreadsheet using standard Excel printing features. For more information on defining print settings for a spreadsheet, see the Microsoft Excel Help. In the Windows Client, the spreadsheet print settings are defined in the Workbook Explorer, in the **Page Setup** section for each sheet.

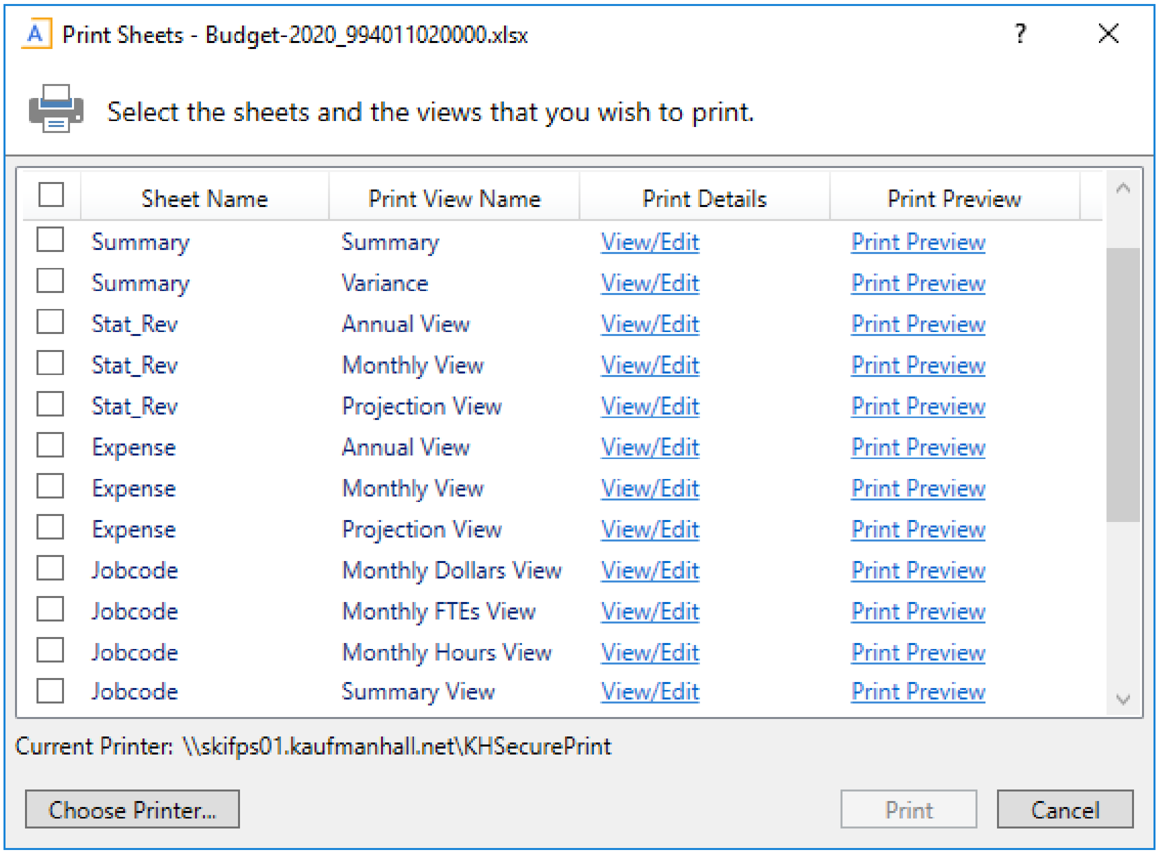
> **NOTE:** You can always print the file using standard spreadsheet print functionality, even if Axiom Rolling Forecast print views have been defined.

To print an Axiom file:

1. On the **Axiom** tab, in the **File Output** group, select one of the following:
   - If you want to be able to select print views from all sheets in the workbook, click **Print**.
   - If you want to print only the current sheet, then click the arrow to the right of the **Print** button, and then click **Print This Sheet**.

   > **NOTE:** In systems with installed products, this feature may be located on the **Main** tab—either directly on the ribbon or under **Publish**.

   The **Print Sheets** dialog opens. This dialog lists the available print views for the entire workbook or for the current sheet, depending on how you entered the dialog. To sort this list by the Sheet Name or Print View Name, click the column header.



Example Print Sheets dialog

NOTES:

- If a sheet does not have a defined print view, then it is listed with a print view name of "Default," and will use the print settings defined for the spreadsheet.
- Control Sheets cannot be printed using the Axiom Rolling Forecast printing feature, whether they are visible or hidden. If you want to print a Control Sheet, use the standard spreadsheet printing features.

2. In the **Print Sheets** dialog, select the sheet / print view combinations that you want to print.

   If you want to print all print views for all sheets, then select the check box in the column header to select all.

   If you opened this dialog by using **Print This Sheet** and the sheet has only one available print view, then that view is selected by default.

3. You can also do any of the following before printing:
   - **View and edit the print settings.** If you want to view and potentially change the print settings for a selected view, click the **View/Edit** link. In the **Print Options** dialog, you can

change any of the print settings, for the current print job only (the changes are not saved in the file).

- **Preview a print view.** If you want to preview a print view, click the **Print Preview** link. The native spreadsheet Print Preview feature will open to preview the print job. Only one view can be previewed at a time.
- **Select a printer.** If you want to print to a different printer than your default printer, click **Choose Printer** at the bottom of the dialog. In the **Printer Setup** dialog, select the printer that you want to use, and then click **OK**.

> **NOTE:** In the Windows Client, the printer is always your default printer unless you change it for a particular print job. In the Excel Client, the printer starts as your default printer, but if you change the printer for a print job, the changed selection will be remembered for any future print jobs in the current session.

4. Click **Print**.

The selected items are printed.

Print Options dialog

The **Print Options** dialog displays the print settings for the current print view. If desired, you can edit settings for the current print job only. Any changes made will not be saved in the file.

> **NOTE:** Print options are read-only when using the **Print Plan Files** option to print multiple plan files.

This dialog displays all of the settings that will be applied to the print job, whether the setting is defined in the associated Print tag or inherited from the spreadsheet settings. If a setting is blank, then that print option is not defined and will not be applied to the print job.

Print View Options

Item	Description
Print View Name	The name of the current print view.
View Name	The name of the sheet view to be applied when printing. These are the same sheet views that are available from the **Change View** menu. For example, if the sheet view is configured to hide columns or rows, those columns and rows will be hidden in the print copy. Row and column sizing is also applied.
Paper Size	The paper size for the print job, either **Letter** or **Legal**.
Orientation	The print orientation for the print view, either **Portrait** or **Landscape**.
Repeat Rows	The rows to repeat at the top of the page. Rows must be specified as a range; for example: `1:3`.

Item	Description
Repeat Columns	The columns to repeat at the left of the page. Columns must be specified as a range; for example: `A:C`.

Scaling

Item	Description
Fit To Pages Wide	The number of pages on which to fit the print area. For example, if you want the print area to fit on one page, specify 1.
Percent Zoom	The percent zoom to apply to the print range. Specify the number without a percent sign. For example, to zoom by 90%, specify 90.

Headers and Footers

Item	Description
Left Header	Header text to display in the left-hand side of the header.
Center Header	Header text to display in the center of the header.
Right Header	Header text to display in the right-hand side of the header.
Left Footer	Footer text to display in the left-hand side of the footer.
Center Footer	Footer text to display in the center of the footer.
Right Footer	Footer text to display in the right of the footer.

Printing multiple plan files

You can print multiple plan files in batch by using the **Print Plan Files** feature. You can select multiple plan files within a file group, and then select one or more print views for each plan file. The available print views for each plan file are based on the template that was used to create the plan file.

To print multiple plan files from a file group:

1. On the **Axiom** tab, in the **File Output** group, click the down arrow to the right of the **Print** button, and then click **Print Plan Files**.

   > **NOTE:** In systems with installed products, this feature may be located on the **Main** tab—either directly on the ribbon or under **Publish**.

   > **TIP:** If you have access to the file group menu for a file group, then you can access **Print Plan Files** from the file group menu. In this case, the current file group is pre-selected in the dialog.

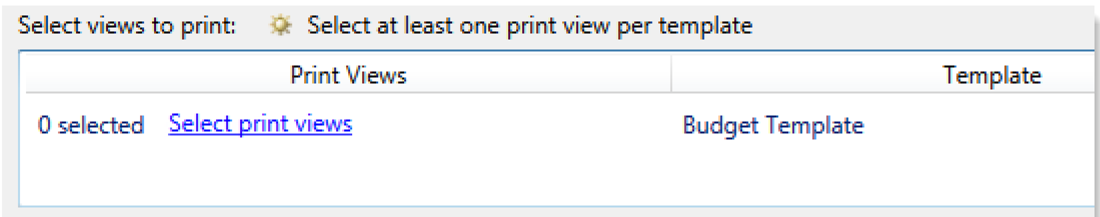
2. In the **Print Plan Files** dialog, use the **File Group** list to select the file group that contains the plan files that you want to print.

Only one file group can be printed at a time. Once a file group is selected, the dialog displays a list of the available plan files.

3. In the **Select plan files to print** section, select the plan files that you want to print.
    - You can sort and filter the list using standard Axiom grid functionality to find the plan files that you want to print.
    - To select multiple plan files at once, highlight the plan files, and then right-click and select **Select**. If you want to print all plan files that currently display in the dialog, select the check box in the header row.

    Once at least one plan file has been selected, you can select which print views to print.

4. In the **Select views to print** section (at the bottom of the dialog), select the views that you want to print. You must do this for each source template used for the selected plan files.



    - Click the **Select print views** link.
    - In the **Select Print Views** dialog, select the sheet / print view combinations that you would like to print, and then click **OK**.

      If you want to see the settings that will be applied to the print job, click the **View** link. Print settings are read-only in this context.

      > **NOTE:** All template sheets are listed in this context (except for Control Sheets), including sheets that you may not normally see in plan files because they are hidden. If you select a sheet that is hidden in one of the selected plan files, it will not be printed. A message will inform you of the unprinted sheet when the printing process is complete.

    - Repeat this process for each source template.

    If all of the selected plan files were built using the same template, then there will be only one template listed. If the selected plan files were built using multiple templates, then multiple templates will be listed. The print selections for each template will only apply to the plan files that were built using that template.

5. If you want to print to a different printer than your default printer, click **Choose Printer** at the bottom of the dialog. In the **Printer Setup** dialog, select the printer that you want to use, and then click **OK**.

> **NOTE:** In the Windows Client, the printer is always your default printer unless you change it for a particular print job. In the Excel Client, the printer starts as your default printer, but if you change the printer for a print job, the changed selection will be remembered for any future print jobs in the current session.

6. Click **Print**.

The selected plan files are printed, using the print view selections.

If a selected print view is not found in a target plan file, a message displays at the end of the process, listing the affected plan file and the relevant sheet / print view. This may occur if the print views in either the template or the plan file have been modified after plan file creation.

Taking a snapshot copy of an Axiom file

You can take a “snapshot” of a spreadsheet Axiom file, so that you can save a copy as a normal Excel file and then open it in Microsoft Excel (without needing Axiom Rolling Forecast). For example, you may want to send a copy of a report to someone that does not have access to Axiom Rolling Forecast.

When you create a snapshot of an Axiom file, the file is copied as an XLSX file, and the following occurs:

- All Control Sheets and any hidden sheets are automatically removed. You can choose whether to include all remaining sheets, or only the active sheet.
- All Axiom formulas are replaced with values. You can choose whether to retain Excel formulas, or replace them with values. If Excel formulas are preserved, certain formulas will be replaced with values if they reference sheets or cells that are deleted as part of the snapshot processing.
- Rows and columns flagged for delete are deleted.

Due to the file format, any VBA macros in the file are also removed.

To take a snapshot of an Axiom file:

1. Open the file in Axiom Rolling Forecast.
2. On the **Axiom** tab, in the **File Output** group, click **Snapshot**.

   > **NOTE:** In systems with installed products, this feature may be located on the **Main** tab—either directly on the ribbon or under **Publish**.

   The **Snapshot File** dialog opens.

3. In the **Formula Replacements** section, select one of the following:

   - **Convert All Formulas** (default): All formulas are replaced with values.
   - **Retain Excel Native Formulas**: All Excel formulas in the spreadsheet will be retained as is, with one exception. If a cross-sheet formula references a sheet that will not be present in

the snapshot (depending on the **Sheets To Snapshot** setting), that formula will be replaced with values.

> **NOTE:** If the file contains a pivot table, this option must be selected in order for the pivot table to work in the snapshot copy.

4. In the **Sheets to Snapshot** section, select one of the following:
   - **Limit to Active Sheet** (default): Include only the active sheet in the snapshot.
   - **All Sheets In File**: Include all sheets in the file (except any Control Sheets and hidden sheets, which are always removed).
5. Click **OK**.

The snapshot file is created and is opened in Axiom Rolling Forecast. The navigation tab for the file is titled either ***Sheetname*_snapshot** (if the snapshot contains only one sheet) or ***FileName*_snapshot** (if the snapshot has multiple sheets). You can now use **Save As** features to save the file locally or to a network location.

> **NOTE:** If you are using the Excel Client and you want to save a copy of the snapshot as a PDF file, you can use standard Excel functionality to do so. Use **File > Save As**, and then select PDF as the file type. This is an Excel-specific feature that is not available in the Windows Client.

If you want to email a snapshot to someone directly, you can use the **E-Mail Workbook** feature. This creates a snapshot and attaches it to an email (instead of opening it in Axiom Rolling Forecast).

Emailing a snapshot of an Axiom file

You can email a snapshot of a spreadsheet Axiom file using the **E-mail** feature. Axiom Rolling Forecast creates a snapshot copy of the file and attaches it to an email. The copy can then be viewed outside of Axiom Rolling Forecast by someone who may have no access to the system. When you use this feature, Axiom Rolling Forecast creates a snapshot copy of the file just like it would if you used the **Snapshot** feature.

The email can be sent using your default email client (such as Microsoft Outlook), or you can send the file using the Axiom Rolling Forecast Scheduler email service. Note that the Scheduler email service does not support HTML format for email.

NOTES:

- The name of the emailed file is either ***Sheetname*_snapshot** (if the snapshot contains only one sheet) or ***FileName*_snapshot** (if the snapshot has multiple sheets). The name cannot be changed.
- You can also email snapshot copies using the File Processing feature. File processing is typically used when you want to automate the process and employ multipass processing to send the same file to different people using different data. The E-mail feature is best used to send "one-off" snapshots as needed.

To email a snapshot copy of an Axiom file:

1. Open the file in Axiom Rolling Forecast.
2. On the **Axiom** tab, in the **File Output** group, select **E-mail**.

   NOTE: In systems with installed products, this feature may be located on the **Main** tab—either directly on the ribbon or under **Publish**.

   The **E-mail Active Workbook** dialog opens.
3. For **Send As**, select **Snapshot**.
4. For **Send using**, select one of the following:
   - **Outlook**: Send the email using the default email client on your local machine (for example, Microsoft Outlook). The name of this option may be customized for your organization.
   - **Axiom Mail Service**: Send the email using the Axiom Rolling Forecast Scheduler email service.
5. Complete the following **Snapshot Options** in the dialog:

Option	Description
Send file as	Select **XLS**, **XLSX**, **XLSM**, or **PDF**. XLSX is selected by default.
Include	Select one of the following: • **Entire Workbook**: All sheets are included in the snapshot (except Control Sheets and hidden sheets, which are always removed). • **Active Worksheet Only** (default): Only the active worksheet is included in the snapshot.

Option	Description
Formulas	• **Convert All Formulas** (default): All formulas are converted to values. • **Retain Excel Native Formulas**: Axiom formulas are converted to values, but Excel formulas are left as is. Note that if an Excel formula references a sheet that is not included in the snapshot, that formula will be converted to a value. **NOTE:** If the file contains a pivot table, this option must be selected in order for the pivot table to work in the snapshot copy. This option does not apply if PDF is the selected file type.

6. Click **OK**.

If you selected to send the file using your default email client, then a new email message opens, with the snapshot file attached. You can then specify the recipient, subject, and body text for the email, and then send it.

If you selected to send the file using the Axiom mail service, then an **E-Mail** dialog opens so that you can specify the recipient, subject, and body text for the email. In the address boxes (**To**, **Cc**, and **BCC**), you can either type an email address, or click the button to select an Axiom Rolling Forecast user. If you select a user, the email will be sent using the user's email address as defined in Axiom Rolling Forecast security. When you click **OK**, the email settings are saved to the database, to be sent the next time the Scheduler SMTP Email Delivery task is run.

Emailing a hyperlink to an Axiom file

You can email a hyperlink to a spreadsheet Axiom file using the **E-mail** feature. Axiom Rolling Forecast creates a URL hyperlink to the file and includes it in an email. The email recipient can click on the link to launch the system and open the file directly, assuming that the recipient is an Axiom Rolling Forecast user who has rights to access the file.

The email can be sent using your default email client (such as Microsoft Outlook), or you can send the file using the Axiom Rolling Forecast Scheduler email service. Note that the Scheduler email service does not support HTML format for email.

NOTES:

- Alternatively, you can obtain a URL to an Axiom file using a variety of ways and then paste it into an email that you create manually. For example, you can use GetDocumentHyperlink or right-click a file in Axiom Explorer to obtain a URL. The email hyperlink feature is provided as a convenience to quickly send a hyperlink to the current file.
- The email hyperlink feature cannot be used to send a hyperlink to open a form-enabled file as an Axiom form; the source file will always be opened as a spreadsheet.
- The hyperlink included in the email uses the same format as hyperlinks generated using GetDocumentHyperlink, including the differing URL format for systems using SAML or OpenID Authentication.

To email a hyperlink to an Axiom file:

1. Open the file in Axiom Rolling Forecast.
2. On the **Axiom** tab, in the **File Output** group, select **E-mail**.

   NOTE: In systems with installed products, this feature may be located on the **Main** tab—either directly on the ribbon or under **Publish**.

   The **E-mail Active Workbook** dialog opens.
3. For **Send As**, select **Document Link**.
4. For **Send using**, select one of the following:
   - **Outlook**: Send the email using the default email client on your local machine (for example, Microsoft Outlook). The name of this option may be customized for your organization.
   - **Axiom Mail Service**: Send the email using the Axiom Rolling Forecast Scheduler email service.
5. Optional. Complete the **Document Link Options** in the dialog:

Option	Description
Sheet Filter	If desired, enter a filter to apply to the file when it is opened. You can type the filter statement or use the Filter Wizard. The filter is applied like a Quick Filter and affects any data queries in the file. For example, `Dept.Region='West'` means that all data queried will be limited to the West region.

Option	Description
Cell Address	If desired, specify the cell to be made active when the document is opened. For example: `Sheet1!D22` If the specified location would not be in view normally then the file will be scrolled to that location; otherwise the file will open in its default view with the cursor placed at that location.

6. Click **OK**.

If you selected to send the hyperlink using your default email client, then a new email message opens, with the hyperlink included in the body text. You can then specify the recipient, subject, and additional body text for the email, and then send it.

If you selected to send the hyperlink using the Axiom mail service, then an **E-Mail** dialog opens so that you can specify the recipient, subject, and additional body text for the email. In the **To** and **Cc** boxes, you can either type an email address, or click the button to select an Axiom Rolling Forecast user. If you select a user, the email will be sent using the user's email address as defined in Axiom Rolling Forecast security. When you click **OK**, the email settings are saved to the database, to be sent the next time the Scheduler SMTP Email Delivery task is run.