

Rolling Forward Guide Axiom Budgeting and Performance Reporting 2020.1



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Rolling Forward to a New Budget Year

IMPORTANT: Upgrade Axiom to the most current release, and then follow these steps. Also make sure you're not in an active budget cycle.

As part of the implementation process, a Kaufman Hall Implementation Consultant helps you create a budget file group for the current year, as discussed the section "Setting up budget plan files" in the online help.

For the next or subsequent file year, however, there are steps you need to complete to set up next year's file group. These steps include the following:

- 1. Archive the current year plan file. (Optional)
- 2. Roll data over to next year's file group.
- 3. Update suite variables.
- 4. Update process definitions.
- 5. Prepare for the next fiscal year.
- 6. Review other system areas.

1. Archiving current year plan files (optional)

The Archive Current Year Plan Files command allows you to convert the current plan files in a file group to static snapshots of the files, for viewing only. This command is intended to be used in cases where planning is finished for the file group, but you still want the ability to view the finalized plan files. However, you do not want the plan files to be updated with new data or save data to the database.

When you run this command, the system first creates a plan file restore point, so that you can restore the plan file if a user accidentally executes it. Then, the system opens each plan file and normal "open processes" occur, including applying default views, hiding sheets, and executing refresh-on-open Axiom queries and data lookups.

NOTE: The plan file starts out in the same state it would be in if the user executing the command opened the file normally.

The system then processes each plan file as follows:

- Converts all formulas in the plan file to values.
- Deletes all control sheets. This disables any process that depends on a control sheet, such as Axiom queries or save-to-database.
- Disables refresh variables, action codes, and data lookups by prefixing the primary tags with an x. For example: [xActionCodes].
- Applies workbook and worksheet protection, as configured on the original default Control Sheet.
- Saves the plan file in this static state.

When a plan file is opened after being archived by the command, data queries will not run because there is no longer any Control Sheet, and no formulas are left to be calculated. Manually refreshing the file will have no effect. Users can still save the file if they have read/write access to it, but save-to-database processes will no longer execute because there is no longer any Control Sheet.

IMPORTANT: The system processes all plan files using the permissions of the user who is executing the command. This means that the plan files will be opened, refreshed, and then "frozen" based on the permissions of that user. All users who open the archived files will see the plan files in the same state. For example, if the "live" plan file used formulas to dynamically show and hide sheets based on the current user's permissions, this will no longer apply to the archived file.

After you run this command, you can reverse the archive process by restoring the previous versions of plan files using the restore point created by the command. For more information, see "Restoring archived plan files" in the online help.

TIP: As a back up measure, you can also export the plan file to a network folder, import it back into the system, and save over the range valued plan file, if needed.

To archive current year plan files:

1. In the Bud Admin task pane, in the Budget System Maintenance section, double-click Archive Current Year Plan Files.

Budget System Maintenance

- Change Payroll 27 Tables-Current Period
 View Dimension Tables
 Dimension Maintenance
 Review Paytype Mapping
 PayrollGLMapping
 Validation Tables
 Other Dimension Utilities
 Archive Current Year Plan Files
- 2. At the Are you sure you wish to archive file group 'Budget-year' file group? prompt, to continue, click Yes.

NOTE: The system determines the budget file group to archive based on the file group associated with the current year's budget plan.

IMPORTANT: Confirm your File Group Alias for **Current Year** is pointed to the file group you intend to archive.

2. Rolling data over to next year's file group

The Rollover File Group utility moves all of the data from the current file group to next year's file group. This includes the driver and security setting data.

To roll data over to next year's file group:

 Confirm or edit the Current Year file alias to point to the file group that you want the data (including drivers) to copy from. Let's say you are building a 2020 file group, then you likely want to point the Current Year file alias to the 2019 file group. For instructions, see Updating file group aliases.

NOTE: In most cases, the Current Year alias will already be pointing to the correct file group, but we recommend that you check before running the Rollover File Group utility.

- 2. In the Bud Admin task pane, in the Manage File Groups section, and click Rollover to Next Year File Group, double-click Rollover File Group.
- 3. At the Confirmation prompt, click **OK** to roll over the 20XX file group using the prototype file group.

NOTE: This may take a few minutes to complete.

4. At the Success prompt, click OK.

Updating file group aliases

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

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

To update file group aliases:

- 1. In the Admin ribbon tab, click System Browser.
- In the Axiom Explorer window, click File Group Aliases, and double-click the BP_CurrentYear or BP_PriorYear aliases to assign their respective file group year relative to the new file group year. For example, if creating a new 2020 file group, set the BP_CurrentYear to 2019 and BP_PriorYear to 2018.

| A Axiom Explorer | | | | |
|---------------------------------|-----------------|-----------------|---|-------------|
| Ġ 📀 🍺 \Axiom\File Groups\FileGr | oupAliases | | | |
| File • View • | | | | |
| My Files ^ | ^ Alias Name | File Group Name | I | Description |
| ☆ Favorites | ARP_CurrentYear | C ARP WEB V1 | The File Group associated with the current year's asset replacement a | nalysis. |
| Recent | ARP_NextYear | ARP WEB V1 | The File Group associated with next year's asset replacement analysis | |
| My Documents | ARP_PriorYear | ARP WEB V1 | The File Group associated with the prior year's asset replacement ana | lysis. |
| File Groups | BP_CurrentYear | 🖾 Budget-2020 | The File Group associated with the current year's budget plan. | |
| J File Group Aliases | BP_NextYear | 🖾 Budget-2021 | The File Group associated with the next year's budget plan. | |
| Budget-2016 | BP_PriorYear | 🔄 Budget-2019 | The File Group associated with the prior year's budget plan. | |

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

| A Edit File | Group Alias | | ? | × |
|--------------|------------------------------------|------------|---------|---|
| Alias Name | BP_CurrentYear | | | |
| File Group | Budget-2020 | | | |
| Description | | | | |
| The File Gro | up associated with the current yea | ar's budge | t plan. | |
| | | | | |
| | | | | |
| | | | | _ |
| | OK | | Cancel | |

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

3. Updating suite variables

To update suite variables:

- 1. In the Manage File Groups section, double-click Update Suite Variables.
- 2. In the Suite Variable Input Form, edit the following fields, and click Save:

| Field | Entry |
|--------------------|---|
| BudActiveFG | FG0027 (example of code only. Mouse over the File Group created and use that code) |
| BudgetYr | Type the year to activate. For example, 2019 or 2020. |
| BudgetActiveFGName | Type the file group to activate. For example Budget2019. |

- 3. In the Main ribbon tab, click Save.
- 4. Close the Suite Variable Input Form.

Your most current driver data is automatically copied to the new file group. We recommend that you update the driver data, as necessary.

4. Updating process definitions

The 20XX file group contains Kaufman Hall generic process definitions (Budget Approval Process) setup. You must update these definitions before use.

You can also copy the process definition file from the previous year file group. You can do this in Axiom Explorer using the copy / paste or export file / import file option.

5. Preparing for the next fiscal year

If you are applying the update, then it is likely you are ready to prepare your system for the next fiscal year. This section includes some of the common steps, but it may not be an exhaustive list so please contact Kaufman Hall Support with any questions.

- Update system periods
- Update year and period tables
- Update payroll dates tables
- Update the current payroll schedule
- Update the Budget Configuration driver
- Update the Budget Statistics driver

The new budget file group is now active, but see 6. Reviewing other systems for the new fiscal year to make sure all systems have been reviewed and updated before you begin working with the new budget file group.

Updating system periods

To update system periods:

1. In the Admin ribbon tab, click Imports & Data Utilities > System Period/Year.

| | File | MAIN | ADMIN | Home | | | | | | | | | | | |
|----|----------------------|----------|---------------------|-------------------|-----------|-------------------------|------------|----------------------------|------------------|------|---|-------------------|------------------|------|-------------------|
| | | 6 | | | 5 | | | | 6 | | Freeze Panes Formula Bar | \succ | | ? | × |
| A | dmin Tasl Panes 🔹 | Secur | ity Locked Items | System Browser | Scheduler | Process Management • | Impo L | orts & Data Jtilities 🔹 | File Protecti | on • | Headings | System Tools • | Recovery | Help | Close Axiom SW |
| Ap | plication | s | System I | Managem | ent | Workflow | 1 0 | System Peri | iod / Year | - | isplay | Tools | Audit & Recovery | Help | Exit |
| < | Axion | Assistan | t | | | 📵 Home | 8 5 | Table Curre | nt Periods | | | | | | |
| | BUD | | NISTRATI | ON | ~ / | Δ1 | = Ķ | Data Utilitie | es | ١Ē | | | | | |
| | DODA | | | | | | 5 | Imports | | ۰ | | | | | |

Click image to view full size

2. In the System Current Period dialog, modify the System Current Period, as applicable.

| Ø System Current Period | | | ? | × |
|------------------------------------|--------------|--------------|-----|-----|
| Change the value below to update t | he System Ci | urrent Peric | od. | |
| System Current Period | New Value | 6 | | |
| System Current Year | New Value | 2017 | | |
| | | OK | Can | cel |

Click image to view full size

3. In the Admin ribbon tab, click Import & Data Utilities > Table Current Periods.

| File N | ADMIN ADMIN | Home | | | | | | | | | | |
|-----------------------|--------------------------|-------------------|-----------|-------------------------|-------------------------------|----------------------|--------------|-------------------|------------------|------|-------------------|--|
| | 6 6 | | 5 | | | S | Freeze Panes | × | - | ? | * | |
| Admin Task Panes 🔻 | Security Locked Items | System Browser | Scheduler | Process Management • | Imports & Data Utilities 💌 | File Protection • | Headings | System Tools • | Recovery | Help | Close Axiom SW | |
| Applications | System | Managem | ent | Workflow | System Pe | eriod / Year | Display | Tools | Audit & Recovery | Help | Exit | |
| < Axiom A | Assistant | | | 🔕 Home | Table Curr | rent Periods | \leftarrow | | | | | |
| BUDGE | T ADMINISTRATI | ON | ~ ^ | A1 | - K Data Utilit | lies | | | | | | |
| Docum | entation | | ~ | | imports | | | | | | | |

Click image to view full size

4. Update the Financial, Payroll, and Provider (if applicable) table periods.

Changing year and period

Use this table to configure the following for your organization:

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

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

| Primary | Inputs | | | | Save | Year ⁻ | Table | | | | | | | | | |
|--------------|---------------------|-------|--------------|--------------|--------------|-------------------|-----------|-------------|-------------|------|-----------|------------|------------|------------|---------------|-------|
| Fiecal Vear | [| 2017 | • | | | | | | Fisc | al | | | | | | |
| | | | Year | | Yea | r | | Description | | | | | | | | |
| Fiscal Start | Month . | July | • | | | | 2017 | | FY1 | 7 | | Actual | | | | |
| | | | | | | | 2017 | | FY1 | 7 | | Budget | | | | |
| FTE Hours | TE Hours 2080 V | | | 2017 | | FY1 | 7 | | Projected | | | | | | | |
| | | | | 2017 | | FY1 | 7 | | Flex Budget | | | | | | | |
| Working | Working Days Inputs | | | | | 2015 | | FY1 | 5 | | L2 Actual | | | | | |
| | | | | | | | 2016 | | FY1 | 6 | | Last Year | | | | |
| | | | Current Year | Last Year | Next Year | | 2016 | | FY1 | 6 | | LY Budget | | | | |
| | | | Working Days | Working Days | Working Days | | 2018 | | FY1 | В | | NY Budget | | | | |
| Serial | Month | | 2017 | 2016 | 2018 | | 2017 | | FY1 | 7 | | Forecast | | | | |
| 7 | July | | 23 | 23 | 23 | Perio | d Table | | | | | | | | | |
| 8 | August | | 23 | 23 | 23 | | | | | | | | | | | _ |
| 9 | September | | 22 | 22 | 22 | | | | Current | Last | Next | Current | Last | Next | Current | La |
| 10 | October | | 23 | 23 | 23 | Serial | Month | Quarter | Year | Year | Year | Year Month | Year Month | Year Month | Calendar Days | Caler |
| 11 | November | | 22 | 22 | 22 | 7 | July | 1 | 2016 | 2015 | 2017 | Jul-2016 | Jul-2015 | Jul-2017 | 31 | |
| | november - | | 22 | 22 | 22 | 8 | August | 1 | 2016 | 2015 | 2017 | Aug-2016 | Aug-2015 | Aug-2017 | 31 | |
| 12 | December | | 23 | 23 | 23 | 9 | September | 1 | 2016 | 2015 | 2017 | Sep-2016 | Sep-2015 | Sep-2017 | 30 | |
| 1 | January | | 23 | 23 | 23 | 10 | Uctober | 2 | 2016 | 2015 | 2017 | Uct-2016 | Uct-2015 | Uct-2017 | 31 | |
| 2 | February | | 20 | 21 | 20 | 10 | Desember | 2 | 2010 | 2015 | 2017 | Nov-2016 | Nov-2015 | Nov-2017 | 30 | |
| 3 | March | | 23 | 23 | 23 | 1 | January | 2 | 2010 | 2015 | 2018 | Jap-2017 | Jap 2016 | Jap 2018 | 31 | |
| 4 | April | | 22 | 22 | 22 | 2 | February | 3 | 2017 | 2016 | 2018 | Feb-2017 | Feb-2016 | Feb-2018 | 28 | |
| - | APU. | | 22 | 44 | 44 | 3 | March | 3 | 2017 | 2016 | 2018 | Mar-2017 | Mar-2016 | Mar-2018 | 31 | |
| 5 | May | | 23 | 23 | 23 | 4 | April | 4 | 2017 | 2016 | 2018 | Apr-2017 | Apr-2016 | Apr-2018 | 30 | |
| 6 | June | | 22 | 22 | 22 | 5 | May | 4 | 2017 | 2016 | 2018 | May-2017 | May-2016 | May-2018 | 31 | |
| | | | 269 | 270 | 269 | 6 | June | 4 | 2017 | 2016 | 2018 | Jun-2017 | Jun-2016 | Jun-2018 | 30 | |
| | - 18 de Verentel | | | | | | | | | | | | | | 365 | |
| Check to | o Hide Year tab | ble | | | | | | | 4 | | | | | | | |
| Check to | o Hide Period t | table | | | | | | | | | | | | | | |

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

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

To set year and period:

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



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

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

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

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

4. After making your changes, click Save.

Setting payroll dates

Use this table to manage your organization's pay period dates. This table is used in many of the productivity and pay period reports.

IMPORTANT: If your organization uses more than two cycles, it will not display in this table.

To set payroll dates:

1. In the Mgmt Admin task pane, in the Data Maintenance section, double-click Update Payroll Dates Table.



2. For Cycle 1 and Cycle 2, from the **Select the initial period pay date** drop-down, select the date for Pay Period 1.

| Payro | ll Dates | | | | | | | | | | | Sa | ve |
|--------|--------------|--------------|------------------|------------------------|-----------------------|-----------------|-----------|--------------|--------------|------------------|------------------------|-------------------------|------------|
| | | | | | | | | | | | | Hide Cy | /cle 1 |
| [| Cycle1 | | | | | | | Cycle 2 | | | | Hide Cy | /cle 2 |
| | 7/2/2016 | × # | <<< Select the i | nitial period pay date | | | | 7/9/2016 | ≅ × | <<< Select the i | nitial period pay date | | |
| | 0 | • | <<< Select the r | number of days the Pay | Date is after the Pay | Period End Date | | 0 | • | <<< Select the r | number of days the Pa | y Date is after the Pay | y Period E |
| | | | | | | | | | | | | | |
| | Current Year | | | Last Year | | Next Year | | Current Year | | | Last Year | | |
| Pay | Pay Period | Current Year | Fiscal | Pay Period | Last Year | Pay Period | Next Year | Pay Period | Current Year | Fiscal | Pay Period | Last Year | |
| Period | End Date | Pay Date | Month | End Date | Pay Date | End Date | Pay Date | End Date 2 | Pay Date 2 | Month 2 | End Date 2 | Pay Date 2 | |
| 1 | 7/2/2016 | 7/2/2016 | 1 | 7/4/2015 | 7/4/2015 | 7/1/2017 | 7/1/2017 | 7/9/2016 | 7/9/2016 | 1 | 7/11/2015 | 7/11/2015 | ^ |
| 2 | 7/16/2016 | 7/16/2016 | 1 | 7/18/2015 | 7/18/2015 | 7/15/2017 | 7/15/2017 | 7/23/2016 | 7/23/2016 | 1 | 7/25/2015 | 7/25/2015 | |
| 3 | 7/30/2016 | 7/30/2016 | 1 | 8/1/2015 | 8/1/2015 | 7/29/2017 | 7/29/2017 | 8/6/2016 | 8/6/2016 | 2 | 8/8/2015 | 8/8/2015 | |
| 4 | 8/13/2016 | 8/13/2016 | 2 | 8/15/2015 | 8/15/2015 | 8/12/2017 | 8/12/2017 | 8/20/2016 | 8/20/2016 | 2 | 8/22/2015 | 8/22/2015 | |
| 5 | 8/27/2016 | 8/27/2016 | 2 | 8/29/2015 | 8/29/2015 | 8/26/2017 | 8/26/2017 | 9/3/2016 | 9/3/2016 | 3 | 9/5/2015 | 9/5/2015 | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

TIP: You can hide or show Cycle 1 and 2 using the toggle under the Save button.

- 3. From the Select the number of days the Pay Date is after the Pay Period End Date drop-down, select the number of days.
- 4. After you make changes, click **Save** in the upper right corner of the page.

| Payrol | l Dates | | | | | | | | | | - | Sar | ve |
|--------|--------------|--------------|----------------|-------------------------|-------------------------|-----------------|-----------|--------------|--------------|------------------|-------------------------|-----------------------|----------|
| | | | | | | | | | | | | Hide Cy | cle 1 |
| | Cycle1 | | | | | | | Cycle 2 | | | | Hide Cy | cle 2 |
| | 7/2/2016 | 🛱 🗙 | <<< Select the | initial period pay date | | | | 7/9/2016 | 🛱 🗙 | <<< Select the i | initial period pay date | | |
| | 0 | • | <<< Select the | number of days the Pay | Date is after the Pay F | Period End Date | | 0 | • | <<< Select the r | number of days the Pay | Date is after the Pay | Period E |
| | | | | | | | | | | | | | |
| | Current Year | | | Last Year | | Next Year | | Current Year | | | Last Year | | |
| Pay | Pay Period | Current Year | Fiscal | Pay Period | Last Year | Pay Period | Next Year | Pay Period | Current Year | Fiscal | Pay Period | Last Year | |
| Period | End Date | Pay Date | Month | End Date | Pay Date | End Date | Pay Date | End Date 2 | Pay Date 2 | Month 2 | End Date 2 | Pay Date 2 | |
| 1 | 7/2/2016 | 7/2/2016 | 1 | 7/4/2015 | 7/4/2015 | 7/1/2017 | 7/1/2017 | 7/9/2016 | 7/9/2016 | 1 | 7/11/2015 | 7/11/2015 | |
| 2 | 7/16/2016 | 7/16/2016 | 1 | 7/18/2015 | 7/18/2015 | 7/15/2017 | 7/15/2017 | 7/23/2016 | 7/23/2016 | 1 | 7/25/2015 | 7/25/2015 | |
| 3 | 7/30/2016 | 7/30/2016 | 1 | 8/1/2015 | 8/1/2015 | 7/29/2017 | 7/29/2017 | 8/6/2016 | 8/6/2016 | 2 | 8/8/2015 | 8/8/2015 | |
| 4 | 8/13/2016 | 8/13/2016 | 2 | 8/15/2015 | 8/15/2015 | 8/12/2017 | 8/12/2017 | 8/20/2016 | 8/20/2016 | 2 | 8/22/2015 | 8/22/2015 | |
| 5 | 8/27/2016 | 8/27/2016 | 2 | 8/29/2015 | 8/29/2015 | 8/26/2017 | 8/26/2017 | 9/3/2016 | 9/3/2016 | 3 | 9/5/2015 | 9/5/2015 | |

Configuring the current payroll period

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

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

To configure the current payroll period:

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

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

NOTE: The utility opens in a separate browser window.

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

| New Pay Period Info | u. |
|---------------------|--|
| New Pay Period: | 18 • 11 12 13 14 15 16 17 18 |
| | New Pay Period Info New Pay Period: |

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

Budget Configuration

Overview

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

| | Global Setup | Two Years Ago | Last Year | Current Bud | YTD | ProjCalc | ProjAdj | ProjTtl | BudTtl | BudPrelim | Bud_Target | |
|---|--|-----------------|-------------|-------------|----------|-----------|---------|-----------|-------------|--------------|------------|-----|
| | Dept Dimension Grouping Code to be used for Global Assignments | | | | | | | | BudgetGroup | | | |
| | Use KHACMDimGrp? | | | | | | | | Yes | | | |
| | Activate Red Flag Popup? | | | | | | | | No | | | |
| | Expense Transaction Drilling, On or Off? | | | | | | | | On | | | |
| | Dept Column Width? | | | | | | | | 15 | | | |
| | Acct Column Wieth? | | | | | | | | 15 | | | |
| | Allow Manual Refresh of AQS? | | | | | | | | Οff | | | |
| | Default Budget Workbook Configuration Settings | | | | | | | | | | | |
| 2 | Global (Drivers) | Global | | | | | | | | | | |
| | Budget Setup | Two Years Ago | Last Year | Current Bud | YTD | ProjCalc | ProjAdj | ProjTtl | BudTtl | BudPrelim | Bud_Target | |
| | Payroll27 - YTD Biweekly pay periods | | | | 18 | | | | | | | |
| | Financial - Current Fiscal Year Period | | | | 6 | | | | | | | |
| | Year of Fiscal Year End | 2015 | 2016 | 2017 | | | | 2017 | 2018 | | | |
| | Fiscal Year Beginning and End Month | | | | 7 | | | 6 | | | | |
| | Current Year Beginning and YTD Date | | | 07/01/16 | 12/31/16 | | | | | | | |
| | Budget Tab Headings | | | | | | | | | | | |
| | | | | | EV 2017 | EV 2017 | | | | | | |
| | | EV 2015 | EV 2016 | EV 2017 | Dec VID | lan-lun | Manager | EV 2017 | EV 2018 | Preliminary | Budget | n Ì |
| | | Actual | Actual | Budget | Actual | Projected | Input | Projected | Budget | Budget | Target | E |
| | | | | | | | | | | | | |
| | Month End | 10 | 10 | 12 | | | | 06/30/17 | 06/30/18 | | | (|
| | Days in Period | 265 | 266 | 265 | 194 | 191 | | 265 | 265 | | | |
| | bays in Period | 505 | 500 | 505 | 104 | 101 | | 505 | 505 | | | |
| | Identify columns to hide in budget workbooks | Yes | Yes | No | No | No | No | No | | Yes | No | |
| | Print Suppressor to hide WB columns | [HideColumn] [I | HideColumn] | | | | | | | [HideColumn] | | |
| | Identify columns to hide in Summary Tab | No | No | No | | | | No | No | | No | |
| | Print Suppressor to hide Summary columns | | | | | | | | | | | |
| | | 1 | | | | | | | | | | |

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

Global Setup

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

Global Budget Workbook Configuration Settings

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

Settings in this section include:

| Option | Definition |
|---|--|
| Dept Dimension Grouping Code to be used for Global Assignments | Define the groupings by which the system will build and assemble the plan files. |

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

Budget Setup section

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

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

Settings in this section include:

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

Budget Tab Settings section

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

| | | | FY 2017 | FY 2017 | | | | | |
|--------------|--|---|---|---|---|--|--|---|--|
| FY 2015 | FY 2016 | FY 2017 | Dec YTD | Jan-Jun | Manager | FY 2017 | FY 2018 | Preliminary | Budget |
| Actual | Actual | Budget | Actual | Projected | Input | Projected | Budget | Budget | Target |
| | | | | | | | | | |
| | | | | | | 06/30/17 | 06/30/18 | | |
| 12 | 12 | 12 | 6 | 6 | | 12 | 12 | | |
| 365 | 366 | 365 | 184 | 181 | | 365 | 365 | | |
| | | | | | | | | | |
| Yes | No | No | No | No | No | No | | Yes | Yes |
| [HideColumn] | | | | | | | | [HideColumn] | [HideColumn] |
| Yes | No | No | | | | No | No | | Yes |
| [HideColumn] | | | | | | | | | [HideColumn] |
| | FY 2015 Actual 12 365 Yes [HideColumn] Yes [HideColumn] | FY 2015 Actual 12 365 Yes No [HideColumn] FVideColumn] | FY 2015 FY 2016 FY 2017 Actual Actual Budget 12 12 12 365 366 365 Yes No No [HideColumn] Ves No | FY 2017 FY 2015 FY 2016 FY 2017 Dec YTD Actual Budget Actual 12 12 12 6 365 365 365 184 Yes No No No [HideColumn] Ves No No | FY 2015 FY 2017 FY 2017 Dec YTD Jan-Jun Actual Actual Budget Actual Projected 12 12 12 6 6 365 366 365 184 181 Ves No No No No VideColumn] Ves No No No | FY 2017 FY 2017 FY 2017 FY 2017 Jan-Jun Manager Actual Actual Budget Actual Projected Input 12 12 12 6 6 365 366 365 184 181 Ves No No No No No No Ves No No No No No No Ves No No No No No No No Ves No No No No No No No | FY 2017 FY 2017 FY 2017 Jan-Jun Manager FY 2017 FY 2015 FY 2016 FY 2017 Dec YTD Jan-Jun Manager FY 2017 Actual Actual Budget Actual Projected Input Projected 12 12 12 6 6 12 365 Yes No No No No No No Yes No No No No No No No | FY 2017 FY 2017 FY 2017 FY 2015 FY 2016 FY 2017 Dec YID Jan-Jun Manager FY 2017 FY 2018 Actual Actual Budget Actual Projected input Projected Budget 12 12 12 6 6 12 12 12 365 <t< td=""><td>FY 2017 FY 2017 FY 2017 FY 2017 FY 2017 Jan-Jun Manager FY 2017 FY 2018 Preliminary Actual Actual Budget Actual Projected Input Projected Budget Budget</td></t<> | FY 2017 FY 2017 FY 2017 FY 2017 FY 2017 Jan-Jun Manager FY 2017 FY 2018 Preliminary Actual Actual Budget Actual Projected Input Projected Budget Budget |

Settings in this section include:

| Option | Definition |
|-----------|---|
| Month End | Determines the end date for all monthly spread sections in budgeting driver and plan files. |
| | NOTE: This must be updated for the current year end at the beginning of each new budget cycle. |

| Option | Definition |
|--|---|
| Months in Period | Designates the number of months in each period, typically 12 for past year actual data, but may vary for the YTD period versus projected period for the current year. |
| Days in Period | The total number of business days in the period. |
| | NOTE: Must be updated for each budget year. |
| Identify columns to hide in budget workbooksplan files | Enter the names of any columns you wish to hide on the Stat_Rev and Expense sheets in budget plan files. |
| Print Suppressor to hide WB columns | Designates which columns have been suppressed per the previous row. |
| Identify columns to hide in Summary Tab | Allows you to control which columns to display on the Summary sheet of the budget plan files. Set to Yes to hide, No to display in the budget plan files. |
| Print Suppressor to hide Summary columns | Designates which columns have been suppressed per the previous row. |

Red Flag Parameters section

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

| ameters | Volume | R | levenue | levenue Hours | tevenue Hours E | Revenue Hours Expe | Revenue Hours Expense | Revenue Hours Expenses |
|-----------------|--------|---------|---------|---------------|-----------------|--------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| rease Threshold | 2.5% | | 5.0% | 5.0% 3.09 | 5.0% 3.0% | 5.0% 3.0% | 5.0% 3.0% | 5.0% 3.0% 5 | 5.0% 3.0% 5 | 5.0% 3.0% 5. | 5.0% 3.0% 5.0 | 5.0% 3.0% 5.0% | 5.0% 3.0% 5.0% |
| | (2.5%) | (5 | .0%) | .0%) (3.09 | .0%) (3.0%) | .0%) (3.0%) | .0%) (3.0%) | .0%) (3.0%) (5 | .0%) (3.0%) (5 | .0%) (3.0%) (5. | .0%) (3.0%) (5.0 | .0%) (3.0%) (5.09 | .0%) (3.0%) (5.0% |
| | 1,000 | \$20,00 | 00 | 1,000 | 1,000 | 1,000 | 1,000 \$ | 1,000 \$2 | 00 1,000 \$2, | 00 1,000 \$2,5 | 1,000 \$2,50 | 1,000 \$2,50 | 1,000 \$2,500 |

Settings in this section include:

| Option | Definition |
|-------------------------------|--|
| Percent Increase Threshold | Sets the percentage variance above budget for which users will be required to enter an explanation. |
| Percent Decrease Threshold | Sets the percentage variance below budget for which users will be required to enter an explanation. |
| Dollar Threshold (+/-) | Sets a strict dollar amount above or below budget for which users will be required to enter an explanation |

Other Tab Parameters section

This section addresses additional configuration options for budget plan files:

| Other Tab Parameters | | |
|---|--------|---------------------|
| Use Preliminary Estimate on Detail Calc Method? | | |
| Display Contribution Margin on Summary Tab? | Title: | Contribution Margin |
| Use Forecast for Current Year Projection? | | |
| Show Initiatives Tab? | | |
| Show Plan Tab? | | |
| Show Empl_List tab with JobCode and Staffing Tabs? | | |
| Show Empl_List tab with Employee Tab? | | |
| Show Net Revenue section on Stat_Rev tab (Requires Global Sum Setup)? | | |

Settings in this section include:

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

Budget Statistics

Overview

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

the StatData tab.

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

| GLODAL STATISTICS | |
|--|--|
| Instructions: FY 2017 FY 2017 FY 2017 After adding a new Budget Group code or new Dept & Acct codes for the DeptVAct rows, Hit Save. The new rows will come back populated with Spread Tag Actual Projected | Actual 017 Percent ceted of Total Change |
| | |
| Cleaners Statistics | 265 |
| Calcinal Days 303 300 303 104 101 | 260 |
| Paid Hours 2016 2011 200 103 01 | 2 086 |
| Consolidated 2,000 2,001 2,000 1,051 1,054 | 2,000 |
| Admits Total Admissions 6854 8.195 2.490 3.929 3.879 | 7.808 |
| Discharges Total Discharges 0 0 0 0 0 0 | 0 |
| PatientDays Total Patient Days 100,686 117,764 90,834 58,673 42,345 | 01,018 |
| TotalVisits Total Outpatient Visits 245,898 239,788 223,722 97,353 117,227 2 | 14,580 |
| ERVisits Total ER Visits 0 0 0 0 0 | 0 |
| DEPT ACCT Total Patient Days by Nursing Unit | |
| 0 0 <=Enter Dept & Acct No. Default Calc 0 0 0 0 0 | 0 0.00% 0.0% |
| 0 0 <=Enter Dept & Acct No. Default Calc 0 0 0 0 0 | 0 0.00% 0.0% |
| 0 0 <=Enter Dept & Acct No. Default Calc 0 0 0 0 0 | 0 0.00% 0.0% |
| Double Click to Insert New Patient Day Row | |
| Total Patient Days (Exd Nursery) 0 0 0 0 0 0 | 0 |
| | 0 0000 0000 |
| 0 0 c=fetter Dept & Acct No. Default Calc 0 0 0 0 0 0 | 0 0.00% 0.0% |
| Control Contro | 0 0.00% 0.0% |
| Total Patient Days 0 0 0 0 0 | 0.00% |
| | |
| BudgetGroup Stat Name OP Driver Statistics | |
| EHS Encounters Default Calc 0 0 0 | 0 0.0% |
| EHS ERVisits Emergency Visits Default Calc 0 0 0 0 0 | 0 0.0% |
| EHS OPVisits 0 0 0 0 0 | 0 |
| EHS ClinicVisits Clinic Visits Default Calc 0 0 0 0 0 | 0 0.0% |
| A + + H Statistics | • |

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

Settings

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

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

The Global Statistics sheet contains the following additional columns:

- FY 20XX Actual Actual, year before last.
- FY 20XX Actual Actual, last year.
- FY 20XX Budget This year's budget.
- FY 20XX Dec YTD Actual This year's December YTD actual.
- FY 20XX Jan-Jun Projected This year's January June, projected.
- FY 20XX Projected This year, projected.

- Actual Percentage of Total Percentage change from previous year.
- Change Percentage change.
- Budget Percent of Total Budget percent of total.
- FY 20XX Budget Next year's budget total.
- Bud-Proj Amt Variance amount, budget vs. projection.
- Variance % Variance percentage.

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

| | GLOBA | L STATISTICS | | | | | | | | | | | |
|------|--|----------------------------------|---|----------------|---------------|---------------|---------------|-------------|-------------|----------------|---------|---------------|---------------|
| | Instructions | | | | | | | EV 2018 | EV 2018 | | Actual | | Budget |
| | After adding a n | ew Budget Group code or new Dep; | & Acct codes for the | ♥ | FY 2016 | FY 2017 | FY 2018 | Jan YTD | Feb-Dec | FY 2018 | Percent | Annual | Percent FY 20 |
| | Dept/Acct rows, Hit Save. The new rows will come back populated with | | Spread Tag | Actual | Actual | Budget | Actual | Projected | Projected | o' Total Chang | Input | of Total Budd | |
| | historical data if available. | | | | | | | | | | | | |
| | | | Generic Statistics | | | | | | | | | | |
| | | | Calendar Days | | 366 | 365 | 365 | 31 | 334 | 365 | | | |
| | | | Worked Days | | 261 | 261 | 260 | 173 | 87 | 260 | | | |
| | | | Paid Hours | | 2,086 | 2,091 | 2,086 | 1,051 | 1,034 | 2,086 | | | |
| | | | Consolidated | | | | | | | | | | |
| | Admits | | Total Admissions | | 8,195 | 8,195 | 2,490 | 592 | 3,879 | 4,471 | | | |
| | Discharges | | Total Discharges | | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | PatientDays | | Total Patient Days | | 117,764 | 107,330 | 90,832 | 8,984 | 52,668 | 61,652 | | | |
| | Total√isits | | Total Outpatient Visits | | 239,788 | 239,788 | 223,722 | 15,923 | 117,227 | 133,150 | | | 1 |
| | ERVisits | | Total ER Visits | | 0 | 0 | 0 | 0 | 0 | 0 | | | |
| | EMC | Test | Medical CenterTest | Default Calc | 3,442,692,848 | 3,461,711,476 | 2,588,833,907 | 966,665,482 | **** | ***** | 228.7 | 1% 0 | 37,421,7 |
| | BudgetGroup | Service Line Name | Service Line Selection | | | | | | | | | | |
| Save | EMC | Cardiology_charges | Medical CenterCardiology_charges | Previous Input | 0 | 13,517,089 | | 6,449,632 | 500 | 6,450,132 | 461.3 | 1% 0 | 36,2 |
| Save | EMC | Cardiology_Encounters | Medical CenterCardiology_Encounters | Default Calc | 0 | 214 | | 103 | 1,110 | 1,213 | 466. | '% 0 | |
| Save | EMC | Cardiology_Net | Medical CenterCardiology_Net | Previous Input | 0 | 3,460,522 | | 0 | 0 | 0 | (100.) | 1%) 0 | |
| Save | EMC | EMC_Combined | Medical CenterEMC_Combined | Default Calc | 0 | 38,182,607 | | 17,885,420 | 192,700,976 | 210,586,396 | 451. | i% 0 | 1,161,4 |
| Save | EMC | General Medicine_charges | Medical CenterGeneral Medicine_charges | Default Calc | 0 | 24,665,518 | | 11,435,788 | 123,211,393 | 134,647,181 | 445. | 196 0 | 735,0 |
| Save | EMC | General Medicine_Encounters | Medical CenterGeneral Medicine_Encounters | Default Calc | 0 | 361 | | 166 | 1,789 | 1,955 | 441. | 1% 0 | |
| Save | EMC | GI Medical_Days | Medical CenterGI Medical_Days | Default Calc | 0 | 733 | | 382 | 4,116 | 4,498 | 513. | % 0 | |

6. Reviewing other systems for the new fiscal year

Refer to the budget checklist and all of the topics related to it. Although the budget file group is now active, there remains a few system areas to review and possibly update.

- Bring data current Bring the GL and Statistic data current.
- Verify Budget Control columns in the DEPT dimension table Validate that the DEPT dimension key Budget columns have been reviewed and updated.
- Verify the Budget Control columns in the ACCT, JOBCODE, and PAYTYPE dimension tables
- Load updated employee master data.
- Build 1-5 sample budgets for verification.
- Adjust dimension budget settings and driver information accordingly.