

*KaufmanHall*

**AXIOM**

Kaufman Hall Axiom Software

# **Current Year Forecasting**

Updated Version - 2020

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Monthly Processing

Kaufman, Hall & Associates, LLC

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## Current Year Forecasting – Monthly Processing

### 1.) Set up your Driver Assumptions

#### a. *Explorer - Reports Library | Management Reporting Utilities | Current Year Forecast*

#### b. Select “\_Update CY Forecast Driver”

- i. Update the monthly assumptions for volume changes
- ii. Update the monthly assumptions for revenue rate changes
- iii. Update the monthly assumptions for expense rate changes
- iv. Assumptions can only be defined by FSDetail category

1. If you wish to define exceptions at a more granular level, you can set them up with the 2-Dept Specific Forecast Adjustments report (step 7)

### 2.) Refresh Variable – Entity

- a. Different assumptions can be defined for each entity
- b. If you have multiple budget administrators, each can update the assumptions for their own entities by using the Refresh Variable.
- c. When you refresh the report, it will prompt you to select an entity.
- d. If you leave it blank, it will populate a block for each entity in your entity table.

### 3.) Define a driver statistic exception

If you wish to use different driver assumption for a specific department or group of departments, you can setup a new set of statistic exceptions.

#### i. Create new Statistic codes for you drivers

In the example below, we created S\_ORCases\_IP and S\_ORCases\_OP.

Update the Description column

If you need to add additional rows, copy the entire row not just the visible area.

- ii. Input the Dept in the New Department Exceptions area
- iii. IP Statistic-make it equal to the code in the Code column – (2\_\_Stat\_S\_ORCases\_IP)
- iv. OP Statistic-make it equal to the code in the Code column – (2\_\_Stat\_S\_ORCases\_OP)
- v. If you have an Other statistic, do the same in the Other Statistic cell
- vi. Update your statistic adjustments on the new Statistic exception rows

In the example, we used 60% instead of 55% for our IP assumption and 70% instead of 65% for our OP assumptions

Current Year Forecast Monthly Driver				Jul-2019 Adjustment	Aug-2019 Adjustment	Sep-2019 Adjustment	Oct-2019 Adjustment	Nov-2019 Adjustment	Dec-2019 Adjustment	Jan-2020 Adjustment
Code	Entity No	Entity	Description							
	<b>ii</b>	<b>Dept</b>	<b>New Departmental Exceptions</b>							
2_Dept_27640		27640	EMC Surgery							
			< Enter Dept Code	<b>iii</b>	2__Stat_S_ORCases_IP	<b>iv</b>	2__Stat_S_ORCases_OP	<b>v</b>		
		<b>2 Code</b>	<b>Description</b>							
2_S_KeyIP		2 S_KeyIP	IP Volume		0.00%	0.00%	0.00%	0.00%	(60.00%)	(55.00%)
2_S_KeyOP		2 S_KeyOP	OP Volume		0.00%	0.00%	0.00%	0.00%	(70.00%)	(65.00%)
2_S_KeyOth		2 S_KeyOth	Other Volume		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
		<b>2 Code</b>	<b>Statistic Exceptions</b>							
		<b>2 Code</b>	<b>New Statistic Exceptions</b>							
2_Stat_S_ORCases_IP		2 S_ORCases_IP	IP OR Cases	<b>i</b>	0.00%	0.00%	0.00%	0.00%	(60.00%)	(55.00%)
2_Stat_S_ORCases_OP		2 S_ORCases_OP	OP OR Cases						(70.00%)	(65.00%)

## Current Year Forecasting – Monthly Processing

- 4.) Process your baseline forecast
  - a. **Explorer - Reports Library | Management Reporting Utilities | Current Year Forecast**
  - b. Select “**1-Monthly Forecast Utility**”
  - c. Go to File Processing – Make sure that your MultiPass filter is set for the Entity you want to process (or leave it blank to process all entities)
  - d. Select “**Process Multipass**”
  
- 5.) Review the results of your forecast using the new forecast reports
  - a. **Explorer - Reports Library | Management Reporting | Financial Statements | Income Statements**
  
- 6.) Make department specific forecast adjustments
  - a. **Explorer - Reports Library | Management Reporting Utilities | Current Year Forecast**
  - b. Select “**2-Dept Specific Forecast Adjustments**”
  - c. Filter for a specific Dept.RptMap that you wish to adjust
  - d. Input either Percent or Amount Adjustments for each section

NOTE - For subsequent forecasts, this will be a review process but will be more time-consuming during the initial setup.

- e. Go to File Processing – Make sure that your MultiPass filter is set for the Entity you want
- f. Select Process Multipass

NOTE – This process can be setup in Scheduler once you have the CYDriver and Monthly Adjustments setup

Update the scheduler job named \Axiom\Scheduler Jobs Library\Management Reporting\CY Forecast Processing.axj to reference the new CY Forecast utilities

- 7.) Make Entity level adjustments
  - a. **Explorer - Reports Library | Management Reporting Utilities | Current Year Forecast**
  - b. Select “**3-Entity Level Forecast Adjustments**”
    - i. The Control sheet will show you the default CYFDept defined in the Entity dimension and the default CYFAcct defined in the Acct\_FSDetail validation table
    - ii. Review the results and make any necessary adjustments
  - c. Select **MAIN | Save**

NOTE – This utility is generally processed manually since it requires review and inputs

## Current Year Forecasting – Monthly Processing

- 8.) Transfer the updated forecast to the Budget
  - a. **Explorer - Reports Library | Management Reporting Utilities | Current Year Forecast**
  - b. Select “4-Transfer Updated Forecast to Budget”
  - c. Review the resulting adjustments
  - d. Select **Main | Save**
  
- 9.) Review the updated budget results
  - a. **Explorer - Reports Library | Management Reporting | Financial Statements | Income Statement**
  - b. Open the report named “CY Forecast Income Summary”
  - c. Review the results and the month over month changes
  - d. If you are satisfied with the results, continue with your monthly report processing
  - e. If you need to make further changes, repeat the steps above, as necessary.
  
- 10.) This process is intended to be repeated each month after GL close.

**Congratulations!**

**You have finished processing your Current Year Forecast and adjusting your budget**

- 11.) NOTE – If you need to add a new Dept or Acct for Current Year Forecasting
  - a. **Explorer – File Groups | Budget-2020 | Utilities**
  - b. *Use the New Department Utility (instructions are in the Budget Admin guide)*

