KaufmanHall

Kaufman Hall Axiom Software

# **Current Year Forecasting**

Updated Version - 2020

System Setup Instructions

Kaufman, Hall & Associates, LLC

June 25, 2020





### **Notes Before Starting**

- 1.) Consider creating a backup copy of the BUD2020 data table as BUD2020\_Backup This will give you quick access to a backup copy in case anything unexpected occurs
- 2.) Archive your FY2020 budget plan files or set Security so no plan files can be saved to the database

This will prevent unexpected changes to the data in the database

### **Steps for Setup**

- 1.) Launch Axiom Excel or Windows client
- 2.) On the Main ribbon, select Help for Budgeting and Performance Reporting
- 3.) Scroll down to More Information and Select the Reference folder

Troubleshooting	-
Tutorial videos	*
Reference	*
Documents	
Downloads	

- 4.) The files and instructions for the setup process will be in the Downloads folder
- 5.) Download the following files from the Help website

Current Year Forecast- System Setup.pdf Current Year Forecast - Monthly Processing.pdf \_Update CY Forecast Driver 1-Monthly Forecast Utility 2-Dept Specific Forecast Adjustments 3-Entity Level Forecast Adjustments 4-Transfer Updated Forecast to Budget CY Forecast Income Summary CY Forecast Scenario Comparison

- **CYF** Dimension Updates
- 6.) Save the files into a location you can access from within Axiom





- 7.) Import the Current Year Forecasting utilities and reports into your system
  - a. Admin Menu | System Browser | Reports Library | Management Reporting Utilities | Current Year Forecast
    - i. Right click to select "Import files"
    - ii. Select the following reports that you saved from the website under step 5

\_Update CY Forecast Driver

1-Monthly Forecast Utility

2-Dept Specific Forecast Adjustments

3-Entity Level Forecast Adjustments

4-Transfer Updated Forecast to Budget

- iii. Select "Open" to import the files
- b. Admin Menu | System Browser | Reports Library | Management Reporting | Financial Statements |Income Statement
  - i. Right click to select "Import files"
  - ii. Select the following reports that you saved from the website under step 5

CY Forecast Income Summary CY Forecast Scenario Comparison

- iii. Select "Open" to import the files
- iv. Close System Browser

#### 8.) Update the ENTITY dimensions table – Add CYFDept

- a. Explorer Table Library | !Dimensions | ENTITY
- b. Right click on the table and select "Edit table structure"
- c. Go to the "Columns" tab
- d. Click the "+" sign to add a new column
  - i. Change the ColumnName to "CYFDept"
  - ii. Change the Data Type to "Integer"
  - iii. Change the **Lookup** Column to "**Dept.Dept**"
  - iv. Select "OK" to confirm your selection
  - v. Confirm the Default Value is 0 (zero)
- e. Select "Apply"
- f. Select "OK"





- 9.) Update **CYFDept** in the **ENTITY** dimensions table
  - a. Explorer Table Library | !Dimensions | ENTITY
  - b. Open the table
  - c. Populate the column named "CYFDept" by double-clicking to select from the Dept table

NOTE – This column is used to store CY Forecast adjustments made at the entity level. Generally, you would use the Balance Sheet, Budget Adjustments or some other placeholder department

- d. Save the table MAIN | Save
- e. Close the Entity table
- 10.) Update the validation table for **ACCT\_FSDETAIL Add CYFAcct** 
  - a. Explorer Table Library | Dimensions | Validation Tables | Acct | Acct\_FSDETAIL
  - b. Right click on the table and select "Edit table structure"
  - c. Go to the "Columns" tab
  - d. Click the "+" sign to add a new column
    - i. Change the ColumnName to "CYFAcct"
    - ii. Change the Data Type to "Integer"
    - iii. Change the Lookup Column to "Acct.Acct"
    - iv. Select "OK" to confirm your selection
    - v. Confirm the Default Value is 0 (zero)
  - e. Select "Apply"
  - f. Select "OK"
- 11.) Populate CYFAcct in ACCT\_FSDETAIL

### a. Explorer - Table Library | Dimensions | Validation Tables | Acct | Acct\_FSDETAIL

- b. Double click on the table to open it
- c. In the **CYFAcct** column, assign a valid account number to each FSDetail code starting with R, D, E or H (Revenues, Deductions, Expenses and Hours) by **double-clicking to select** from the Acct table

NOTE – The Income Statement Detail report (Reports Library | Management Reporting | Financial Statements | Income Statement) can be helpful to identify the accounts in each FSDetail category

- d. Save the table MAIN | Save
- e. Close the Acct\_FSDetail table





- 12.) Update the **INITIATIVEID** dimensions table Add new codes
  - a. Explorer Table Library | !Dimensions | INITIATIVEID
  - b. Open the table
  - c. File | Open to the location where you saved the download files in Step 5
  - d. Open the file named "CYF Dimension Updates".
  - e. Confirm the columns match up between the file and your table
  - f. Copy the codes in cells A2:J25 from the **INITIATIVEID** tab in the Excel file into the table
  - g. Save the table MAIN | Save
  - h. Close the INITIATIVEID table
- 13.) Update the validation table for **ACCT\_CYFMethod** Add **Description** 
  - a. Explorer Table Library | !Dimensions | Validation Tables | Acct | ACCT\_CYFMethod
  - b. Right click on the table and select "Edit table structure"
  - c. Go to the "Columns" tab
  - d. Click the "+" sign to add a new column
    - i. Change the ColumnName to "Description"
    - ii. Change the Data Type to "String"
    - iii. Confirm the Max String Length is set to "50"

General Table Properties	Columns Aliases Sequences Calcula	ted Fields		
	ColumnName	Description	-	
Description	Description			-1
	Data Type	String		
	Numeric Type	Number		
	Max String Length	50		
	Unicode	Faise		
	Key Column	False		
	Alternate Key	False		
	Lookup Column			
	Configured Partition Scheme			
	Is Variable Column	False		
	Hierarchy Display Name			
	ColumnName			





- iv. Change the entry for **Describes Key** to "True" A Edit Tab × Edit the columns contained in table ACCT\_CYFMETHOD. General Table Properties Columns\* Aliases Sequences Calculated Fields • • 🗙 🔹 🐖 **?** CYFMETHOD Product Data Sets Unable to connect to the Axiom Appli ^ Is Filter Colu Description True Describes Key True Column Classification Default (Dimension) Fixed True Read Only Data False ACCT\_CYFMETHOD.Description Table.Name Column ID 67041 IsValidSecureHashCodeColumnTyp False Default Value Creation Date 4/14/2020 6:57 PM Modified Date 4/15/2020 8:18 AM Alternate Key If true, indicates the column must contain unique values, suitable for use as an alternate key for the table. Apply OK Cancel
- e. Select "Apply"
- f. Select "**OK**"

14.) Update the **CYFMethods** validation table

- a. Explorer Table Library | !Dimensions | Validation Tables | Acct | ACCT\_CYFMethod
- b. File Open to the location where you saved the download files in Step 5
- c. Open the file named "CYF Dimension Updates".
- d. Copy cells A2: B51 from the ACCT\_CYFMethod tab
- e. Select the ACCT\_CYFthod table
- f. Place your cursor in cell D9, Select Paste
- g. Save the table MAIN | Save
- h. Close the file named "CYF Dimension Updates"
- i. Close the Acct\_CYFMethod table
- 15.) Review\Update your **CYFMethod** assignments in the **ACCT** dimensions table

NOTE – This can also be done using the Dimension Maintenance Utility (DMU) A complete listing and description of the available options is in the CYF Dimension Updates file.

NOTE –You can have multiple CYFMethod columns in dimensions if you need different forecast methods for different groups of departments. (Assign the method in Dept.CYFDimGrp)





16.) Acct.RptMap - Review\Update your RptMap assignments in the ACCT dimensions table

NOTE – This can also be done using the Dimension Maintenance Utility (DMU)

- a. RptMap generally is the same as KHABgtCode unless there are differences in how you want the forecast processed vs your budget structure
  - i. RptMap is designed to be used for current year usage
  - ii. KHABgtCode is designed to be used for next year budget usage
- 17.) **Dept.RptMap** Review\Update your RptMap assignments in the DEPT dimensions table

NOTE – This can also be done using the Dimension Maintenance Utility (DMU)

- a. RptMap generally is the same as KHABgtCode unless there are differences in how you want the forecast processed vs your budget structure
  - b. RptMap is designed to be used for current year usage
  - c. KHABgtCode is designed to be used for next year budget usage
- 18.) **Dept.CYFDimGrp** Review\Update your CYFDimGrp assignments in the Dept dimensions table
  - a. If you have only one CYFMethod column in the Acct dimension, default all departments to CYFMethod.





- 19.) **CYF2020** Add the following fields to your CYF2020 data table
  - a. Explorer Table Library | Management Reporting | Actuals | CY Forecast
  - b. Right click on the CYF2020 table and select "Edit table structure"
  - c. Go to the "Columns" tab
  - d. Click the "+" sign Select "Add Multiple Columns"
    - Add Column

       Add Multiple Columns

       Add Columns from External Table
  - e. Create a time series named "Base" for 1-12 periods.

	- i		1		in
Column Prefix	K: Base	Start Number:	1	End Number:	12
Data Tuno:	Numeral	C	olumn Pro	perties	
Data Type.	Numeric	ĭ _	Fixed		
Max Length:	50				

Select OK" and then "Yes" to confirm

f. Create a time series named "Adj" for 1-12 periods. (Repeat Step d)

A					×
Create a rang append.	e of columns b	y specifying the colur	nn name p	refix and a range of r	numbers to
Column Prefix	: Adj	Start Numbe	r: [1	End Number:	12
Data Type:	Numeric	~	Column Pro	perties	
Max Length:	50				

### Select OK" and then "Yes" to confirm

g. Create a time series named "Pct" for 1-12 periods. (Repeat Step d)

Create a rang append.	e of columns by	specifying the column	n name pr	refix and a range of numbers to
Column Prefix	c: Pct	Start Number:	1	End Number: 12
Data Type:	Numeric	~ ~ C	olumn Pro	perties
Max Length:	50	14	T IACU	

Select OK" and then "Yes" to confirm



## AXIOM

## **Current Year Forecasting – System Setup**

- h. Create a column named "CYFScenario1"
  - i. Click the "+" sign Select "Add Column"
  - ii. Change name to "CYFScenario1"
  - iii. Change the data type to "Numeric"
- i. Create a column named "CYFScenario2"
  - i. Click the "+" sign Select "Add Column"
  - ii. Change name to "CYFScenario2"
  - iii. Change the data type to "Numeric"
- j. Select "Apply"
- k. Select "OK"
- 20.) Create the Driver table

### a. Explorer - Table Library | Management Reporting | Actuals | CY Forecast

- b. Right click on CY Forecast folder
  - i. Select "New"; Select "Table"
  - ii. Table Name should be "CYFDriver\_2020"
  - iii. Table Classification should be "Reference Table"
  - iv. Make sure the box to "Add description column" is checked

rabie nume.	CYFDriver_2020	
Table Type:	None	Vew Table Type
Folder:	CY Forecast	Set Folder
O Picklist Ta	ible Department an e	d Account, or import mapping tables.
⊖ Data Tabl	description column	
⊘ Data Tabl	description column	

- v. Select "Next"
- vi. Click "Next" on the Table Properties screen or fill in a description





- c. Change the ColumnName to "Code"
  - i. Change the Data Type to String
  - ii. Confirm the Max String Length is 50

Code	ColumnName	Code	^
Description	Description		
ð)	Data Type	String	
	Numeric Type	Number	
	Max String Length	50	
	Unicode	False	
	Key Column	True	
	Lookup Column		

- d. Click the "+" sign to add a new column
  - i. Change the ColumnName to "Entity"
  - ii. Change the Data Type to "Integer"

Code	ColumnName	Entity	^
Description	Description		
Entity	Data Type	Integer	$\sim$
	Numeric Type	Number	
	Key Column	False	
	Alternate Key	False	
	Lookup Column		

- e. Click the "+" sign to add a new column
  - i. Change the ColumnName to "Driver"
  - ii. Change the Data Type to "String"
  - iii. Confirm the Max String Length is 25

🖇 Code	ColumnName	Driver	^
Description	Description		
Entity	Data Type	String	
Driver	Numeric Type	Number	
	Max String Length	25	
	Unicode	False	
	Key Column	False	
	Alternate Key	False	
	Lookup Column		





f. Click the "+" sign - Select "Add Multiple Columns"



g. Create a time series named "P" for 1-12 periods.

Create a rang append.	e of columns by	specifying the column	name pre	efix and a range of numbers to
Column Prefix	СР	Start Number:	1	End Number: 12
Data Type:	Numeric	Co	lumn Prop Fixed	erties
Max Length:	50		INCU	
				OK Cancel

Select OK" and then "Yes" to confirm

- h. Click the "+" sign to add a new column
  - i. Change the ColumnName to "KeyIP"
  - ii. Change the **Data Type** to "String"
  - iii. Confirm the Max String Length is 25

Description	ColumnName	KeyIP	
Entity	Description		
Driver	Data Type	String	
P1	Numeric Type	Number	
P2	Max String Length	25	
P3	Unicode	False	
P4	Key Column	False	
P5	Alternate Key	False	
P6	Lookup Column		
P7	Is Variable Column	False	
P8	Hierarchy Display N	ame	
PQ	Hyperlink Label		
P10	Product Data Sets		
P11	ColumnNamo	Тено	
P12	Comminance		
KevID			
Reyar			

- i. Click the "+" sign to add a new column
  - i. Change the ColumnName to "KeyOP"
  - ii. Change the Data Type to "String"
  - iii. Confirm the Max String Length is 25





- j. Click the "+" sign to add a new column
  - i. Change the **ColumnName** to "KeyOth"
  - ii. Change the **Data Type** to "**String**"
  - iii. Confirm the Max String Length is 25

The final table should look like the screen shot below.

Driver	^	ColumnName	KeyOth	
P1		Description		
P2		Data Type	String	
P3		Numeric Type	Number	
P4		Max String Length	25	
P5		Unicode	False	
P6		Key Column	False	
P7		Alternate Key	False	
P8		Lookup Column		
P9		Is Variable Column	False	
P10		Hierarchy Display Name		
P11		Hyperlink Label		
P12		Product Data Sets		
KevIP		ColumnName	Leuo	
KeyOP		Columnatie		
KeyOth	~			

- k. Select "Finish" to save your changes
- I. Click "OK" to create the table.

## Congratulations!

# You have finished the Current Year Forecasting (Enhanced Version) setup





#### **Security Update**

For the Management Reporting User and\or Analyst roles, set the **Configured Permissions** for the "**Management Reporting Utilities | Current Year Forecast**" folder to be:

### Access = Read Only

Check the box to "Allow Save Data"



