

Rolling Forward Guide Axiom Capital Planning and Tracking Version 2020.1



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Rolling forward to a new capital budget year

To roll forward from one year to the next, complete the following steps:

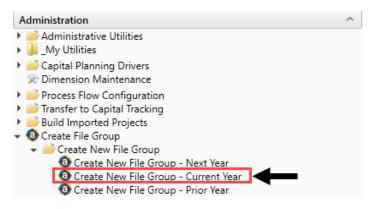
Step 1: Create a new file group

- Step 2: Configure the new file group for next year's planning cycle
- Step 3: Confirm configuration of Axiom Capital Tracking for next year's planning cycle
- Step 4: Configure security for the new file group
- Step 5: Run the CP Annual Rollforward utility

Step 1: Create a new file group

To create a new file group:

1. In the Cap Plan Admin task pane, in the Administration section, click Create File Group > Create New File Group, and double-click Create New File Group - Next Year.



- 2. In the New File Group Year field, type the year to assign the new file group, and click Next.
- 3. In the General Properties dialog, click Finish.
- 4. The system then displays a list of the tables it will create as part of the new file group for the next year. To continue, click **OK**.

TIP: The table names include the next year somewhere in the file name.

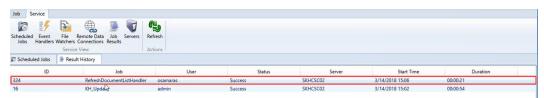
NOTE: This may take a few minutes to complete.

- 5. The system displays a confirmation prompt that the file group saved successfully. Click OK.
- 6. In the Edit File Group dialog, to continue creating the file group, click OK.

IMPORTANT: Do NOT make changes to any of the fields in this dialog. If you click **Cancel**, the system will not create the file group.

- 7. In the Cap Plan Admin task pane, double-click Create New File Group Current Year, and repeat Steps 3-5.
- 8. In the Cap Plan Admin task pane, double-click Create New File Group Prior Year, and repeat Steps 3-5.
- 9. Close and then re-open the Cap Plan Admin task pane.
- 10. After the file group is created, the system runs the RefreshDocumentListHandler Scheduler job that saves the default Kaufman Hall information to the Default Data driver. For this step, do the following to check that the job runs successfully:
 - a. In the Admin ribbon tab, click Scheduler.

- b. Click Job Results.
- c. Check that Success displays in the Status column.

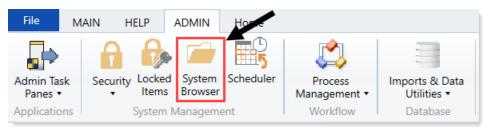


Step 2: Configure the new file group for next year's planning cycle

After the Axiom Capital Planning update is installed, complete the following steps to set up the new file group for the next year's capital planning cycle.

To configure the new file group for next year's planning cycle:

1. In the Admin ribbon tab, in the System Management group, click System Browser.



2. In Axiom Explorer, select the File Group Aliases folder, and double-click CP_CurrentYear_Web.

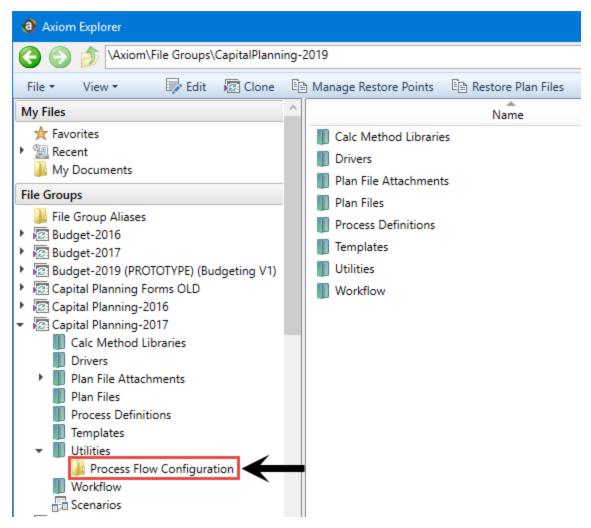
Axiom Explorer				?	×
🔇 📀 🍺 \Axiom\File Groups\FileGrou	upAliases				3
File • View •					
My Files ^ ^	Alias Name	File Group Name	Description		
 ★ Favorites ▶ 圖 Recent ▶ My Documents 	BP_CurrentYear BP_NextYear BP PriorYear	Budget-2017 Budget-2018 Budget-2016 Budget-2016	The File Group associated with the current year's budget plan. The File Group associated with the next year's budget plan. The File Group associated with the prior year's budget plan.		
File Groups	CM_CurrentYear CM_NextYear	Cost Management-2016	Cost Management Current Year File Group		
Image: Budget-2016 Image: Budget-2017 Image: Budget-2018 Image: Budget-2018 Image: Budget-2018 Image: Budget-2018 Image: Budget-2018 Image: Budget-2017 Image: Budget-2017 Image: Budget-2017 Image: Budget-2017 Image: Budget-2017 Image: Budget-2017	CP_CurrentYear_Web CP_NextYear_Web CP_PriorYear_Web CT_Projects_Web CT_PurchaseRequests_Web	CapitalPlanning-2018 CapitalPlanning-2019 CapitalPlanning-2017 Capital Tracking-Projects Capital Tracking-Projects	-		
CapitalPlanning-2018 CapitalPlanning-2019 Cost Management-2016 Cost Management-2017 Costing	FP_CurrentYear FP_NextYear FP_PriorYear	Financial Planning-2017 Financial Planning-2018 Financial Planning-2016	The File Group associated with the current year's financial plan. The File Group associated with next year's financial plan. The File Group associated with the prior year's financial plan.		

3. In Axiom Explorer, select the File Group Aliases folder, and double-click CP_CurrentYear.

Axiom Explorer				?	×
📀 🌍 🏂 \Axiom\File Groups\FileGroupAliases					đ
File - View - 🕞 Edit					
My Files	Alias Name	File Group Name	Description		
★ Favorites	BP_CurrentYear	🖾 Budget-2016	The File Group associated with the current year's budget plan.		
Recent	BP_NextYear	Budget-2019 (PROTOTYPE)	The File Group associated with the next year's budget plan.		
Up Documents	BP_PriorYear	🖾 Budget-2016	The File Group associated with the prior year's budget plan.		
File Groups	CM_CurrentYear	🖾 Cost Management-2018	Cost Management Current Year File Group		
🔐 File Group Aliases	CM_NextYear	Cost Management-2018			
Budget-2016	CP_CurrentYear	🔄 Capital Planning-2018	The File Group associated with the current year's capital plan.		
Budget-2017	CP_CurrentYear_Web	🖾 CapitalPlanning-2018 (PROTOT)			
 Budget-2019 (PROTOTYPE) (Budgeting V1) 	CP_NextYear	🖾 Capital Planning-2019	The File Group associated with next year's capital plan.		
Capital Planning Forms OLD	CP_NextYear_Web	🖾 CapitalPlanning-2018 (PROTOT)			
Capital Planning-2016 Capital Planning-2017	CP_PriorYear	🔯 Capital Planning-2017	The File Group associated with the prior year's capital plan.		
Capital Planning-2017	CP_PriorYear_Web	🖾 CapitalPlanning-2018 (PROTOT)			
Capital Planning-2019	CT_Projects	🔯 Capital Tracking-Projects	The File Group associated with the projects in Capital Tracking.		
Capital Tracking-Projects	CT_Projects_Web	🖾 Capital Tracking-Projects_V1			
Capital Tracking-Projects_V1 (Capital Tracking - F	CT_PurchaseRequests	🐻 Capital Tracking-Purchase Requ	The File Group associated with the purchase requests in Capital Tracking.		
Capital Tracking-Purchase Requests	CT_PurchaseRequests_Web	🔯 Capital Tracking-Purchase Requ			

4. In the Edit File Group Alias dialog, next to the File Group field, click the folder icon.

- 5. In the Choose File Group, select the new file group to use for next year, and click OK.
- 6. Repeat Steps 2-5 for the following:
 - **CP_PriorYear_Web** Select the file group alias to use for the prior year's planning cycle.
 - **CP_NextYear_Web** Select the file group alias to use for the next year's planning cycle.
 - **CP_PriorYear** Select the file group alias to use for the prior year's planning cycle.
 - CP_NextYear Select the file group alias to use for the next year's planning cycle.
- In Axiom Explorer, expand the selection for the most recent file group used, and click Utilities > Process Flow Configuration.



8. Right-click the Process Flow Step Ownership workbook, and click Export Without Refresh.

017\Utilities\Process Flow Configuration			3
Name	Modified	Locked By Size	Туре
CP Process Flow Manual Assignment	7/22/2016 11:46 AM	82 KB	Microsoft
CP Process Flow Step Ownership	7/8/2016 9:18 AM	106 KB	Microsoft
Document history Cut Copy Rename Delete Export Export Without Refree Copy shortcut to clip	sh ~ board		
	Name CP Process Flow Manual Assignment CP Process Flow Step Ownership CP Process Flow Step Ownership Copen Read Only Open Without Refres Document history Cut Copy Rename Delete Export Export Without Refres Copy shortcut to clip Copy document path Add to Favorites	Name Modified Image: CP Process Flow Manual Assignment 7/22/2016 11:46 AM Image: CP Process Flow Step Ownership 7/8/2016 9:18 AM Image: CP Process Flow Step Ownership 7/8/2016 9:18 AM Image: CP Process Flow Step Ownership 0pen Open Open Read Only Open Without Refresh Document history Cut Copy Rename Delete Export Export Export Copy shortcut to clipboard Add to Favorites Add to Favorites	Name Modified Locked By Size Image: CP Process Flow Manual Assignment 7/22/2016 11:46 AM 82 KB Image: CP Process Flow Step Ownership 7/8/2016 9:18 AM 106 KB Image: Open Read Only Open Read Only 0pen Without Refresh Document history Cut Copy Cut Copy Rename Delete Export Export Copy shortcut to clipboard Add to Favorites Add to Favorites

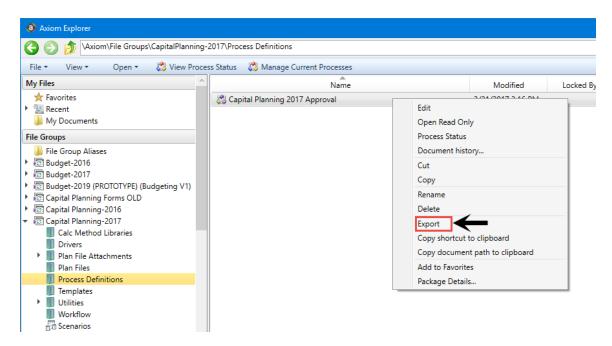
- 9. Save the CP Process Flow Step Ownership workbook to your computer or any network folder.
- 10. In Axiom Explorer, expand the selection for the next year's file group, and select the Utilities > Process Flow Configuration folder.

Axiom Explorer		
🚱 📀 🏂 \Axiom\File Groups\CapitalPlanni	ng-	2018\Utilities\Proc
File • View •		
My Files	^	
★ Favorites ★ Eacent ↓ My Documents		CP Process I CP Process I
File Groups		
 File Group Aliases Budget-2016 Budget-2017 Budget-2019 (PROTOTYPE) (Budgeting V1) Capital Planning Forms OLD Capital Planning-2016 Capital Planning-2017 		
 Image: Capital Planning-2018 Calc Method Libraries 		
Drivers		
Plan File Attachments		
Plan Files		
Process Definitions		
Templates		•
▼ Utilities		
Workflow		
Capital Planning-2019 Capital Tracking-Projects Canital Tracking-Projects V1 (Canital Tracking)	~	<

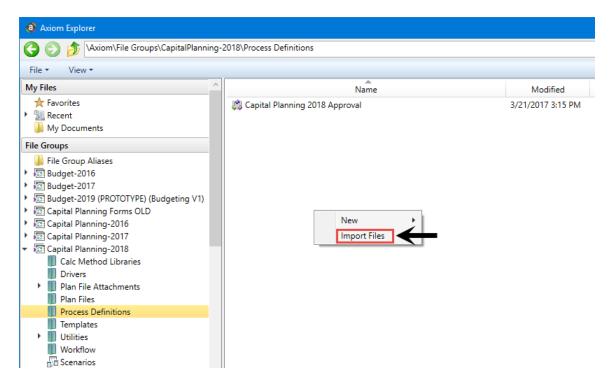
11. Right-click on any blank white space, and select Import Utilities.

Axiom Explorer	
🔇 ゔ 🏂 🖓 (Axiom\File Groups\CapitalPlanning	-2018\Utilities\Process Flow Configuration
File • View •	
My Files ^	Name
★ Favorites	CP Process Flow Manual Assignment
 Recent My Documents 	CP Process Flow Step Ownership
File Groups	
 File Group Aliases Budget-2016 Budget-2017 Budget-2019 (PROTOTYPE) (Budgeting V1) Capital Planning Forms OLD Capital Planning-2016 Capital Planning-2017 	
 Capital Planning-2018 Calc Method Libraries Drivers Plan File Attachments Plan Files Process Definitions Templates 	New •
	Import Utilities
Process Flow Configuration	
Workflow	
🗄 Scenarios	

- 12. Browse your computer, and select the CP Process Flow Step Ownership workbook that you recently exported.
- 13. At the Confirmation prompt, click Yes.
- 14. In Axiom Explorer, expand the selection for the most recent file group used, and click **Process Definitions > Process Flow Configuration**.
- 15. Right-click the Capital Planning 20XX Approval definition, and select **Export**.



- 16. Save the Capital Planning 20XX Approval Process to your computer or any network folder.
- 17. Go to the file that was exported on your computer/network, and change the name of the file to increase the year by one. For example, change Capital Planning 2017 Approval to Capital Planning 2018 Approval.
- 18. In Axiom Explorer, expand the selection for the next year's file group, and select the **Process Definitions** folder.
- 19. Right-click on any blank white space, and select Import Files.



- 20. Browse your computer, and select the Capital Planning 20XX Approval Process that you recently exported and renamed.
- 21. At the Confirmation prompt, click Yes.
- 22. Double-click the Capital Planning 20XX Approval Process you just imported.
- 23. On the right side of the dialog, click **Start Process** to enable the workflow in the system.
- 24. At the Confirmation prompt, click **OK**.

Proceed to Step 3: Confirm configuration of Axiom Capital Tracking for next year's planning cycle.

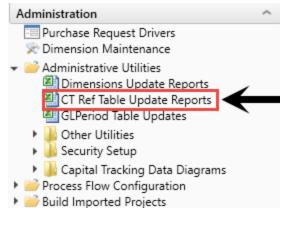
Step 3: Confirm configuration of Axiom Capital Tracking for next year's planning cycle

There are two worksheets in the CT Ref Table Update Reports workbook that - while not drivers themselves - are functionally similar. Each of these worksheets allow you to select the fields that a user is required to complete to submit a purchase request.

NOTE: Your organization normally updates this table at the beginning of each fiscal year.

To configure capital tracking for next year's planning cycle:

1. In the Cap Track Admin task pane, in the Administration section, click Administrative Utilities, and double-click CT Ref Table Update Reports.



2. Select the SUITEVARIABLES worksheet, and update the **CapTrackYr** to the current fiscal year. You should only make this update after the new fiscal year begins.

KH Home CT Ref Table Updates ×		
Capital Tra	cking Variables	Update Utility
Variable	Description	Parameter
CapTrackYr	Capital Tracking Active Year	2017
↓ DeliverTo	UofM Items SUITEVARIABLES	

3. To update the Capital Tracking Active Year in the system, click Save.

Proceed to Step 4: Configure security for the new file group.

Step 4: Configure security for the new file group

You do not need to update the security for the user filters, but you do need to update the security for the new file group added with the installation.

To configure security for the new file group:

 In the Admin ribbon tab, in the System Management group, click Security > Open in Spreadsheet.



2. In the **Open Security in Spreadsheet** dialog, select the **File Groups** check box, and unselect all other check boxes, and then click **OK**.

Open Security in Spreadsheet	?	×
Present users and roles: Horizontally Vertically Select items to include: File Groups File Groups Files Files File Tables File Types File Permissions	r	
Filter users OK	Са	ncel

3. Set up the new file group security with the same settings and user filters used for the previous file group. Copy the entire row from the previous file group, and paste to the same row for the new file group.

[file access level] = Read

[calc method permission] = Insert

[interacts with process management] = TRUE

[access filter, ignored if all plan files] = should be the same as previous File Group

CapitalPlanning-2018 [modify file group]	FALSE
CapitalPlanning-2018 [create plan files]	FALSE
CapitalPlanning-2018 [create new records]	FALSE
CapitalPlanning-2018 [process plan files]	FALSE
CapitalPlanning-2018 [run Axiom Queries]	FALSE
CapitalPlanning-2018 [manage calc methods]	FALSE
CapitalPlanning-2018 [file access level]	Read 🗲
CapitalPlanning-2018 [save data]	FALSE
CapitalPlanning-2018 [unprotect]	FALSE
CapitalPlanning-2018 [calc method permission]	Insert
CapitalPlanning-2018 [sheet assistant]	FALSE
CapitalPlanning-2018 [file processing assistant]	FALSE
CapitalPlanning-2018 [interacts with process management]	
CapitalPlanning-2018 [all plan files]	FALSE
CapitalPlanning-2018 [access filter, ignored if all plan files]	←
CapitalPlanning-2018 [role inheritance mode]	Independent
CapitalPlanning-2018 [inherit role, blank means all]	

4. After you are done making changes, in the Main ribbon tab, click Save.

Proceed to Step 5: Run the CP Annual Rollforward utility.

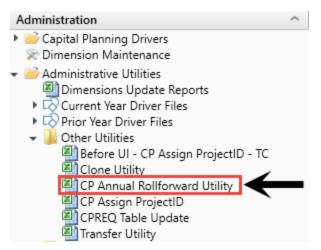
Step 5: Run the CP Annual Rollforward utility

Use this utility to copy all driver file settings and configurations to the next planning year.

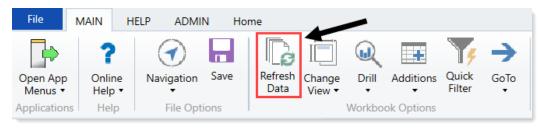
IMPORTANT: Saving the data after you run this utility will overwrite existing data in the CP_Next Year file group drivers. Be sure that you have performed the previous roll forward instructions before saving this report.

To run the CP Annual Rollforward utility:

1. In the Cap Plan Admin task pane, in the Administration section, click Administrative Utilities > Other Utilities, and double-click CP Annual Rollforward Utility.



- 2. Refresh the data by doing one of the following:
 - In the Main ribbon tab, in the Workbook Options group, click Refresh Data.



- Press F9.
- 3. Verify that the data loaded correctly.
- 4. When you are ready to save the data to the database, in the Main ribbon tab, click Save.

