



Rolling Forward Guide  
Axiom Budgeting and  
Performance Reporting  
Version 2020.2



KaufmanHall

AXIOM

# *KaufmanHall*

5202 Old Orchard Rd. Suite N700  
Skokie, IL 60077  
(847) 441-8780  
(847) 965-3511 (fax)  
[www.kaufmanhall.com](http://www.kaufmanhall.com)

Support email: [support@kaufmanhall.com](mailto:support@kaufmanhall.com)

Kaufman Hall® is a trademark of Kaufman, Hall & Associates, LLC. Microsoft®, Excel®, and Windows® are trademarks of Microsoft Corporation in the United States and/or other countries. All other trademarks are the property of their respective owners.

This document is Kaufman, Hall & Associates, LLC Confidential Information. This document may not be distributed, copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable format without the express written consent of Kaufman, Hall & Associates, LLC.

Copyright © 2020 Kaufman, Hall & Associates, LLC. All rights reserved.

Version: 2020.2

Updated: 6/22/2020

# Contents

Rolling Forward to a New Budget Year .....	4
1. Archiving current year plan files (optional) .....	5
2. Rolling data over to next year's file group .....	7
Updating file group aliases .....	7
3. Updating suite variables .....	9
4. Updating process definitions .....	10
5. Preparing for the next fiscal year .....	11
Updating system periods .....	11
Setting year and period .....	12
Setting payroll dates .....	14
Configuring the current payroll period .....	15
Budget Configuration .....	16
Budget Statistics .....	21
6. Reviewing other systems for the new fiscal year .....	24

# 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: [xActionCode].
- 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.

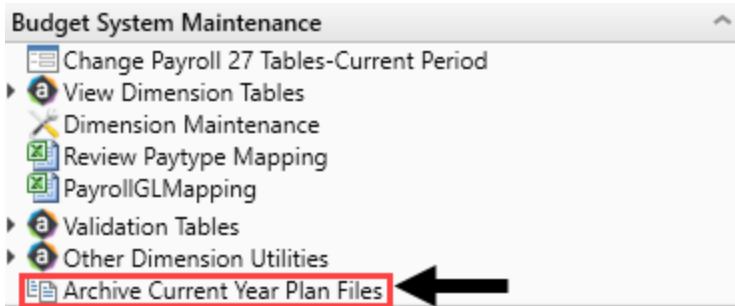
**IMPORTANT:** The system processes all plan files using the permissions of the user who is executing the command. This means that the plan files will be opened, refreshed, and then "frozen" based on the permissions of that user. All users who open the archived files will see the plan files in the same 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**.



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:**

1. 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**.
2. 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.

Alias Name	File Group Name	Description
ARP_CurrentYear	ARP WEB V1	The File Group associated with the current year's asset replacement analysis.
ARP_NextYear	ARP WEB V1	The File Group associated with next year's asset replacement analysis.
ARP_PriorYear	ARP WEB V1	The File Group associated with the prior year's asset replacement analysis.
BP_CurrentYear	Budget-2020	The File Group associated with the current year's budget plan.
BP_NextYear	Budget-2021	The File Group associated with the next year's budget plan.
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.

**Edit File Group Alias**

Alias Name: BP\_CurrentYear

File Group: Budget-2020 

Description: The File Group associated with the current year's budget 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.

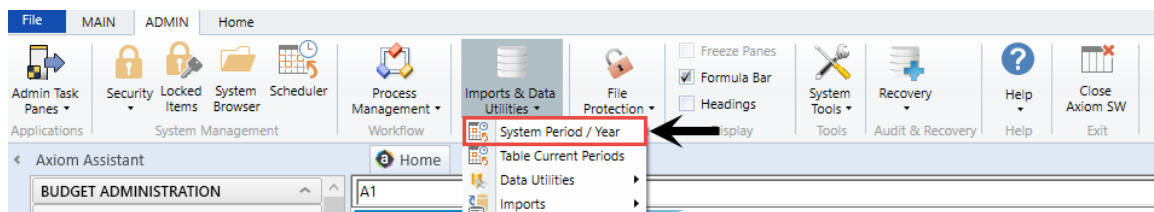
- [Update system periods](#)
- [Update year and period tables](#)
- [Update payroll dates tables](#)
- [Update the current payroll schedule](#)
- [Update the Budget Configuration driver](#)
- [Update the Budget Statistics driver](#)

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**.

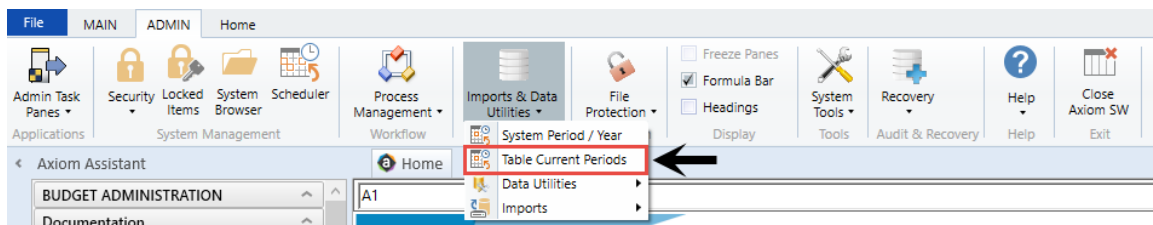


*Click image to view full size*

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

*Click image to view full size*

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



*Click image to view full size*

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

## Setting 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](#).

## Primary Inputs

Save

Fiscal Year: 2017

Fiscal Start Month: July

FTE Hours: 2080

## Working Days Inputs

Serial	Month	Current Year Working Days 2017	Last Year Working Days 2016	Next Year Working Days 2018
7	July	23	23	23
8	August	23	23	23
9	September	22	22	22
10	October	23	23	23
11	November	22	22	22
12	December	23	23	23
1	January	23	23	23
2	February	20	21	20
3	March	23	23	23
4	April	22	22	22
5	May	23	23	23
6	June	22	22	22
		269	270	269

- ☐ Check to Hide Year table
- ☐ Check to Hide Period table

## Year Table

Year	Fiscal Year	Description
2017	FY17	Actual
2017	FY17	Budget
2017	FY17	Projected
2017	FY17	Flex Budget
2015	FY15	L2 Actual
2016	FY16	Last Year
2016	FY16	LY Budget
2018	FY18	NY Budget
2017	FY17	Forecast

## Period Table

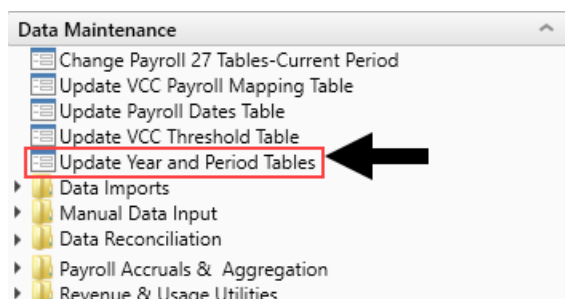
Serial	Month	Quarter	Current Year	Last Year	Next Year	Current Year Month	Last Year Month	Next Year Month	Current Calendar Days	Last Year Calendar Days
7	July	1	2016	2015	2017	Jul-2016	Jul-2015	Jul-2017	31	31
8	August	1	2016	2015	2017	Aug-2016	Aug-2015	Aug-2017	31	31
9	September	1	2016	2015	2017	Sep-2016	Sep-2015	Sep-2017	30	30
10	October	2	2016	2015	2017	Oct-2016	Oct-2015	Oct-2017	31	31
11	November	2	2016	2015	2017	Nov-2016	Nov-2015	Nov-2017	30	30
12	December	2	2016	2015	2017	Dec-2016	Dec-2015	Dec-2017	31	31
1	January	3	2017	2016	2018	Jan-2017	Jan-2016	Jan-2018	31	31
2	February	3	2017	2016	2018	Feb-2017	Feb-2016	Feb-2018	28	29
3	March	3	2017	2016	2018	Mar-2017	Mar-2016	Mar-2018	31	31
4	April	4	2017	2016	2018	Apr-2017	Apr-2016	Apr-2018	30	30
5	May	4	2017	2016	2018	May-2017	May-2016	May-2018	31	31
6	June	4	2017	2016	2018	Jun-2017	Jun-2016	Jun-2018	30	30
									365	366

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:

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



- 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: <ul style="list-style-type: none"> <li>To use the standard of the number of days worked multiplied by a 40-hour work week divided by 7, select <b>2086</b>.</li> <li>To use the standard 40 hour work-week multiplied by 52 weeks, select <b>2080</b>.</li> </ul>

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**.

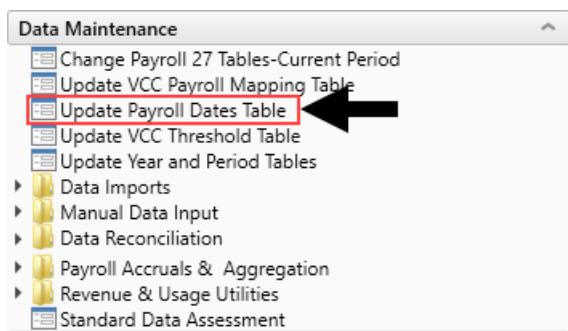
## Setting payroll dates

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.

## Payroll Dates

**Cycle 1**

<<< Select the initial period pay date

<<< Select the number of days the Pay Date is after the Pay Period End Date

**Cycle 2**

<<< Select the initial period pay date

<<< Select the number of days the Pay Date is after the Pay Period End Date

Pay Period	Current Year			Last Year			Next Year			Current Year			Last Year		
	Pay Period End Date	Current Year Pay Date	Fiscal Month	Pay Period End Date	Last Year Pay Date	Pay Period End Date	Next Year Pay Date	Pay Period End Date 2	Current Year Pay Date 2	Fiscal Month 2	Pay Period End Date 2	Last Year 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.

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

## Payroll Dates

**Cycle 1**

<<< Select the initial period pay date

<<< Select the number of days the Pay Date is after the Pay Period End Date

**Cycle 2**

<<< Select the initial period pay date

<<< Select the number of days the Pay Date is after the Pay Period End Date

Pay Period	Current Year			Last Year			Next Year			Current Year			Last Year		
	Pay Period End Date	Current Year Pay Date	Fiscal Month	Pay Period End Date	Last Year Pay Date	Pay Period End Date	Next Year Pay Date	Pay Period End Date 2	Current Year Pay Date 2	Fiscal Month 2	Pay Period End Date 2	Last Year 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			

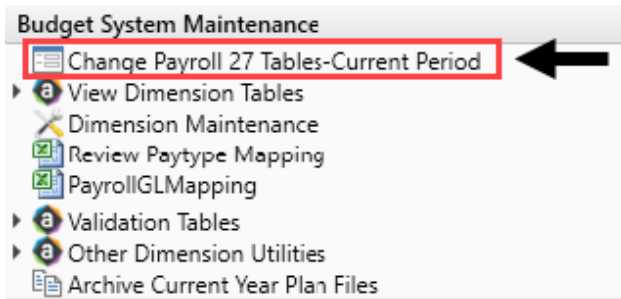
# Configuring the current payroll period

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:**

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



**NOTE:** The utility opens in a separate browser window.

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



*Use this form to change the Current Pay Period.*

#### Current System Info:

Current Pay Period: 18

#### New Pay Period Info:

New Pay Period:

11  
12  
13  
14  
15  
16  
17  
18

- Click **Submit**.
- At the **This may take around a minute to save** prompt, click **OK**.
- 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 Budget Workbook Configuration Settings											
<b>Global Setup</b> Dept Dimension Grouping Code to be used for Global Assignments Use KHACMDimGrp? Activate Red Flag Popup? Expense Transaction Drilling, On or Off? Dept Column Width? Acct Column Width? Allow Manual Refresh of AQs?	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bud_Target	Bi
									BudgetGroup		
									Yes		
									No		
									On		
									15		
									15		
									Off		
	Default Budget Workbook Configuration Settings										
<b>Global (Drivers)</b> <b>Budget Setup</b> Payroll27 - YTD Biweekly pay periods Financial - Current Fiscal Year Period Year of Fiscal Year End Fiscal Year Beginning and End Month Current Year Beginning and YTD Date Budget Tab Headings	Global										
	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bud_Target	Bi
				18							
				6							
	2015	2016	2017				2017	2018			
				7				6			
				07/01/16	12/31/16						
Month End Months in Period Days in Period Identify columns to hide in budget workbooks Print Suppressor to hide WB columns Identify columns to hide in Summary Tab Print Suppressor to hide Summary columns <b>Red Flag Parameters</b>	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Dec YTD Actual	FY 2017 Jan-Jun Projected	Manager Input	FY 2017 Projected	FY 2018 Budget	Preliminary Budget	Budget Target	Bi

The Budget Configuration driver is divided into a **Global Setup** section with settings that apply system-wide 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											
<b>Global Setup</b> Dept Dimension Grouping Code to be used for Global Assignments Use KHACMDimGrp? Activate Red Flag Popup? Expense Transaction Drilling, On or Off? Dept Column Width? Acct Column Width? Allow Manual Refresh of AQs?	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim		
									BudgetGroup		
									Yes		
									No		
									On		
									0		
									15		
									Off		

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?	<p>For certain values, you can set <b>variance thresholds</b> which, if exceeded, cause a red flag icon (🚩) to display. Select one of the following options to determine whether or not the user needs to address the threshold by entering a comment:</p> <ul style="list-style-type: none"> <li>• <b>Yes</b> - When the threshold is met, require the user to enter a comment in the Comment field before they can save the plan file.</li> <li>• <b>No</b> - Allow the user to save the plan file without entering comments.</li> </ul>
Expense Transaction Drilling, On or Off?	<p>Select one of the following:</p> <ul style="list-style-type: none"> <li>• <b>On</b> - To allow users to drill down to a subsidiary General Ledger in the Expense tab.</li> <li>• <b>Off</b> - To not allow users to drill down in the Expense tab.</li> </ul>
Dept Column Width?	<p>By default, the department column width is 15 pt. Use this field to enter different column width size.</p> <p><b>NOTE:</b> If you enter a size larger than 15 pt, large numbers will display in scientific notation (i.e. #####).</p>
Acct Column Width?	<p>By default, the account column width is 15 pt. Use this field to enter different column width size.</p> <p><b>NOTE:</b> If you enter a size larger than 15 pt, large numbers will display in scientific notation (i.e. #####).</p>

## ► 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.

<b>Budget Setup</b>	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.  <b>IMPORTANT:</b> 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.

Budget Tab Headings										
	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Dec YTD Actual	FY 2017 Jan-Jun Projected	Manager Input	FY 2017 Projected	FY 2018 Budget	Preliminary Budget	Budget Target
Month End							06/30/17	06/30/18		
Months in Period	12	12	12	6	6		12	12		
Days in Period	365	366	365	184	181		365	365		
Identify columns to hide in budget workbooks	Yes	No	No	No	No	No	No		Yes	Yes
Print Suppressor to hide WB columns	[HideColumn]								[HideColumn]	[HideColumn]
Identify columns to hide in Summary Tab	Yes	No	No				No	No		Yes
Print Suppressor to hide Summary columns	[HideColumn]									[HideColumn]

Settings in this section include:

Option	Definition
Month End	Determines the end date for all monthly spread sections in budgeting driver and plan files.  <b>NOTE:</b> 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. <b>NOTE:</b> 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 <b>Yes</b> to hide, <b>No</b> 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).

<b>Red Flag Parameters</b>	
Percent Increase Threshold	Volume 2.5% Revenue 5.0% Hours 3.0% Expenses 5.0%
Percent Decrease Threshold	(2.5%) (5.0%) (3.0%) (5.0%)
Dollar Threshold (+/-)	1,000 \$20,000 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?  
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)?

Title: Contribution Margin

Yes  
Yes  
No  
Hide  
Show  
Show  
Hide  
Hide

Settings in this section include:

Option	Definition
Use Preliminary Estimate on Detail Calc Method?	If set to <b>Yes</b> , the preliminary estimate displays on the detail sheet in budget plan files. If set to <b>No</b> , the system will hide the preliminary estimate row.
Display Contribution Margin on Summary Tab?	If set to <b>Yes</b> , the contribution margin row displays on the Summary sheet in the budget plan files. If set to <b>No</b> , 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 <b>Yes</b> or <b>No</b> .
Show Initiatives Tab?	Select to <b>Show</b> or <b>Hide</b> the Initiatives tab.
Show Plan Tab?	Select to <b>Show</b> or <b>Hide</b> the Plan tab.
Show Empl_List tab with JobCode and Staffing Tabs?	Select to <b>Show</b> or <b>Hide</b> the Empl_List tab with the JobCode and Staffing tabs.
Show Empl_List tab with Employee Tab?	Select to <b>Show</b> or <b>Hide</b> the Empl_List tab with the Employee tab.
Show Net Revenue section on Stat_Rev tab (Requires Global Sum Setup)?	Select to <b>Show</b> or <b>Hide</b> 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.

GLOBAL STATISTICS

Instructions:  
After adding a new Budget Group code or new Dept & Acct codes for the Dept/Acct rows, Hit Save. The new rows will come back populated with historical data if available.

			Spread Tag	FY 2015 Actual	FY 2016 Actual	FY 2017 Budget	FY 2017 Dec YTD Actual	FY 2017 Jan-Jun Projected	FY 2017 Projected	Actual Percent of Total	Change		
	Generic Statistics												
	Calendar Days				365	366	365	184	181	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 Discharges PatientDays TotalVisits ERVisits	Total Admissions				6,854	8,195	2,490	3,929	3,879	7,808		
		Total Discharges				0	0	0	0	0	0		
		Total Patient Days				100,686	117,764	90,834	58,673	42,345	101,018		
		Total Outpatient Visits				245,898	239,788	223,722	97,353	117,227	214,580		
		Total ER Visits				0	0	0	0	0	0		
DEPT	ACCT	Total Patient Days by Nursing Unit											
		<=Enter Dept & Acct No.	Default Calc	0	0	0	0	0	0	0.00%	0.0%		
		<=Enter Dept & Acct No.	Default Calc	0	0	0	0	0	0	0.00%	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 (Excl Nursery)		0	0	0	0	0	0				
		<=Enter Dept & Acct No.	Default Calc	0	0	0	0	0	0	0.00%	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		0	0	0	0	0	0	0.00%			
BudgetGroup	Stat Name	OP Driver Statistics											
		Outpatient Encounters	Default Calc	0	0	0	0	0	0	0.0%			
		Emergency Visits	Default Calc	0	0	0	0	0	0	0.0%			
		Total Patient Days				0	0	0	0	0	0.00%		
		EHS	OPVisits	Outpatient Visits		0	0	0	0	0	0		
				Outpatient Visits		0	0	0	0	0	0		
				Outpatient Visits		0	0	0	0	0	0		
		EHS	ClinicVisits	Clinic Visits	Default Calc	0	0	0	0	0	0	0.0%	
				Clinic Visits		0	0	0	0	0	0		
				Clinic Visits		0	0	0	0	0	0		

**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.

GLOBAL STATISTICS

Instructions:  
After adding a new Budget Group code or new Dept: & Acct codes for the Dept/Act rows, Hit Save. The new rows will come back populated with historical data if available.

				Spread Tag	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2018 Jan YTD Actual	FY 2018 Feb-Dec Projected	FY 2018 Projected	Actual Percent o' Total	Change	Annual Input	Budget Percent of Total	FY 2018 Budget
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					
TotalVisits	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	#####	#####		228.79%	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		461.8%	0		36,2
Save	EMC	Cardiology_Encounters	Medical CenterCardiology_Encounters	Default Calc	0	214		103	1,110	1,213		466.7%	0		
Save	EMC	Cardiology_Net	Medical CenterCardiology_Net	Previous Input	0	3,460,522		0	0	0		(100.0%)	0		
Save	EMC	EMC_Combined	Medical CenterEMC_Combined	Default Calc	0	38,182,607		17,885,420	192,700,976	210,586,396		451.5%	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		445.9%	0		735,0
Save	EMC	General Medicine_Encounters	Medical CenterGeneral Medicine_Encounters	Default Calc	0	361		166	1,789	1,955		441.4%	0		
Save	EMC	GI Medical_Days	Medical CenterGI Medical_Days	Default Calc	0	733		382	4,116	4,498		513.6%	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.