

## **Rolling Forward Guide**

Axiom Budgeting and  
Performance Reporting  
Version 2020.3

**AXIOM**

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Version: 2020.3.1

Updated: 9/10/2020

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# Rolling Forward to a New Fiscal 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. [Prepare for the next fiscal year.](#)
3. [Review other system areas.](#)

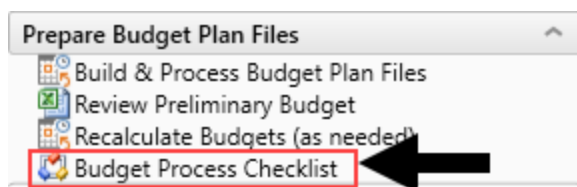
**NOTE:** To populate the Bud\_Pay27 tables with budgeted hours, we recommend that you run the Monthly to Biweekly utility located in the Reports Library > Management Reporting Utilities > Payroll. For more information, see "Payroll utilities" in the online help.

## Running the Budget Checklist process

Use this process to walk you through the steps needed to create plan files for the next budgeting season. The Budget Checklist process displays all of the steps to complete on the left side of the window. Those steps that include sub-steps are indicated with an arrow icon, which you can click to expand or contract the list.

To run the Budget Checklist process:

1. In the **Bud Admin** task pane, in the **Prepare Budget Plan Files** section, double-click **Budget Checklist**.



2. In the **Process Owner** field of the Process Properties tab, do one of the following:
  - To assign a specific user as process owner, click **Select User**.
  - To assign users with specific roles as process owners, click **Select Role**.

**NOTE:** You must assign a user or role before you can run this process.

The screenshot shows the 'Edit Process' dialog for 'Budget Checklist'. The 'Process Properties' tab is active. The 'Process Name' and 'Display Name' fields are both set to 'Budget Checklist'. The 'Description' field is empty. The 'Process Owner' is set to 'Admin Admin'. To the right of the 'Process Owner' field are two buttons: 'Select User...' and 'Select Role...'. A red rectangle highlights these two buttons, and a black arrow points to them from the right. Below the 'Process Properties' section is the 'Configuration Properties' section, which includes a checkbox for 'Allow step owners to see all steps in the process task pane' (which is unchecked) and a 'Default Process Assignment' dropdown set to '<none selected>'. In the top right corner, there is a 'Start process' link. A status message at the top says 'This process is currently inactive.'

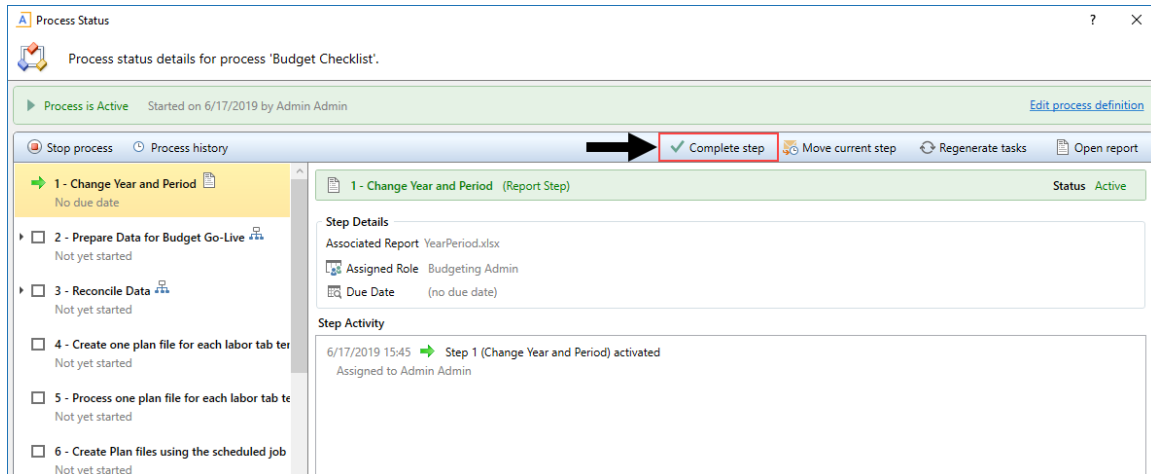
3. Click **Start Process** in the upper right corner of the dialog.

This screenshot is identical to the previous one, but with a red rectangle around the 'Start process' link in the top right corner. A black arrow points to this link from the left.

4. At the **Start process 'Budget Checklist'** prompt, click **OK**.
5. As you complete each step, click **Complete step** in the upper right corner of the screen.

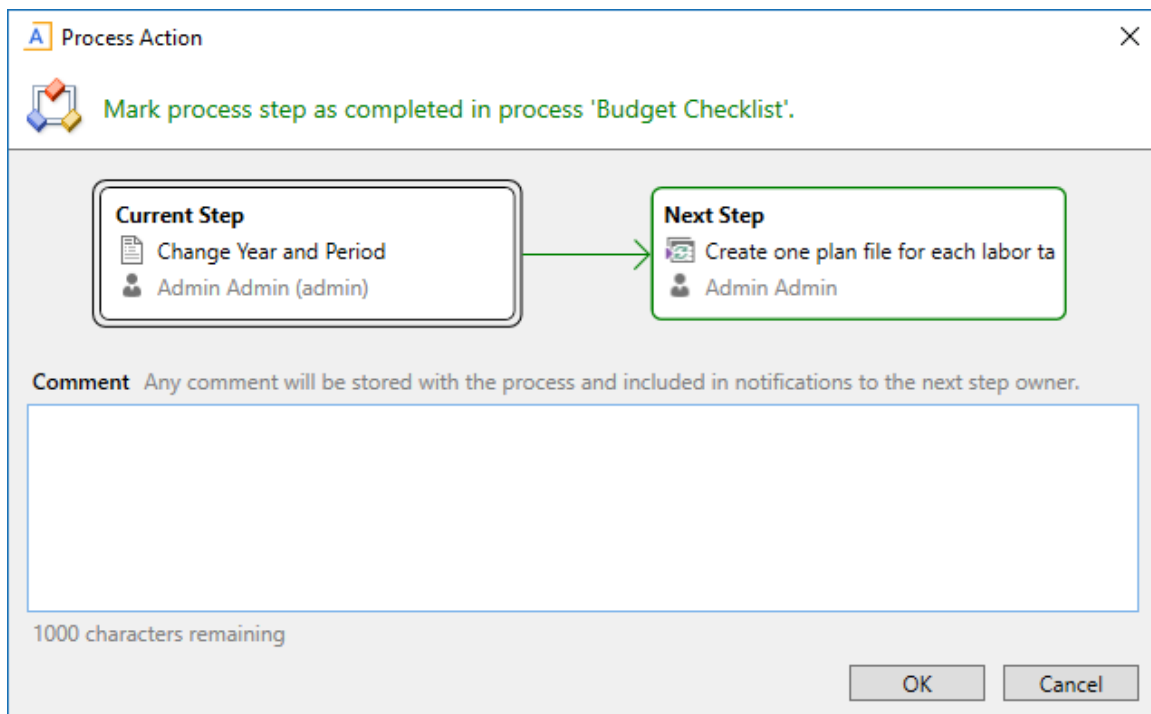
**TIP:** An arrow icon displays next to steps that contain sub-steps. Click the icon to expand or contract the list of sub-steps.

**NOTE:** You can skip steps that do not apply to your organization.



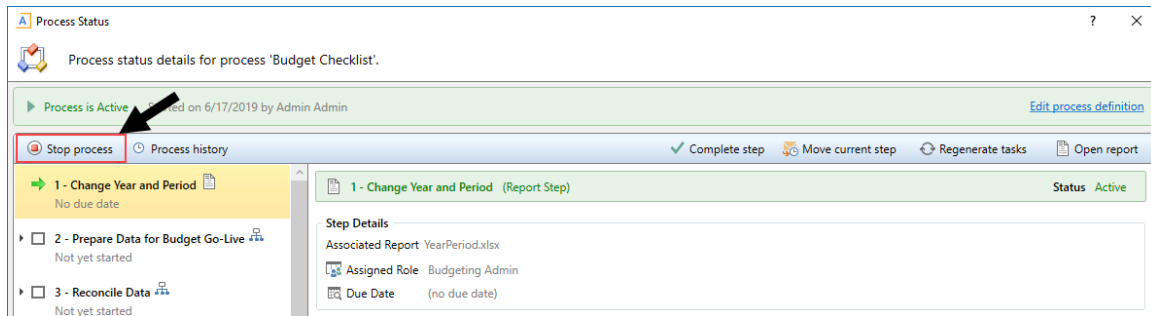
6. In the **Process Action** dialog, you can enter any details about the step you performed, and click **OK**.

**TIP:** The dialog also displays the next step in the process.



7. If you need to stop the process as you work on the different steps, click **Stop process** in the upper left corner above the list of steps. This places the process in an inactive status until you are ready to start the process again.

**TIP:** To view a report of the process history, click Process history in the upper left corner above the list of steps.



8. At the **Are you sure that you want to stop this process?** prompt, click **OK**.

# 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.

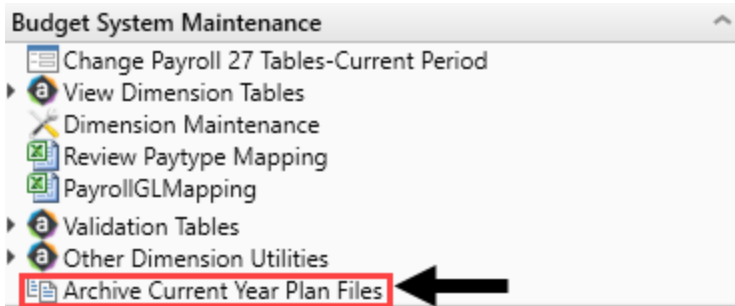
After you run this command, you can reverse the archive process by restoring the previous versions of plan files using the restore point created by the command. For more information, see "Restoring archived plan files" in the online help.



**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. 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.

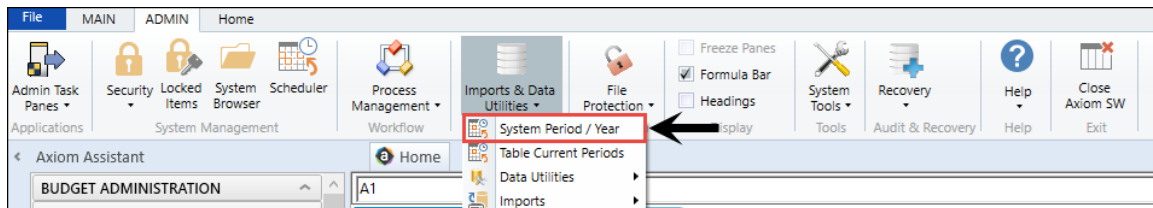
- [Update system periods](#)
- [Update year and period tables](#)
- [Update payroll dates tables](#)
- [Update the current payroll schedule](#)

The new budget file group is now active, but see [3. 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**.

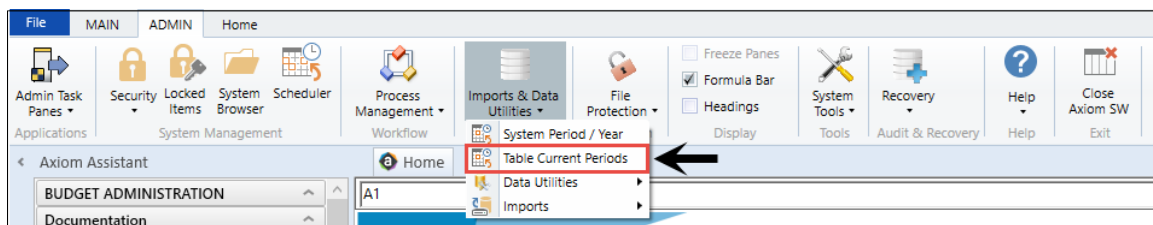


*Click image to view full size*

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

Fiscal Year

2017

Fiscal Start Month

July

FTE Hours

2080

Save

### 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

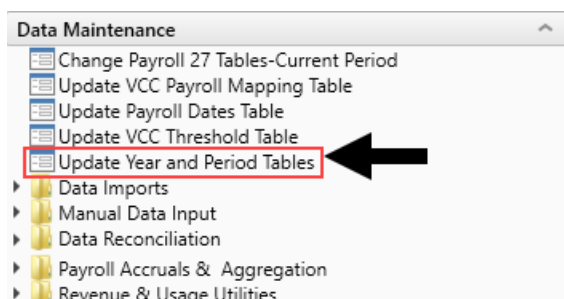
Serial	Month	Quarter	Current Year	Last Year	Next Year	Current Year Month	Last Year Month	Next Year Month	Current Calendar Days	Last Year Calendar Days
7	July	1	2016	2015	2017	Jul-2016	Jul-2015	Jul-2017	31	31
8	August	1	2016	2015	2017	Aug-2016	Aug-2015	Aug-2017	31	31
9	September	1	2016	2015	2017	Sep-2016	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:

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: <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**.

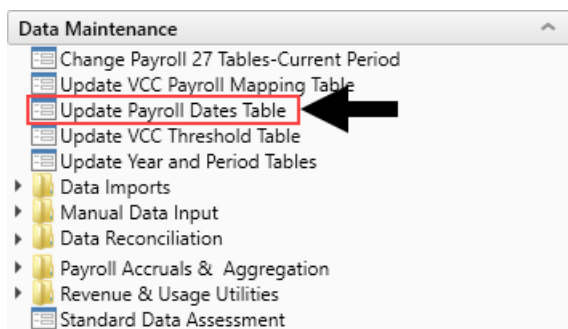
## Setting payroll dates

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** Save

**Cycle 1**

7/2/2016 ⓧ <<< Select the initial period pay date

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

**Cycle 2**

7/9/2016 ⓧ <<< Select the initial period pay date

0 <<< 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** Save

**Cycle 1**

7/2/2016 ⓧ <<< Select the initial period pay date

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

**Cycle 2**

7/9/2016 ⓧ <<< Select the initial period pay date

0 <<< 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			

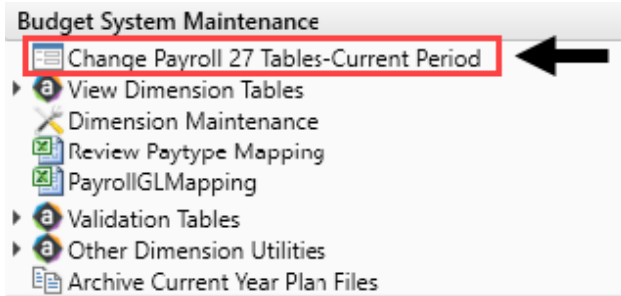
## Configuring the current payroll period

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.

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

Set Pay Period

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

Current System Info:	New Pay Period Info:
Current Pay Period: 18	New Pay Period: <div>18 11 12 13 14 15 16 17 18</div>

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

# 3. 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.