### Administrator's Guide

Axiom Budgeting and Performance Reporting Version 2020.3



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

Support email: support@kaufmanhall.com

Syntellis<sup>®</sup> is a trademark of Syntellis, LLC. Microsoft<sup>®</sup>, Excel<sup>®</sup>, and Windows<sup>®</sup> 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 Syntellis, 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 Syntellis, LLC.

Copyright © 2020 Syntellis, LLC. All rights reserved.

Version: 2020.3.1

Updated: 2/9/2021

## Contents

Chapter 1: Welcome to Axiom Budgeting and Performance Reporting	8
What is covered in this document	9
What's new	
Chapter 2: Getting Started	11
Home nage	
Launching Aviom Budgeting and Performance Reporting applications	
	15
Viewing system information	13
Getting to know the interface	18
Opening task papes	21
Opening the Explorer task pane	21
Using the Workflow task pane	23
Commenting on documents using the Message Stream task pane	23
Managing favorites	
Opening recent files	
Running file processing on an Axiom file	
Viewing alert notifications	
Changing your Axiom Budgeting and Performance Reporting password	
Exiting Axiom Budgeting and Performance Reporting	
Chapter 3: Understanding File Groups and Budget Plan File Setup	
Accessing file groups	
Working with file group aliases	
Updating file group aliases	35
Setting the fiscal year for file group aliases	
Deleting a file group	
Updating file group aliases	
Adding a new department	
Restoring archived plan files	47
Managing restore points	48
Configuring plan file purging	49
Chapter 4: Setting Up Budget Plan Files	
Running the Budget Checklist process	60

Setting year and period	
Preparing data for budget go-live	64
Reconciling data	
Working with Dimensions	
Working with Drivers	146
Setting up and managing health plan budgeting	
Setting variance thresholds	
Building and processing budget plan files	
Building plan files using a Scheduler job	
Configure budget security	
Running process management	
Releasing budget plan files	
Chapter 5: Managing Setup Table Data	256
Catting normal dates	
Setting payroll dates	
Setting vcc Payroll mapping	
Setting variance thresholds	
Setting year and period	
Chapter 6: Working with Budget Plan Files	
Creating or modifying a budget plan file	
Using budget plan files	
Reading instructions	
Reviewing budget summary	279
Statistics and Revenue sheet	
Reviewing employee master	
Labor sheets	
Expense sheet	
Provider Detail and Provider Summary sheets	
New Initiatives sheet	
Operating Plan sheet	
Department History sheet	
Viewing and managing file attachments for a plan file	
Saving budget plan files	
Calc methods	244
Budgeting health plans	

Chapter 7: Working with Deductions Modeling	
Setting up the Budget Deductions utility	
Using the Budget Deductions utility	
Example: Resetting to default calculations for budget deductions	
Running the FSDetail and FSPayor reports	
Comparing deductions models	
Chapter 8: Working with Current Year Forecasting	
Configuring dimensions for current year forecasting	
Configuring drivers on the Monthly Forecast Utility	
Processing the monthly forecast	
Adjusting current year forecasts	
Chapter 9: Working with Flexible Budgeting	
Setting up flexible budgets	
Using flexible budget data in reports	
Chapter 10: Managing Plan Files	401
Managing restore points	
Restoring archived plan files	402
Restoring archived plan files Configuring plan file purging	402 403
Restoring archived plan files Configuring plan file purging Chapter 11: Working with Reports	
Restoring archived plan files Configuring plan file purging Chapter 11: Working with Reports Budgeting reports	
Restoring archived plan files Configuring plan file purging Chapter 11: Working with Reports Budgeting reports Budgeting utilities	
Restoring archived plan files Configuring plan file purging Chapter 11: Working with Reports Budgeting reports Budgeting utilities Financial reports	
Restoring archived plan files Configuring plan file purging Chapter 11: Working with Reports Budgeting reports Budgeting utilities Financial reports Financial utilities	
Restoring archived plan files Configuring plan file purging Chapter 11: Working with Reports Budgeting reports Budgeting utilities Financial reports Financial utilities Browsing the Report Library	
Restoring archived plan files Configuring plan file purging Chapter 11: Working with Reports Budgeting reports Budgeting utilities Financial reports Financial reports Browsing the Report Library Navigating reports	
Restoring archived plan files Configuring plan file purging Chapter 11: Working with Reports Budgeting reports Budgeting utilities Financial reports Financial utilities Browsing the Report Library Navigating reports Refreshing a report with data	
Restoring archived plan files Configuring plan file purging Chapter 11: Working with Reports Budgeting reports Budgeting utilities Financial reports Financial reports Financial utilities Browsing the Report Library Navigating reports Refreshing a report with data Saving a report	
Restoring archived plan files Configuring plan file purging Chapter 11: Working with Reports Budgeting reports Budgeting utilities Financial reports Financial utilities Browsing the Report Library Navigating reports Refreshing a report with data Saving a report Applying a Quick Filter to a report	
Restoring archived plan files Configuring plan file purging Chapter 11: Working with Reports Budgeting reports Budgeting utilities Financial reports Financial utilities Browsing the Report Library Navigating reports Refreshing a report with data Saving a report Applying a Quick Filter to a report Understanding hierarchy-based Quick Filters	
Restoring archived plan files	
Restoring archived plan files Configuring plan file purging Chapter 11: Working with Reports Budgeting reports Budgeting utilities Financial reports Financial utilities Browsing the Report Library Navigating reports Refreshing a report with data Saving a report Applying a Quick Filter to a report Understanding hierarchy-based Quick Filters Creating a new report using an existing report	
Restoring archived plan files Configuring plan file purging Chapter 11: Working with Reports Budgeting reports Budgeting utilities Financial reports Financial reports Financial utilities Browsing the Report Library Navigating reports Refreshing a report with data Saving a report Applying a Quick Filter to a report Understanding hierarchy-based Quick Filters Creating a new report Working with Report Processing	
Restoring archived plan files	
Restoring archived plan files Configuring plan file purging Chapter 11: Working with Reports Budgeting reports Budgeting utilities Financial reports Financial utilities Browsing the Report Library Navigating reports Refreshing a report with data Saving a report Applying a Quick Filter to a report Understanding hierarchy-based Quick Filters Creating a new report Creating a new report using an existing report Working with Report Processing Removing reporting source files Working with Variance Reporting	

Working with the Month End Review dashboard	601
Working with the Budget Assessment Dashboard	612
Understanding the Executive Monthly Package	620
Understanding the Department Monthly Package	628
Understanding file output options	
Chapter 12: Working with Balance Sheets	
Creating or modifying a balance sheet template	665
Publishing or unpublishing balance sheet templates	672
Viewing balance sheets	673
Chapter 13: Working with Income Statements	
Configuring ACCT dimension columns for the Income Statement and Balance Builders	Sheet Template 678
Creating or modifying an income statement template	
Publishing or unpublishing income statement templates	
Viewing income statements	685
Chapter 14: Setting Up Initiatives	
Configuring accounts for initiatives	687
Setting up initiative profiles	
Adding or editing initiatives available to budget workbooks	
Chapter 15: Configuring the Provider Module	
Adding a detail provider	695
Adding a summary provider	699
Configuring dimensions for Providers	
Configuring threshold parameters to limit Provider data	
Setting up filtered Budget driver security	
Configuring Budget Simple Provider Assumptions	
Configuring Budget Provider assumptions	720
Provider Detail and Provider Summary sheets	732
ProviderComp sheet	735
Chapter 16: Rolling Forward to a New Fiscal Year	
Running the Budget Checklist process	740
1. Archiving current year plan files (optional)	743
2. Preparing for the next fiscal year	745
3. Reviewing other systems for the new fiscal year	745

Chapter 17: Managing System Administration	746
Configuring the home page	746
Hiding or displaying items in the task panes	751
Importing and Integrating Source Data	752
Transferring capital project data from Axiom Capital Tracking	818
Standardizing data	
File Processing	
Using Process Management	
Scheduler Overview	
Security	1153
File Management	
Axiom file format specifications	

# Welcome to Axiom Budgeting and Performance Reporting

Axiom Budgeting and Performance Reporting contains all the necessary tools to model the finances of any facility-based operation (for example, hospitals, long-term care facilities, rehab, or psychiatric facilities), and generate comprehensive projections and what-if scenarios to support multi-year financial planning.

Using the software, you can evaluate proposed capital investments, establish short- and long-term profitability targets, and/or quantify the impacts of operational or market strategies.

Axiom Budgeting and Performance Reporting primarily focuses on:

- Development of annual department/group-level budgets
- Monthly/biweekly tracking of variances
- Management reporting based on budget data and key performance indicators

While Axiom Budgeting and Performance Reporting is flexible and powerful enough to support any approach to budgeting, the real value of the software comes from Kaufman Hall's library of healthcare-specific templates, reports, and utilities. Based on our 25+ years of experience as trusted advisors to healthcare institutions, these tools can help your organization establish and maintain the solid financial foundation necessary to fulfill its mission.

Axiom Budgeting and Performance Reporting is supported by a team of specialists who together have helped hundreds of healthcare organizations apply our solutions to meet their strategic and financial goals. During implementation, a Kaufman Hall Implementation Consultant will help you configure the application to match your organization's structure and preferences. If you encounter any difficulties or unanticipated situations while using the software, contact Kaufman Hall Support.

The individuals who often interact with this product include:

- **Department Managers/Directors** Develop and update budgets to meet targets based on the long-term financial plan. Provide explanations for any significant variances.
- Vice Presidents/Executives Review reports and analyses of budget data to help inform strategic decision-making.

## What is covered in this document

This manual is written for an Axiom Budgeting and Performance Reporting Administrator. This is an individual at your organization tasked with configuring, maintaining, and controlling other users' access to Axiom Budgeting and Performance Reporting 2020.3-related features and data.

As an Administrator, you have access to features and menus that are unavailable to regular end users such as department managers, non-finance executives, and other stakeholders. In some cases, the same screen or workbook might display slightly differently in your interface than it would for an end user.

**TIP:** Online help offers all the topics in this guide and multiple training videos related to how to use the Axiom Budgeting and Performance Reporting. You can access online help by navigating to the **Help** ribbon tab, click **Online Help**, and then click **Budgeting and Performance Reporting**.

## What's new

Welcome to Version 2020.3.1 of Axiom Budgeting and Performance Reporting!

### New 2022 budgeting and management reporting tables

The following tables have been added to the Table Library for 2021 budgeting and planning purposes:

- \Axiom\Table Library\Budgeting\Flex Budget\FLX2022
- \Axiom\Table Library\Management Reporting\Actuals\CY Forecast\CYF2022

### NOTE: Risk point with COVID-19 changes

- \Axiom\Table Library\Management Reporting\Actuals\Financial\ACT2022
- \Axiom\Table Library\Management Reporting\Actuals\Payroll\ACT\_PAY12\_2022
- \Axiom\Table Library\Management Reporting\Actuals\Payroll\ACT\_PAY27\_2022
- \Axiom\Table Library\Management Reporting\Actuals\Payroll\EMPLOYEE\_ROSTER\_2022
- \Axiom\Table Library\Management Reporting\Actuals\Physician\ACT\_PROV\_2022
- \Axiom\Table Library\Management Reporting\Actuals\Rev Usage\ACT\_RU\_2022
- \Axiom\Table Library\Management Reporting\Actuals\Transactions\GLTRANSACTIONS\_2022
- \Axiom\Table Library\Management Reporting\Actuals\Health Plan\ACT\_HP\_2022

**IMPORTANT:** Some of the new features listed above have been included in the latest Prototype file group. You must create a new file group or update an existing file group to utilize the updated contents from the 2020.3.1 release. To create a new file group for a new budgeting year, follow the instructions in the section Rolling forward to a new budget year.

### New 2022 budgeting and management reporting tables

Why use this feature

The following tables have been added to the Table Library for 2021 budgeting and planning purposes:

- \Axiom\Table Library\Budgeting\Flex Budget\FLX2022
- \Axiom\Table Library\Management Reporting\Actuals\Financial\ACT2022
- \Axiom\Table Library\Management Reporting\Actuals\Payroll\ACT\_PAY12\_2022
- \Axiom\Table Library\Management Reporting\Actuals\Payroll\ACT\_PAY27\_2022
- \Axiom\Table Library\Management Reporting\Actuals\Payroll\EMPLOYEE\_ROSTER\_2022
- \Axiom\Table Library\Management Reporting\Actuals\Physician\ACT\_PROV\_2022
- \Axiom\Table Library\Management Reporting\Actuals\Rev Usage\ACT\_RU\_2022
- \Axiom\Table Library\Management Reporting\Actuals\Transactions\GLTRANSACTIONS\_2022
- \Axiom\Table Library\Management Reporting\Actuals\Health Plan\ACT\_HP\_2022
- \Axiom\Table Library\Management Reporting\Actuals\CY Forecast\CYF2022

**NOTE:** The CYF2022 tables does not include the edits made for the revised CYF utility made for the COVID-19 response. Those updates, if made, were to facilitate a rapid response to the current table and are not included as a standard product change at this time.

### How this feature works

What: New 2021 tables are now accessible in the Axiom Table Library.

Where: In the Admin ribbon tab of the Axiom Windows or Excel Client, click System Browser. In the Libraries section, click the Table Library folder.

Who: Users must be assigned the Bud Admin role.

How: Open and use the table, as needed.

## **Getting Started**

This section provides information on the basics of using Axiom Budgeting and Performance Reporting, such as:

- General system navigation and user interface
- Using spreadsheet plan files and report files from an end user perspective
- Using general Axiom spreadsheet file features such as views, snapshots, and printing
- Viewing data using web-friendly reporting tools such as Web Reports and Data Explorer

This section is intended for all users who are getting started with Axiom Budgeting and Performance Reporting. For end users, this section provides an ongoing reference for file-related tasks.

## Home page

All users have a home page that opens automatically when you log into the Axiom Web Client. Depending on your system, this home page may be one of the following:

- A product-specific home page for an installed Axiom Budgeting and Performance Reporting product
- A custom home page created specifically for your organization
- The default Axiom Budgeting and Performance Reporting home page

If you have any questions about your home page, please contact your system administrator.

If you navigate away from the home page, you can return to it by using the Area menu 🗰 in the Global Navigation Bar:



If you are in a system with installed products, this menu may contain product names instead of the **Home** item. In that case, you can select a product name to return to the home page for that product.

**NOTE:** If you are an administrator looking for more information on how the home page is determined, see Assigning alternate home pages (in Desktop Client Help).

### Default home page

If a user does not have an available web-enabled home page, then the default home page is used. The default home page displays notifications, favorites, and quick links.



This page can also be accessed (by any user) by going to the following URL:

Example On- http://ServerName/Axiom/Home/Launchpage
Premise URL

Where *ServerName* is the name of the Axiom Application Server, and Axiom is the default name of the virtual directory.

Example Cloud	https://CustomerName.axiom.cloud/Home/Launchpage
System URL	Where <i>CustomerName</i> is the name of your cloud service system.

This page has the following features:

- Notifications: You can read and delete notifications using the same features available in the Notifications panel.
- Quick Links: You can use a set of global quick links that are displayed here for easy access. These links are built-in to the page and cannot be customized. However, the link to the Excel Client may not be present if your system has been configured to hide it.
- Favorites: You can open and delete web favorites.

## Launching Axiom Budgeting and Performance Reporting applications

You can launch various Axiom Budgeting and Performance Reporting applications from the Web Client Quick Launch menu, including the Axiom Excel Client and Axiom Windows Client.

The Quick Launch menu serves the following purposes:

- Users can install applications from this area as needed. Afterward, they can continue to launch installed applications from this location, or they can use other options (such as a shortcut on their desktop).
- For systems using SAML or OpenID authentication, this is the only option for users to launch installed applications. SAML and OpenID authentication require users to be authenticated using the Web Client before they can launch a desktop application.
- Users can install and launch add-ins such as the add-ins for Microsoft Office applications.

To open the Quick Launch menu, click the Quick Launch icon  $\checkmark$  in the Global Navigation Bar.



Quick Launch menu

### Launching the Axiom Desktop Client

Using the Quick Launch menu, you can launch the Axiom Desktop Client. Click on one of the following icons:

Item	Description
Windows Client	Launches the Axiom Windows Client on your desktop.
Excel Client	Launches the Axiom Excel Client on your desktop. Requires Microsoft Excel.
	<b>NOTE:</b> This option may not display in the menu, in which case you should use the Windows Client as your desktop client.

If the client is not already installed on the current workstation, clicking the icon will initiate the install and then launch the client. If the client is already installed, clicking the link will launch the client. You must be using Microsoft Edge or Internet Explorer 11 (or higher) to perform these actions. Other browsers may be able to install and launch the client if a ClickOnce extension is applied to the browser.

The appropriate client to use depends on your organization's preferences and on your user role. Your organization will provide instruction as to which client you should use.

For more information on installing the Windows Client and Excel Client, including prerequisites and configuration details, see the Installation Guide (on-premise systems) or the Axiom Cloud Technical Guide (Axiom Cloud systems). Some software prerequisites can be downloaded and installed from the Web Client. You can access the prerequisites download page from the Axiom Budgeting and Performance Reporting About box.

NOTE: The default home page also contains links to launch the Windows Client or the Excel Client.

### Launching add-ins

Using the Quick Launch menu, you can launch Axiom Budgeting and Performance Reporting add-ins. Click on one of the following icons:

Item	Description
MS Word Add-In	Launches the Axiom Budgeting and Performance Reporting Add-In for Microsoft Word.
MS PowerPoint Add-In	Launches the Axiom Budgeting and Performance Reporting Add-In for Microsoft PowerPoint.

**NOTE:** One or both add-ins may not display in the menu, depending on your organization's preferences.

The Word and PowerPoint Add-ins are optional applications to support document integration between Axiom Budgeting and Performance Reporting and Word or PowerPoint.

## Navigation panel

Using the Navigation panel, you can navigate to your documents and to various areas of the Web Client.

To open the Navigation panel, click the menu icon = in the left side of the Task Bar. To navigate to an area or document listed in the panel, click on the item.

=	
Navigation	+
A Home	
> 🖈 Favorites	
> ② Recent Places	
> 🖹 Reports	
Q Forms Explorer	
Report Designer	

Example Navigation panel

The Navigation panel updates dynamically to show the available navigation links for the currently active area of the Web Client. The following areas are available:

Area	Description
Default	Axiom Budgeting and Performance Reporting provides a set of standard navigation links that show by default when you are in the Web Client. The previous screenshot shows the standard navigation links. These links provide access to your favorites, recent places, web-enabled reports and forms, and the Report Designer.
	The standard navigation links can be customized, so each client's system may look different. Navigation links can only be customized by administrators using the Desktop Client.
System Administration	The system administration links show when you are in the System Administration area, and provide access to features such as the Table Manager, Audit Manager, and software updates.
Product-Specific	Systems with installed products may have product-specific web navigation links. When you select a product name from the Area menu in the Global Navigation Bar., the product-specific links display in the Navigation panel. For more information, see the product-specific documentation.

Additionally, when you open a report or other browser-based document, that document may be associated with a set of document-specific navigation links. These links are added to the Navigation panel while you are in that document.

## Viewing system information

Use the Axiom Budgeting and Performance Reporting About box to see information about your current system, such as:

- Axiom Budgeting and Performance Reporting version number
- Product version numbers
- System name
- Application server URL

The About box also contains a link to download software prerequisites, if necessary for installation of the Desktop Client.

To open the About box:

- 1. Click the menu icon **H** in the Global Navigation Bar.
- 2. At the bottom of the Area menu, click About Axiom Software.

				43	4 <sup>2</sup> wu	AXIOM
≡			0	Home		
Axiom System: Axiom Software Test System			0	System A	dministration	
			0	oyotemia		
A Notifications All Unread Read :	∾ Quick Links	1				
▲ 1 hour ago	A Windows Client	-				
Open Expense variance alert for US West						
Expense variance is over 8%, please review.						
1 hour ago						
Capital Request Approval process notification - 1 new task(s)						
You have 1 new task(s) in process 'Capital Request Approval'.		-				
Process task for CapitalID 11 (New machinery) Process Step Name: Manager Inputs		_				
Due Date: 3/17/2019						
4			A	About Ax	tiom Software	

About Axiom Software at bottom of Area menu

## Getting to know the interface

All Axiom Software products share a common interface and make use of many of the same features.

**NOTE:** The interface elements referenced in this section can vary depending on if or how your organization customizes them. This means that topics may reference features that do not display in your task panes, which means they may not be available for you to use. Contact your Axiom administrator for more information.

The interface includes several sections, including:

### Display area

The main display area displays the open files. By default, it shows the Kaufman Hall Home dashboard, which displays announcements, assigned tasks, links to dashboards, and contact information for administrators. Your Axiom Software product administrator configures the information that displays on this screen.



### Task panes

A task pane provides access to commands, utilities, reports, plan files, and so on for Axiom Budgeting and Performance Reporting, and displays on the left side of the main display area. To switch between task panes, click the tabs on the left side of the interface. To expand or collapse the task panes, click the arrow in the left-hand corner above the tabs.



### Ribbon tabs

Ribbon tabs provide access to commonly used features and shortcuts to frequently accessed files. They display above the task pane and main display areas. The role assigned to you determines the ribbon tabs that display. For example, the Admin ribbon tab only displays to those users assigned the Administrator role profile.

### Main

Includes commands for accomplishing most tasks in Axiom:

- Opening, closing, and saving files
- · Accessing online help for products and advanced (Axiom platform) help

- Viewing data in spreadsheets
- Printing or emailing files
- Accessing shortcuts to frequently accessed reports



### Admin

Includes commands for managing and configuring security, Scheduler jobs, processes, and data as well as other system-related tools used by administrators. This ribbon tab only displays to users with administrator privileges. Access to online help for products and advanced topics (Axiom platform) is also available.

File	MAIN HELP	ADMIN	Home								
Admin Tas Panes	k Security Locke	ed System So as Browser	Scheduler	Process Management •	Imports & Data Utilities •	File Protection •	<ul> <li>Freeze Panes</li> <li>Formula Bar</li> <li>Headings</li> </ul>	System Tools •	Recovery	<b>?</b> Help	Close Axiom SW
Applicatio	ns System	n Management	t l	Workflow	Database	Protection	Display	Tools	Audit & Recovery	Help	Exit

### Home

Includes standard spreadsheet commands.

File	MAIN	HELP	ADMIN	Home													
Paste	👗 Cut 🖹 Copy 🞺 Format P	ainter	Segoe UI B I <u>U</u>	<u>ð</u> • A	• 10	· A a	Number \$ % * 58 +8	•	Insert	Delete	Format	Print Area •	Filter	Zoom	100%	Calculation Options •	Calculate Now
	Clipboard			Font			Number			Cells		Page Setup	Filter	Zo	om		Calculation

Some options on the ribbon tabs display grayed out unless certain types of files such as reports or plan files are currently open or if you do not have the necessary security permissions to use the feature.

The Excel Client displays all of the same ribbon tabs included in a normal Excel file. The Windows Client only includes a subset of the same ribbon tabs located in the Home ribbon tab.

	File	MAIN H	ELP ADMI	N Ho	ome											
Web Client	Open App Menus •	<b>?</b> Online Help • Help	Navig-tion File Opt	Save	Refresh Data	Change View <del>•</del>	Drill	Additions Q F COptions	uick GoT	Freeze F Formula Heading Displa	Bar Put s File (	lish Dutput	Reports Repo	Report S Tips N orts S	ecurity lanager A Security	Close xiom SW Exit
									Hon	nePage.xlsx - Axic	m Software					
Excel Client	File	IAIN H	ELP ADMI	N Ho	ome In	sert F	Page Layou	ut Formu	Hon Ilas Dat	nePage.xlsx - Axio	m Software /iew Help	Team	Q	Tell me wh	at you want	t to do
Excel Client	File M	IAIN H	ELP ADMII	N Ho	ome In	sert F	Page Layou	ut Formu	Hon Ilas Dat	nePage.xlsx - Axio ta Review ' Freeze Panes Formula Bar	m Software /iew Help	Team	Papart	Tell me wh	at you want	to do
Excel Client	File M Open App Menus •	IAIN HI ? Online Help •	ELP ADMII	N Ho Fa	ome In Refresh Data	sert F	Page Layou	ut Formu t Formu ditions Quid Filte	Hon Ilas Dat	nePage.xlsx - Axio ta Review ' Freeze Panes Formula Bar Headings	m Software View Help I T Publish	Team	P Report Tips	Tell me wh	at you want Close Axiom SV	t to do

## **Opening task panes**

To open the Axiom Budgeting and Management Reporting task panes:

• For administrators, in the Admin ribbon tab, click Admin Task Panes, and select Budget Admin or Management Reporting Admin.



• For end users, in the Main ribbon tab, click Open App Menus, and select Budgeting or Management Reporting.



## Opening the Explorer task pane

Axiom Budgeting and Performance Reporting provides a built-in Explorer task pane so that you can quickly access your favorites, recent items, and all the files that you have rights to access.

**TIP:** You can also access Favorites, Recent, and My Documents from the My Files and Tasks task pane.

By default, all users are given access to this task pane. If desired, administrators can disable use of this task pane entirely, or restrict access to certain sets of users.

To access the Explorer task pane:

• In the Main ribbon tab, click Navigation, and select Explorer.



### Using the Workflow task pane

Axiom Budgeting and Performance Reporting provides a built-in Workflow task pane that allows you to easily see and access your workflow tasks. By default, the task pane is configured to open automatically for any user who has current tasks in an active workflow. If desired, you can change the conditions that make the task pane visible, or disable it entirely.

## Commenting on documents using the Message Stream task pane

When viewing a spreadsheet Axiom file within the Desktop Client, you can view comments that other users have made about the document and also make comments about the document. New comments are stored in the message stream for that document, so that all other users who access the document can see the comment. Additionally, you can "tag" other users in the comment, so that the tagged users are notified about the comment.

You can view comments and add comments using the Message Stream task pane. This is a systemcontrolled task pane that automatically opens for eligible documents.

### NOTES:

- The message stream is only available for documents where it has been enabled.
- The message stream is also available for Axiom forms that are open within the Desktop Client, using the **Message Stream** panel. This panel is accessible from the task bar displayed across the top of the form.

### Viewing the message stream

To view the message stream for the current document, click the **Message Stream** tab to display the task pane in the Axiom Assistant sidebar. This task pane shows all comments that have been made about the document.

<	Axiom Assistant	A Home	😰 [BGT20] 40000 🗙
rer	+ Add Comment 🛛 🕄	40000 Los Ar Current View: St	ngeles - Store 34 andard view
Exploi	Wendy Hunter 1 minute ago	Account	
555		Statistics	
Proce	Jane Doe 5 minutes ago @Wendy Hunter Please look at the travel budget.	95000	O Volumes Total Statistics
E	>	Revenue	
lessage Strea		4000	Revenue < <add a="" new="" revenue="" row="">&gt; Total Revenue</add>
2		Marketing	

Example message stream

Comments are displayed in the order they were made, with the most recent comment shown at the top of the panel. Each comment shows when the comment was made and the user who made it.

To view the full text and details of a comment, hover your cursor over the comment so that the > symbol displays on the right-hand side of the comment. Click the symbol to open a separate **Comment Details** dialog with the full comment text.

Once the message stream has been loaded for the current document, it is only updated automatically after you add a new comment. If necessary, you can manually refresh the task pane to see if any other users have made comments during the current file session.

Comments are stored for the life of the document, and cannot be deleted.

### Adding a comment

To add a comment, click **Add Comment** at the top of the Message Stream task pane. In the **Add Comment** dialog, you can define an optional title for the comment, and then define the comment text. Basic text formatting of bold, italic, and underline can be used.

Add Comment		
Add Comment		
Title		
optional		
Message		
ΒΙΨ	Tag user	•
@Wendy Hunter Please take a look at the Travel budget.		
	Post	Cancel

If desired, you can "tag" one or more users in the comment, so that those users are notified about the comment. Any user tagged in the comment will receive an email that contains the content of the comment and a link to the document. To tag a user, use the **Tag user** box to find a user and insert the tag. You can type into the box to find a specific user, or select a user from the drop-down list. When you click on a user name in the list, a tag will be inserted at the current cursor point in the comment text. The tag displays as @FirstName LastName.

When you click **Post**, the comment is saved to the message stream, and any tagged users will be notified.

#### NOTES:

- All users with access to the document can see comments posted to the message stream. Any comments made should be appropriate for the entire document audience. Do not post any sensitive information to the message stream.
- Adding a comment automatically subscribes you to the document's message stream, and tagging a user automatically subscribes that user to the document's message stream.

### Ongoing notifications (subscriptions)

If you have made a comment in a document's message stream, or if you have been tagged in a comment, you are now subscribed to that document's message stream. Whenever a new comment is made to that document's message stream, you will receive a notification in the Notifications task pane.

The notification details the user who made the comment and when it was made, the text of the comment, and a link to open the file.

Currently it is not possible to unsubscribe from a document's message stream once you have been subscribed.

## Managing favorites

You can save files and other items as favorites for quick access to commonly used items. Your favorites list is available in the following locations:

- The Explorer task pane in the Axiom Assistant area
- The Axiom Explorer dialog (if you have permission to access this dialog)

**NOTE:** Your organization may choose not to use the Explorer task pane or to restrict it to certain users. In this case, you can access your favorites from the My Files and Tasks task pane.

When an item is saved to favorites, you can open the item by double-clicking it, or you can right-click it to access any other commands available on the item in its native area. For example, if you have rights to the Table Library and you save a table as a favorite, you can right-click the table favorite and perform actions such as editing the table structure.

If an item that a favorite points to is deleted, then the favorite becomes invalid and a red arrow icon displays next to it.

If you attempt to open an invalid favorite, a message box informs you that the item has been deleted, and asks whether you want to delete the favorite. If a file is moved or renamed within the Axiom file system but it retains the same document ID, then the shortcut is not broken.

### Saving favorites

- In the Explorer task pane and the Axiom Explorer dialog, by right clicking an item and selecting Add to Favorites.
- By right clicking the file tab of an opened file and selecting Add to Favorites.

**TIP:** If you open a table using **Open Table in Spreadsheet**, and save the open table as a favorite (using the file tabs), the settings you used are automatically saved as part of the favorite in the shortcut properties. You may want to rename the favorite to indicate the particular settings.

### Organizing favorites

You can create sub-folders in the Favorites area to organize favorites by folder. To create a new folder, right-click **Favorites**, and select **New Folder**.

By default, favorites display in the order that they were added. New favorites are added to the bottom of the list. You can drag and drop individual favorites to change the order. You cannot reorder sub-folders—they always display in alphabetical order.

To rename a favorite, right-click the item, and select **Rename**. The name becomes editable, and you can type a new name.

### Shortcut properties

You can edit the shortcut properties for a favorite. Right-click the favorite, and select **Shortcut Properties**. In this dialog, you can edit the shortcut name, change the shortcut target, and define certain shortcut properties.

The available shortcut properties vary by file type. For example, you can configure a report favorite to always open as read-only, or to automatically apply a Quick Filter when opening.

### Deleting favorites

To delete a favorite, right-click the item, and select **Delete**.

### **Opening recent files**

Axiom Budgeting and Performance Reporting maintains a list of your recently opened files in the **My Files and Tasks** task pane. You can use this list for quick access to recent files.

The recent file list is located in the **My Files** section. Double-click the files to open them, or right-click to access the context menu for the file type.

My Files	^
🛧 Favorites	
👻 🔠 Recent	
🔝 Negative Metric Impact	
🔝 Metric Reconciliation	
🛞 Tracking Summary by Dept	
🔝 Target vs. Plan	
🔝 FTE Impact of Initiatives	
🔝 Missing Initiative Dates	
🔝 Initiative Detail	
🙀 Cost Management Admin	
👔 Paid Hours per Analysis	
🔝 OT Hours As Percentage of Worked	ł
👔 Non Labor Vertical Analysis	
🛞 Hours Regression Analysis	
🔝 FTEs per AOB	
援 Expense Regression Analysis	
🔝 Expense per Analysis	
퉬 My Documents	

The list displays the last 15 files that you recently opened. Note the following:

- To clear the list, right-click Recent, and select Clear History.
- To continue to have quick access to a recent file, you can add it to your favorites. Right-click the file, and select Add to favorites.
- If the icon next to a file name is a red arrow, this means that the file has been moved or deleted since you accessed it, so you can no longer open it from the recent file list.

**NOTE:** In the Windows Client only, you can only access recent files from the **File** menu. In the Excel Client, although your recent files are tracked in **File** > **Recent**, those links point to the temporary versions of the file stored on your local drive, not the source versions of the files stored in the Axiom database. Therefore, you cannot use Excel's recent file list to open Axiom files.

## Running file processing on an Axiom file

If a file is set up to use file processing, you can process the file to automatically create various file outputs, such as:

- Save snapshot copies of the file and automatically email them to various recipients
- Print one or more sheets in the file using one or more print views
- Export data in the file to a CSV or TXT file

- Collect multiple output files into a single report package
- Process multiple reports in batch

File processing can be used in all spreadsheet Axiom files except file group templates, however, report files are the most common use case.

**NOTE:** The file processing menu command and the associated task pane are only available to administrators and to users with the **Allow File Processing** permission for the file.

To process a file using file processing:

- 1. Open the file. If you want to see what the file is configured to do during file processing before executing it, you can check the settings in the **File Processing** task pane.
- 2. In the **File Processing** task pane, in the **Actions** section, click one of the following options to start processing:
  - **Process File**: The file is processed once "as is." The file is refreshed and the file processing action is performed. No multipass filter or settings are applied.
  - **Process File Multipass**: The file is processed multiple times, with a unique filter applied for each pass. For example, if the file is set up to process by DEPT, then the file is processed once for each department. The data queries in the file are automatically filtered to return data for the current pass department only.

**TIP:** You can also process the file using the **File Processing** menu on the Axiom tab. (In systems with installed products, this feature may be located on the **Main** tab.)

Once file processing is initiated, the following occurs:

- The file is refreshed. If you are performing multipass processing, the file is refreshed using a data filter for the current pass item.
- The file processing action is performed. If you are performing multipass processing, the action may be performed after each pass, or it may be performed once all passes are complete, depending on the file processing settings.

A status bar displays the progress of the file processing. When the processing is complete, a confirmation box displays information about the process, such as how many passes were performed, how many files were created, etc.

Note that the file itself is not saved as part of file processing. You can process a file even if you have readonly rights to the file. However, if the file processing is set up to save to the database, you must have rights to save data for that file.

## Viewing alert notifications

When a new alert is added to the database as a result of an alert processing, a notification is delivered to all designated alert recipients using email and/or the Notifications task pane.

### Email notification

If the alert notification is delivered using email, the subject of the email is "Axiom Budgeting and Performance Reporting alert: *Alert Title>*". The alert message displays within the body text. The email also contains a hyperlink to the supporting file if one is specified in the alert definition.

### Notification task pane

Alert notifications display in the Notifications task pane in the order they are received, with the most recent alerts at the top.

By default, notifications are collapsed so that only the severity icon and the alert title display. You can expand the notification to read the alert message and to navigate to the supporting document for the alert, if defined.

If you receive a new alert notification during the current session or if unread alerts are present when you log in, the Notifications tab flashes orange and remains orange until the tab is clicked. New notifications display in bold text until they are read.

Using the right-click menu, you can mark notifications as read or unread and can delete notifications from the task pane. If you have rights to access the source file for an alert, you can also navigate to the alert definition in that file.

Notifications do not have an expiration date. A notification continues to display in your Notifications task pane until you delete it or until the notification record is purged from the database using the System Data Purge task in Scheduler.

**NOTE:** If you delete a notification, this simply removes the notification from the task pane. It does not delete the notification record from the database.

The Notifications task pane is system-controlled. You cannot manually open and close it, and it is not available for customization. The task pane behaves as follows:

- The task pane displays on startup if you have an active notification (read or unread). If the task pane contains unread notifications, the task pane is active, and the tab flashes. The task pane continues to display for the duration of the current session, even if you delete all active notifications from the task pane.
- The task pane does not display on startup if you have no active notifications. If you receive a new notification mid-session, the task pane automatically opens, becomes active, and the tab flashes.

## Changing your Axiom Budgeting and Performance Reporting password

If your authentication method is Axiom Prompt, you can change your password as needed. This feature does not apply if you use any other authentication method, such as Windows User Authentication, because those passwords are controlled externally from Axiom Budgeting and Performance Reporting.

To change your Axiom Budgeting and Performance Reporting password:

1. On the Main ribbon tab, in the Help group, click Help > Change Password.

**NOTE:** This command is only available to Axiom Prompt users.

2. In the **Set Password** dialog, type your current password, then type and confirm your new password.

If password rules are being enforced, your password must meet the rules. A validation message informs you of the rules, if necessary. Alternatively, you can click **Generate Password** to autogenerate a password that meets the rules. If you do this, make sure to note the generated password because you will not have another opportunity to see it. If you do not note the password and cannot log in later, an administrator will need to reset your password.

3. Click OK.

Your password is now changed. You need to use this new password the next time you log in.

## Exiting Axiom Budgeting and Performance Reporting

To exit Axiom Budgeting and Performance Reporting, in the Main ribbon tab, click the Close Axiom Software button in the Exit group.



You can also simply close the application by clicking the **X** button in the top right corner of the window. Axiom Budgeting and Performance Reporting prompts you to save any changes to unsaved files.

# Understanding File Groups and Budget Plan File Setup

Before setting up budget plan files, we recommend that you first familiarize yourself with file groups and how they work.

Axiom Budgeting and Performance Reporting groups related files for a single year's annual budget into a file group. You maintain a single, designated file group for the active budget. This section covers file groups in detail.

## Accessing file groups

You access file groups from the File Groups section of the Explorer task pane. Your access rights to each plan file (read-only or read/write) within a file group are determined by a combination of your security settings and workflow or process settings (if applicable).

To access a file group:

In the Explorertask pane, in the File Groups section, expand a file group to do the following:



Option	Description
Open Plan Files	Select the plan files to open by double-clicking a budget file group's plan file.
Create Plan Files	Create and save empty plan files, per the configuration settings in dimension tables and the file group's driver files.
Process Plan Files	Load historical data into each budget plan file, then run calculations based on calc methods in the dimension tables.
Copy Plan Files	Copy plan files from one file group to another.
Drivers	DriversDrivers store configuration settings and key statistics used throughout the file group. Driver files control plan-wide settings, such as the current planning period, and contain assumptions such as payroll- related rates and percentages, production or utilization statistics, and conversion rates that the plan files use to calculate and spread data.
Utilities	If your organization has purchased certain add-on modules, you might find additional utilities in this folder.
Process Definitions	Lists processes defined for the files group. Budget plan files include the Budget Approval Process definition, by default.
Scenarios	This section is not used in Axiom Budgeting and Performance Reporting 2020.3.

**NOTE:** By default, only Administrators can see the file group administration options for a group. Users without Administrator privileges can only open specific plan files for the file groups to which they have access.

## Working with file group aliases

Because you need to manage current and future plan files simultaneously, the task panes recognize the fiscal year the administrator wants to point them to.

Additionally, using file group aliases allows you to determine when an annual update is made active in your environment. You can obtain updates at any time an update is made available, without affecting current operation settings.

In the ExplorerExplorer task pane, the File Group Aliases folder is located in the main File Group section. There are three aliases available and are currently defaulted with values. BP\_CurrentYear, BP\_NextYear, and BP\_PriorYear.



This means that when using task panes to open plan files, the file group aliases determine which plan file set opens. For example, in the Budgeting task pane, there are two sets of budgets, Open Next Year Budgets and Open Current Year Budgets.

Axiom Assistant	
BUDGET PLANNING	^
Budgets	^
Open Next Year Budgets	$\leftarrow$

When opening the Next Year Budgets, the dialog confirms that the plan files are for the next budget year.

A	Open Plan F	iles					? ×		
	Open Plan Files for Budget-2021								
<ty< td=""><td colspan="8"><type filter="" here="" list="" to=""> Show Plan Files that have not</type></td></ty<>	<type filter="" here="" list="" to=""> Show Plan Files that have not</type>								
	DEPT	Description 💌	File Exists	Entity	Division	<ul> <li>KHABgtCode</li> </ul>	▼ RptN		
1	9100	EHS Accounting Operations (Employee)	TRUE	1	Other	19100	1910		
2	6140	EMC Emergency Room (CDM)	TRUE	2	Ancillary	26140	2614		
2	6320	EMC 3 West (CM_NonLabor)	TRUE	2	Nursing	26320	2632		
2	6340	EMC CCU (Staffing)	TRUE	2	Nursing	26340	2634		
2	6610	EMC 6A (JobCode ADC)	TRUE	2	Nursing	26610	2661		
2	6611	EMC Home Health	TRUE	2	Nursing	26611	2661		
2	7200	EMC Radiology - MRI (JobCode)	TRUE	2	Ancillary	27200	2720		
2	7215	New Radiology Department	TRUE	2	Ancillary	27215	2721		
2	7216	EMC Demo Dept	TRUE	2	Ancillary	27216	2721		
1	01010	EMA Internal Medicine (Provider Detail)	TRUE	10	EMA	101010	1010		
1	01020	EMA Internal Medicine (Provider Summary)	TRUE	10	EMA	101020	1010		
<							>		
						ОК	Cancel		

## 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.
- 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.

A Axiom Explorer					
🔇 🌔 🏂 🗛 🖓 🖓	\FileGrou	pAliases			
File • View •					
My Files	^ ^	Alias Name	File Group Name		Description
★ Favorites		ARP_CurrentYear	ARP WEB V1	The File Group associated with the current year's asset replacement a	nalysis.
Recent		ARP_NextYear	ARP WEB V1	The File Group associated with next year's asset replacement analysis	
My Documents		ARP_PriorYear	ARP WEB V1	The File Group associated with the prior year's asset replacement ana	lysis.
File Groups	^	BP_CurrentYear	🔯 Budget-2020	The File Group associated with the current year's budget plan.	
File Group Aliases		BP_NextYear	🐻 Budget-2021	The File Group associated with the next year's budget plan.	
<ul> <li>Budget-2016</li> </ul>		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.

A Edit File Group Alias ?						
Alias Name	BP_CurrentYear					
File Group	Budget-2020					
Description						
The File Gro	up associated with the curre	nt year's budg	et plan.			
		ОК	Cancel			

- 4. In the Choose File Group dialog, select the file group, and click OK.
- 5. Click OK.
- 6. Click Close.

## Setting the fiscal year for file group aliases

**IMPORTANT:** File group aliases also affect scheduled jobs. A scheduled job can only contain one fiscal year setting. By changing the file group aliases, you may be changing a data set the job will run. To confirm which file group aliases a scheduled job points to, open the job, and click **Process Plan Files** from the task pane. The **Select File Group** box on the **Options** tab displays the alias.

To set the fiscal year for file group aliases:

1. In the ExplorerExplorer task pane, in the File Groups section, right-click BP\_CurentYear, and click Edit.

File Groups	^
👻 퉬 File Group Aliases	
BP_CurrentYear	
😨 BP_NextYear	Edit
BP_PriorYear	Delete

2. In the File Group field, click the folder icon.

A Edit File Group Alias			?	$\times$
Alias Name B	P_CurrentYear			
File Group B	udget-2020			
Description				
The File Group associated with the current year's budget plan.				
		OK	Cancel	

- 3. Select the file group to use for the current year budget plan files.
- 4. Click OK.
- 5. Repeat Steps 2-4 for BP\_NextYear and BP\_PriorYear.

## Deleting a file group

Deleting a file group deletes all of the files stored in the associated file group folder, including templates, plan files, drivers, calc method libraries, and workflows. Additionally, any document reference tables linked to the file group are also deleted.
**IMPORTANT:** You cannot undo this action, and the deleted files cannot be recovered using normal Axiom Budgeting and Performance Reporting functionality. Be sure that you no longer need the file group before you delete it. You may want to back up the Kaufman Hall Axiom database before deleting the file group.

To delete a file group:

1. In the ExplorerExplorer task pane, in the File Groups section, right-click the file group to delete.



- 2. Click Delete.
- 3. At the confirmation prompt, click Yes.

The system deletes the file group and all of its associated files.

# 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.

 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.

Axiom Explorer								
😮 😥 🕼 Vaxiom\File Groups\FileGroupAliases								
File • View •								
My Files ^	^ Alias Name	File Group Name	Description					
☆ Favorites	ARP_CurrentYear	RP WEB V1	The File Group associated with the current year's asset replacement analysis.					
Recent	ARP_NextYear	ARP WEB V1	The File Group associated with next year's asset replacement analysis.					
My Documents	ARP_PriorYear	C ARP WEB V1	The File Group associated with the prior year's asset replacement analysis.					
File Groups	BP_CurrentYear	🔯 Budget-2020	The File Group associated with the current year's budget plan.					
File Group Aliases	BP_NextYear	🐼 Budget-2021	The File Group associated with the next year's budget plan.					
Budget-2016	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.

A Edit File	A Edit File Group Alias ?				
Alias Name	BP_CurrentYear				
File Group	Budget-2020				
Description					
The File Gro	up associated with the current year's bu	dget plan.			
	ОК	Cancel			

- 4. In the Choose File Group dialog, select the file group, and click OK.
- 5. Click OK.
- 6. Click Close.

# Adding a new department

The New Department Utility allows you to easily set up new departments using a copy of accounts from an existing department as well as add additional accounts to your new department. As a result, you can configure all necessary accounts for Statistics, Revenues, Deductions, Expenses, and Hours in a single step. In addition, you can also set up the job codes necessary to populate your labor method.

#### Configure the PAYTYPE dimension

In the PAYTYPE dimension, you need to set up the NewDeptStdLine column. By default, this column populates with NA until you configure it, but will have similar entries as Paytype.KHAStdLine. This column is used to select the appropriate calculation method to use for the labor method selected for use in the

#### new department.

Mainte	nance					
DataSet filter : (Da	ATT TPE taSetname IN ('General', 'BP') OR DataSetName :	= ''			-	
(*) the column is du	Dicate. Only the first instance will be saved back	CDMCtdLine	Accesso	ca.	NowBootStdling	~
PATITPE	Description	COMStaune	Accrue		newpeptstaune	
P0001	Regular	JobCode	Yes	ð	JobCode	<mark>6</mark>
P0004	Paid Time Off	JobCode	Yes	đ	JobCode	đ
P0006	Sick Pay	JobCode	Yes	đ	JobCode	C
P0008	Jury Duty	JobCode	Yes	đ	JobCode	đ
P0009	Education	JobCode	Yes	đ	JobCode	đ
P0011	Payroll Adjustments	JobCode	No	Ø	JobCode	Ð
P0014	Personal Development	JobCode	Yes	đ	JobCode	đ
P0015	Med Tech Pay	JobCode	Yes	đ	JobCode	đ
P0016	Extra Shift	AvgPerProdHr	Yes	Ð	Input_Monthly	đ
P0019	Education	JobCode	Yes	đ	JobCode	đ
P0020	Call Pay	Dept_AvgPerProdHr	Yes	Ð	Dept_InputMonthly	đ
1						

Manage labor rates when using the New Department utility

When the plan file is built for the new department, it is ready for user input. One of the inputs you need to configure is the FTE value for each job code. In the following example, two FTEs have been added to job code J00090 in the FY 2019 Budget column, but notice that the Current, Start, and End Rate columns are zero.

JOBCOD 27216 - New D	)E Dept					PF Ta FTE P	ROD Hrs/Ur rget Hrs/Ur s From Tar AID Hrs/Uni Prod %	it nit get t	0.000 0.000 0.00 0.000 0.0%	0.000 0.000 0.00 0.00 0.0%	11.429 0.000 0.00 11.429 100.0%			
								FTEs - Projed	ted Using Actua	ı		Dollars		
dal				Current	Start	End	Alloc	FY 2018	YTD	Apr-Sep	FY 2019	Apr-Sep	FY 2019	
Code	Dept			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	
108988	27216	Contract Labor	125.00	125.00	125.00			0.00	0.00	0.00	0.00	0		0
103333	27216	Contract Labor - Category 2	250.00	250.00	250.00			0.00	0.00	0.00	0.00	O		0
Лnitiative	27216	New Initiatives									0.00			0
J00090	00090 27216 Unit Clerk I (27216 60100)				Clerical		0.00	Fixed				-		
		Current Paid FTEs						0.00	0.00	0.00	2.00			
		Program Additions			\$0.00	\$0.00				0.00	0.00			
		Position Changes		\$0.00	\$0.00	\$0.00				0.00	0.00			
		Total Paid FTEs	_					0.00	0.00	0.00	2.00			
		Regular	History	\$0.00	\$0.00	\$0.00	100.0%	0.00	0.00	0.00	2.00	0		0
		Overtime	130.070	30.00	30.00	30.00	0.0%	0.00	0.00	0.00	0.00	0		0
		Education	100.0%	\$0.00	\$0.00	\$0.00	0.0%	0.00	0.00	0.00	0.00	0		0
Lump Sum Payout							0.00				٥		0	
Unit Clerk I - Total Productive						100.0%	0.00	0.00	0.00	2.00	0		0	
Paid Time Off using YTD		100.0%	\$0.00	\$0.00	\$0.00	0.0%	0.00	0.00	0.00	0.00	0		0	
		Double Click to Insert New Pay Type												
		Unit Clerk I					100.0%	0.00	0.00	0.00	2.00	0		0
		Earned Paid Time Off		\$0.00	\$0.00	\$0.00	0.0%							0

In the Department - Jobcode Exceptions section, add each department and job code combination. In the Regular Rate Source column, select Global, and enter the wage rate desired. Save the driver file and then refresh (F9) the plan file.

O Home @ [BUD19] 27216 □ C [BUD19] 27 Budget Labor Override ×

Labor Override Instructions

Labor Overrides allow the Budget Administrator to modify how the Jobcode, Staffing and Employee tabs calculate salaries and related statistics and Items that can be adjusted include the source for Regular and PTO pay, the source for PTO and EPTO FTEs, and the spread of pay across paytypes. Adjustments can be made by Budget Group, Department or in the case of the Regular Pay source, by Department/Jobcode combination. See entry areas below for additional information regarding what can be selected or entered.

Labor	Rate Ove	rrides			
	Department	Inheade	Description	Regular Rate	Rate Override Amount
	Department	3050000	Description	300100	Amount
				Regular Rate	Enter rate if "Global"
	Department - Jo	bcode Exception	15	Source 🗖	is chosen
				1	
Save	17880	J00029	17880 - Technician II	Base	0.00
Save	17880	100030	17880 - Technician I	Base 7	0.00
Save	17883	J00029	17883 - Technician II	Base	0.00
Save	27200	J00200	27200 - Technologist Assistant	Global 🗸	8.00
Save	27216	100030	27216 - Unit Clerk I	Global	25.00
			<== Enter Valid Dept Number and Jobcode	Base	0.00
			<== Enter Valid Dept Number and Jobcode	Base	0.00
			<== Enter Valid Dept Number and Jobcode	Base	0.00
			<== Enter Valid Dept Number and Jobcode	Base	0.00
			<== Enter Valid Dept Number and Jobcode	Base	0.00
	Double Click to I	insert New Dept	- JobCode Exception		

Note that the system now displays the wage rate and calculates the dollars. The word "Global" also displays next to the Regular row, indicating that this wage rate is controlled from the 27 Budget Labor Override driver.

JOBCODE						PI	ROD Hrs/Ur	it	0.000	0.000	10.286		
27216 - New De	tot					т	indet Hrs/Ur	hit	0.000	0.000	0.000		
	. Pr. 4					FTE	s From Tan	pet	0.00	0.00	0.00		
						P	AID Hrs/Uni	t	0.000	0.000	11.429		
							Prod %		0.0%	0.0%	90.0%		
								FTEs · Proje	cted Using Actua	al .		Dollars	
dat				Current	Start	End	Allac	FY 2018	YTD	Apr-Sep	FY 2019	Apr-Sep	FY 2019
Code	Dept			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget
103333	27216	Contract Labor	125.00	125.00	125.00			0.00	0.00	0.00	0.00	0	0
103333	27216	Contract Labor - Category 2	250.00	250.00	250.00			0.00	0.00	0.00	0.00	0	0
Initiative	27216	New Initiatives									0.00		O
J00090	27216	Unit Clerk I (27216_60100)			Clerical		0.00	Fixed					
		Current Paid FTEs						0.00	0.00	0.00	2.00		
		Program Additions			\$25.00	\$25.00				0.00	0.00		
		Position Changes		\$0.00	\$25.00	\$25.00				0.00	0.00		
		Total Paid FTEs						0.00	0.00	0.00	2.00		
		Regular	Global	\$0.00	\$25.00	\$25.00	90.0%	0.00	0.00	0.00	1.80	0	93,857
		Overtime	150.0%	\$0.00	\$37.50	\$37.50	0.0%	0.00	0.00	0.00	0.00	0	0
		Education	100.0%	\$0.00	\$25.00	\$25.00	0.0%	0.00	0.00	0.00	0.00	0	o
		Lump Sum Payout						0.00				0	0
		Unit Clerk I - Total Productive					90.0%	0.00	0.00	0.00	1.80	0	93,857
	Paid Time Off using YTD		100.0%	\$0.00	\$25.00	\$25.00	10.0%	0.00	0.00	0.00	0.20	0	10,429
		Double Click to Insert New Pay Type											
		Unit Clerk I					100.0%	0.00	0.00	0.00	2.00	0	104,286
		Earned Paid Time Off		\$0.00	\$25.00	\$25.00	0.0%						0

#### Alternate configuration

The instructions above present a configuration that enables administrators to allow for FTE input only by their end users, while administrators control the wage rate. However, if administrators prefer to use the Add New Jobcode calculation method, then simply exclude the job code(s) when processing the New Department Utility. Administrators can then add the job codes by using the existing Add New Jobcode calculation method individually, which then allows for end user input of both wage rate and FTE.

New Department - Set Up Jobcode										
Jobcode.BGTCode	Jobcode Description	Include Jobcode?	Dept							
		-								
100090	Unit Clerk I	No	27216							
J00200	Technologist Assistant-Ro	No	27216							
J00287	Team Leader-MRI	No	27216							
J00546	Radiology Technician	No	27216							
JComment	Productivity Comments	No	27216							
JInitiative	JInitiative New Initiatives		27216							
Add Additional Rows										
Jobcode.BGTCode	Jobcode Description	Include Jobcode?	Dept							
Select Jobcode		No	27216							
Select Jobcode		No	27216							
Select Jobcode		No	27216							
Select Jobcode		No	27216							
Select Jobcode		No	27216							
Results of added dep	artment									
Jobcode.BGTCode	Jobcode Description	Retain or Remove	Dept							

To add a new department:

1. Using the Dimension Maintenance utility, add the new department in the **DEPT** dimension.

**NOTE:** Before you can use the New Department utility, the new department must exist as a valid department with all required columns completed.

## Maintenance

Dimension : Dept

DataSet filter : (DataSetname IN ('General','BP') OR DataSetName = ") (\*) the column is duplicate. Only the first instance will be saved back

() the countribut	apacate. Only the first distance wat be sured back			
Dept	Description	Ô	KHACMDimGrp	JobcodeDimGrp
19250	EHS Performance Improvement		NewDeptStdLine	KHAInt
19370	EHS Risk Management And Safety	0	KHAStdLine	KHAInt
20000	EMC Balance Sheet		KHAStdLine	KHAInt
21010	EMC Physician Acquisition		KHAStdLine	KHAInt
		_		

The calculation method available is "Jobcode" and that method assumes historical activity to populate a rate. To configure for a rate, we will use one of the driver files known as 27 Budget Labor Override to allow for rates to be applied.

В	udget Assumptions
•	Access NY Budget Assumptions
	O1 Budget Configuration
	🖓 02 Budget Labor Configuration
	🖓 03 Budget Statistics
	🙀 04 Budget Driver
	🙀 05 Budget Depreciation
	🙀 06 Budget Global Data Configuration
	🙀 07 Budget Global Data
	🙀 08 Budget Global Data2
	🙀 09 Budget Global Data3
	🙀 10 Budget Global Data4
	11 Budget GlobalExp
	12 Budget Revenue GlobalRev
	13 Budget Expense Adjustments
	14 Budget Labor Rates
	15 Budget Assumptions
	16 Budget CDM Config
	17 Budget CDM Overrides
	18 Budget Expense Admin Adjustments
	19 Budget Expense Admin Adjustments Setup
	20 Budget GlobalSum
	21 Budget Labor Accounts
	22 Budget Labor ADCConfig
	23 Budget Labor Alt FTE Factors
	24 Budget Labor Benchmark
	25 Budget Labor JobCode Dropdown
	27 Rudget Labor Cherride
	V 27 Budget Labor Override
	20 Budget Labor Target

2. In the Explorer task pane, navigate to File Groups > budget file group > Utilities, and doubleclick New Department Utility.

s ar	File Groups	$\sim$
File	File Group Aliases	
M	Budget-2016	
	Budget-2017	
	Budget-2018	
ting	🔻 🚾 Budget-2019	
lget	🧰 Open Plan Files	
Buc	🔛 Create Plan Files	
	🄁 Process Plan Files	
	Copy Plan Files	
nin	Templates	
Adr	Drivers	
pn		
8	🖾 New Department Utility	
$\times$	New Provider Utility-For Detail Method	
er	Process Definitions	
lor	Scenarios	

3. In the Refresh Variables dialog, complete the following:

Option	Description
Select Existing Department	Select an existing department to copy from. The existing department will be used as the profile of accounts and job codes for the new department.
Select New Department	Select the new department to copy to.

4. Review the rows assigned to the new department, and exclude any that you do not want as part of the new department profile.

In the following example, the first three rows are part of the actual data of the donor department, but we may not want these for budgeting purposes so we will set these rows to **No** in the **Include** column.

## New Department Set Up

Account.BGTCode	Account Description	Include Account?	Dept	
			_	
4	Non Salary Assessment Supplies	No	18975	
300	Calendar Days	No	18975	
58000	Department Income	No	18975	
60100	Salaries - Regular	Yes	18975	[SAVE]
60110	Salaries - Overtime	Yes	18975	[SAVE]
60120	Salaries - Non-Productive	Yes	18975	[SAVE]
61100	Employee Annuity	Yes	18975	[SAVE]
61200	Medical Insurance	Yes	18975	[SAVE]
61220	Group Term Life	Yes	18975	[SAVE]
61230	Disability Insurance	Yes	18975	[SAVE]
	Account.BGTCode 4 300 58000 60100 60100 60120 61200 61220 61230	Account.BGTCode       Account Description         4       Non Salary Assessment Supplies         300       Calendar Days         58000       Department Income         60100       Salaries - Regular         60110       Salaries - Overtime         60120       Salaries - Non-Productive         61100       Employee Annuity         61200       Medical Insurance         61220       Group Term Life         61230       Disability Insurance	Account.BGTCode       Account Description       Include Account?         4       Non Salary Assessment Supplies       No         300       Calendar Days       No         58000       Department Income       No         60100       Salaries - Regular       Yes         60110       Salaries - Overtime       Yes         60120       Salaries - Non-Productive       Yes         61100       Employee Annuity       Yes         61200       Medical Insurance       Yes         61220       Group Term Life       Yes         61230       Disability Insurance       Yes	Account.BGTCodeAccount DescriptionInclude Account?Dept4Non Salary Assessment SuppliesNo18975300Calendar DaysNo1897558000Department IncomeNo1897560100Salaries - RegularYes1897560110Salaries - OvertimeYes1897560120Salaries - OvertimeYes1897561100Employee AnnuityYes1897561200Medical InsuranceYes1897561220Group Term LifeYes1897561230Disability InsuranceYes1897561230Disability InsuranceYes18975

5. To add additional rows, use the **Add Additional Rows** section. In the **Account** column, doubleclick the blue input cell to select from a validated list of accounts. Click the blue cell in the **Include Account** column and click **Yes** from the drop-down to confirm the addition of the account.

New Department Set Up	Choose Value     X     Choose a value for KHABgtCode.
Account.BGTCode       Account Description         69100       Travel - General         69400       Taxes And Licenses         69700       Insurance         69950       Rebates/Repayments         71100       Depreciation - Equipment         71200       Depreciation - Equipment         71200       Depreciation - Buildings         960002       Hours - Clerical         960006       Hours - Management         960100       Hours - Regular         960110       Hours - Overtime         960120       Hours - Non-Productive	<ul> <li><type filter="" here="" to="" values=""></type></li> <li>(Default ACCT)</li> <li>(Salary &amp; Hours Analysis)</li> <li>(Paid Hours GL-Based Analysis)</li> <li>(Non Salary Assessment Supplies)</li> <li>(Non Salary Assessment Drugs)</li> <li>(Non Salary Assessment Other)</li> <li>(Non Salary Assessment NonUsed)</li> <li>(Total Labor Expense as % of Net Operating Revenue)</li> <li>Total Employee Labor Expense as % of Net Operating Revenue</li> </ul>
Add Additional Rows Account.BGTCode Account Description Select Account Select Account Select Account Select Account Select Account Select Account	No         18975

- 6. Refresh the utility again to see the final results of the new department's profile that will be used in the plan file.
- 7. The New Department Utility displays the results in the **Results of added department** section. Use the drop-down in the **Retain or Remove** column to remove any accounts within the results that you want to remove. Retain is selected by default.

Results of added depar	rtment		1
Account.BGTCode	Account Description	Retain or Remove	Dept
4	Non Salary Assessment Supplies	Retain	18975
300	Calendar Days	Retain	18975
61200	Medical Insurance	Retain	18975
61220	Group Term Life	Retain	18975
61230	Disability Insurance	Retain	18975
61300	FICA - Social Security	Retain	18975
61510	Employee Benefits - PDO	Retain	18975
62100	Supplies - General	Retain	18975

8. After updating the new department's profile, in the Main ribbon tab, click Save.



**NOTE:** The system posts the values to the Act[YEAR] table, and uses the database field NYBKHA as the value to post to so no changes to actual imported data are affected.

9. Using the Dimension Maintenance Utility, update the calc methods for each account in the **NewDeptStdLine** column in the **ACCT** dimension, and click **Save**.

As of the 2018.4 release, we added a new column to the ACCT dimension for the calculation methods that would work best in a department that contains no history. For example, when using patient revenue accounts, typically a per-unit type calculation method would be used. However, in a new department with no history, Fixed Even or Input Monthly would likely be a better option. The Acct.NewDeptStdLine column is used to assign the calcutation methods so plan files build with the relevant methods.

BPCategory	NewDeptStdLine	¢
NA	NA	
NA	NA	
NA	NA	$\simeq$
NA	NA	
NA	NA	

10. In the **DEPT** dimension, update the **KHACMDimGrp** colum as you would any department, but use NewDeptStdLine and click **Save**.

Dept	Description 🗁 LaborType		LaborType	ð	KHACMDimGrp
10000	EHS Balance Sheet		NoBudget		NoBuget
15000	EHS Deductions from Revenue	$\simeq$	NoBudget		NoBu get
15300	EHS Other Revenue	$\simeq$	NoBudget	$\simeq$	NoBu get
15400	EHS Other NonOperating Revenue	e	NoBudget	0	NoBurget
17840	New Dept		JobCode		KHAStdLine
17870	EHS *** Bldg-Med Office/East Hplex	0	NoBudget	0	NoBudget

11. Click the Jobcode tab at the lower-left of the New Department Utility.

I Instructions Acct Jobcode

In the following example, there are only two job codes in the department:

	🗿 Home 🗐 New Depa	artment Utility X				
	New Depar	tment - Set Up Jobcode				
-						
	Jobcode.BGTCode	Jobcode Description	Include Jobcode?	Dept		
	Jobcode.BGTCode	Jobcode Description	Include Jobcode?	Dept		
	Jobcode.BGTCode	Jobcode Description Physician	Include Jobcode? Yes	Dept	19105	[SAVE]
	Jobcode.BGTCode	Jobcode Description Physician Productivity Statistic	Include Jobcode? Yes Yes	Dept	19105 19105	[SAVE] [SAVE]

12. To add additional rows, use the Add Additional Rows section. In the Jobcode.BGTCodecolumn, double-click the blue input cell to select from a validated job code list. Click the blue cell in the Include Jobcode column, and click Yes from the drop-down to confirm the addition of the account.

		Choose a value for KHABgtCode.	
obcode.BGTCode	Jobcode Descriptio	<type filter="" here="" to="" values=""></type>	
00655	Physician	J00002 (Executive Vice President)	19105 [
Stat	Productivity Statistic	J00005 (Receptionist-Admin)	19105 [
		J00006 (Receptionist)	
		J00008 (Management Engineer)	
dd Additional Rows		J00010 (President For The Trust)	
obcode.BGTCode	Jobcode Descriptio	J00012 (Architect)	
Salact Jahcada	· · · ·	J00013 (Hospital Services Rep)	10105
Select Jobcode	-	J00016 (Reimbursement Director)	10105
Select Jobcode		J00017 (Financial Accountant)	19105
Select Jobcode		J00018 (Staff Accountant)	19105
Select Jobcode		J00019 (Pavroll Coordinator)	19105
Select Jobcode		Showing 427 values (1 selected)	19105
		OK Cancel	

- 13. In the Main ribbon tab, click Refresh Data.
- 14. The New Department Utility displays the results in the **Results of added department section**. Use the drop-down in the **Retain or Remove** column to remove any job codes you do not want to retain. Retain is selected by default.

Results of added dep	artment		
Jobcode.BGTCode	Jobcode Description	Retain or Remove	Dept
J00655	Physician	Retain	18975
JStat	Productivity Statistic	Retain	18975

15. After updating the new department's job codes, in the Main ribbon tab, click Save.

## Restoring archived plan files

**NOTE:** For instructions on archiving, see Archiving current year plan files.

You can reverse the archive process by restoring the previous versions of plan files using the restore point created by the Archive Current Year Plan Files command. However, the previous versions of the plan files are only available until they are deleted by the system Scheduler job Purge System Data, which by default runs nightly and deletes old items based on a configured time frame. The restore point is only intended as a safeguard for a situation where the command is run accidentally, so that the plan files can be restored immediately. It is not intended to be used to convert the plan files back to "live" plan files at a later date. The archive process is permanent except for this short-term safeguard.

This feature is limited to administrators and to users with one of the following security permissions: Administer File Groups (for all file groups) or Modify File Group (for specific file groups). Users with the Administer File Groups permission can restore all plan files for all file groups, even if the user does not otherwise have access to those files. Users with the Modify File Group permission can only restore plan files for which the user has read/write access.

**NOTE:** If a plan file is deleted, it cannot be restored using restore points. Restore points can only restore earlier versions of existing plan files.

When restoring plan files, you first select a restore point and then you select the plan files to restore.

To restore archived plan files:

- 1. In the Explorer task pane, in the File Groups section, right-click the budget for the file to restore, and click Restore Plan Files.
- 2. On the first screen of the Restore Plan Files dialog, select the restore point to use, and then click **Next**. Restore points are identified by date/time and description.
- 3. On the second screen of the dialog, select the plan files to restore, and then click **Finish**.

This screen only lists the plan files that have been changed since the date/time of the selected restore point. You can select individual plan files or you can select the check box in the header to restore all of the plan files. You can use Axiom grid features to sort and filter the list.

If no plan files have been changed since the selected restore point, a message displays to inform you of this.

The restore process creates a new plan file version that is a copy of the version from the selected restore point, and that new version becomes the active version. For example, imagine that the current plan file version is version 10, and you want to restore version 9. The system creates version 11 of the plan file, which is a copy of version 9. Both version 9 and 10 still exist as independent versions in the document history for the plan file.

# Managing restore points

You can create custom restore points and you can delete existing restore points that are no longer needed. For example, you may be preparing to open the file group for end user input, and you want to manually create a restore point before users start editing plan files.

To manage restore points:

1. In the Explorer task pane, in the File Groups section, right-click the budget to manage the restore

points for, and click Manage Restore Points.

- 2. Do any of the following:
  - To create a new restore point, click **New**. Enter a description for the new restore point, and then click **OK**. The date/time for the new restore point will be the current date/time.
  - To delete a restore point, select the restore point, and then click **Delete**. This action simply deletes the restore point so that it is no longer available for selection; it does not delete the associated plan file versions from the database audit history.

**NOTE:** Restore points are automatically deleted when the plan file versions associated with the restore points are no longer available in the database audit history.

The availability of restore points and the associated plan files depend on your system purge settings, as defined in the Scheduler system job System.SystemDataPurge.

The setting Audit History: Number of days to keep system history determines how long old plan file versions are stored in the database. For example, if this option is set to 15 days (the default setting), then you can only restore plan files from the last 15 days; anything older than that has been purged from the database. Therefore, Axiom Software also uses this setting to automatically delete old restore points from the same time frame, since those restore points no longer have any plan files available to restore.

For more information, see Configuring plan file purging.

## Configuring plan file purging

When setting the number of days to purge, we recommend keeping the number of days to a minimum because it can affect the system performance as a result of storing plan file copies for an extended period of time.

To configure plan file purging:

1. In the Admin ribbon tab, click Scheduler.



2. In the Schedule Jobs tab, double-click System.SystemDataPurge.

Job S	ervice						
0	📝 🛞 🦉	C)					
Scheduled Jobs	I Event Remote Data Job Servers Handlers Connections Results	Refresh					
	Service View	Actions					
🕼 Schedu	iled Jobs						
ID	Job	User	Status	Server	Priority	Start Time	Due
1552049	System.SMTPMessageDelivery System		Working	SKHCSB02-System	Scheduled Job	6/8/2018 09:00	
1551991	System.ProcessNotification	System	Working	SKHCSB02-System	Scheduled Job	6/8/2018 09:01	
1552174	System.SystemDataPurge	System	Pending		Scheduled Job	6/12/2018 22:00	8.94 hours
1552175	System.IndexMaintenance	System	Pending		Scheduled Job	6/13/2018 03:15	14.19 houi

3. On the left side of the screen, click Tasks > SystemDataPurgeTask.

Job	Service									
						1		×	ð	
New	Open	Save	Close	Run Once	Add	Move Up	Move Down	Remove Selected	Clear All	
		Job					Tasks			
🕼 Sche	duled Jol	bs 📋	) System	.SystemD	ataPurge					
Gen	General > Task Control									
Job	Variables	;		🗸 Task	Details					
Schi Ever Not	eduling H nt Handle ification	ules ers		۳	ne system	will au	tomatic	ally purge	e data re	cords that are older than the specified threshold values.
lob	SystemD Results	ataPurg	eTask	Sched	uler Resul	ts				
	Job Results Number			umber of days to keep result history 15						
	•			SMTP	Messages	;				
				Num	ber of day	rs to kee	p delive	red messa	ges and a	attachment data 15

4. In the **Number of days to keep result history** field, type the number of days to keep the archived file, and click **Save**.

Job Service	
New Open Save Close	Run Once Add Move Move Remove Clear Up Down Selected All Tasks
🕼 Scheduled Jobs 📄 System	n.SystemDataPurge
General Job Variables Scheduling Rules Event Handlers Notification Tasks SystemDataPurgeTask Job Results	<ul> <li>Task Control</li> <li>Task Details</li> <li>The system will automatically purge data records that are older than the specified threshold values.</li> <li>Scheduler Results         <ul> <li>Number of days to keep result history</li> <li>SMTP Messages</li> <li>Number of days to keep delivered messages and attachment data</li> </ul> </li> </ul>

# Setting Up Budget Plan Files

The numbered list below include the required and optional steps you need to complete to configure, test, and release the budget plan files in your organization for the next budgeting season. The system can also walk you through these same steps by running the Budget Checklist process.

**TIP:** The steps below link to the corresponding help topics, where applicable.

- 1. Change year and period.
- 2. Prepare data for budget go-live.
- 3. Reconcile data.
- 4. Create one plan file for each Labor tab template.
- 5. Process one plan for each Labor tab template.
- 6. Create plan files using the scheduled job.

**NOTE:** Run the Build & Process Budget Files job in Scheduler, and use a filter to run the job. Review the log for errors once the scheduled job completes to confirm that no errors have occurred.

- 7. Open a plan file, and save it to confirm there are no errors on save.
- 8. Review the Budget Configuration driver.
- 9. Review all the tabs of a plan file for reasonableness.

**TIP:** Specifically focus on the Stat\_Rev, Expense, and Payroll tabs

- 10. General plan file tab review
  - a. Ensure navigation under Go To jumps as expected for all tabs.
  - b. Row/Col headers should be turned off for all tabs.
  - c. Confirm all print definitions look as expected.
  - d. Test each View option to ensure it displays/hides parts as expected.

- e. Verify print settings for all worksheets.
- f. Save the plan file to the database without any errors.
- g. Repeat steps below for different departments types (Nursing, Fixed, Admin).
- 11. Instructions tab review.
  - a. Review the due dates.
  - b. Review the budget questions.
  - c. Review the budget assumptions.
- 12. Summary tab review.
  - a. Do initiatives display as they should? Are initiatives set to be displayed in Budget Configuration driver?
  - b. Review labels for proper year setting.

**TIP:** Projected Year settings are highlighted in blue in the Budget Configuration driver and can be budget group specific.

c. Confirm columns hidden in the Budget Configuration driver are hidden in the plan file.

**TIP:** Set the Hide Column option in Budget Configuration driver.

d. Confirm "Display Contribution Margin on Summary Tab" is set properly.

**TIP:** Set the Display Contribution Margin on Summary Tab? option in Budget Configuration driver.

e. Review dollar and % variances for NYB to ensure reasonableness.

#### 13. Stat\_Rev tab review.

- a. Verify that History and YTD numbers are accurate.
- b. Verify that Projected numbers appear reasonable.
- c. Verify that all expected accounts interfaced.
- d. Verify that accounts appear under the correct section.
- e. Verify that accounts use the expected calc method.
- f. Test changing a calc method type used in a plan file.
- g. Confirm statistics coming from the Budget Statistics driver do not contain blue input cells.
- h. Confirm correct Budget Method selection.

- i. Verify that sections without data are hidden, as expected.
- j. Verify that the Global Drivers are reflected at the top from the Budget Driver driver for the corresponding Budget Group.
- k. Verify that all the expected drivers display.
- I. Verify that key statistics, identified in Dimensions, are listed.
- m. For revenue accounts, verify that the global adjustments display from the Budget Revenue Adjustments driver.
- n. Check review projections in CYP.
- o. Test that the summary section for revenue ties with the detail sections.
- p. Confirm that the columns hidden in the Budget Configuration driver are hidden in the plan file.
- q. Test to confirm red flag warnings disappear when all comments with red flags include comments.

#### 14. Expense tab review.

- a. Verify that History and YTD numbers are accurate.
- b. Confirm column labels are accurate from the Budget Configuration driver.
- c. Verify that all expected accounts interface.
- d. Verify that accounts display under the correct sections.
- e. Verify that accounts use the expected calc method.
- f. Test changing a calc method type used in a plan file.
- g. Confirm that expense adjustments interface from expense-related drivers (Budget GlobalExp, Budget GlobalData, etc.) for all calc methods (Budget Group specific).
- h. Test resolving "Salaries do not match" warning.

**NOTE:** Test with provider and non-provider plan files.

i. Test using ePTO with and without ePTO (Gross and Net).

**NOTE:** See the Earned Paid Time Off setting in the Budget Labor Configuration driver to configure this feature.

j. Test resolving "Hours do not match" warning.

**NOTE:** Test with provider and non-provider plan files.

- k. Ensure that the Budget Method is correct for Detail Method.
- I. Review the Statistics spread total for Key Stat accounts.
- m. Confirm that the projected numbers appear reasonable.
- n. Confirm that the columns hidden in Budget Configuration tab are hidden in the plan file.
- o. Confirm that KHABgtMap works as expected.

**NOTE:** The DEPT column for calc methods that use KHABgtMap will be highlighted in a different background color. The DEPT column is visible ONLY if KHABgtMap is in used. Otherwise, the column is hidden.

p. Test the drilling feature by drilling historical GL Transactions.

**NOTE:** See the Expense Transaction Drilling setting in the Budget Configuration driver to enable this feature.

- q. Confirm that the Use Preliminary Estimate on Detail Calc Method option in the Budget Configuration driver works as expected.
- 15. Labor tab review.
  - a. Verify that the plan files interface with the expected labor type.

**NOTE:** ACCT.KHAStdLine (or other StdLine columns) Calc Method selection (Labor, ProviderLabor, etc.)

b. Verify that the expected job codes are interfaced.

NOTE: All job codes that work in the Dept YTD will be interfaced into the Dept.

- c. Review the Uniform Merit Increase Date.
- d. Review the FTE Comparison to YTD.
- e. Test with Projected FTE Starting Point.
- f. Test with Forecast FTEs from Projection.
- g. Change the titles for Program Additions Title and Position Changes Title, and confirm it displays up in the plan file.
- h. On the Staffing and Jobcode tabs, test % of Staffing Change with Volume.

**NOTE:** The default is set to 60% for Variable job codes.

i. Ensure that the FICA limits apply, regardless of the fiscal year (it should taper down in the

months of Oct - Nov, regardless of the fiscal year).

- j. Ensure that the total dollars match the dollars on the Expense tab.
- k. Confirm that the YTD Hours and YTD Dollars are accurate.
- I. Confirm that the GL mapping is accurate.

**TIP:** Select the Audit view in the Labor tab to confirm the account coding.

- m. Test the Dept\_BasePay calc methods.
- n. Review the allocation rates in the JobCode block for reasonableness.
- o. Confirm that the PayType Mapping Analysis report includes no variances.
- p. Confirm that only the PayTypes mapped on the Budget Labor Configuration driver interface into the Jobcode block.
- q. Confirm that the Contract labor (Agency) is set up and interfaces appropriately.
- r. Confirm ePTO GLAcct maps correctly when set to Yes.

**NOTE:** Review the Earned PTO Hours Conversion Factor (by default, the system sets this to 80 hours) and PTO per FTE (by default, the system sets this to 176).

s. If using Lump Sum, confirm that the Budget Labor Limits is set up for max rates.

**NOTE:** The default is 100% for full payout of merit above max rate.

- t. Test by adding a new PayType to the Dollars section of JobCode block.
- u. Review the Fixed/Variable coding for each job code and test variability.

**NOTE:** For JobCode and Staffing labor tabs only; Comes from Dimension setting JobCode.Variable.

v. Test the overrides from the driver, if Budget Group specific.

**NOTE:** Cross check with the Budget Labor Override driver.

w. Update/change the days staffed and shift hours (impacts variable spread)

**NOTE:** For the Staffing and JobCodeADC labor tabs only.

- x. Employee labor tab only:
  - Confirm that the Empl\_List tab is unavailable.

- Review the Employee labor tab for a complete list of the employees.
- y. ADC labor tab only:
  - On the ADCConfig tab, add a block for Global Budget Group and Dept Exceptions. Ensure that the ADCConfig tab options came through as expected.
  - Confirm that the Jobcode and ADC tabs are equal to each other for FTEs.
  - Review FTEs and Hours calculations for reasonableness.

#### 16. Empl\_List tab review.

- a. Verify all of the interfaced data (comes from Employee Master import).
- b. Check that all employees or job codes display under their home department.
- c. Check that increases are populated.
- d. Test the Lump Sum options.
- 17. Initiatives tab review (if applicable).
  - a. If enabled in New Initiatives tab of drivers, all the approved initiatives display on the Summary tab, and save to the database.
  - b. The list of initiatives that displays in the New Initiatives tab of Drivers is available for selection.
  - c. Test by adding new calc methods.

#### 18. Dept\_History tab review.

- a. Validate data by ensuring that the historical data ties to department P&Ls.
- b. Check that the Dept column for calc methods that use KHABgtMap are highlighted in a different background color.

**NOTE:** The Dept column is visible ONLY if KHABgtMap is used. Otherwise, the column is hidden.

- 19. Provider and Provider Comp tab review.
  - a. Verify that History and YTD numbers are accurate.
  - b. Verify that projected numbers appear reasonable.
  - c. Verify that all the providers that meet the threshold setup display, if applicable.
  - d. Verify the summary section totals the detail sections.
  - e. Verify that all stats and revenue flow to the Stat\_Rev tab, as expected.
  - f. For Provider Detail methodology:
    - Verify the FTE is pulling from the ProviderComp tab.
    - Review the overall driver for the department, and compare the production days

based on provider FTE.

- Verify that seasonality appears reasonable, if provider has at least one year of history.
- Review the various data breakout, if using the detail method, to make sure the data is grouped appropriately.
- Review the Gross Charges section, and verify that the charges calculate either on Encounter, WRVU, Procedure, or RVU.
- g. Provider Summary methodology:
  - Verify that the system appropriately pulls FTE and driver stats from the Simple Dept Config driver.
  - Verify that the system pulls the spread from the Simple Dept Config driver.
- h. Verify that the expected job codes relating to providers interface with the ProviderComp tab.

**NOTE:** The system will interface all job codes that have worked in the department YTD into the department when the KHAInt on the Jobcode dimension is set to Provider.

- i. Verify that the YTD Hours and YTD Dollars are accurate.
- j. Verify that RVUs flow from the Provider tab.
- k. Verify that the Comp Models pull properly from the Provider List driver.
- I. Complete a few calculations manually to verify that the expected salary calculates.
- m. Review the compensation spread for reasonableness.
- n. Verify any additional pay/benefits either calculate properly in the provider block and/or pull appropriately from the Provider List driver.
- o. Ensure that the FICA limits are applicable, regardless of the fiscal year.

NOTE: It should taper down in the months of Oct – Nov, regardless of the fiscal year.

- p. Verify that the GL Mapping is accurate and flowing to the Expense tab.
- 20. Reconcile the budget.
  - a. Schedule nightly recalculation for all budgets to transfer results to the database.
  - b. Correct any errors encountered during the recalculation process.
  - c. Review the Budget Income Summary report for reasonableness.
- 21. Run and review optional calculator reports.
  - a. New Department utility

**TIP:** This utility is located in the Utility section of the file group year you will use for the planning cycle.

b. Deductions Calculator by Payor utility

**TIP:** Do not create a plan file for the Budget Deduction Department when using this utility.

- c. Deductions Calculator using FSDetail utility
- d. Deductions Calculator using FSPayor utility
- e. Budget Balance Sheet and Cash Flow utility
- 22. Run and review Budget Reconciliation reports.
  - a. Budget Department Audit report
  - b. Budget Process Management report
  - c. Budget Workbook Reconciliation report
  - d. Global Depreciation Reconciliation report
  - e. Global Expense Reconciliation report
  - f. Global Revenue Reconciliation report
  - g. Labor Non-Matched report
  - h. Payroll12 Hours Reconciliation report
  - i. Payroll12 Negative Hours report
  - j. PayType Mapping Analysis report
  - k. Reconcile NYBDetail to Financial report
  - I. Reconcile Payroll12 to Financial-Dollars report
  - m. Reconcile Payroll12 to Financial-FICA report
  - n. Reconcile Payroll12 to Financial-Hours report
  - o. Salaries Do Not Match report
- 23. Delete test plan files.
- 24. Clear test data from the budget data table.
- 25. Build budget plan files.
- 26. Process budget plan files.
- 27. Verify plan file creation and interface.

28. Advance the plan files using Process Management to Owner stage.

## 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 Admintask pane, in the Prepare Budget Plan Files section, double-click Budget Checklist.

Prepare Budget Plan Files	^
🚟 Build & Process Budget Plan Files	
🔊 Review Preliminary Budget	
Recalculate Budgets (as needed)	
🔀 Budget Process 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.

A Edit Process		?	$\times$
🖄 Edit th	ne definition of process 'Budget Checklist'.		
This proces	ss is currently inactive.	Start proc	cess
Process Properti	es Process Steps Notifications		
Process Name	Budget Checklist		
Display Name	Budget Checklist		
Description			
Process Ov	vner Admin Admin Select User Select Role		
Configuration	Properties		
Allow ste	p owners to see all steps in the process task pane		
🔠 Detault P	rrocess Assignment Chone selected>		

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

A Edit Process	Edit Process ? X						
Edit the	definition of process 'Budget Checklist'.						
This process	is currently inactive.	Start pr	ocess				
Process Properties	Process Steps Notifications						
Process Name	Budget Checklist						
Display Name	Budget Checklist						
Description							
E Process Own	Admin Admin Select User Select Role						

- 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.

A Process Status		2 X					
Process status details for process 'Budg	Process status details for process 'Budget Checklist'.						
Process is Active Started on 6/17/2019 by Admin Admin     Edit process							
Stop process     O Process history	Complete step 🐰 Move current step 🕢 Regenerate tasks	Dpen report					
➡ 1 - Change Year and Period No due date	1 - Change Vear and Period (Report Step)	Status Active					
C - Prepare Data for Budget Go-Live      Not yet started	Step Details Associated Report YearPeriod.xlsx Usi Assigned Role Budgeting Admin						
► 3 - Reconcile Data ♣ Not yet started	EQ Due Date (no due date) Step Activity						
4 - Create one plan file for each labor tab ter Not yet started	6/17/2019 15:45 ➡ Step 1 (Change Year and Period) activated Assigned to Admin Admin						
5 - Process one plan file for each labor tab te Not yet started							
6 - Create Plan files using the scheduled job Not yet started							

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.

A Process Action	×
Mark process step as completed in process 'Budget Checklist'.	
Current Step         Change Year and Period         Admin Admin (admin)         Next Step         Admin Admin (admin)	
1000 characters remaining OK Cancel	I

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.

A Process Status		? ×				
Process status details for process 'Budget Checklist'.						
Process is Active and on 6/17/2019 by Admin Admin						
Stop process     Process history	🗸 Complete step 🛛 👼 Move current step 🛛 🕀 Regenerate tasks	🖺 Open report				
➡ 1 - Change Year and Period No due date	1 - Change Year and Period (Report Step)	Status Active				
▶ 2 - Prepare Data for Budget Go-Live ♣ Not yet started	Step Details Associated Report YearPeriod.xlsx Us Assigned Role Budgeting Admin					
<ul> <li>3 - Reconcile Data A</li> <li>Not yet started</li> </ul>	EQ Due Date (no due date)					

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

## 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 In	puts			Save	Year 1	able									
Final Vers	0017	_						Fisc	al						
Fiscal tear	2017	•				Year		Yea	r		Description				
Fiscal Start M	onth July	•				2017		FY1	7		Actual				
						2017		FY1	7		Budget				
FTE Hours	2080	•				2017		FY1	7		Projected				
						2017		FY1	7		Flex Budget				
Working D	ays Inputs					2015		FY1	5		L2 Actual				
		Current Vers	Lest Vees	Newt Vees		2016		FY1	6		Last Year				
		Working Dave	Working Dave	Working Dave		2010		FY1	0		LY Budget				
Serial	Month	2017	2016	2018		2010		EV1	0 7		Forecast				
7	huby	22	22	22		2017			<i>'</i>		Forecast				
,	outy	23	23	23	Period	l Table									
8	August	23	23	23				Current	Lact	Next	Current	Last	Nevt	Current	Last Veer
9	September	22	22	22	Serial	Month	Quarter	Year	Vear	Vear	Year Month	Year Month	Year Month	Calendar Days	Calendar Days
10	October	23	23	23	7	July	1	2016	2015	2017	Jul-2016	Jul-2015	Jul-2017	31	31
11	November	22	22	22	8	August	1	2016	2015	2017	Aug-2016	Aug-2015	Aug-2017	31	31
12	December	23	23	23	9	September	1	2016	2015	2017	Sep-2016	Sep-2015	Sep-2017	30	30
1	lanuary	22	22	22	10	October	2	2016	2015	2017	Oct-2016	Oct-2015	Oct-2017	31	31
	Sandary	23	23	23	11	November	2	2016	2015	2017	Nov-2016	Nov-2015	Nov-2017	30	30
2	February	20	21	20	12	December	2	2016	2015	2017	Dec-2016	Dec-2015	Dec-2017	31	31
3	March	23	23	23	1	January	3	2017	2016	2018	Jan-2017	Jan-2016	Jan-2018	31	31
4	April	22	22	22	2	February	3	2017	2016	2018	Feb-2017	Feb-2016	Feb-2018	28	29
5	May	23	23	23	3	March	3	2017	2016	2018	Mar-2017	Mar-2016	Mar-2018	31	31
6	June	22	22	22	4	April	4	2017	2016	2018	Apr-2017	Apr-2016	Apr-2018	30	30
		010	070	0(0	5	May	4	2017	2016	2018	May-2017	May-2016	May-2018	31	31
		269	270	269	6	June	4	2017	2016	2018	Jun-2017	Jun-2016	Jun-2018	30	30
Check to H	Hide Year table													365	366
Check to H	Hide Period table							•							

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.

Data Maintenance	^			
😑 Change Payroll 27 Tables-Current Period				
😑 Update VCC Payroll Mapping Table				
😑 Update Payroll Dates Table				
Update VCC Threshold Table				
😑 Update Year and Period Tables				
Data Imports				
🕨 퉬 Manual Data Input				
Data Reconciliation				
Payroll Accruals & Aggregation				
Revenue & Usage Utilities				

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:
	• To use the standard of the number of days worked multiplied by a 40-hour work week divided by 7, select <b>2086</b> .
	• To use the standard 40 hour work-week multiplied by 52 weeks, select <b>2080</b> .

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.

# Preparing data for budget go-live

Importing and loading data is an important part of keeping your budget up-to-date and correct. We recommend that you perform these actions on a biweekly and monthly bases.

The following topics provide instructions on running the required and optional data imports reports. These are the same imports you will run to create your monthly reports.

**IMPORTANT:** You must load and reconcile data *before* you start building and processing plan files.

Run these imports and utilities in the following order to load your data into the system:

1. Import General Ledger data - The Load 12 Month import brings in 12 months of General Ledger data from your source system. This will include values for revenues, deductions, expenses, etc. -

including values for balance sheet (if provided).

- 2. Import Monthly Statistics data The Load Monthly Stats import brings in departmental-level statistics, including key and non-key statistics. This can also include facility-level statistics. If payroll hours are not imported through the Payroll Transfer utility, then they will commonly be imported using this import.
- 3. Import Biweekly Payroll data Imports biweekly payroll data, which includes identifying department, job code, pay type, and employee ID values.
- Load Employee Master Imports the employee level detail information, including base rate, full/part time status, anniversary date, PTO balance, etc. The employees are listed by job code. The employee master is used in the interfacing and plan files to apply merit and market adjustments.
- 5. Loading Revenue and Usage data Imports your Charge Description Master (CDM) monthly data, including department, CDMCODE, revenue and volume type (i.e. inpatient, outpatient).

**NOTE:** This import only applies if your organization is licensed for the CDM template.

6. Load Provider Data - Imports the transactional-level records for a provider, including ID, department, and key database fields such as CPT, location, FinClass, and other related records. This information is used for reporting and budgeting purposes. Once loaded, you can configure whether to use the Provider Summary or Provider Detail options, and adjust your dimension accordingly. This is the core transactional data from your provider billing database.

**NOTE:** This import only applies if your organization is licensed for the Provider feature.

#### Other imports

These imports can be run in any order, as needed, with the exception of the Biweekly to Monthly Payroll Accrual utility. While these imports are not required to create budgets, they do provide enhanced reporting and plan file analysis without having to leave the Axiom application.

• Running the Biweekly to Monthly Payroll Accrual utility - Run this utility to accrue for hours, dollars, and statistics from your biweekly payroll import(Payroll26) into the monthly data tables (Payroll12).

**IMPORTANT:** This utility is a prerequisite to using the Monthly to GL Accrual utility.

• Running the Monthly to GL Accrual utility - If payroll hours are not coming through your GL Import, you can move your hours from the Payroll12 data tables created from the previous process to your Financial tables by running the Monthly to GL accrual utility.

**IMPORTANT:** Only run this utility if you are not loading hours from your GL using the GL12 Month or Monthly Statistics imports (step 1 or 2 above).

- Loading AP Detail data Imports your Accounts Payable sub-ledger detail, including amount, check date, check number, invoice date, invoice number, etc.
- Loading GL Detail data Imports your general Journal Entry detail, including department, account, and other identifying information.
- Loading MM Detail data Imports your Materials Management sub-ledger detail, including amount, item number, item description, location, quantity, unit price, and vendor information.
- Loading Accrued Receipts data Imports your Accounts Receipts sub-ledger detail, including item number, description, invoice date, vendor name and number, and other vendor identifier information.
- Summarizing CDM statistics to financial To use your Charge Description Master (CDMCODE) to create your statistics, we offer a save-to-database utility that summarizes the inpatient and outpatient volumes in the RevUsage database (ACT\_RU\_20XX) into statistic accounts that can be stored in the Financial database (ACT20XX).

**NOTE:** For this utility to work, your Kaufman Hall implementation consultant will help you design your CDMCODE table during the implementation.

#### Resolving import errors

If any of the imports experience validation errors, you can view them in two places in the system: a separate CSV file and the Execution log area of the Execute Import dialog, as shown in Step 8 of Loading GL12 Month data.

For more information, see Resolving import validation errors.

#### Generating and publishing monthly reports

After the report data is imported and any import errors are resolved, you can run the Department Monthly Package report to pull together the different monthly reports with the imported data and distribute them to the appropriate personnel. For more information, see the following:

- Understanding the Department Monthly Package
- Configuring the Department Monthly Package report
- Processing and distributing the Department Monthly Package report

## Loading GL12 Month data

Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a GL\_ prefix.

To load GL12 Month data:

1. To change the current period, in the Admin ribbon tab, in the Database group, click Imports & Utilities > System Period/Year.

	File	N	AIN AI	DMIN	AXIOMN	MAIN He	ome										
		>		<mark>R</mark> ø		<b>1</b> 5				5		<ul> <li>Freeze Panes</li> <li>Formula Bar</li> </ul>	×	4	?	<b>*</b>	
A	Admin Pan	Task es 🔻	Security	Locked Items	System Browser	Scheduler	Process Management •	Impo L	orts & Data Itilities •	File Protection	•	Headings	System Tools •	Recovery	Help	Close Axiom SW	
A	pplic	ations		System N	/lanageme	ent	Workflow	::ee	System Per	iod / Year	◄	bisplay	Tools	Audit & Recovery	Help	Exit	
	< Axiom Assistant					83	Table Curre	nt Periods									
BUDGET ADMINISTRATION					Data Utilitie	es 🕨	-						-				
				- 5	Imports	•							-				

2. In the System Current Period dialog, in the New Value field, type the new month value, and click OK.



3. In the Admin ribbon tab, in the Database group, click Imports & Data Utilities > Imports, Management Reporting> 01-Load GL 12 Months, and click Execute.



4. Click Execute.

Execute Import: 01-Load GL 12 months			×	
Execute Options Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save	Description			
Execute Stop Status: not started				

5. In the Variables dialog, do the following, and click OK:

Field	Steps
Table: Select Table	Select the ACT or BUD table.
Year Selection: Input Year (YYYY)	Type the year to load.

6. In the Choose the import source file dialog, select the source file to load.-



If the import encounters validation errors, see Resolving import validation errors.

After you load the data, run the Income Statement Summary report in Explorer in Reports Library
 Management Reporting > Income Statement > Income Statement Summary to reconcile to your GL income statement.

### Loading Monthly Statistic data

Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a ST\_prefix.

To load Monthly Statistic data:

1. In the Admin ribbon tab, in the Database group, click Imports & Data Utilities > Imports > Management Reporting > 02-Load Monthly Stats, and click Execute.



#### 2. Click Execute.

a Execute Import: 02-Load Monthly Stats				
Execute Options       Description         Allow pauses       Preview only         Ignore lookup and key errors       Aggregate row on final save				
Execute Stop Status: not started				

3. In the Variables dialog, do the following, and click OK:

Field	Steps
Table: Select Table	Select the ACT or BUD table.
Year Selection: Input Year (YYYY)	Type the year to load.

4. In the **Chose the import source file** dialog, navigate to the location where you stored the source file, and select it.



If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

- 5. If you are not loading your statistics through an import set up by your Kaufman Hall Implementation Consultant, then you can also load statistics using a Save to Database report. There are standard reports delivered with your system for this, which you can find in Explorer in Management Reporting Utilities > Data Input > Input Monthly Statistics.
  - 🔻 뷀 Management Reporting Utilities
    - \_My Utilities
    - 🕨 뷀 Alerts
    - Current Year Forecast
    - 🕨 퉬 Custom Utilities
    - 🔻 闄 Data Input
      - Input BiWeekly Contract Labor
      - Input Monthly Contract Labor
      - Input Monthly Statistics
- 6. Use the top section of the report, labeled **Add New Stats**, when entering a new Dept-Acct combination into the database.

If needed, you can copy additional rows by copying the entire row, and then using the **Insert Entire Row** option in Excel. If you Refresh the report, it will bring in all existing statistic combinations from the database, and you can then update any monthly value in the blue cells in the **Change Existing Stats** section.

Monthly Statistics Input Form								
KHA Health								
Click "Save" to save values to database				No changes made				
Department	DEPT	Description	InitID	Acct	July	August	September	October
Add New Stats								
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
<copy above="" and="" are="" here="" if="" insert="" more="" needed="" rows=""></copy>								
Change Existing Stats								
EHS Sports Medicine	17840	Calendar Days	1	300	31	31	30	31
EHS *** Bldg-Med Office/East Hplex	17870	Calendar Days	1	300	31	31	30	31
EPG Clinic Administration	17879	Calendar Days	1	300	31	31	30	31
EPG Phys Clinic-North	17880	Calendar Days	1	300	31	31	30	31
EPG Phys Clinic-Occ HIth East	17881	Calendar Days	1	300	31	31	30	31
EPG Phys Clinic-Occ Hith Midtown	17883	Calendar Days	1	300	31	31	30	31

7. After you complete your inputs, from the Main ribbon tab, click Save to send the data into the database and save the report.



## Loading Biweekly Payroll data

Make sure you create and save the import file to a directory accessible by the Axiom Application server. The file should be saved as LD\_MMDDYY\_PP. For example, LD\_100418\_1

To load Biweekly Payroll data:

1. In the Admin ribbon tab, click Imports & Data Utilities > Table Current Periods.


2. Filter using the Table Type, and select **Payroll**.

Table Current Periods		? ×
For each table in the system you can specify a table-s should rely on the System Current Period.	pecific Curre t Period, or in	dicate that the table
Table Name 💌 Uses System Current Period	💌 Table Type 🖃	Folder Path
	-	Group By
		Contains Value
		Equality
		Pavment
		Provider
		RF Custom Data
	A	
		×

3. Change the period for all of the payroll tables where the Uses System checkbox is not selected.

Table Current Periods			?	×
For each table in the should rely on the S	system you can spec ystem Current Period.	ify a tabl	e-specific Current Period, or indicate th	at the table
Table Name	Uses System	Curre	ent Period 💌 Table Type 🗐	^
: 26 item(s)			Group By	
BUD_PAY12_2016	Y	8	Clear Elterr	VAx
BUD_PAY12_2017	1	8	Creat Privers	VAx
BUD_PAY12_2018	4	8	Contains	VAx
ACT_PAY27_2018		18	Value	VAx
BUD_PAY12_2014	$\checkmark$	8		VAx
BUD_PAY12_2015	1	8	Equality	VAx
BUD_PAY12_2019	$\checkmark$	8	EncData ^	VAx
BUD_PAY27_2017		18	EPM	VAx
BUD_PAY27_2018		18	FinancialPlanning	VAx
BUD_PAY27_2019		18	Financial	VAx
BUD_PAY27_2014		18	FixedAssetListing	VAx
BUD_PAY27_2015		18	Payment	VAx ~
<			🗹 Payroll	>
			Provider -	ancel
			RF Custom Data	annel

4. In the **Table Current Periods** dialog, double-click the current period for the table, and type the new period.

Table Current Periods

 $\times$ 

?

For each table in the system you can specify a table-specific Current Period, or indicate that the table
 should rely on the System Current Period.

Table Name	•	Uses System	Current Period	▼ Table Type	~
: 26 item(s)					
BUD_PAY12_2016		$\checkmark$	8	Payroll	∖Ax
BUD_PAY12_2017		$\checkmark$	8	Payroll	\Ax
BUD_PAY12_2018		$\checkmark$	8	Payroll	\Ax
ACT_PAY27_2018			18	Payroll	\Ax
BUD_PAY12_2014		$\checkmark$	8	Payroll	∖Ax
BUD_PAY12_2015		$\checkmark$	8	Payroll	\Ax
BUD_PAY12_2019		$\checkmark$	8	Payroll	\Ax
BUD_PAY27_2017			18	Payroll	\Ax
BUD_PAY27_2018			18	Payroll	\Ax
BUD_PAY27_2019			18	Payroll	\Ax
BUD_PAY27_2014			18	Payroll	∖Ax
BUD_PAY27_2015			18	Payroll	∖Ax ∨
<					>
			Ар	ply OK	Cancel

5. When you have finished all the tables, click **OK**.

6. In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 03-Load Biweekly Payroll > Execute.

Imports & Data Utilities <del>•</del>	File Protection ▼		Freeze Panes Formula Bar Headings	System Tools *	Rec	overy	<b>?</b> Help	Close Axiom SW			
System Per	riod / Year		Display	Tools	Audit 8	Recovery	Help	Exit			
式 Table Curre	ent Periods										
队 Data Utilitie	es 🕨		<b>^</b>								
lmports	►	+	Create New	Import							
			Budgeting		Þ						
			Capital Plan	ning	Þ	,					
			Capital Trac	king	×	all	t n	nan	<b>Ha</b>		
			Cost Manag	ement	Þ	uu					
			Costing		Þ						
			DSS		Þ	IOUNC		NTS			
			Financial Pla	nning	×						-
			Internal Utili	ties	Þ	Import	Folder N	/lanagemen	t Reporting		12th of each r
			Managemer	nt Report	ing →	🕌 01-l	oad GL	12 months		۲	
			Productivity		Þ	鷌 02-I	.oad Mc	onthly Stats		•	
			Rolling Fore	cast	+	🥌 03-I	oad Biw	veekly Payrol		•	Execute

7. In the Execute Import: 03-Load Biweekly Payroll dialog, click Execute.

Execute Import: 03-Load Biweekly Payro	?	$\times$	
Execute Options  Allow pauses  Preview only  Ignore lookup and key errors  Aggregate rows on final save	escription		
► Execute Stop Status: no	ot started		

8. In the Variables dialog, do the following, and click OK:

Field	Steps
Year Selection: Input Year (YYYY)	Type the year to load.
PayPeriod: Input Period (1 – 27)	In the drop-down, select the pay period to load to.

9. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.

Oboose the import source file					
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ ] > This PC > Documents > Files					
Organize   New fo	lder				
🛅 Documer 🖈 🔦	Name	Date modified	Туре		
📄 Pictures 🖈	LD_100418_1	4/6/2018 9:30 AM	Microsoft Excel Work		

10. If there are any import exceptions, follow the import exceptions remediation from .

## Loading Employee Master

Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a LM\_prefix.

To load Employee Master:

1. In the Admin ribbon tab, in the Database group, click Imports & Data Utilities > Imports > Management Reporting > 10-Load Employee Master, and click Execute.



2. Click Execute.

A Execute Import: 10-Load Employee Master	?	×
Execute in development mode (data will not be saved to destination table)		
Execute Stop Status: not started		
Execution log	Show de	<u>escription</u>
		Close

3. In the Variables dialog, do the following, and click OK:

FieldStepsYr: Input Year (YYYY)Type the year to load.

4. In the **Chose the import source file** dialog, navigate to the location where you stored the source file, and select it.

**NOTE:** We recommend that you name the file using a LM\_prefix.

If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

5. After you complete your inputs, from the Main ribbon tab, click Save to send the data into the database and save the report.



## Loading Revenue and Usage data

Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a RU\_prefix.

To load Revenue and Usage data:

1. In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 09-Load RevUsage > Execute.

Import: Util	s & Data ities •	File Protection	•	<ul> <li>Freeze Panes</li> <li>Formula Bar</li> <li>Headings</li> </ul>	Systen Tools		Recovery	() Help	Clo Axion	se 1 SW	
📴 S	System Perio	od / Year		Display	Tools		Audit & Recovery	Help	Ex	it	
E T	able Currer	nt Periods	pet 9	Statistics X							
K, C	Data Utilitie	s 🕨	6								
<b>C</b>	mports	•	+	Create New Import		="Ev	en",1/12,IF(\$AU1	23="CalDays	",IND	EX(AV	\$1:AV\$1170
Ŵ	X	Υ		Budgeting	•					AA	
			ň	Capital Planning	•						
	G	I OBA	ň	Capital Tracking	•	S					
	<u> </u>	2007	ň	Contract Managem	ent 🕨	٢					
			ň	Cost Management	•						
	Inst	ructions:	n.	Financial Planning							
	Afte	r adding a	ñ.	Internal Utilities	•	nev	/ Dept & Acct (	codes for th	ne		
	Dep	t\Acct row	ñ	Management Repo	rting 🕨	Impo	ort Folder Manag	ement Repor	ting	1	
	histo	orical data		Productivity	•	2	01-Load GL 12 m	onths	•		
			ň.	Rolling Forecast	•	2	02-Load Monthly	Stats	•	-	
			ñ.	Strategy Managem	ent 🕨	2	03-Load Biweekly	Payroll	•		
			-				04-Load Provider	Detail	•		
							05-Load GL Detai	il	•		
							06-Load AP Deta	il	•		
						2	07-Load Material	s Issues			
							08-Load Accrued	Receipts	•		V
	Adm	nits				2	09-Load RevUsag	e	•		Execute
	Disc	harges				2	10-Load Employe	e Master	•		Edit
	Dati	antDave				4	11-Dimension CE	MCODE Upd	ate 🕨	×	Delete
	Falle	antDays				2	12-Service Line I	mport		-	

2. In the Execute Import: 09-Load RevUsage dialog, click Execute.

Execute Import: 09-Load RevUsage	?	$\times$
Execute Options  Allow pauses  Preview only  Ignore lookup and key errors  Aggregate rows on final save		
Execute Stop Status: not started		

3. In the Variables dialog, do the following, and click OK:

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
Month: Select	In the drop-down, select the month to load to.
Current Month	

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.

Choose the import so	urce file			
	This PC > Documents > Files			
Organize   New for	lder			
	Name	Date modified	Туре	Si
Desktop 🖈	M RU_201801	4/6/2018 9:30 AM	Microsoft Excel Work	

5. If there are any import exceptions, follow the import exceptions remediation from Loading GL12 Month data.

## Loading Provider Detail data

Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a PB\_prefix.

To load Employee Master:

1. In the Admin ribbon tab, in the Database group, click Imports & Data Utilities > Imports > Management Reporting > 4-Load Provider Detail, and click Execute.



2. Click Execute.

A Execute Import: 04-Load Provider Detail	?	×
Execute in development mode (data will not be saved to destination table)		
Execute Stop Status: not started		
Execution log	Show des	scription
	C	lose

3. In the Variables dialog, do the following, and click OK:

Field	Steps
Yr: Input Year (YYYY)	Type the year to load.
Month: Select Current Month	Select the month to interface the data into the system from the drop- down.

4. In the **Chose the import source file** dialog, navigate to the location where you stored the source file, and select it.

**NOTE:** We recommend that you name the file using a PB\_ prefix.

If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

5. After you complete your inputs, from the Main ribbon tab, click Save to send the data into the database and save the report.



# Loading AP Detail data

Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an AP\_prefix.

To load AP Detail data:

 In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 06-Load AP Detail > Execute.



2. In the Execute Import: 06-Load AP Data dialog, click Execute.

Execute Import: 06-Load AP Detail	?	$\times$
Execute Options       Description         Allow pauses       Preview only         Ignore lookup and key errors       Aggregate rows on final save		
Execute Stop Status: not started		

3. In the Variables dialog, do the following, and click OK:

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
YearMonth: Select GLPeriod	In the drop-down, select the GLPeriod to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.

Octoose the import source file						
$\leftarrow \rightarrow \cdot \uparrow$	This PC > Documents > Files					
Organize   New	folder					
🛅 Documer 🖈 🔦	Name	Date modified	Туре			
📄 Pictures 🖈	AP_201801	4/6/2018 9:30 AM	Microsoft Excel Wor			

5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

## Loading GL Detail data

Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a JE\_prefix.

To load GL Detail data:

 In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 05-Load GL Detail > Execute.



2. In the Execute Import: 05-Load GL Data dialog, click Execute.

Execute Import: 05-Load GL Detail     Execute Import: 05-Load     Execute Import: 05-L	?	$\times$
Execute Options     Description       Allow pauses     Preview only       Ignore lookup and key errors     Ignore lookup and key errors		
Aggregate rows on final save     Execute     Stop     Status: not started		

3. In the Variables dialog, do the following, and click OK:

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
YearMonth: Select GLPeriod	In the drop-down, select the GLPeriod to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

# Loading MM Detail data

Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an MM\_prefix.

To load MM Detail data:

 In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 07-Load Materials Issues> Execute.



2. In the Execute Import: 07-Load Materials Issues dialog, click Execute.

Execute Import: 07-Load Materials Issues		
Execute Options       Description         Allow pauses       Image: Construction of the second		
Execute Stop Status: not started		

3. In the Variables dialog, do the following, and click OK:

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
YearMonth: Select GLPeriod	In the drop-down, select the GLPeriod to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.

Octoose the import source file						
$\leftarrow \rightarrow \checkmark \uparrow   \bullet >$	This PC > Documents > Files					
Organize • New fol	lder					
🛅 Documer 🖈 🔦	Name	Date modified	Туре			
E Pictures 🖈	MM_201801	4/6/2018 9:30 AM	Microsoft Excel Work			

5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

# Loading Accrued Receipts data

Make sure the import file is created and saved to a directory accessible by the Axiom Application server. We recommend naming the file with an AR\_prefix.

To load Accrued Receipts data:

1. In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 08-Load Accrued Receipts > Execute.

Impo Ut	rts & Data tilities * Prot System Period / Ye	File tection •	<ul> <li>Freeze Panes</li> <li>Formula Bar</li> <li>Headings</li> <li>Display</li> </ul>	System Tools • Tools	Recovery Audit & Rec	covery He	elp elp elp Exi	se SW
i 🖽 5 : 🔣	Data Utilities	, get	Statistics ×					
	Imports	+ +	Create New Import	ļ	"Even",1/12,If	F(\$AU123="(	CalDays", INDE	X(AV\$1:AV\$11704, AA
	GLO	B/	Capital Planning Capital Tracking Contract Managem	ent •	5			
	Instructi After add	ions: 📗 ling a 👔	Cost Management Financial Planning Internal Utilities	•	new Dept &	Acct code	s for the	
	Dept\Acc	t row 🕦	Management Repo	rting 🕨 I	mport Folder	Managemen	t Reporting	1
	historical	data 📗	Productivity Rolling Forecast Strategy Managem	ent •	<ul> <li>O1-Load C</li> <li>O2-Load N</li> <li>O3-Load E</li> </ul>	5L 12 months Monthly Stats Siweekly Payro	• •	
		_			🧐 04-Load F	Provider Detai	ii 🕨 🕨	
					5-Load C	5L Detail	•	
				c	96-Load A	AP Detail	•	
					07-Load N	Aaterials Issue	es 🕨	
					98-Load A	Accrued Recei	pts 🕨	Execute
	Admits				09-Load F	RevUsage		🞲 Edit 💫
	Discharge	es		c	10-Load E	mployee Mas	ster 🕨	X Delete
	PatientDa	ays		c.	11-Dimen		DE Opdate 🕨	
	TotalVisit	S		c.	12-Service	e_Line_import	•	1
	man of the						·.	

2. In the Execute Import: 08-Load Accrued Receipts dialog, click Execute.

Execute Import 08-Load Accrued Receipts			$\times$
Execute Options De Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save	escription		
Execute Stop Status: no	t started		

3. In the Variables dialog, do the following, and click OK:

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
YearMonth: Select GLPeriod	In the drop-down, select the GLPeriod to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

# Summarizing CDM statistics to financial

To use your Charge Master (CDMCODE) to create your statistics, we offer a save-to-database utility that summarizes the Inpatient and Outpatient volumes in the RevUsage database (ACT\_RU\_20XX) into statistic accounts that can be stored in the Financial database (ACT20XX). For this utility to work, your Kaufman Hall consultant will help you design your CDMCODE table during the implementation.

To summarize CDM statistics to financial:

- To run this Save to Database utility, navigate to In the ExplorerExplorer task pane, in the Libraries section, click the Reports Library > Management Reporting Utilities > RevUsage folder, and double-click Summarize CDM Statistics.
- 2. In the drop down box in cell M19, select whether you are running the process for Current Year or Last Year.

<b>O</b> F	lome 📄 Summarize	CDM Statistics (R/O) ×				
(	5 H	I. I.	J	K	L	M
18 19 20 21 22	Summariza	tion of CDM Statistics				Select Year to process: Current Year
23 24	CDMCode	Description	RVU	StatAcct	Dept	July 2017
3304	C2842020017	Group Therapy Weight Control (Nd)	1.00	0	28420	79
3305	C2842020020	OI 4 Week Group Program	1.00	0	28420	4
3306	C2842020023	Office Visit - Staff	1.00	0	28420	89
3307	C2842050006	Nutrit Supp Nutrimed Box	1.00	0	28420	457
3308	C2842060005	Comprehensive Metabolic Panel	1.00	0	28420	67
3309	C2842060006	Cpk	1.00	0	28420	68
3310	C2842060020	Magnesium	1.00	0	28420	68
3311	C2842060031	Uric Acid	1.00	0	28420	67
3312	C2842060032	Ekg	1.00	0	28420	11
3313	C2843050004	Sam-Individual Therapy	1.00	0	28430	164
3315	C2851003377	Nutrit Supp Ultracal 4359-06 Ltr	1.00	0	28510	3
3316	C2851010018	Med Nutr Therapy - Initial	1.00	0	28510	6
3317	C2851010020	Med Nutr Therapy - Group	1.00	0	28510	3
3318 3319 3320 3321 3322 3323						

- 3. Refresh the data by doing one of the following:
  - In the Main ribbon tab, click Refresh Data.



- Press F9.
- 4. In the File Processing task pane, click Process file.

< Axiom Assistent

	File Processing Settings						
Tasks	Processing Type:	Save Data	v				
pue	Save Data Mode:	Save Once at the End	v				
Files	Save Data tags are static for all passes						
t My	MultiPass Settings	Hide Advanced View					
stant	<ul> <li>MultiPass Data S</li> </ul>	iettings					
100	Source Table:	DEPT					
¥	Source Columns:	DEPT.DEPT					
š	Group By:	DEPT.DEPT					
	Sort By:	DEPT.DEPT					
Ŧ.	Source Filter:		7				
Assis	MultiPass Filter Settings						
an lo			Preview Multipass List				
Data So	Actions	as from workbook					
ocessing	Process file	ultipass	-				
File Pr							

**NOTE:** You do not need to run this utility using Multipass unless you are a large health system and are noting performance issues when previously running.

## Resolving import validation errors

If the import experiences import validation errors, you can view them in two places in the system: a separate CSV file and the Execution log area of the Execute Import dialog, as shown in Step 8 of Loading GL12 Month data.

The CSV file is located in Explorer in the Imports Library > Management Reporting > Import Errors folder.



The CSV file shows you which rows of data were invalid within the context of the import data. This error file includes the following:

- Look up validation errors from Kaufman Hall's Software's built-in validation against lookup columns.
- Validation errors from any Custom Data Validation steps in the transforms.
- Key validation errors such as blank keys or duplicate keys.

You can also open the file from the Execute Import dialog by clicking the link the Status area. The status displays either "failed" or "warning," followed by "click here to open errors in a spreadsheet." The status type depends on whether the option to Ignore lookup and key errors is selected.

Import Wizard

Name 01	Jord CL 1	monthe										
+N	·LOAD GL 12	months										
Source	Variables	Mapping	Transforms	Execute								
Execu	te Options		De	escription								
	low pauses											
D Pr	eview only											
	nore looku	p and key e	errors									
<b>√</b> A	ggregate ro	ws on final	save									
1	999											
Exe	ecute	👆 Stop	Status: 🗙	failed, clic	k here to open e	errors in a sp	preadsheet					
Executio	on log:							_				
9:27:	38 AM I	mported	data into	dbo.tmp1	059_27402							
9:27	38 AM T	ransform	1: Disab	ed								
9:27:	38 AM T 38 AM T	ransform	2: Update 3: Disabl	e dbo.tmp led	1059_27402	Set ACCT	GLACCT*1					
9:27:	38 AM T	ransform	4: Update	dbo.tmp	1059_27402	Set Type=	'BS'					
9:27:	38 AM T 38 AM T	ransform	6: Update	e temp co e dbo.tmp	1059_27402	ACCT.Stat Set DEPT=	ENTITY*100	CT=ACC1 000+GLE	T, ) Dept			
9:27:	38 AM T	ransform	7: Update	dbo.tmp	1059_27402	Set ACCT	BSAcct Whe	ere Typ	pe='BS'			
9:27	38 AM T	ransform	9: Update	e temp co dbo.tmp	1059_27402	Set	ant, Acch	=ACCT,	)			
BegBa	l=-BegBa	1,amt1=-	amt1,amt2=	=-amt2,ar	nt3=-amt3,am	t4=-amt4,	amt5=-amt5	5,amt6=	=-amt6,amt7	=-amt7,am	t8=-amt8,am	t9=-amt9
9:27:	39 AM T	ransform	10: Updat	e dbo.tr	np1059_27402	Set amt1	2=amt12+(8	BegBal+	+amt1+amt2+	amt3+amt4	+amt5+amt6+	amt7+amt
+amt2	+amt3+am	t4+amt5+ t8).amt8	amt6+amt7+	amt8+amt	(9+amt10),am	t10=amt10	)+(BegBal+a +amt6+amt7	amt1+an 7) amt7	nt2+amt3+an 7=amt7+(Ber	t4+amt5+a Bal+amt1+	mt6+amt7+am amt2+amt3+a	t8+amt9)
+amt5	),amt5=a	mt5+(Beg	Bal+amt1+a	mt2+amt3	+amt4),amt4	=amt4+(Be	gBal+amt1+	+amt2+a	amt3),amt3=	amt 3+ (Beg	Bal+amt1+am	t2),amt2
Type= 9:27:	39 AM T	ransform	11: Updat	e dbo.tr	mp1059_27402	set INIT	IATIVEID=1	1				
9:27:	39 AM T	ransform	12: Pre-s	ave val	date()			-				
9:27:	39 AM D	ropping	temporary	table d	0.tmp1059_2	7402						
9:27:	40 AM F	inished	import '01	L-Load GL	. 12 months'							
Looku	p error:	row 1.	Invalid Di	mension	DEPT (94634	6)						
Looku	p error:	row 2.	Invalid Di	mension	DEPT (10463	46)						
Impor	t Failed	: Save e	rrors occu	irred dur	ing import							

Each execution of an import that results in a lookup error generates a unique error file (differentiated by a date/time stamp). These error files are not automatically deleted; you must manually delete them when you finish investigating the error.

The CSV file contains the import data, followed by one or more validation columns. Validation columns are labeled as follows:

- LookupColumnName Lookup Error column Contains lookup and key validation messages. For example, Acct Lookup Error"\ when looking up against the ACCT column.
- AXTRANSFORM\_StepNumber column Contains Custom Data Validation messages where StepNumber is the number of the associated transformation step. For example, AXTRANSFORM\_5 when the associated transform is step 5 in the list.

If there are errors (most commonly new codes in Dimensions), add those codes to dimensions, and rerun the import.

# Reconciling data

After importing and loading the data, you need to reconcile it to make sure it enters the system correctly before starting the budget process. We recommend that you perform these actions on a biweekly and monthly bases.

The following topics provide instructions on running the required reconciliation reports. These are the same reports you will run to create and reconcile your monthly reports.

**IMPORTANT:** You must load and reconcile data *before* you start building and processing plan files.

Run these imports and utilities in the following order to load your data into the system:

- 1. Reconcile Income Statement Use this report to review the Income Statement totals by FSDetail category for the current period and year-to-date compared to budget and prior year.
- Reconcile GL to GL Transactions If you load sub-ledger detail, such as Accounts Payable (AP), Accrued Receipts (AR), Materials Management (MM), and Journal Entries (JE), we have a reconciliation utility that ties the sub-ledger data back to the General Ledger data (ACT20XX). This report confirms that the data loaded to the GL matches the data loaded to the Journal Entry (JE) detail. It also compares the JE detail to AP, MM, and AR transactions to make sure the data balances.
- 3. Reconcile GL to RevUsage Use this report to reconcile GL revenue data in the Financial tables to the Revenue and Usage data imported into the database on a monthly and year-to-date basis. The desired result for this report is to show a zero variance.
- 4. Monthly RevUsage Reconciliations (For CDM template licensed users only) After all revenue and usage data is loaded, run the Monthly RevUsage Reconciliation. This report shows the IPVolume, IPRevenue, OPVolume, and OPRvenue by department for each month.
- 5. Biweekly Payroll Reconciliation Run this report after loading the biweekly payroll data to validate totals for the dollars, hours, and statistics from the import file.

# Working with Dimensions

Dimensions are the key index fields for the tables in the Axiom Budgeting and Performance Reporting 2020.3 database. All data in the system will be associated with one or more dimensions.

A few examples of dimensions used in Axiom Budgeting and Performance Reporting 2020.3 include:

Each dimension has multiple fields. The fields within dimensions tables are typically referred to as columns. Field/column names are expressed as *tablename.fieldname*.

When Axiom Budgeting and Performance Reporting 2020.3 is first implemented, your Kaufman Hall Implementation Consultant helps you configure the dimension tables to reflect the structure of your organization (departments, entities, accounts, and so on). Subsequently, you may need to edit dimensions in order to add new departments, accounts, positions, pay types or other items to the database.

## Working with the Dimension Maintenance Utility

Your organization may use multiple distinct Entity Management branches within your structure to help manage your Axiom products. It might be the responsibility of each local product administrator to maintain their own elements within dimensions for each Axiom product that your organization is licensed for. Additionally, and ideally, each administrator should not be able to modify elements outside of their area, otherwise, reports and processes could be negatively impacted.

The Dimension Maintenance Utility allows the administrator for a local branch to manage only grouping columns within a dimension and limits this dimension to only the elements that the administrator has access to.

**IMPORTANT:** Version 2017.1 and higher includes a variety of security changes to enable this tool. The dimension tables have been restricted to read-only access until the system administrator configures a user for dimension maintenance security. For more information, see Editing the security rights for a user.

The Dimension Maintenance Utility allows administrators to:

- Have multi-user and filtered access to key universal dimensions.
- Restrict dimension grouping column maintenance to specified product grouping columns.
- Create dimension grouping columns, and assign them to products.
- Add new records and update all validated grouping columns, even when they are outside of that product range.
- Create dimension grouping columns that automatically display in an organized manner.

To enable the Dimension Maintenance functionality described above, the following features were created:

- In the Edit Data Structure mode, administrators can manage grouping columns using datasets.
- In the Dimension Maintenance Utility, depending on their roles, users can select the products and dimensions to maintain.
- Using the security feature in the Dimension Maintenance Utility, for each product, administrators can quickly assign write filters to those users who have an administrator role assigned to them.

The following table represents which dimensions are part of each product. A check mark means users can access the dimension using the Dimension Maintenance Utility, but the records each user can edit depends on the security filter applied to each.

	Management Reporting Admin	Budgeting Admin	Rolling Forecast Admin	Capital Planning Admin	Capital Tracking Admin	Cost Management Admin	Costing Admin	DSS Admin	Financial Plan Admin
ACCT		1	1			4	1		-
CDMCode	4	4					1	4	
COSTCAT							4	4	
COSTITEM							-	4	
COSTMETHOD							4		
COSTPOOL							1	1	
СРТ	4	4					1	1	
DATATYPE	4	1							
DEPT	4	4	1	1	1	4	1	1	4
ENTITY	4	1	1	1	1	4	1	1	1
FINCLASS	4	1						-	
ICATEGORY						4			
INSPLAN							1	4	
IRESULTS						4			
ITYPE						4			
JOBCODE	4	4				4	4		1
LOCATION	4	4					4	4	
METRICID						4			
PAYTYPE	4	4				4	4		
PROVIDER	4	4					4	1	
REVCODE							4	4	
RFCODE			4						1
RFGROUP			4						4
YRMO							4	4	

The following dimension tables are not affected by this update and are not part of the Dimension Maintenance Utility. Each of these dimensions retain:

- Full edit rights, per authorized user.
- Ability for direct table edit.
- Leverage existing edit tools as you have used in the past.

CalDate
CAPACCT
CODE
<b>CPREQ</b> Identity
CTReq
GLPeriod
GlobalSet
INITIATIVEID
MODEL
NODE
NODE_TYPE
PAYOR
POTrans
RFID
SCENARIO
Vendor

**IMPORTANT:** Because Axiom Budgeting and Performance Reporting uses CDMCODE, GLPERIOD, and INITIATIVEID dimension tables, which are not included as part of the Dimension Maintenance Utility, you will need to access these dimensions in the **Budget System Maintenance > View Dimension Tables** area of the **Bud Admin** task pane or from the **Explorer** task pane.

### **Configuring the Dimension Maintenance Utility**

To configure the Dimension Maintenance Utility, do the following:

- 1. Configure the utility to assign any custom dimension grouping column to their respective products. For more information, see Assigning an existing grouping column to a dataset (product).
- Configure the security for each administrator user in the utility. You must apply a dimension filter to any member that you want to have edit rights. If NotConfigured displays, then the user does have edit ability. A filter grants users edit abilities for those records within the assigned filter. For more information, see Editing the security rights for a user.
- 3. Review and test the Dimension Maintenance Utility.

### Editing the security rights for a user

You can only access the security management feature of the Dimension Maintenance Utility if you are assigned the security administrator role.

With Dimension Maintenance - Security, you can set in bulk the security rights for all users assigned a product administrator role for all dimensions for a specific dataset (product).

**NOTE:** If a user is assigned as an administrator for a product and as a user for another product, the user can only access the tables for the product they are administrator of. For example, if a user is a product administrator for Axiom Cost Accounting and a user for Axiom Budgeting and Performance Reporting, the user would only be able to edit the dimensions for Axiom Cost Accounting.

**IMPORTANT:** For a user (with a product administrator role) to edit a dimension, you must first assign them security rights using this utility.

To edit the security rights for a user:

- 1. From the Explorer task pane, in the Reports Library section, select System Files > Dimension Maintenance, and double-click Dimension Maintenance Security.
  - 🔹 🕌 System Files
    - BudgetIncomeSummary Drills
    - 🕨 뷀 CostDrills
    - Dimension Maintenance
       Dimension Maintenance
       Dimension Maintenance -Security
- 2. In the Select a Product drop-down, select the product to display the respective product administrators, and click OK.

€	Refresh Variables	×	<
[	Select a Product		]
		~	
	BP - Budget Planning		í.
	Cost - Cost Accounting		
	CP - Capital Planning		
_	CT - Capital Tracking		
	DSS - Decision Support		
	FP - Financial Planning		
	PR - Performance Reporting		
	RF - Rolling Forecast		

3. Select a user, and do one of the following:

**IMPORTANT:** If **NotConfigured** displays in the cell, then the user does not have edit rights. For full edit access on numeric dimensions, enter >= 0, for example Acct > 0.

То	Then
Use the filter	a. Right-click the cell to edit.
wizard to specify the security	b. Select Axiom Wizards > Filter Wizards.
rights	<ul> <li>c. Use the Filter Wizard to select and specify the security rights for a product administrator. For more information on using the Filter Wizard, do the following: <ol> <li>On the Main ribbon tab, click Help.</li> </ol> </li> <li>ii. In the left navigation pane, click Reference &gt; Filters &gt; Filter Wizard.</li> </ul>
Enter the security rights manually	Click in a cell, and type the rights.

In the following example, Angela is not authorized to edit the ACCT dimension. She can, however, edit the DEPT dimension records for departments that belong to Entity 2.

Home	Dimension Main	ntenance -Security (R/O)	X				
∎ Mainte	nance - S	ecurity	NOTE: If NotConfigured displays in the cel access on numeric dimensions, enter >=0,	l, then the user doe for example Acct > (	s not have edit rights. For f ).	ulledit	
On	←						
DataSet filter : Tak	oleName IN ('Dept','AC	CCT','JOBCODE','PAYTYPE',	'CDMCode', 'COSTCAT', 'COSTITEM', 'COSTMET	HOD','COSTPOOL','C	PT', 'ENTITY', 'INSPLAN', 'LOC	CATION', 'PROVIDER', 'REVCODE', 'Y	RMO')
Set Save Enable	d to 'On' if you war	nt to save the updated v	alues to the security settings				
LoginName	First Name	Last Name	Email-Address	IsEnabled	IsAdmin	ACCT	
Adebruhl	Andy	Debruhl	Adebruhl@kaufmanhall.com	TRUE	TRUE	NotConfigured	1
admin	Admin	Admin	admin@axiomepm.com	TRUE	TRUE	NotConfigured	I

4. In the **Maintenance - Security** table, at the top of the utility, **On** indicates saving will post changes to the database.



~

.. ..

~ . . .

-

**NOTE:** The ability to save is initially enabled (On). Clicking **Save** on the **Main** ribbon tab posts any changes to the database.

5. In the Main ribbon tab, click Save.

### Assigning an existing grouping column to a dataset (product)

You can associate each grouping column you create with multiple licensed products. The assignment determines which product each column gets displayed under within the Data Maintenance utility.

**NOTE:** You can only perform assignments for custom columns that your organization has added. We recommend that you do not change the assignments of any standard columns included with the product.

**IMPORTANT:** Make sure to define a default value entry for the column. To do this, complete steps 1-8 of Creating a grouping column.

To assign an existing dimension grouping column to a dataset (product):

1. From the Explorer task pane, in the Libraries section, click Table Library > !Dimensions.

Libraries	^
<ul> <li>Reports Library</li> </ul>	
Table Library	
🗸 🗁 !Dimensions	
Validation Tables	
ACCT	

2. Right-click a dimension, and select Edit table structure.



- 3. In the Edit Table dialog, click the Columns tab.
- 4. In the list of columns, select a column to assign, and click the Assign Column to Data Sets button.

0	6 Edit Table								
E	Edit the columns contained in table COSTCAT.								
General Table Properties Columns Aliases Sequences Calculated Fields									
	• • 🗙 • • 🕅 🗲	-							
[	COSTCAT	1	Column Name	COSTCAT		-			
	Description		Description						
	ShortDescription		Data Type	String					
DisplayOrder			Max String Length	15					
	Displayorder		Key Column	True					
	COSTPOOL		Lookup Column			- 1			
	DirectElse								

5. In the **Data Set Assignment** dialog, in the list of data sets (products) that have predefined for you, select the checkbox next to the products to assign this grouping column to, and click **OK**.

**NOTE:** The list that displays will vary depending on the Axiom Healthcare Suite products you are licensed to use.

Data Set Assignment	?	$\times$
Column Name: COSTCAT.COSTCAT		
FP FP		
BP		
RF		
✓ Cost		
СМ		
СР		
DSS		
General		
🗆 ст		
PR PR		
ОК	Can	cel

Product	Product Node		
Budget Planning	BP		
Financial Planning	FP		
Rolling Forecast	RF		
Cost Accounting	Cost		
Cost Management	СМ		
Capital Planning	СР		
Decision Support	DSS		
Capital Tracking	СТ		
Performance Reporting	PR		
Available to all related products	General		

General Table Properties Columns	Aliases Sequences Calcul	ated Fields				
+ - 🗙 + 🖷						
💡 ACCT 🔄	Column Name	ACCT				
Description	Description	Account Number				
Credit	Data Type	Integer				
Ctatement	Key Column	True				
Statement	Lookup Column					
Туре	Hierarchy Display Name					
FSSummary	Product Data Sets	FP,BP,RF,Cost,CM,CP,DSS,Gene				
FSDetail	Is Filter Column	True				
FSPayor	Describes Key	False				
FSProvider	Column Classification	Default (Dimension)				

After you select the products, they display in the Edit Table dialog in the Product Data Sets field.

6. In the Edit Table dialog, click OK.

## Managing dimensions

After you configure the Dimension Maintenance Utility and set the security rights for the appropriate users, they can access the utility from the Administrator task pane to manage and configure dimensions. The products and dimensions a user can access will vary depending on their role. As an administrator, you can select all of the Axiom products.

For more information, see the following:

- Launching the Dimension Maintenance Utility
- Editing a dimension
- Adding a dimension record
- Creating a grouping column

### Creating a grouping column

Some dimension tables include grouping columns that allow data associated with those records to share common settings or be rolled up into larger groups for calculation or reporting purposes.

**NOTE:** If you created a custom grouping column in Axiom Budgeting and Performance Reporting version 2016.4 or earlier, you need to assign it to a data set (product). For instructions, see Assigning an existing grouping column to a dataset (product).

Here are a few guidelines for naming your columns:

- Keep the descriptions of grouping columns short and simple.
- Avoid using common English words in your grouping column names, such as Interface or Union. Instead, combine words to come up with column titles such as IntGroup.

- It is good practice to fill out each grouping column for every element (table row).
- Spaces are not allowed. Use the underscore to separate upper/lower case words.
- Grouping columns cannot start with a number, but they may include a number.

To create a grouping column:

- 1. In the Explorer task pane, in the Libraries section, click Table Library > !Dimensions.
- 2. Right-click the dimension table to add the grouping column to, and select Edit table structure.
- 3. In the Edit Table dialog, click the Columns tab.
- 4. Above the list of column names on the left side of the tab, click the + button.
- 5. In the Column Name field, type a name for the new column.

**IMPORTANT:** Use only alphanumeric characters in group column labels.

- 6. In the Data Type field, click the drop-down button, and select String.
- 7. In the **Default Value** field, type a default value that displays to the user.
- 8. Click Apply.
- 9. In the list of columns, select the column you just added.
- 10. Above the list of columns, click the Assign Columns to Data Sets button.
- 11. In the **Data Set Assignment** dialog, select the checkbox for any Axiom Healthcare Suite products to add to the column to, and click **OK**.
- 12. In the Edit Table dialog, click OK.
- 13. To view the new column, in the Main ribbon tab, click Refresh Data.

The new grouping column now displays in the dimension.

### **Editing a dimension**

The Dimension Maintenance Utility allows you to edit the grouping columns for one or more products, but the product options available to you depend on the role assigned to you. Axiom Financial Planning administrators have rights to Financial Planning dimensions, Axiom Capital Planning and Capital Tracking administrators have rights to Capital dimensions, and so on.

**TIP:** You never edit database tables directly in the database. Instead, data is pulled into spreadsheets, where you can edit the data and then subsequently save it back to the database.

The columns that display depend on what products each column is assigned to using the Data Set Assignment.

When editing dimensions, keep in mind the following:

- The products you select determine the columns you can view.
- The dimension you select determines the table you can edit.
- Your role determines the records you can edit.

Some dimensions are not included in the Dimension Maintenance Utility. You can continue to access and modify these dimensions from the Axiom product's Admin task pane, as usual. If the dimension you open displays as read-only, this means that you need to use the Dimension Maintenance Utility to modify it. For example, in Axiom Budgeting, when you open the DEPT dimension from **Bud Admin task pane > Budget System Maintenance > View Dimension Tables**, the tab displays DEPT R/O. Though you can view the dimension, you need to use the Dimension Maintenance Utility to edit it. On the other hand, if you open the INITIATIVEID dimension, the tab does not display R/O. This means that you can modify the dimension as usual. This is because the INITIATIVEID table is not included in the list of tables that are maintained via the Dimension Maintenance Utility. For a list of dimensions not included in the Dimension Maintenance Utility, see the Overview section.

•	📵 KH Home 🔳		III JO	BCODE (R/O)	INITIATIVEID ×		
	A	В	(	C D	E	F	G
-2							
4		Data Typ	е	Integer	String	String	String
5		String Le	ngth		50	20	25

**IMPORTANT:** Edit dimension data with extreme care, as any errors introduced could cause problems throughout the system. Do not modify fields not described in Axiom documentation.

After you select the product(s) and dimension to edit, the Dimension Maintenance Utility refreshes itself and displays the different products and the columns that belong to them for the dimension. As seen in the following example, the columns display in groups.

**TIP:** It is not always necessary to populate every field. Enter as much information in the dimension table as you have available.

#### Maintenance

Dimension : PAYTYPE DataSet filter : (DataSetname IN ('General','BP') OR DataSetName = '')

Ducuber meeting	parabetriante na ( beneral, bi ) bit barabetriante = )						
(*) the column is duplicate. Only the first instance will be saved back		General		BP	BP		
ΡΑΥΤΥΡΕ	Description	PaySummary	🗁 PayDetail	🗁 FTE	🗁 Empl_Detail	🗁 KHAInt	
P0001	Regular	Prod	C Regular	C Yes	C Z_Employee	C JobCode	
P0004	Paid Time Off	NonProd	C NonProd	C Yes	C Z_Employee	DoDdae 🗁	
P0006	Sick Pay	NonProd	C NonProd	C Yes	C Z_Employee	DobCode	
P0008	Jury Duty	NonProd	C NonProd	C Yes	C Z_Employee	C JobCode	
P0009	Education	Prod	🗁 Regular	C Yes	C Z_Employee	C JobCode	
P0011	Payroll Adjustments	Prod	🗁 Regular	C Yes	C Z_Employee	C JobCode	
P0014	Personal Development	Prod	C Regular	🗁 Yes	Z_Employee	C JobCode	
P0015	Med Tech Pay	Prod	🗁 Regular	C Yes	C Z_Employee	DobCode 2	
P0016	Extra Shift	Other	C Other	C No	Z_Employee	C Dollars	
P0019	Education	Prod	🗁 Regular	C Yes	C Z_Employee	DobCode	
P0020	Call Pay	Other	C Other	C No	C Z_Employee	🗁 Dept	
P0022	Call-Back	Prod	C Overtime	C Yes	C Z_Employee	DobCode	
P0024	Sick Pay	NonProd	C NonProd	🗁 Yes	C Z_Employee	C JobCode	
P0028	PDO Cash-In	Other	C Other	C No	C Z_Employee	C NA	
P0030	Additional Pay	Other	C Other	C No	C Z_Employee	🗁 Dept	
P0031	Retroactive Pay	Prod	🗁 Regular	C Yes	C Z_Employee	C JobCode	
P0035	Hol/Fit Pool Bonus	Prod	🗁 Regular	C No	C Z_Employee	C Dollars	
P0037	Suppl Staff-Hourly	Prod	🗁 Regular	🗁 Yes	C Z_Employee	C JobCode	
P0039	Additional Pay	Other	C Other	C No	C Z_Employee	C Dollars	
P0050	Recognition Pay	Other	C Other	C No	Z_Employee	C Dollars	
P0051	Sign On Bonus	Other	C Other	C No	C Z_Employee	C Dollars	
P0054	Incentive Pav	Other	C Other	P No	Z Employee	P Dollars	

In the blue cells, you can do the following:

• Choose from a list of validated values by double-clicking the folder in the column next to the grouping column.

General	
PaySummary	Ô
Prod	
NonProd	

• Enter free-form values, though we recommend that you take into consideration any existing values or rules for that column.

Grouping columns tagged as General display first, as shown in the previous example. General columns are typical reference fields leveraged by multiple products. Each subsequent grouping displays based on the products you selected. Records display depending on the security assigned to you. For example, if a no write filter is assigned for that member, the dimension will return no records. For more information, see Editing the security rights for a user.

**IMPORTANT:** If you are not sure whether to edit a cell, contact your system administrator.

Some columns in dimensions tables are validated, allowing only certain predefined values. If you enter an invalid value, an error will occur when you save, specifying the cell so you may make a correction and save again.

The following are examples of validated columns:

• **RFCODE.RFStdLine** – Used during the reporting process to identify the standard financial statement categories to use for each RFCode category. (Same as Acct.FSDetail in Axiom Management Reporting.)

• **RFCODE.RFType** – Used during the forecast workbook interface process to define the categories within each model that an account or account group will be categorized into. (Similar to BudgetType in the traditional budget workbooks.)

For more information, see Adding validations.

To edit a dimension:

- 1. Launch the Dimension Maintenance Utility.
- 2. In the RF Admin task pane, in the Dimension Update section, double-click Dimension Maintenance.



3. In the Cap Plan Admin task pane, in the Administration section, double-click Dimension Maintenance.



4. In the Cap Track Admin task pane, in the Administration section, double-click Dimension Maintenance.



5. In the Cost Accounting Admin task pane, in the Costing Structure Maintenance section, doubleclick Dimension Maintenance.
| Costing Structure Maintenance        | ^ |
|--------------------------------------|---|
| 🖾 Cost Set Maintenance               |   |
| 📚 Define Costing Periods (Key Dates) |   |
| 훘 System Account Ranges              |   |
| 📡 Dimension Maintenance              |   |
| Dimension Tables                     |   |
| 훘 Cost Behavior Exceptions           |   |
| 🕘 Markup Tables                      |   |
| 🛅 Markup Group Definition            |   |
| 🕘 RVU Summary Edit Tool              |   |
| Unit Cost Method Assignments         |   |

6. In the Bud Admin task pane, in the Budget System Maintenance section, double-click Dimension Maintenance.



- 7. In the Refresh Variables dialog, do the following, and click OK:
  - a. In the Select The Product To Edit drop-down, select the product.

**NOTE:** The list of products that display is determined by the Axiom product licenses that your organization owns.

- b. In the Select a Dimension to Edit drop-down, select the dimension.
- c. In the Optional Data Filter field, do one of the following:
  - Type a filter syntax.
  - To select an existing filter or create a filter that you can save for later use, click Select Filter.
- 8. To retrieve a smaller subset of data, you can use the **Quick Filter** in the **Workbook Options** of the **Main** ribbon tab.

For detailed instructions on how to use the feature, see Applying a Quick Filter to a report.

9. Enter the dimension member attribute information in the appropriate cells. You can type a value in the cell free-form or select from a list of existing validated values. These are represented with a folder icon next to the grouping column. You can do one of the following to enter validated values:

• Next to the column, double-click the folder icon. In the **Choose Value** dialog, select the value, and click **OK**.

Maintenance Dimension : PAYTYPE DataSet filter : (DataSetname IN ('General', 'BP') OR DataSetName = ") (') the column is duplicate. Only the first instance will be saved back		General	V	$\checkmark$	$\downarrow$
ΡΑΥΤΥΡΕ	Description	PaySummary	🗁 PayDetail	🗁 FTE	Ð
P0001	Regular	Prod	C Regular	🗁 Yes	0
P0004	Paid Time Off	NonProd	C NonProd	🗁 Yes	0
P0006	Sick Pay	NonProd	C NonProd	🗁 Yes	
P0008	Jury Duty	NonProd	C NonProd	🗁 Yes	0
P0009	Education	Prod	C Regular	🗁 Yes	0
P0011	Payroll Adjustments	Prod	C Regular	🗁 Yes	0
P0014	Personal Development	Prod	C Regular	🗁 Yes	
P0015	Med Tech Pay	Prod	C Regular	🗁 Yes	
P0016	Extra Shift	Other	C Other	C No	C
P0019	Education	Prod	C Regular	🗁 Yes	
P0020	Call Pay	Other	C Other	No No	
P0022	Call-Back	Prod	C Overtime	🗁 Yes	
P0024	Sick Pay	NonProd	C NonProd	🗁 Yes	0
P0028	PDO Cash-In	Other	C Other	C No	
P0030	Additional Pav	Other	C Other	P No	0

• If you have a large number of entries to make, instead of opening each folder, you can copy and paste the validated value to other cells in the same column.

Maintenance Dimension : PAYTYPE DataSet filter : (DataSetname IN ('General','BP') OR DataSetName = ")			Copy validated value in cell	
( ) the column is doplical	e. only the first instance will be saved bu	un l	General	~
ΡΑΥΤΥΡΕ	Description		PaySummar	
P0001	Regular		Prod	
P0004	Paid Time Off	Pasto to colls	NonProd	
P0006	Sick Pay		NonProd	
P0008	Jury Duty		NonProd	

**IMPORTANT:** Do not change the format of cells in dimensions (e.g., number, date, percentage, and so on).

10. After you finish making your changes, in the Main ribbon tab, click Save.

**NOTE:** If a column is missing, then it is assigned to a different dimension or not assigned. For more information, see Assigning an existing grouping column to a dataset (product).

#### Adding a dimension record

When you save the new dimension record, it displays in the existing table on the next utility refresh.

To add a dimension record:

- 1. Launch the Dimension Maintenance Utility.
- 2. In the RF Admin task pane, in the Dimension Update section, double-click Dimension Maintenance.

Dimension Updates	^
🔆 Dimension Maintenance	
🕨 퉲 Setup Review	

3. In the Cost Accounting Admin task pane, in the Costing Structure Maintenance section, doubleclick Dimension Maintenance.



4. In the Bud Admin task pane, in the Budget System Maintenance section, double-click Dimension Maintenance.

#### BUDGET ADMINISTRATION



- 5. To select the product to add the new dimension record, do the following:
  - a. Press F9 or in the Main ribbon tab, in the Workbook Option group, click Refresh Data.
  - b. In the **Refresh Variables** dialog, from the **Select The Product To Edit** drop-down, select the Axiom Healthcare Product.
  - c. From the Select a Dimension to Edit drop-down, select the dimension.
  - d. Click OK.
- 6. At the bottom of the workbook, click the Add\_New\_Dimension tab.
- 7. You can type a value in the cell free-form or select from a list of existing validated values. These are represented with a folder icon next to the grouping column. You can do one of the following to enter validated values:

• Next to the column, double-click the folder icon. In the Choose Value dialog, select the value, and click OK.



• If you have a large number of entries to make, instead of opening each folder, you can copy and paste the validated value to other cells in the same column.



8. For each record to create, in the Save? cell, click the drop-down box, and select Yes.

If you do not select Yes, the **Save**? cell for the new dimension displays No with a red background as a reminder that you need to save your changes. If you do not save your changes, the default values you enter will not display. If you leave the values unpopulated, the system will populate the defaults using those defined in the column properties in the dimension table.

Ad	d New Dime	ension Element
Dime	nsion : PAYTYPE	
DataSet filter : (DataSetname IN ('General', 'BP') OR DataSetName = '') (*) the column is duplicate. Only the first instance will be saved back		
Save ?	ΡΑΥΤΥΡΕ	Description
Save ?	РАҮТҮРЕ	Description
Save ? No	PAYTYPE PayDate	Description
Save ? No No	PAYTYPE PayDate Sabbatical	Description

9. In the Main ribbon tab, click Save.

Upon Save, the new record posts to the database and the utility refreshes, moving the newly saved record to the **Dimension Maintenance** tab.

**IMPORTANT:** When adding new records, the field used as that user's security filter must be completed and within their filter before it will save successfully. If it is not, the system displays a message that you cannot post this record to the database because it is outside of your write filter. For example, if a security administrator using the Dimension Maintenance Security provides a filter for Angela to grant her edit rights to the Department dimension for Entity =2, then Angela must enter 2 in the Entity column before saving. For more information about setting up security for the Dimension Maintenance Utility, see Editing the security rights for a user.

# Working with dimensions

Dimensions are key fields in each data table. Each dimension has its own table that includes a series of attributes (columns) for each element that further defines the dimension. These columns are leveraged throughout various Axiom Healthcare Suite products in reports, planning processes, and plan file configurations. Many dimensions, such as DEPT, are shared between various products.

When Axiom Healthcare Suite products are first implemented, a Syntellis Implementation Consultant helps you configure the dimension tables to reflect the organizational structure such as departments, entities, accounts, and so on. Subsequently, editing dimensions to add new departments, accounts, positions, pay types, or other items to the database is part of your routine system maintenance.

**IMPORTANT:** Because many dimensions are shared across multiple Axiom Healthcare Suite products, do not delete a grouping column or modify entries in the dimension tables without consulting the administrators for the other applications.

Some columns in dimension tables are validated. This means they only allow certain predefined values that are contained in validation system table. If you enter an invalid value, an error occurs when you save, specifying the cell so you can correct it and save again using a corrected entry.

Examples of validated columns include:

- ACCT.Credit Identifies which accounts should have their signs reversed during an import.
- PAYTYPE.CM\_PayCategory Defines which summary pay category to use for each Cost Management plan file during a sequential interface. May also be used in reporting for grouping PayTypes.
- JOBCODE.CM\_PlanCode Used for combining job codes during reporting and Cost Management plan file creation. If there are historical values for two job codes that you want to report as one combined job code, list the surviving job code on both lines.

Dimensions are managed and maintained using the Dimension Maintenance utility. This utility allows users assigned the Product Administrator role to only manage grouping columns within specified dimensions. It also limits these dimensions to only the elements that the Product Administrator role can access.

АССТ

The ACCT dimension table contains records for each account in the GL of your organization. This includes accounts that can be found on the balance sheet, income statement, hours, and statistics.

Refer to the Axiom EPM Dimensions Setup files (AcctCoding sheet) for codes to use in \Axiom\Reports Library\System Files\Documents\Admin\Management Reporting\KHA EPM Dimensions Coding.xls.

Column	Description
ACCT	The Axiom Software account number. This can be the combination of the prime account and sub account, if that is how your GL system is set up.
Description	The account description from the GL. Do not enter a description in all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper().
Credit	Used during the interface process to reverse the signs so values are stored in a positive condition in the database. Select one of the following valid entries:
	• dr
	• C
	• NA
	Normally, Revenue and Liabilities are C, and all others are dr.
RptMap	Used to group accounts. Valid entries include any account numbers in the ACCT column. The system automatically copies the information in the ACCT column to this column during installation.

Column	Description
Statement	Used to identify the Financial Statement category. Select one of the following valid entries:
	BS (Balance Sheet)
	• CM
	HoursJC (Jobcode Hours)
	• Hours
	IS (Income Statement)
	KeyStat
	• NA
	NI (New Initiatives)
	Statistic
	VCC (Variance Comments Collection)
	<b>NOTE:</b> This is an Axiom standard column and categories cannot be added or edited. The default value is NA.

Column	Description
Туре	Used to identify the major Financial Statement category. Select one of the following valid entries:
	<ul> <li>Allocation</li> <li>Asset</li> <li>Bmark (Benchmark)</li> <li>Capital</li> <li>Comments</li> <li>Deduction</li> <li>Equity</li> <li>Expense</li> <li>FTEs</li> <li>GenStat</li> <li>HoursJC (Job Code Hours)</li> <li>Hours</li> <li>KeyStat</li> <li>Liability</li> <li>NA</li> <li>NetAsset</li> <li>Plan</li> <li>Revenue</li> <li>Scenario</li> <li>Statistic</li> <li>Target (Hours codes that are not reported as FTEs should be coded as Statistic.)</li> <li>VCC (Variance Comments Collection)</li> </ul>
	<b>NOTE:</b> This is an Axiom standard column and categories cannot be added or edited. The default value is NA.
FSSummary	Used to identify summary-level Financial Statement categories. For the naming convention, use the first letter of the type category with an underscore and then the category name. For example, R_PatientRev or E_Salaries.
	<b>NOTE:</b> This is an Axiom standard column and categories cannot be added or edited. Default value is NA.

Column	Description
FSDetail	Used to identify line-item Financial Statement categories. For the naming convention, use the first letter of the type category with an underscore and then the category name. For example, R_IPRev, R_OPRev. For a list of the available options, see Options for Acct.FSDetail.
	<b>NOTE:</b> This is an Axiom standard column and categories cannot be added or edited. The default value is NA.
FSPayor	A variation of FSDetail used if GL accounts have payor categories; used for Budgeting Deductions models. If this is not used, match to FSDetail. Categories can be added or edited. The default value is a blank.
FPCode	Used to identify the name of the Financial Planning category to use for summarization during the integration process with Axiom Financial Planning. If Axiom Financial Planning is not used, the default is NA.
FSProvider	Used to identify line-item Financial Statement categories. For the naming convention, use the first letter of the type category with an underscore and then the category name. For example, R_IPRev, R_OPRev.
	<b>NOTE:</b> This is only used if licensed for the Provider Budget Module. The default value is NA.
FPCategory	Used to identify the name of the Financial Planning category to use for transferring the financial plan targets during the integration process with Axiom Financial Planning. If Axiom Financial Planning is not used, the default is NA.
BPCode	Used to identify the payors from the Budget Deductions report. During installation, the system automatically copies the information from the FPCode column to this column.
FlexStat	Identifies the primary statistic used for Flexible Budgeting. The most common set up is KeyTot for all stat, hours, and expenses. Revenue uses KeyIP for IP, KeyOP for OP, and KeyOth for other patient revenue. The default is NA.
COSTCAT	Represents the cost category mapping of accounts, which is used to assign cost categories to incoming data when the GL data is imported into a CGL format table.
FlexPercent	Identifies default variable percentage (0-100%) to use for Flexible Budgeting. Values should be entered as decimals, 0.75 = 75%. The default value is 0 (zero).
CostMethod	Identifies the Cost Calculation Offset Accounts used for writing offsets to the GL-oriented tables and matches them to the method that they represent.

Column	Description
FlexGroup	Used to group accounts together for Flexible Budgeting. For example, Medical Supplies or Other Expenses. The default is NA.
CostVarPct	The Percent Variable for Axiom Cost Accounting; 0 = Fixed, which is used in the costing processes to determine the dollar weighted variability for calculation results.
KHAInt	Used to identify which tab an account should be interfaced to during the budget plan file creation process. Valid entries include the following:
	<ul> <li>Stat_Rev – Type this to assign to all statistics, revenue, and deduction accounts that will be budgeted in the budget plan files.</li> </ul>
	<ul> <li>Expense – Type this to assign to all expense and hours accounts that will be budgeted in the budget plan files.</li> </ul>
	<ul> <li>NA – Type this to exclude an account from all budget plan files.</li> </ul>
KHAStdLine	Identifies default budget methodology used in budget plan files during budget plan file creation. Refer to calc methods for Stat_Rev sheet and Expense sheet in the Axiom Budgeting and Performance Reporting Administrator's Guide (Budget Plan Files chapter) for valid entries and definitions. The default value is NA.
CostDSSSummary	An FSSummary clone owned by Axiom Cost Accounting and Axiom Decision Support so that cost accounts can be categorized differently to facilitate costing and DSS needs without impacting Axiom Financial Reporting.
KHABgtCode	Used for combining accounts together during budget plan file creation. If there are historical values for two accounts that you want to budget as one combined account, list the surviving account number on both lines. If not combining accounts, this value should match value in the Account column. The default value is 0 (zero).
CostProvider	Used by the Axiom Cost Accounting system when performing the Provider RVU costing method. This identifies the cost information at the account level that is associated to the Provider, which is then allocated to his or her patients' cost item or chargeable activities.

Column	Description
BudgetType	Used to identify which category an account should be interfaced to during the budget plan file interface process.
	If KHAInt = Stat_Rev, valid entries are:
	• IPRev
	• OPRev
	OthPtRev
	• OtherRev
	Allowance
	• BadDebt
	• KeyIP
	• KeyOP
	KeyOth
	• OthStat
	If KHAInt = Expense, valid entries are:
	Salaries
	Benefits
	• Supplies
	OtherExp     PaidHours
DropDown	Identifies the drop-down pick list when adding new accounts on Stat_Rev or Expense sheets in the budget plan file. It should be the same as the value in the BudgetType column.
CDMStdLine	Used to identify default budget methodology for CDM budget plan files (departments that have CDMStdLine in KHACMDimGrp column of DEPT Dimension) during budget plan file creation. It is used similarly to KHAStdLine in Budget Planning workbooks.
	Valid entries are:
	Statistical accounts = CDMStatistic
	IP Revenue accounts = CDMIPRevenue
	<ul> <li>OP Revenue accounts = CDMOPRevenue</li> </ul>
	Copy the remaining account assignments from KHAStdLine column.

Column	Description
KHASum	Used to summarize information from the Stat_Rev and Expense sheets to the Summary sheet within the budget plan files.
	<b>NOTE:</b> This is an Axiom standard column and categories cannot be added or edited. The default value is NA.
CYPMethod	Identifies the methodology used for projecting the remainder of the current fiscal year. Valid entries are dependent upon values in the KHAStdLine column:
	Input Monthly, Detail, or any of the Fixed Options:
	<ul> <li>Rolling12 – Use historical values from previous year's same months</li> </ul>
	<ul> <li>Annual — Annualize YTD value</li> </ul>
	<ul> <li>RemBud – Use remaining budget</li> </ul>
	<ul> <li>CapBud – Use Total Budget less YTD actual</li> </ul>
	<ul> <li>PctBud – Use percentage of CY Actual over Budget</li> </ul>
	Variable – Use Variable
	• Labor – Use Labor
	FICA – Use FICA
	Hours – Use Hours
	GlobalExpense – Use GlobalExpense
	Depreciation – Use Depreciation
	IP_Per_Unit – Use IP_Per_Unit
	<ul> <li>OP_Per_Unit – Use OP_Per-Unit</li> </ul>
	<ul> <li>Oth_Per_Unit – Use Oth_Per_Unit</li> </ul>
PhyStdLine	Identifies default budget methodology used in the Provider budget plan files (departments which have PhyStdLine in KHACMDimGrp column of the DEPT dimension table) during budget plan file creation. Refer to Provider Version Only: Calc Methods - Stat_Rev Sheet and Expense Sheet in the <i>Axiom Budgeting and Performance Reporting Administrator's Guide</i> (Budget Plan Files chapter) for valid entries and definitions.
	The default value is NA.

Column	Description
CYFMethod	Used to identify the methodology used for projecting the remainder of the current fiscal year in the current year forecast utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane in Financial Reporting > Financial Utilities > Current Year Forecast.
	Statistics:
	<ul> <li>Key Dept Statistics – See Forecast Methods below, normally use Trend</li> <li>Other Dept Statistics – See Forecast Methods below</li> </ul>
	Revenue:
	<ul> <li>IP Revenue – IP_Per_Unit</li> <li>OP Revenue – OP_Per_Unit</li> </ul>
	Other Patient Revenue – Oth_Per_Unit
	<ul> <li>Other Operating Revenue – See Forecast Methods below</li> <li>Salaries:</li> </ul>
	<ul> <li>Hours – See Forecast Methods below</li> <li>Salaries – Labor</li> </ul>
	All Other Accounts: See Forecast Methods below
	Forecast Methods:
	<ul> <li>IP_Per_Unit: YTD IP_Per_Unit * Forecasted Volume</li> <li>OP_Per_Unit: YTD OP_Per_Unit * Forecasted Volume</li> <li>Oth_Per_unit: YTD Oth_Per_Unit * Forecasted Volume</li> <li>Labor: Actual Hourly Rate * Forecast Hours * Budget Rate Change</li> <li>RemBud: Remaining Budget from CYB</li> <li>Annual: YTD / Calendar Days * Remaining Calendar Days</li> <li>Rolling12: YTD Actual / YTD Budget * Remainder of LYA</li> <li>PctBud: YTD Actual / YTD Budget * Remainder of CYB</li> <li>Variable: Actual Rate per Unit * Forecast Volume</li> <li>Trend</li> <li>CapBud: Remaining Budget not to exceed the annual budget</li> <li>You can also add additional CYFMethod columns. Create a new</li> <li>CYFMethod column and use this in conjunction with the CYFDimGrp column in the DEPT dimension if you need to use a different CYP method for different departments</li> </ul>
ReclassType	Defines the type reclass that was used to calculate the values in the account. This information is important for post-reclass reporting.

Column	Description
AllocType	Defines the type of account for indirect allocations in Axiom Cost Accounting.
BudStat	Identifies Budget Statistic accounts used in Budget Statistics Driver. Standard entries are: <ul> <li>Admits</li> <li>PatientDays</li> <li>Discharges</li> <li>AdjDischarges</li> <li>Encounters</li> </ul>
	<ul> <li>ERVisits</li> <li>ClinicVisits</li> <li>You can also create custom stats to use in the Budget Statistics Driver and identify accounts appropriately. The default value is a blank.</li> </ul>
CostAdjustmentID	Used in Axiom Cost Accounting to tie allocation and Reclass StepIDs to account numbers for easier referencing in downstream reports. This number represents the ReclassID (reclasses) or the StepID (overhead allocations) accounts that are not reclass or allocation accounts that have a value of zero in this column.
CMStdLine	Used to identify the StdLine for Axiom Cost Management.
KHAStandardClass	The KHA standard classification for accounts to be used in reports to standardize across the organization. Double click to select the appropriate classification.
BPCategory	Used to identify the Budget Planning category.
NewDeptStdLine	Used to set or update the calc method for each department.

Column	Description
InitStdLine	Used to make accounts available for initiatives in the Axiom Budgeting budget workbook.
	In the <b>Choose Value</b> dialog for the InitStdLine, there are five validated values to select from. The following table lists the Initiative Standard Lines that we recommend you assign to each account type:
	Statistics accounts to use Detail Line
	<ul> <li>Patient Revenue accounts to use Patient Revenue</li> </ul>
	Other Revenue accounts to use Detail Line
	Deduction accounts to use Detail Line
	Labor accounts to use Detail Line
	<ul> <li>Benefit accounts to use Detail Benefits w Percent</li> </ul>
	All other expense accounts to use Detail Line
	Hours accounts to use Hours Line
	<ul> <li>For accounts not configured, NA will be the default value</li> </ul>
RFCode	Identifies the RFCode for account. Only used with Axiom Rolling Forecasting. The default value is Z_Exclude.
CM_Group	Used to summarize account types at a higher level for Axiom Cost Management analysis and reporting needs.

Column	Description
InitType	Used by the system to select the sections so that when the user refreshes the plan file, the accounts will insert into the appropriate section of the Initiative block in the Axiom Budgeting budget workbook.
	In the <b>Choose Value</b> dialog for the InitType, you can configure up to seventeen possible values. The section types available are noted in the following list. NA is the default value until configured or for any account not configured.
	• Benefits
	ContractLabor
	Deduction
	Depreciation
	• Drugs
	• Hours
	• Interest
	• IPRev
	• NA
	• OPRev
	OtherExp
	OtherRev
	ProFees
	PurchSvcs
	Salaries
	Statistic
	Supplies
CM_NonLabor	Used to classify non-labor accounts in Axiom Cost Management according to FSDetail. Valid entries include the following:
	• Drugs
	KeyStats
	OtherExp
	PurchSvcs
	Supplies
	These classifications are used in reporting and plan creation.
CM_Map	Used to map accounts together in Axiom Cost Management. You can use this column to map closed accounts with another existing account or to group like accounts.

Column	Description
CM_TargetBgt	Used to create team workbooks in Axiom Cost Management at the account level.

## DEPT

The DEPT dimension contains records for each department within an organization. For example, radiology, emergency, finance, and so on.

Column	Description
DEPT	The Axiom Software department number, which is formed by combining the entity and cost center.
Description	The department description. The naming convention is entity abbreviation with department description. For example, MHS Operating Room.
	<b>NOTE:</b> For closed departments, add three asterisks to the beginning of the description. For example, MHS *** Operating Room. Descriptions should not be in all capital letters.
Entity	The Axiom Software entity code. The description lookup table is in the ENTITY dimension table. This should be the Business Unit, and match the first three to four characters of the department number.
CostCenter	The cost center portion of the department number. You can use this for comparative reporting across entities, such as comparing the cost per unit of all operating rooms across your health system.
RptMap	Used to consolidate departments for reporting.
BudgetGroup	A collection of departments used primarily for plan file purposes. This is commonly setup by a KHA consultant during implementation but can easily be updated by clients. For example, departments 16010 and 16020 may be assigned to EMC budget group.
	<b>NOTE:</b> BudgetGroup is a validated dimension so additions and deletions need to first be added/deleted in the associated validation table.
ProdMap	Used to consolidate departments for productivity reporting.
VP	The Vice President responsible for the department. Use the naming convention of FirstName LastName. This information is primarily used for rollup reporting.
Director	The director responsible for the department. Use the naming convention of FirstName LastName. This information is primarily used for rollup reporting.

Column	Description
Manager	The manager responsible for the department. Use the naming convention of FirstName LastName. This information is primarily used for rollup reporting.
Division	The division for rollup reporting, which is defined by your organization. You can use this information to consolidate types of departments together for reporting. For example, you can use the word Radiology to combine all radiology departments across all entities.
ActivityGroup	Default Activity Group. Used as a way to group categories (configurable by user).
KHABgtCode	Used to identify departments to combine during plan-file creation.
Owner	Used to identify the network ID of the person responsible for initial input of the plan file (i.e. Manager). It should be the same as their Axiom login ID. Naming convention would be first initial, full last name (or whatever your network ID naming convention is).
	If your organization does not use this role for plan file approval, type [skip] in the cell.
	IMPORTANT: Do not leave this cell blank.
KHABgtTemplate	Used to identify the template to use for plan file creation. Valid options include the following:
	Master
	• NA
	NoBudget
	RollingForecast
	<b>NOTE:</b> This is an Axiom standard column and categories cannot be added or edited. The default value is <b>NA</b> .
Reviewer	The network ID of the person responsible for reviewing the cost management plan, for example, Director. This information should be the same as the user's Axiom Software login ID. The naming convention is first initial, full last name or whatever your network ID naming convention is.
	If your organization does not use this role for plan file approval, type [skip] in the cell.
	IMPORTANT: Do not leave this cell blank.

Column	Description
Approver	The network ID of the person responsible for approving the cost management plan, for example, VP. This information should be the same as their Axiom Software login ID. The naming convention is first initial, full last name or whatever your network ID naming convention is.
	If your organization does not use this role for plan file approval, type [skip] in the cell.
	<b>IMPORTANT:</b> Do not leave this cell blank.
TplOptions	Used to identify the template option based on licensed products. Valid options include the following:
	Master (common for all clients)
	<ul> <li>MasterCDM (used for clients licensed for CDM option)</li> </ul>
	MasterProvider
	NoBudget
	RFProvider
CM_Template	Used to assign a specific Axiom Cost Management plan template.
LaborType	Used to identify the labor method to use for plan file creation. Valid options are:
	altEmployee
	Employee
	• HHLabor
	JobCode
	JobCodeADC
	• NA
	NoBudget     Staffing
	• Staming
	NOTE: This is an Axiom standard column and categories cannot be added or edited. The default value is NA.
CM_Map	Similar to RptMap, used to consolidate departments for reporting.
FinContact	Used to assign the finance contact for a department during the cost management process.
KeyStatDesc	Used to identify the description of the primary statistic for each department.

Column	Description
KHACMDimGrp	Used to identify the Standard Line selected from the ACCT dimension for use in budget planning specifically for the budget values. Valid options are the options used on the ACCT dimension. For example the common ones uses include: KHAStdLine, PHYStdLine.
Campus	Used as part of Axiom Cost Accounting.
CM_TeamMap	Used to create team-planning workbooks. You can create teams by combining like departments or like accounts for team Axiom Cost Management planning.
CostMap	Allows departments to processed as a group in the unit cost processing phase of cost accounting. All costs for the group are combined and allocated to all of the Cost Items within the group. In most cases, the first or largest department of the groups becomes the target CostMap definition to which the other members are mapped.
DeptType	Determines the Direct or Indirect department category. Direct departments are those that generally provide patient care services and generate revenue, while Indirect departments are involved in support services and do not generate patient care related revenue.
JobcodeDimGrp	Used to designate which labor type distribution set applies to the associated department. KHAInt is the standard set of job code labor types. PhyInt is the modified set of job code labor types.
MarkupName	The specified markup table to use when processing unit costs using the Reverse Markup method.
	<b>NOTE:</b> Currently only one table is available per department.
ProjDimGrp	Used to identify the Standard Line selected from the ACCT dimension for use in budget planning specifically for the projection values. Valid options are the options used on the ACCT dimension. For example the common ones uses include CYPMethod.
ShowOnList_ Budgeting	Used to identify if a department displays to be selected during the plan file creation process. Valid entries include the following:
	<ul><li>TRUE</li><li>FALSE</li></ul>
CM_Team	Create teams by combining like departments for team Axiom Cost Management planning.
KHABgtMap	Used for combining departments during plan-file creation. This column is also used when more than one department is needed in one plan file.

Column	Description
CM_Division	Used to group similar departments for Axiom Cost Management reporting and analytics.
CYFDimGrp	Used to identify which CYFMethod column each department uses to forecast accounts. Valid options are:
	CYFMethod - Uses the method specified in ACCT.CYFMethod
	NA - Not Applicable
	<ul> <li>[Other Column Name] - Uses the method specified in the corresponding column on the ACCT dimension table</li> </ul>
KHAStandardClass	Used for reporting.
FPNode	Used to group the department to the appropriate FPNode in Axiom Financial Planning.
CM_BMarkStatus	Used to define which departments to include in Axiom Cost Management benchmarking reports and analytics. Valid entries include the following:
	<ul> <li>Yes – Type to include the department.</li> </ul>
	<ul> <li>No – Type to exclude the department.</li> </ul>
FPТуре	Used to group the department to the appropriate FPTYPE in Axiom Financial Planning.
FPNodeBS	Balance Sheet node for Axiom Financial Planning.
CM_DeptStandard	Used for mapping departments to external benchmark data. This mapping matches the department to the ExternalBMark information in the Axiom Cost Management file groups.
CM_PdHrsMetricID	The paid hours metric ID from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
CM_WkdHrsMetricID	The metric ID for worked hours from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
CM_ NonLabor1MetricID	The metric ID for NonLabor 1 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.

Column	Description
CM_ NonLabor2MetricID	The metric ID for NonLabor 2 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
BudLocalAdmin1	Used to select the local administrator for Axiom Budgeting.
CM_CombineStat	Used to determine if key statistics should be combined when grouping departments together with CM_Map grouping column for Axiom Cost Management. Valid entries include the following:
	<ul> <li>Y – Type if the key statistics of the rolled up departments are to be cumulative.</li> </ul>
	<ul> <li>N – Type to use only the key statistics from the surviving department.</li> </ul>
CM_ NonLabor3MetricID	The metric ID for NonLabor 3 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
CM_ NonLabor4MetricID	The metric ID for NonLabor 4 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
CM_ NonLabor5MetricID	The metric ID for NonLabor 5 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management.
BudLocalAdmin2	Used to select the local administrator for Axiom Budgeting.
BudLocalAdmin3	Used to select the local administrator for Axiom Budgeting.
FlexGroup	Used for grouping departments together for the flexible budget utility. (For example, Imaging).
FlexDept	Used for defining each department as fixed or variable during the flexible budget utility. Valid entries include the following:
	• Yes
	• No
	• NA

Column	Description
RFGroup	Used to define your forecast groups. Consider:
	Management structure and cultural impact
	<ul> <li>Team concept versus individual department managers</li> </ul>
	The availability of a statistic that can be collected
CM_ShowOnList	Used to define which departments to build Axiom Cost Management plan files. Valid entries include the following:
	<ul> <li>TRUE – Type this to build a plan file.</li> </ul>
	<ul> <li>FALSE – Type this to exclude from plan file lists and build.</li> </ul>
CM_PlanGroup	Used to group departments together for applying assumptions and configurations in Axiom Cost Management driver files.
CM_ ExtBenchmarkSource	The source name of the external benchmark to use for this department in Axiom Cost Management. Used to link a department with the CM_ Benchmarks_yyyy tables.
ShowOnList_Capital	Used to define which departments to build Axiom Capital Planning plan files. Valid entries include the following:
	• TRUE
	• FALSE
PM_IT	The IT reviewer assigned for Process Management in Axiom Capital Planning and Capital Tracking.
PM_Facilities	The Facilities reviewer assigned for Process Management in Axiom Capital Planning and Capital Tracking.
PM_Clinical	The Clinical Engineering reviewer assigned for Process Management in the Axiom Capital Planning and Capital Tracking systems.
PM_Voting	The owner of the prioritization process assigned for Process Management in Axiom Capital Planning and Capital Tracking.
ProviderType	Select, by dept, whether to use the Detail or Summary options for provider plan files.

#### CDMCODE

The CDMCODE dimension table includes all the charge codes within an organization. The charge codes are used to track gross revenue and statistics at an inpatient (IP) and outpatient (OP) level.

Column	Description
CDMCode	Used in Axiom Budgeting. This must be an alpha numeric field so that during the import process, a C is appended to all CDMCodes to ensure they are alpha numeric.
Description	Identifies the CDMCode description. Try to be as explicit as possible, avoid abbreviations, and use layman's terms. Descriptions should not be in all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper().
KeyStat	Identifies which CDMCodes to use for key stat calculation. Valid entries include the following:
	<ul> <li>To count the code, select Yes.</li> <li>To exclude the code, select No.</li> </ul>
	To summarize all of the Yes codes as monthly key stats, use the Summarize CDMCode utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, Financial Reporting > Financial Utilities > RevUsag.
RVU	Identifies an RVU value for each CDMCode. This RVU value is used to weight each CDMCode for monthly reporting. To summarize all of the Yes codes as monthly key stats, use the Summarize CDMCode utility.
	This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, Financial Reporting > Financial Utilities > RevUsage. This RVU may also be used as a source for RVU information in the costing process.
IPStatAcct	To summarize all of the Yes codes as monthly key stats, use the Summarize CDMCode utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, Financial Reporting > Financial Utilities > RevUsage.
	If you use this report, list a valid account number from the IP Statistic ACCT dimension to use to post to when running this utility each month.
OPStatAcct	To summarize all of the Yes codes as monthly key stats, use the Summarize CDMCode utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, Financial Reporting > Financial Utilities > RevUsage.
	If you are using this report, list a valid account number from the OP Statistic ACCT dimension to use to post to when running this utility each month.

Column	Description
IPRevAcct	Used for mapping if your organization is licensed for the CDMRevenue template. This maps CDMCodes to IP revenue accounts in the budget process.
OPRevAcct	Used for mapping if your organization is licensed for the CDMRevenue template. This maps CDMCodes to OP revenue accounts in the budget process.
KHABgtCode	Used for combining CDMCodes during budget plan file creation. If there are historical values for two CDMCodes that you want to budget as one combined CDMCode, list the surviving CDMCode on both lines. If you do not want to combine codes, then the code for this column should be the same as the CDMCode in the CDMCode column.
KHAStdLine	Used during the budget creation process. Valid entries include the following:
	<ul> <li>To budget that CDMCode, select CDM.</li> </ul>
	<ul> <li>To not budget that CDMCode, select NA.</li> </ul>
KHAINT	Valid entries include the following:
	<ul> <li>If RVU &gt; 0, IPStatAcc &gt; 0, KeyStat=Yes, select Include.</li> </ul>
	<ul> <li>If RVU&lt;0, IPStatAcc &lt; 0, KeyStat=No, select Exclude.</li> </ul>
UBRev	The Universal Billing Code associated with each charge code from your chargemaster. If there is no code available, then enter NA. This column is used for reporting purposes.
HCPCS_CPT	The Health Care Procedure Coding System/Current Procedural Terminology codes associated with each charge code from the chargemaster. If there is no code available, then enter NA. This column is used for reporting purposes.

### DATATYPE

The DATATYPE dimension is used to load provider-level to the data tables. Each record is tagged with a DataType when loaded. Examples of DataTypes include Revenue, Visit, WRVU, and so on.

Column	Description
DATATYPE	The DATATYPE used in Axiom Budgeting and Performance Reporting. This must be an alpha code.
Description	Identifies the description to be use for budgeting and reporting.

Column	Description
BudgetType	Used during interface to determine which section each data type should interface to. Valid codes Include the following:
	• Encounter
	Revenue
	• RVU
	• WRVU
	Volume
	• NA
KHAInt	Used to identify which tab an account should be interfaced to during the budget plan file creation process. Valid entries include the following:
	• Driver
	Statistic
	Financial

## INITIATIVEID

Use the INITIATIVEID dimension when budgeting for initiatives, which may or may not be approved. It allows for tracking the impact of proposed initiatives while keeping that data separate from the baseline budget.

Column	Description
INITIATIVEID	The INITIATIVEID used in Axiom Budgeting. This is used during the budget process to store new initiatives. InitiativeID 1 is used for baseline operations. All other initiative numbering is determined by the system administrator and must be numeric.
Description	Identifies the INITIATIVEID description to use for budgeting and reporting.
InitType	Groups initiatives together for reporting and categorization. Valid entries include the following:
	Baseline (INITIATIVE 1 only)
	<ul> <li>System - Initiatives that affect multiple departments</li> </ul>
	<ul> <li>Dept - Initiatives for a single department</li> </ul>

Column	Description
Approve	The coding for Approve/Exclude for new initiatives. Valid entries include the following:
	Baseline (applies only to INITIATIVEID 1)
	<ul> <li>Approve – Initiatives that have been approved</li> </ul>
	<ul> <li>Exclude – Initiatives that are declined or deleted</li> </ul>
	<ul> <li>Integration – Used when integrating Capital Planning to an initiative project</li> </ul>
SaveCustom	Used to save from the Axiom Budgeting plan file to this dimension table.
	IMPORTANT: Do not alter or recode.
SaveTagDocID	Used to save from the Axiom Budgeting plan file to this dimension table.
	IMPORTANT: Do not alter or recode.
Profile	The profile type to apply to the initiative.
	To not use a profile, type NA.
	For more information on setting up initiative profiles, see "Setting up initiatives" in the Axiom Budgeting online help.
BudCM	For internal use.
DefaultFlag_ Description	For internal use.
DefaultFlag_Approve	For internal use.

## INSCODE

The INSCODE dimension stores information for the insurance/health products offered by your organization. This information is used to manage and configure the insurance/health plans included in your budgets. Similar to other dimension tables like ACCT, there are column structures to control what insurance plans will be allowed to interface to the HealthPlan tab and at what level of rollup, if any.

Column	Description
INSCODE	The short name or code your organization uses to represent the insurance/health plan product.
Description	The long description of the insurance/health plan.
InsCode_BgtCode	The code used to group the insurance/health plan products together. For example, grouping all commercial or FFS plans.

Column	Description
KHAInt	Specify whether to include the product in the list of available plans to include in your budgets. Select one of the following:
	<ul> <li>HealthPlan – Select this option to include the product in the list of available plans.</li> </ul>
	<ul> <li>NA – Select this option to remove the product from the list of available plans.</li> </ul>
	<b>NOTE:</b> The system will retain historical information for plans removed from the list.

#### JOBCODE

The JOBCODE dimension table includes records for all of the JobCodes within your organization. Each JobCode represents a job position or role within the organization.

The following table lists all of the dimension options available in the JOBCODE dimension table:

Column	Description
JOBCODE	The Axiom Software job code. This entry must be an alpha-numeric field so that during the import process a J is prepended to all job codes to ensure they are alpha numeric.
Description	The job code description from the payroll system. Do not type descriptions using all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper().
GLAcct	The GL account where regular dollars are posted on the GL. If your payroll data maps to the GL based upon pay type, type <b>0</b> (zero).
HrAcct	The GL account where regular hours are posted on the GL. If your payroll hours map to the GL based upon pay type, type <b>0</b> (zero).
FICAAcct	The FICA account code to use for each job code. You can use this to allocate FICA expense to different accounts by job code.

Column	Description
JobClass	The major job classes of individual job codes. You can use this to apply salary increases for specific groups. Commonly used entries include the following:
	<ul> <li>Management</li> <li>Physician</li> <li>Professional</li> <li>Technical</li> <li>RN</li> <li>LPN</li> <li>Assistant</li> <li>Support</li> <li>Other</li> <li>Clerical</li> <li>Contract</li> </ul>
GLClass	Used to identify the GL Class each job code is assigned to for budget and reporting salary-mapping purposes. The exception-mapping table is located in the GLPayrollMapping table. If mapping payroll by job code or pay type is not an option, this mapping table allows for special exceptions for payroll mapping.
Variable	Used to identify JobCodes, which are sensitive to volume changes. Valid entries include Fixed and Variable.
KHABgtCode	Used for combining accounts together during budget plan file creation. If there are historical values for two accounts that you want to budget as one combined account, list the surviving account number on both lines. If not combining accounts, this value should match value in the Account column. The default value is <b>0</b> (zero).
KHAInt	<ul> <li>Used to identify which tab an account should be interfaced to during the budget plan file create process. Valid entries include the following:</li> <li>JOBCODE</li> <li>PROVIDER</li> <li>To exclude an account from all budget plan files, type NA.</li> </ul>
CostHr	The Prod Hours Account Definitions for Costing

Column	Description
PhyInt	Used to create an alternative to the KHAInt classification for the associated job code.
	Valid entries include the following:
	<ul> <li>JOBCODE</li> <li>PROVIDER</li> </ul>
	<ul> <li>NA – Indicates the value will default to the value currently in the KHAInt column.</li> </ul>
ResourceJobClass	Used in the RVU developer process by the mapping of job codes to a Resource Job Class, which determines the level of detailed RVU development for labor resources. This attribute is also used in the mapping of payroll hour and dollar into an average wage rate in the resource table that then drives the calculation of the RVU.
CostCat	The cost category for the job code.
KHAStandardClass	The KHA standard classification for jobcode to be used in reports to standardize across the organization. Double click to select the appropriate classification.
StdHours	Used to identify the standard FTE hours worked in a year. Options include Default, which is 2086 hours, and 2080. For more information, see "Working with FTE standard working hours" in the online help.
CostGL	The Prod Dollars Account Definitions for Costing
Retirement	Identifies the jobcodes to be used for retirement calculation. Used in Jobcode and ProviderComp (available on Labor tabs). Valid entries are:
	• NA
	Qualified
CostClass	An alternative grouping column used in the costing process that is invoked during the loading of payroll information into the CGL as statistics to support a payroll related reclassification of GL dollars or hours.
RFCODEGL	In Axiom Rolling Forecast, this may be used to allocate salaries to specific salary related RFCodes.
CostVariable	Not used at this time.
RFCODEHR	In Axiom Rolling Forecast, this may be used to allocate hours to specific hours related RFCodes.

Column	Description
FPCategory	Used to identify the name of the Financial Planning category to be used for transferring the financial plan targets during the integration process with Axiom Financial Planning. If Axiom Financial Planning is not used, the default is <b>NA</b> .
CM_PlanCode	Used for combining job codes during reporting and plan file creation in Axiom Cost Management. If there are historical values for two job codes that you want to report as one combined job code, list the surviving job code on both lines.

#### PAYTYPE

The PAYTYPE dimension table includes records for all of the possible categories of compensation that an employee might receive. For example, regular pay, paid time off, sick pay, incentive pay, and so on.

For more information on how to set up the PAYTYPE dimension for reporting, budgeting, and GL mapping, see Mapping the PAYTYPE dimension.

Column	Description
ΡΑΥΤΥΡΕ	The Axiom Software pay type. This must be an alpha-numeric field, so that during the import process, a P is prepended to all pay types to ensure they are alpha numeric.
Description	Identifies the pay type description from the payroll system. Be as explicit as possible, avoid abbreviations, and use layman's terms. Do not enter a description using all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper().
PaySummary	Used in reporting to identify major pay categories. Select one of the valid entries: • Prod • NonProd • Other • Stat • NA

Column	Description
PayDetail	Used in reporting to identify detail pay categories. Select one of the valid entries:
	• Contract
	• NA
	NonProd
	• Other
	Overtime
	Kegular     Stat
LaborDist	• Stat
LaborDist	entries include the following:
	Regular
	Education
	• PTO
	Overtime
	OnCall
	• Other
	Stat
	• NA
FTE	Indicates whether to include hours in FTE calculations. Select one of the valid entries:
	<ul> <li>To assign to pay types to count for FTE calculations such as Regular, Overtime, Education, PTO, Jury Duty, Bereavement, Sick, and so on, select Yes.</li> </ul>
	<ul> <li>To assign to pay types to not count for FTE calculations such as Differentials, Call Pay (not callback), Bonus, Benefits, and so on, select No.</li> </ul>
	<ul> <li>To assign to your productivity stat pay types, select Stat.</li> </ul>
	<ul> <li>If none of the above scenarios apply, select NA.</li> </ul>
Empl_Detail	Used to identify pay types that are FTE related for employee-level budgeting. Select one of the valid entries:
	<ul> <li>If it is FTE-related, select Z_Employee.</li> </ul>
	If it is not FTE-related, select NA.

Column	Description
KHAInt	Used to identify pay types to include in plan file processing. Select one of the valid entries:
	<ul> <li>To assign pay types to include in the JobCode block (generally FTE=Yes), select JobCode.</li> </ul>
	<ul> <li>To assign pay types to include in the JobCode block as additional dollars (generally FTE=No; examples include call pay, differentials, bonus, etc.), select Dollars.</li> </ul>
	<ul> <li>To assign pay types to budget at the department (not job code) level, select Dept.</li> </ul>
	<ul> <li>To assign pay types to exclude from the budget workbooks such as PTO sellback, reimbursement\adoption reimbursement, car allowance, benefit expenses, and so on, select NA.</li> </ul>
GLAcct	Used to identify the account number to use for dollars on the GL. Do one of the following:
	• If your payroll data maps to the GL-based upon job code, type 0 (zero).
	<ul> <li>If your payroll data does not map to the GL-based on job code, type the GL salary account from the ACCT dimension table.</li> </ul>
HrAcct	Used to identify the account number to use for hours on the GL. Do one of the following:
	<ul> <li>If your payroll hours map to the GL-based upon job code, type 0 (zero).</li> </ul>
	<ul> <li>If your payroll hours do not map to the GL-based on job code, type the GL hours account from the ACCT dimension table.</li> </ul>
JobCode	The pay type summary groupings used for plan-file processing when using the Jobcode labor method. The code used must be a valid pay type.
Staffing	The pay type summary groupings used for plan-file processing when using the Staffing labor method. The code used must be a valid pay type.
Employee	The pay type summary groupings used for plan-file processing when using the Employee labor method. The code used must be a valid pay type.
Provider	The pay type summary groupings used for plan-file processing when using the ProviderComp labor method. The code used must be a valid pay type.
KHAStdLine	Used to identify default budget methodology used in budget plan files during budget plan file creation. Refer to the calc methods for the Stat_Rev sheet and Expense sheet in the <i>Axiom Budgeting and Performance</i> <i>Reporting Administrator's Guide</i> (Budget Plan Files chapter) for valid entries and definitions. The default value is <b>NA</b> .

Column	Description
RF_Pay26_Include_ Exclude	Select whether to include or exclude option from monthly payroll to GL.
ResourceCalculation	Determines the calculation behavior for the hours or dollars within the PAYTYPE when using the payroll information within the RVU development process. When labor rates are calculated for the Resource Table, the designation here determines if the Hours, Dollars, or Both are to be used in the numerator and denominator in the average.
PHYStdLine	Identifies the default budget methodology used in budget plan files during budget plan file creation. Options include:
	<ul> <li>CM_Jobcode</li> <li>Dept_AvgPerProdHr</li> <li>Dept_InputMonthly</li> <li>Input_Monthly</li> <li>JobCode</li> <li>NA</li> </ul>
CDMStdLine	Used to identify default budget methodology for CDM budget plan files (departments which have CDMStdLine in KHACMDimGrp column of DEPT Dimension) during budget plan file creation. It is used similarly to KHAStdLine in Budget Planning workbooks.
	Valid entries include the following:
	<ul> <li>Statistical accounts = CDMStatistic</li> <li>IP Revenue accounts = CDMIPRevenue</li> <li>OP Revenue accounts = CDMOPRevenue</li> <li>Copy the remaining account assignments from KHAStdLine column.</li> </ul>
Accrue	Used to identify paytypes to be included when using the payroll accrual utility. Valid entries include the following:
	• To accrue during monthly payroll accrual process, type Yes.
	• To not accrue during monthly payroll accrual process, type No or NA.
RFPAYCLASS	Not used at this time.
Cost Variable	Not used at this time.
CM_PlanCode	Used for combining pay types during Axiom Cost Management reporting and plan-file creation. If there are historical values for two pay types that you want to report as one combined pay type, list the surviving pay type on both lines.

Column	Description
KHAStandardClass	Grouping column that can be used to report on paytype usage across your organization.
NewDeptStdLine	New department standard CM Line.
CM_PayCategory	Used in Axiom Cost Management to group individual pay types into summary categories for planning purposes. Examples include the following: Regular, Overtime, Education, PTO, Contract, Other, Stat.
CM_Paid	Used to identify the pay type to include in the Paid Hours calculations in Axiom Cost Management. Valid entries include the following:
	<ul> <li>For paytypes that will be included in paid hours, select Yes.</li> </ul>
	<ul> <li>For paytypes that will not be included in paid hours, select No.</li> </ul>
CM_Worked	Used to identify the pay type to include in the Worked Hours calculations in Axiom Cost Management.
	<ul> <li>For Pay Types that will be included in worked hours, select Yes.</li> <li>For Pay Types that will not be included in worked hours, select No.</li> </ul>
CM_PaidDLLRS	Used to identify the pay type to include in the Paid Dollars calculations in Axiom Cost Management.
	<ul> <li>For Pay Types that will be included in paid dollars, select Yes.</li> </ul>
	• For Pay Types that will not be included in paid dollars, select No.
CM_WorkedDLLRS	Used to identify the pay type to include in the Worked Dollars calculations in Axiom Cost Management.
	• For Pay Types that will be included in worked dollars, select Yes.
	For Pay Types that will not be included in worked dollars, select No.
CMStdLine	Used during the interface process to assign the standard planning method to use for each pay type. In other words, this identifies the desired formula to use to calculate Axiom Cost Management initiatives. It is used similarly to KHAStdLine in Budget Planning workbooks.

# **Options for Acct.FSDetail**

- A\_AccumDepr
- A\_AR
- A\_ARAllow
- A\_BoardInvest
- A\_BondAmort
- A\_BondCost
- A\_Cash

- A\_CashInvest
- A\_CIP
- A\_CurLtdAsset
- A\_CurOtherAsset
- A\_CurReceivable
- A\_Inventory
- A\_Land
- A\_LTNotesRec
- A\_LTOtherAsset
- A\_PPE
- A\_Prepaid
- A\_RelatedParty
- A\_ThirdPartyRec
- A\_Trusteed
- C\_Comments
- D\_BadDebt
- D\_Charity
- D\_Contractual
- D\_Discounts
- E\_BadDebt
- E\_Benefits
- E\_Depreciation
- E\_Drugs
- E\_Insurance
- E\_Interest
- E\_MaintRepairs
- E\_MedSupplies
- E\_OtherExp
- E\_OthSupplies
- E\_ProFees
- E\_PurchSvcs
- E\_RentLease
- E\_Salaries
- E\_SalariesContract
- E\_SalariesMid
- E\_SalariesPhy
- E\_Utilities
- F\_ContractFTEs
- F\_NonProdFTEs
- F\_OvertimeFTEs
- F\_ProdFTEs
- H\_Contract
- H\_JCHours
- H\_Midlevel
- H\_NonProd
- H\_Overtime
- H\_Physician
- H\_Prod
- L\_AccExpense
- L\_AccPayroll
- L\_AP
- L\_CurLTDebt
- L\_CurOthLiab
- L\_LTDebt
- L\_LTOther1
- L\_LTOther2
- L\_ThirdPartyPay
- M\_BmarkAdjD
- M\_BmarkNOR
- M\_DEPUOS
- M\_NonLabor
- M\_ONLPUOS
- M\_PSPUOS
- M\_SEPUOS
- M\_TContPct
- M\_TEducPct
- M\_TEPUOS
- M\_TFTERate
- M\_TOTPct
- M\_TPHUOS
- M\_TUOSRate
- M\_TWHPUOS
- N\_NetAsset
- N\_NetAssetPerm
- N\_NetAssetTemp
- NA

- Q\_Restricted
- Q\_RestrictedPerm
- Q\_RestrictedTemp
- Q\_Unrestricted
- R\_IPRev
- R\_NonOpContrib
- R\_NonOpExtraord
- R\_NonOpGainLoss
- R\_NonOpInterest
- R\_NonOpInvest
- R\_NonOpOther
- R\_NonOpRev
- R\_OPRev
- R\_OtherRev
- R\_OthPtRev
- S\_Admits
- S\_Deliveries
- S\_Discharges
- S\_Encounters
- S\_ER Visits
- S\_GenStat
- S\_Global
- S\_KeyIP
- S\_KeyOP
- S\_KeyOth
- S\_Newborn
- S\_OthStat
- S\_PatientDays
- S\_PayorDays
- S\_PayorDisch
- S\_PayorVisits
- S\_StatOth
- Z\_Exclude

# Working with Drivers

Driver files contain rates, statistics, and other drivers that your budget plan files reference to help calculate data. Driver files can also contain global values such as calendar information.

The data in driver files is ultimately saved to the database into one or more driver tables. These driver tables can then be referenced by templates/plan files to calculate planning data or determine other global settings for the file group.

In Axiom Budgeting and Performance Reporting 2020.3, the file group for each year's budget contains a set of driver files that display configuration settings and Budget Assumptions (key statistics) referenced by all of the other files within the file group.

The configuration settings in the driver files can impact the structure of budget plan files in the following ways:

- Show or hide sections of sheets, columns, and rows.
- Set default values and parameters within budget plan files, including:
  - Pay types
  - Number of pay periods
  - Thresholds for flagging variances
  - Column headings

Budget Assumptions are used in calculations throughout the entire budgeting process.

Examples of Budget Assumptions include:

- Inflation rates
- Labor merit increases and benefits percentages
- Revenue rates
- Any other statistics that impact multiple budgets

**NOTE:** Whenever you create a new budget, review the assumptions and settings in the driver files to make sure they still apply to the current year.

Cells in driver files are color-coded as follows:

- White shading Cells cannot be modified.
- Blue shading Input or modify data in the cell.
- Green shading Choose from a drop-down selection of entries.

Depending on a user's security profile settings, certain parts of a driver file may be protected.

**IMPORTANT:** Any change made to the configuration settings and assumptions in the driver files can impact the structure and contents of any number of related budget plan files.

The Budget Driver is referred to as a rebuildable driver. This means that the driver stores and controls information using data tables, which provides the ability to control who can edit driver data and what driver data each can edit. A rebuildable driver also provide other benefits:

- Secure access to default driver settings You determine who can edit the default sections in each driver table.
- Secure access to budget group exceptions You determine which Budget Groups each product admin member can view and edit.
- Filtered data access When editing the driver, filtered data access provides improved performance.
- **Multi-user driver file access** You can have multiple members responsible for separate budget groups access the same driver at the same time.
- **Updatability and enhancements** By removing the persistent file requirement, Kaufman Hall can provide you enhanced driver templates without any risk to current parameters and construct.
- **Calc methods included** You can add additional sections/rows with double-clicks instead of manually. You can save or delete each section using the drop-down next to each budget group section.

**NOTE:** Axiom Budgeting and Performance Reporting driver files may reference dimension tables shared with other applications.

Throughout the driver files, you define default settings and assumptions for use throughout the file group. In some cases, however, you might want to make exceptions for certain groups of departments, accounts, and so on. These groupings of exceptions (particularly departments) are referred to as *Budget Groups*. Many of the driver files include fields where you can indicate how budget groups are defined within the dimension tables.

After the driver data is stored in data tables, you must establish security by doing the following:

- Allow multiple users to access the driver files at the same time.
- Configure a user to only have access to the correct budget group sections or all sections of each driver file.

# Opening budget driver files

There are many drivers available in Axiom Budgeting and Performance Reporting. You can access most of them from the Bud Admin task pane.

To open budget driver files:

- 1. In the Bud Admin task pane, in the Budget Assumptions section, do one of the following:
  - To open next year's budget drivers, click Access NY Budget Assumptions.
  - To open this year's budget drivers, click Access CY Budget Assumptions.

Budget Assumptions

- Access NY Budget Assumptions
- Access CY Budget Assumptions
- 2. Double-click the driver.

3. Refresh the variables by doing the following:

**NOTE:** Not all drivers include the ability to select variables, depending on the purpose of the driver.

a. In the Main ribbon tab, click Refresh Data, or press F9.

File	MAIN H	ELP ADMI	N Ho	ome					
Open App Menus •	<b>?</b> Online Help ▼	Navigation	Save	Refresh Data	Change View •	Drill	Additions	Quick Filter	
Application	s Help	File Opti	ions		١	Norkboo	ok Options		

- b. In the Refresh Variables dialog, for each variable option, click Choose Value.
- c. In the Choose Value dialog, select one or more variables, and click OK.

**TIP:** If the dialog displays a large number of variables, you can use the **Select All** or **Clear All** to select or deselect all the selections in the check boxes. If you do not select check boxes for any variables, the system automatically includes all of the variables in the driver. If you click **Cancel**, no variables are included in the driver, and it displays blank.

4. After you make your changes, in the Main ribbon tab, click Save.



# Order to set up drivers

Set up the drivers in the following order:

- 1. Budget Configuration
- 2. Budget Labor Configuration
- 3. Budget Statistics
- 4. Budget Driver
- 5. Budget Depreciation

- 6. Budget Global Data Configuration
- 7. Budget Global Data 1
- 8. Budget Global Data 2
- 9. Budget Global Data 3
- 10. Budget Global Data 4
- 11. Budget Global Expense
- 12. Budget Revenue GlobalRev
- 13. Budget Expense Adjustments
- 14. Budget Labor Rates
- 15. Budget Assumptions
- 16. Budget CDM Config
- 17. Budget CDM Overrides
- 18. Budget Expense Admin Adjustments Setup
- 19. Budget Expense Adjustments
- 20. Budget Global Sum
- 21. Budget Labor Accounts
- 22. Budget Labor ADC Config
- 23. Budget Labor Alt FTE Factors
- 24. Budget Labor Benchmark driver
- 25. Budget Labor JobCode Dropdown
- 26. Budget Labor Limits
- 27. Budget Labor Override
- 28. Budget Labor Target
- 29. Budget Provider Configuration
- 30. Budget Provider
- 31. Budget Provider Global Provider
- 32. Budget Provider GlobalVolChg
- 33. Budget Provider List
- 34. Budget Provider Simple Config
- 35. Budget Provider Simple Dept Config Basic

- 36. Budget Provider Simple Dept Rate
- 37. Budget Provider Vol
- 38. Budget Revenue Adjustments
- 39. Budget Revenue Deductions
- 40. Budget Revenue Payor Adjustments
- 41. Budget StatAcct
- 42. Budget Statistics Supplement
- 43. Membership Enrollment Trend

**NOTE:** This driver only displays if your organization has the Budgeting Health Plan license.

44. Membership PMPM

**NOTE:** This driver only displays if your organization has the Budgeting Health Plan license.

# Summary of commonly used drivers and use of global assumptions

Driver	Global	BudgetGroup	Comments		
Budget Assumptions Budget Driver	Plan files will default to Global if BudgetGroup block is not built out	Exceptions			
Budget Configuration	Plan files will default to Global if BudgetGroup	Exceptions	BudgetGroups built out in both drivers		
Budget Labor Configuration	block is not built out		must match		
Budget Depreciation	NA	BudgetGroup/DEPT/ACCT specific	Budget method must be identified in		
Budget GlobalData (1-4)			ACCT.KHAStdLine		
Budget GlobalExp					
Budget GlobalSum					
Budget Revenue GlobalRev					

Driver	Global	BudgetGroup	Comments
Budget Expense	FSDetail level only	FSDetail or ACCT level.	
Adjustments	Plan files will default to Global if BudgetGroup block is not built out		
Budget Labor Benchmark	NA	NA	DEPT specific, regardless of BudgetGroup
Budget Labor Limits	NA	NA	JOBCODE specific, regardless of BudgetGroup
Budget Labor Override	NA	BudgetGroup, DEPT, or DEPT/JOBCODE specific	
Budget Labor Rates	Global, Jobclass, or Jobcode specific	Global, Jobclass, or Jobcode specific	
	Plan files will default to Global if BudgetGroup block is not built out		
Budget Labor Target	NA	NA	DEPT/JOBCODE specific, regardless of BudgetGroup
Budget Revenue Adjustments	Global IP, OP, Other Patient, Other Revenue	Global or ACCT specific IP, OP, Other Patient, Other Revenue	
Budget Statistics	Includes high level stats only - Calendar & Worked Days, Paid Hours, Consolidated Stats (Admissions, Discharges, Patient Days, Outpatient Visits, ER Visits)	Includes Admissions, Patient Days, Discharges, Adjusted Discharges, Calendar Days, Worked Days	
	Consolidated Stats summarize BudgetGroups		

# Budget Assumption and Configuration drivers

The following table includes a description of each type of assumption and configuration driver:

Driver	Description
Budget Configuration	Use to configure a variety of general settings that affect the majority of budget plan files.
	<b>TIP:</b> Usually the first driver you edit prior to creating a budget.
Budget Driver	Use to assign a driver statistic either to the facility or to an individual department, and assign a default statistic to be used if a department does not currently have a database statistic.
Budget Assumptions	Use to control the contents of the Instructions and Planning sheets in budget plan files.
Budget Depreciation	Use to designate an alternative location for entering depreciation for specific expense accounts shared across departments without having to divide the depreciation between multiple budget plan files.
Current payroll period driver	Use to change the current period for the Payroll 27 tables.
Service Line data tables	Use to configure the import into tables that store your Decision Support data (DSS).

Driver	Description
Budget Configuration	Use to configure a variety of general settings that affect the majority of budget plan files.
	<b>TIP:</b> Usually the first driver you edit prior to creating a budget.
Budget Driver	Use to assign a driver statistic either to the facility or to an individual department, and assign a default statistic to be used if a department does not currently have a database statistic.
Budget Assumptions	Use to control the contents of the Instructions and Planning sheets in budget plan files.
Budget Depreciation	Use to designate an alternative location for entering depreciation for specific expense accounts shared across departments without having to divide the depreciation between multiple budget plan files.
Current payroll period driver	Use to change the current period for the Payroll 27 tables.
Service Line data tables	Use to configure the import into tables that store your Decision Support data (DSS).

#### **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 Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bud_Target
	Dept Dimension Grouping Code to be used for Global Assignments								BudgetGroup		
	Use KHACMDimGrp?								Yes		
	Activate Red Flag Popup?								No		
	Expense Transaction Drilling, On or Off?								On		
	Dept Column Width?								15		
	Acct Column Wieth?								15		
	Allow Manual Refresh of AQs?								Off		
	Default Budget Workbook Configuration Settings										
ve	Global (Drivers)	Global									
	Budget Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bud Target
	Payroll27 - YTD Biweekly pay periods				18	,		,			
	Financial - Current Fiscal Year Period				б						
	Year of Fiscal Year End	2015	2016	2017				2017	2018		
	Fiscal Year Beginning and End Month				7			6			
	Current Year Beginning and YTD Date			07/01/16	12/31/16						
	Budget Tab Headings										
					FY 2017	FY 2017					
		FY 2015	FY 2016	FY 2017	Dec YTD	Jan-Jun	Manager	FY 2017	FY 2018	Preliminary	Budget
		Actual	Actual	Budget	Actual	Projected	Input	Projected	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	Yes	No	No	No	No	No		Yes	No
	Print Suppressor to hide WB columns	[HideColumn] [I	HideColumn]							[HideColumn]	
	Identify columns to hide in Summary Tab	No	No	No				NO	No		No

The Budget Configuration driver is divided into a **Global Setup** section with settings that apply systemwide 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

Global Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim
Dept Dimension Grouping Code to be used for Global Assignments								BudgetGroup	
Use KHACMDimGrp?								Yes	
Activate Red Flag Popup?								No	
Expense Transaction Drilling, On or Off?								On	
Dept Column Width?								C	
Acct Column Width?								15	
Allow Manual Refresh of AQs?								Off	
	1								

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.				
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?	For certain values, you can set variance thresholds which, if exceeded, cause a red flag icon ( $P_2$ ) to display. Select one of the following options to determine whether or not the user needs to address the threshold by entering a comment:				
	<ul> <li>Yes - When the threshold is met, require the user to enter a comment in the Comment field before they can save the plan file.</li> </ul>				
Expanse Transaction	• No - Allow the user to save the plan me without entering comments.				
Drilling, On or Off?	<ul> <li>On - To allow users to drill down to a subsidiary General Ledger in the Expense tab.</li> <li>Off - To not allow users to drill down in the Expense tab.</li> </ul>				
Dept Column Width?	By default, the department column width is 15 pt. Use this field to enter different column width size.				
	<b>NOTE:</b> If you enter a size larger than 15 pt, large numbers will display in scientific notation (i.e. #######).				
Acct Column Width?	By default, the account column width is 15 pt. Use this field to enter different column width size.				
	<b>NOTE:</b> If you enter a size larger than 15 pt, large numbers will display in scientific notation (i.e. ########).				

## 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.

Budget Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bud_Target
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.

			FY 2017	FY 2017					
FY 2015	FY 2016	FY 2017	Dec YTD	Jan-Jun	Manager	FY 2017	FY 2018	Preliminary	Budget
Actual	Actual	Budget	Actual	Projected	Input	Projected	Budget	Budget	Target
						06/30/17	06/30/18		
12	12	12	6	6		12	12		
365	366	365	184	181		365	365		
Yes	No	No	No	No	No	No		Yes	Yes
[HideColumn]								[HideColumn]	[HideColumn]
Yes	No	No				No	No		Yes
[HideColumn]									[HideColumn]
	FY 2015 Actual 12 365 Yes [HideColumn] Yes [HideColumn]	FY 2015 Actual 12 365 Yes No [HideColumn] FVideColumn]	FY 2015         FY 2016         FY 2017           Actual         Actual         Budget           12         12         12           365         366         365           Yes         No         No           [HideColumn]         Ves         No	FY 2017           FY 2015         FY 2016         FY 2017         Dec YTD           Actual         Budget         Actual           12         12         12         6           365         365         365         184           Yes         No         No         No           [HideColumn]         Ves         No         No	FY 2015         FY 2017         FY 2017         Dec YTD         Jan-Jun           Actual         Actual         Budget         Actual         Projected           12         12         12         6         6           365         366         365         184         181           Ves         No         No         No         No           VideColumn]         Ves         No         No         No	FY 2017         FY 2017         FY 2017         FY 2017         Jan-Jun         Manager           Actual         Actual         Budget         Actual         Projected         Input           12         12         12         6         6         365         366         365         184         181           Ves         No         No         No         No         No         No           Ves         No         No         No         No         No         No           Ves         No         No         No         No         No         No         No           Ves         No         No         No         No         No         No         No	FY 2017         FY 2017         FY 2017         Jan-Jun         Manager         FY 2017           FY 2015         FY 2016         FY 2017         Dec YTD         Jan-Jun         Manager         FY 2017           Actual         Actual         Budget         Actual         Projected         Input         Projected           12         12         12         6         6         12         365           Yes         No         No         No         No         No         No           Yes         No         No         No         No         No         No         No	FY 2017         FY 2017         FY 2017           FY 2015         FY 2016         FY 2017         Dec YID         Jan-Jun         Manager         FY 2017         FY 2018           Actual         Actual         Budget         Actual         Projected         input         Projected         Budget           12         12         12         6         6         12         12         12         365 <t< td=""><td>FY 2017         FY 2017         FY 2017         FY 2017         FY 2017         Jan-Jun         Manager         FY 2017         FY 2018         Preliminary           Actual         Actual         Projected         Actual         Projected         Input         Projected         Budget         Budget</td></t<>	FY 2017         FY 2017         FY 2017         FY 2017         FY 2017         Jan-Jun         Manager         FY 2017         FY 2018         Preliminary           Actual         Actual         Projected         Actual         Projected         Input         Projected         Budget         Budget

#### 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.
	NOTE: 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 Yes to hide, No 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).

ameters
ase Threshold

#### 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?	Title:	Contribution Margin
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)?		

#### 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 Yes or No.
Show Initiatives Tab?	Select to Show or Hide the Initiatives tab.
Show Plan Tab?	Select to Show or Hide 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 Driver**

#### Overview

This driver is used for two major purposes:

- 1. Assign a driver statistic either to the facility or to an individual department.
  - These drivers must exist in the Statistics sheet.

- The code requested is the same code that is in column A of the Statistic worksheet which is a combination of columns B & C in the Statistic worksheet.
- A red flag will indicate if an incorrect code has been input (refer to screen shot example).
- 2. Assign a default statistic to be used if a department does not currently have a database statistic.
  - Departmental Exceptions from the facility assignment can be entered in the lower half of this sheet (refer to screen shot below).

The Driver sheet contains the following columns for each entity:

- BudgetGroup Code
- Department Description
- IP Driver
- OP Driver
- Default Statistic

#### Drivers must be defined in column A on the Statistics sheet in order to be used.

F	S	T	U		V	W	Х	Y	Ζ	AA	ABAC	AG
2-1												
25		L	river									
26												
27		Gle	obal Driver In:	stru	ctions:							
28		En	ter the Statist	ical	Global Driver for All Depts on the Global Row pe	r Statistic Type						
29		Th	e Global Driv	er N	ame in Col's: W, Y, and AA Need to be a valid n	ame on the Statistics driver table in th	e C	ODE column				
30		En	ter any Depar	tme	ent Exceptions from the Global Driver Line on the	indicated Rows						
31		Th	ese Drivers wi	ill aj	opear in the Departmental workbook at the Top	of the Stat_Rev & Expense Tabs.						
32			ю		= Driver not found in CODE column of the BUD	ET2019_Statistics Table						
34			BudgetGroup	,								
35			Code		Department Description	IP Driver	Ð	OP Driver	Þ	Default Statistic	Ð	
30						CalendarDavs		CalendarDavs		CalendarDavs		
38					Global Driver					Ĩ.		
40		1			Enter Budget Group Code in U41		4					
41			_		Global Driver	_	-	_	-	_		
42			Dept		Departmental Exceptions							
43				0	<=Enter Dept No.	-		_		_		
44				0	<=Enter Dept No.	-		-		_		
45				0	<=Enter Dept No.	-		_		_		
46					Double Click to Insert New Exception Row							
48	Save				CCU Budget Group							
49			CCU		Global Driver	EMCAdmits		EMCTotalVisits		CalendarDays		
50			Dept		Departmental Exceptions							
51				0	<=Enter Dept No.	-		-		-		
52				0	<=Enter Dept No.	-		-		-		
53				0	<=Enter Dept No.	-		-		-		
54		_			Double Click to Insert New Exception Row							
56	Save				Home Health		-		_			
57			EHH		Global Driver	CalendarDays		CalendarDays		CalendarDays		
58			Dept	0	Departmental Exceptions							
59		-		0	<=Enter Dept No.	-		-				

#### Settings

Open the driver, and complete the driver settings, as needed.

#### **Budget Assumptions**

#### Overview

Use this driver to control the contents of the Instructions and Planning sheets in budget plan files. It is probably best to revisit this section after you have gone through the process of creating a budget and viewed these sheets in the context of a budget plan file.

## **BUDGET ASSUMPTIONS**

bal	Global (Drivers)			
	BUDGET INSTRUCTION PROCESS STEPS	DUE:	USE:	
1	Attend Budget Training\Work Session	31-Dec-16	21-Jan-16	
2	Review Department Statistic Budget	31-Dec-16	31-Dec-15	
3	Adjust Staffing to Match Statistic Budget	31-Dec-16	31-Dec-15	
4	Review Overall Staffing	31-Dec-16	31-Dec-15	
5	Complete Other Department Expenses	31-Dec-16	31-Dec-15	
6	Review Overall Budget	31-Dec-16	4-Feb-16	
7	Meet with VP\Director for Budget Review\Changes	31-Dec-16	9-Feb-16	
8	Submit Completed Budget to Finance	31-Dec-16	11-Feb-16	
	Budget Contact			
1	Charlie Credit, Extension 1234			
2				
3				
	Budget Assumptions			Global
1	Overall Change in Patient Days	0.0%	0.0%	PatientDays
2	Change in Outpatient Visits	0.0%	(0.4%)	TotalVisits
3	Change in Emergency Visits	0.0%	(0.1%)	ERVisits
4	Intensive Care Change	0.0%	0.0%	NA
5	Cardiology Center will open January 1st	0.0%	0.0%	
6	4 Cardiologist will be recruited	0.0%	0.0%	
7	Current Staffing will absorb any anticipated Volume Change	0.0%	0.0%	
8	4 Cardiologist will be recruited	0.0%	0.0%	
9	Current Staffing will absorb any anticipated Volume Change	0.0%	0.0%	
10		0.0%	0.0%	
11	Travel \ Purchased Services reduction target:	0.0%	0.0%	
12	Overall reduction in Contract Labor-Test	0.0%	0.0%	
Acct	Planning Account		800000	
Title	Planning Questions		Operating Plan	
1	Objectives			
2	Risk Factors			
3	Factors That May Aid In Accomplishing The Objectives			
4	Provide Any Operational Factors That Will Not Occur Next Year			
5	Provide Any New Operational Factors That May Occur Next Year			
6	Quality Improvement Plan			

#### Settings

Open the driver, and define different sets of instructions and planning questions for each Budget Group.

Each section has three columns:

- Budget Instruction Process Steps Modify the description of each step.
- Due Enter the due date for step.
- Use Enter or modify the link.

Open the Budget Assumptions driver, and then use the following table to complete the settings in this driver, as needed:

Option	Definition
Budget Contact	Type the contact information for the Budget Administrator in case end users have any questions.
Budget Assumptions	Input key budget assumptions in this section to display for the user's reference. Again, this is strictly for reference. These are not the cells that the system refers to for assumptions data when performing actual calculations.
Budget Planning Account	Type the account used to store plan tab answers.
Planning Questions	Type the questions to display on the Planning sheet in budget plan files.

#### **Budget Depreciation**

#### Overview

This driver provides an alternative location for entering depreciation for specific expense accounts shared across departments without having to divide the depreciation between multiple budget plan files.

To use this driver, set the budget method (KHAStdLine) in the ACCT dimension table to Depreciation.

To add a new department to the driver, double-clicking the Double click to Insert New Department cell.



#### Settings

Open the driver, and complete the driver settings, as needed.

#### 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:

1. 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:	18       11       12       13       14       15       16       17       18

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

#### Configuring the Service Line data tables

Service Line data tables allow you to house your Decision Support data (DSS). The tables are assigned to the Performance Reporting license such as many other tables that house data for Actuals.

The data tables are located in the Service Line folder in the Table Library accessed through the Explorer task pane.



Open Tables In Spread Sheet (OTIS) is available for the following Kaufman Hall standard roles for direct table access, if needed:

- Management Reporting Admin
- Management Reporting Analyst

You will need Management Reporting Admin role to use the import.

One standard import is available in the **Imports > Management Reporting** menu. You will need Management Reporting Admin role to use the import. File specs will be provided in the related file spec document and initial setup may be needed. Please contact Kaufman Hall customer support for assistance.



The Service Line data tables contain four key fields, twelve monthly periods columns, and calculated summary fields. The Key fields are defined as follows:

- **Group Service Line** Service Line category name. This is client defined and no Kaufman Hall standards are required. This same field is used to define the Service Line name when configuring the Service Line Supplement Driver.
- **Primary Payor Plan Code** Used to summarize payor categories. This is client defined and no Kaufman Hall standards are required. This is used for reporting only and is not used as a key field in the Service Line Supplement driver.
- Entity Code Level of summarization similar to Budget Group. This is NOT a validated dimension to the Entity validation table at this time, but we recommend that the Entity Code matches validated codes.
- Data Type Statistic category desired to be used in the data table. These are client defined and no Kaufman Hall standards are required.

6	🚯 Home 🖽 ServiceLine_2018 ×								
	A B	c D	E	F	G	н	and Leave	J	
3									
4	Data Type	String	String	String	String	Numeric	Numeric	Numeric	
5	String Length	50	50	10	50				
6	Description	Service Line Group				Fiscal period/mo nth 1	Fiscal period/mo nth 2	Fiscal period/mo nth 3	Fi p n
, 8	Delete Row	GroupServiceLine	PrimaryPayorPlanCode 👻	EntityCode 🚽	DataType 👻	Р1 🖵	P2 👻	P3 👻	]
97		Cardiology	MCM22	EMA	Charges	362914.52	472828.28	491510.60	
98		Cardiology	MCM22	EMA	Days	38.00	52.00	50.00	
99		Cardiology	MCM22	EMA	Encounters	20.00	16.00	18.00	
100		Cardiology	MCM22	EMA	Net	102861.65	73302.48	109928.75	
101		Cardiology	MCM22	FMC	Charges	362904.52	472818.28	491500.60	
102		Cardiology	MCM22	EMC	Days	28.00	42.00	40.00	
103		Cardiology	MCM22	EMC	Encounters	10.00	6.00	8.00	
104		Cardiology	MCM22	EMC	Net	102851.65	73292.48	109918.75	
105		Cardiology	MCR00	EMA	Charges	1467941.48	1765490.92	1110140.96	1
106		Cardiology	MCR00	EMA	Days	138.00	156.00	112.00	

# **Budget Global drivers**

The following table includes a description of each type of Budget Global driver:

Driver	Description
Budget Global Data Configuration	Use to configure settings related to the GlobalData calc method.
Budget Global Data 1- 4	Use to configure next-year budget values by month for individual expense items.
Budget Global Expense	Use as an alternative location for budgeting dollars to specific expense accounts shared across departments without having to divide the dollars between multiple budget plan files.
Budget Global Sum	Use to calculate the value of an account on the Stat_Rev or Expense sheet based on the value of one or more other accounts on the Stat_Rev sheet.

Driver	Description
Budget Global Data Configuration	Use to configure settings related to the GlobalData calc method.
Budget Global Data 1- 4	Use to configure next-year budget values by month for individual expense items.
Budget Global Expense	Use as an alternative location for budgeting dollars to specific expense accounts shared across departments without having to divide the dollars between multiple budget plan files.
Budget Global Sum	Use to calculate the value of an account on the Stat_Rev or Expense sheet based on the value of one or more other accounts on the Stat_Rev sheet.

#### **Budget Global Data Configuration**

#### Overview

This driver contains settings related to the GlobalData calc method. The GlobalData calc method allows you to create configurable budget relationships for calculating NYB amounts for the Expense tab only. The GlobalData calc method is similar to GlobalExpense but allows you to use up to four configurable tabs in GlobalData Assumptions.

This calc method works much like Global Expense, Global Revenue, and Depreciation, which look to the StatData tab to get the budget values.

This driver file allows plan files to look up historical and projected values for expense items. To reference a department/account combination to the Global Data Assumptions, you must specify the GlobalData calc method in the appropriate grouping column on the ACCT dimension table. These accounts will then look to one of the four GlobalData sheets for historical and projected data.

To use GlobalData, you must first specify a default GlobalData sheet for accounts using the GlobalData calc method, along with any departmental or budget group exceptions. There are four sheets set up in the Global Data Configuration to use when creating alternate data sets. If you need more than four sheets or need to modify any of the default queries on the sheets, please contact your Kaufman Hall Consultant.

# **Global Data Configuration**

		Description		Global Tab Nam
Global		Global Data Tab		GlobalData
Budget Group				
buuget oroup		CCU Budget Group		
CCU		CCU Global Data Tab		TKDM
Acct	Budget Group	Departmental/Account Exception		TRO III
122	456 CCU	Departmental/Account Exceptions		
620	000 CCU	Other Supplies		TKDM1
621	000 CCU	Medical Supplies		TKDM1
62	145 CCU	Supplies - Implants		TKDM2
62	200 CCU	Supplies - Drugs & Pharmaceuticals		TKDM33
		Double Click to Insert New Acct I	Exception Row	
		Medical Center		
EMC		EMC Global Data Tab		
Acct	Budget Group	Departmental/Account Exceptions	5	
		Double Click to Insert New Acct I	Exception Row	
		Double Click to Insert New Budg	etGroup Exception	
Acct	Budget Group			
11	111 Global			TKDMd
Acct	Dept			
11	111 47210		RCH Radiology-CT Scan	TKDMg
630	000 47510	Professional Fees	RCH Respiratory Care	TKDMg
		Double Click to Insert New Depa	rtment/Acct Exception	
	Global           Budget Group           CCU           Acct           123           620           621           62           63	Global           Budget Group         I           CCU         Budget Group           Acct         Budget Group           123456         CCU           620000         CCU           621000         CCU           621000         CCU           62145         CCU           622000         CCU           62145         CCU           622000         CCU           60000         CU           6300000         Popt           6300000         47510	Global     Global Data Tab       Budget Group     CCU Budget Group       CCU     CCU Budget Group       CCU Global Data Tab     CCU Global Data Tab       Acct     Budget Group     Departmental/Account Exceptions       123456     CCU     Other Supplies       621000     CCU     Medical Supplies       621000     CCU     Supplies - Implants       622000     CCU     Supplies - Drugs & Pharmaceuticals       Double Click to Insert New Acct I     Medical Center       EMC     Budget Group     Departmental/Account Exceptions       Acct     Dept     Implemental/Account Exceptions       Implemental/Account Exceptions     Implemental/Account Exceptions       Acct     Dept     Implemental/Account Exceptions       Implemental/Account Exceptions     Implemental/Account Exceptions       Implemental/Account	Global     Global Data Tab       Budget Group     CCU Budget Group       CcU     CCU Budget Group       CcU     CCU Global Data Tab       Acct     Budget Group       123456     CCU       62000     CCU       62000     CCU       62100     CCU       62100     CCU       62200     CCU       62200     CCU       62200     CCU       62200     CCU       Supplies - Drugs & Pharmaceuticals       Double Click to Insert New Acct Exception Row       Medical Center       EMC     Budget Group       Departmental/Account Exceptions       Double Click to Insert New Acct Exception Row       Double Click to Insert New Acct Exception Row       Double Click to Insert New Acct Exception Row       Double Click to Insert New BudgetGroup Exception       Acct     Budget Group       Acct     Budget Group       Acct     Budget Group       Acct     Popt       Intil     Global       Acct     Popt       Acct     Popt       Acct     Popt       Acct     Popt       Acct     Popt       Acct     Popt       Acct     Dept       Acct

#### Settings

Open the driver, and then use the following table to complete the driver settings, as needed:

#### Budget Global Data 1-4

#### Overview

Each of the four GlobalData drivers allows you to adjust current year projections and next-year budget values by month for individual expense items. The initial values are populated from source data using predefined queries. The filter capability helps narrow down the available departments and/or accounts to specify in this driver.

Note the following:

- In the DEPT and ACCT filter fields, make sure to only use DEPT or ACCT filters.
- Under the ACCT filter field, the driver lists the current filter and the last saved filter.
- When inserting a new department or account row, the system only offers a selection of departments or accounts that meet the filter criteria. You cannot enter the department or account number by typing it in the field.

- The system will not allow you to save duplicate records.
- Settings
  - 1. Open the driver.
  - In the DEPT Filter and/or ACCT Filter field, right-click the cell, and select Axiom Wizards > Filter Wizard.

Global Data	Budge	t						FY 2049
			AND	<< DEPT Filter PLEASE NOTE: Restrict	this filter to DEPT based fi	lters (DEPT groupings	s will work).	
			ACCT.KHAStdLine LIKE 'GlobalData%'	<< ACCT Filter PLEASE NOTE: Restric << Current Filter PLEASE NOTE: Char << Last Saved Filter	this filter to ACCT based f ged filters may result in or	ilters (ACCT grouping phan or duplicate rec	is will work). ords from previous pr	ocessing.
De	partment	Account			FY 2047	FY 2048	FY 2049	YTD
КНИ	ABgtMap	KHABgtCode	Dept Description	Account Description	Actual	Actual	Budget	Actual
Double	Click to Inser	t New Dept/Acct Row						

**NOTE:** Only users assigned the GlobalDriverMgmt role can make edits to this driver.

- 3. Create or select an existing filter to use. For instructions, see Using the Filter Wizard.
- 4. Refresh the variables by doing one of the following:
  - In the Main ribbon tab, click Refresh Data.



- Press F9.
- 5. To add a new row, double-click Double Click to Insert New Dept/Acct row.
- 6. From the **Department** and/or **Account** column, select the appropriate department or account.

**NOTE:** Only the departments or accounts that meet the filter criteria will display in the list of options.

- 7. To delete a record, in the far left column, select **Delete** from the drop-down.
- 8. After making your changes, in the Main ribbon, click Save.



#### **Budget Global Expense**

#### Overview

This driver provides an alternative location for budgeting dollars to specific expense accounts shared across departments without having to divide the dollars between multiple budget plan files. Some common uses are for Building Rent and Inter-company Allocations.

Use this sheet for any department and account combination to budget globally instead of by entering values into individual budget plan files.

For an account to reference the values on this sheet, the budget method (KHAStdLine) in the ACCT dimension table must be set to **GlobalExpense**.

You can add additional rows by copying the formulas from the ones already set up.

Global Expense Instructions:										
Use this worksheet for any Department & Account combination that you wish to budget globally instead of entering the values into each budget workbook.										
To refresh this tab, s	To refresh this tab, select the Refresh Data button on the KH Main Menu. This will setup the account blocks.									
To reference this wo	rksheet, the budget	method in the Acct Dimension (KHA	StdLine should be	GlobalExpense)						
To add additional K	HAStdLine columns	, add those in the "Data Filter" sectio	n on the Sheet As:	sistant						
Global Ex	pense Buo	dget			FY 2017	FY 2017				
Department	Account		FY 2016	FY 2017	YTD	CY	FY 2017		FY 2018	Jul-17
KHABgtMap	KHABgtCode	Account Description	Actual	Budget	Actual	Projected	Projected	Spread Tag	Budget	Budget
	62199	OMC Allocation								
		Double Click to Insert New Dept								
	62199	Total	0	0	0	0	0		0	0
	71110	Equip Rent - Intercompany								
26340	71110	EMC CCU (Staffing)	6,513	6,346	3,051	0	3,051	Previous Input	0	0
		Double Click to Insert New Dept								
	71110	Total	6,513	6,346	3,051	0	3,051		0	0
	71210	Ruilding Brook Jackson and								
26240	71210	Successive contractions	45.250	40.000	22,600	0	22,600	Draviaus Input	0	0
26340	71210	Double (lick to Insert New Dept	45,358	40,899	22,608	0	22,608	Previous input	0	0
	71210	Total	45 358	40.899	22 608	0	22.608		0	0
	/1210	, Star	+5,556	40,035	22,000	0	22,000		0	0

#### Settings

Open the driver, and then complete the driver settings, as needed.

#### **Budget Global Sum**

#### Overview

This driver allows you to calculate the value of an account on the Stat\_Rev or Expense sheet based on the value of one or more other accounts on the Stat\_Rev sheet.

Use this sheet for any department and account combination to budget as a percentage of the total of specific accounts on the Stat\_Rev sheet.

To reference this sheet, enter GlobalSum as the budget method in the ACCT dimension table (KHAStdLine).

You can add additional rows by copying the formulas from the ones already set up.

**IMPORTANT:** Do not change the codes on Row1 or delete a column without consulting with Kaufman Hall first.

#### Settings

Open the driver, and complete the following sections in the GlobalSum sheet:

#### Revenue Accounts to be Summed section

Use this section to list the accounts on the Stat\_Rev sheet to sum together.

Accounts to sum together and have the same adjustment factor applied should have the same Account Summary Group.

Summary groups can be text or numeric. Do not use the word Unused to avoid inadvertent summations.

The only methodologies that can be summed are the following:

- Allowance
- BadDebt
- CDMIPRevenue
- CDMOPRevenue
- IP\_Payor
- IP\_Per\_Unit
- OP\_Payor
- OP\_Per\_Unit
- Oth\_Payor
- Oth\_Per\_Unit
- ProviderRev

You can add additional rows by copying the formulas from the ones already set up.

**IMPORTANT:** Do not change the codes on Row1 or delete a column without consulting with Kaufman Hall first.

Displayed fields and settings in the Revenue Accounts to be Summed section include:

Option	Description
Budget Group	<ul> <li>Acct – Add or modify the account number.</li> <li>AcctSumGroup1-4 – There are four account summary groups available. Add or modify these values.</li> </ul>
Dept\Acct Exceptions	<ul> <li>Dept – Add or modify the department.</li> <li>Acct – Add or modify the account number.</li> <li>AcctSumGroup1-4 – There are four account summary groups available. Enter or modify these values.</li> </ul>
Acct Exceptions	<ul> <li>Acct – Add or modify the account number.</li> <li>AcctSumGroup1-4 – There are four account summary groups available. Enter or modify these values.</li> </ul>

#### **Global Sum**

Revenue Accounts to be Summed

Use this section to list the accounts on the Stat\_Rev tab to be summed together.

Accounts that are to be summed together and have the same adjustment factor applied should have the same Account Summary Group Summary groups can be text or numeric. Do not use the word "unused" to avoid inadvertant summation

The only methodologies that can be summed are Allowance, BadDebt, CDMIPRevenue, CDMOPRevenue, IP\_Payor, IP\_Per\_Unit OP\_Payor, OP\_Per\_Unit, Oth\_Payor, Oth\_Per\_Unit, ProviderRev

OF_Fayo	i, or_rel_onit, ottl_ray	or, our_per_onic, p	Tovider Kev	сн	ci	cJ	СК	
				AcctSumGroup1	AcctSumGroup2	AcctSumGroup3	AcctSumGroup4	[
				Account	Account	Account	Account	
				Summary Group 1	Summary Group 2	Summary Group 3	Summary Group 4	
	Global Only	Acct	Global Acct Exceptions					
Save		330000	Other Patient Revenue	Unused	Unused	Unused	Unused	Unused
Save		40000	Capitation Adjustment	Unused	Unused	Unused	Unused	Unused
Save		61301	FICA - Provider	Unused	Unused	Unused	Unused	Unused
		0	Default ACCT	Unused	Unused	Unused	Unused	Unused
		0	Default ACCT	Unused	Unused	Unused	Unused	Unused
		0	Default ACCT	Unused	Unused	Unused	Unused	Unused
		0	Default ACCT	Unused	Unused	Unused	Unused	Unused
		0	Default ACCT	Unused	Unused	Unused	Unused	Unused
			Double Click to Insert New Exception					
	Budget Group	Acct	BudgetGroup\Acct Exceptions					
Save	ehs	310000	ehs-Inpatient Revenue	Unused	Unused	Unused	Unused	Unused
	_	0	<= Enter Budget Group and Acct No.	Unused	Unused	Unused	Unused	Unused
	_	0	<= Enter Budget Group and Acct No.	Unused	Unused	Unused	Unused	Unused
	_	0	<= Enter Budget Group and Acct No.	Unused	Unused	Unused	Unused	Unused
	_	0	<= Enter Budget Group and Acct No.	Unused	Unused	Unused	Unused	Unused
	_	0	<= Enter Budget Group and Acct No.	Unused	Unused	Unused	Unused	Unused
			Double Click to Insert New Exception					

Accounts to use GlobalSum Methodology section

Fields and settings in the Accounts to use GlobalSum Methodology section include:

Option	Description
Dept\Acct Exceptions	<ul> <li>Dept – Add or modify the department.</li> <li>Acct – Add or modify the account number.</li> <li>Summary Group Column – From the drop-down, select one of the following: <ul> <li>AcctSumGroup1</li> <li>AcctSumGroup2</li> <li>AcctSumGroup2</li> <li>AcctSumGroup4</li> </ul> </li> <li>Adjustment Factor Summary Group 1</li> <li>Adjustment Factor Summary Group 1</li> <li>Summary Group 1</li> <li>Summary Group 1</li> </ul>
Acct Exceptions	<ul> <li>Acct – Add or modify the account number.</li> <li>Summary Group Column – From the drop-down, select one of the following <ul> <li>AcctSumGroup1</li> <li>AcctSumGroup2</li> <li>AcctSumGroup3</li> <li>AcctSumGroup4</li> </ul> </li> <li>Adjustment Factor Summary Group 1</li> <li>Adjustment Factor Summary Group 2</li> <li>Summary Group 1</li> <li>Summary Group 2</li> </ul>

Accounts	s to use GlobalSum Me	thodology				
Use this :	section to list the accou	unts on the Stat_I	Rev or Expense tabs that will be computed using	the summation of Summary Groups of the revenue accounts listed above.		
Accounts	s that have the same A	ccount Summary	Group will be summed and the adjustment factor	or applied.		
Two sum	nmary groups can be in	ncluded in each co	omputed account. Be sure to fill in ALL columns i	n this section for any row used. (use "unused" rather than leave blank)		
A separa	te adjustment factor co	an be applied to e	each summary group. Use a negative factor to pe	rform subtraction.		
NOTE! T	he GlobalSum method	ology can only be	e used in the "Deduction" and "Other Revenue" s	ection of the Stat_Rev tab.		
The Glob	alSum methodology o	n the Expense tal	b can be used in any section.			
					Summary Group	Lookup
			Description		Column	Column
	Global Only	Acct	Global Acct Exceptions			
Save		320000	Outpatient Revenue		AcctSumGroup1	СН
Save		540000	NonOperating Revenue		AcctSumGroup1	СН
		0	Default ACCT		AcctSumGroup1	СН
		0	Default ACCT		AcctSumGroup1	СН
		0	Default ACCT		AcctSumGroup1	СН
		0	Default ACCT		AcctSumGroup1	СН
		0	Default ACCT		AcctSumGroup1	СН
			Double Click to Insert New Exception			

# Budget Expenses drivers

The following table includes a description of each type of Budget Expense driver:

Driver	Description
Budget Expense Adjustment	Use to control expense rate increases by facility, broken out by income statement category.
Budget Expense Admin Adjustments Setup	Use to make incremental adjustments to manager inputs on budget plan files.

Driver	Description
Budget Expense Adjustment	Use to control expense rate increases by facility, broken out by income statement category.
Budget Expense Admin Adjustments Setup	Use to make incremental adjustments to manager inputs on budget plan files.

#### **Budget Expense Adjustments**

Overview

This driver contains the following fields for controlling expense rate increases by facility, broken out by income statement category (as defined in the FSDetail column of the ACCT dimension table).

Expense	Adj	ustments
	· · · · · · · · · · · · · · · · · · ·	

				FY 2017	FY 2018	Fiscal		Benefit	s Only	
				Projection	Budget	Effective		FY 2017	FY 2018	FY 2017
		Category	Description	Adjustment	Adjustment	Month		Fixed %	Fixed %	Rate/FTE
	Default Expense	e Adjustments:								
		FSDetail	FSDetail - Financial Statement Rollup							
		E_Salaries	Use the Labor Rates Tab							
		E_Benefits	Benefits	0.0%	3.0%	7		22.0%	22.0%	0.00
		E_Depreciation	Depreciation	0.0%	0.0%	1				
		E_Interest	Interest	0.0%	0.0%	1				
		E_Insurance	Insurance	0.0%	8.0%	1				
		E_OtherExp	OtherExp	0.0%	2.5%	1				
		E_Drugs	Drugs	0.0%	12.0%	1				
		E_MedSupplies	MedSupplies	0.0%	3.0%	1				
		E_OthSupplies	OthSupplies	0.0%	4.0%	1				
		E_MaintRepairs	MaintRepairs	0.0%	2.0%	1				
		E_ProFees	ProFees	0.0%	1.0%	1				
		E_PurchSvcs	PurchSvcs	0.0%	1.0%	1				
		E_RentLease	RentLease	0.0%	1.0%	1				
		E_Utilities	Utilities	0.0%	8.5%	1				
Save	CCU	CCU Budget Group	Apply inflation to Detail accounts?	No	No		On	ly applies t	o Benefit Acco	ounts
	BudgetGroup	FSDetail	FSDetail Exceptions							
Save	CCU	E_Benefits	Benefits	5.0%	10.0%	4		1.0%	2.0%	3.00
Save	CCU	E_Drugs	Drugs	20.0%	10.0%	6		4.0%	3.0%	2.00
Save	CCU	E_MedSupplies	MedSupplies	0.0%	0.0%	0		0.0%	0.0%	0.00
	CCU		<= Select FSDetail Code	0.0%	0.0%	0		0.0%	0.0%	0.00
	CCU		<= Select FSDetail Code	0.0%	0.0%	0		0.0%	0.0%	0.00
	CCU		<= Select FSDetail Code	0.0%	0.0%	0		0.0%	0.0%	0.00
	CCU		<= Select FSDetail Code	0.0%	0.0%	0		0.0%	0.0%	0.00
	CCU		<= Select FSDetail Code	0.0%	0.0%	0		0.0%	0.0%	0.00

#### Settings

Open the driver, and then use the following table to complete the settings in this driver, as needed :

Option	Definition
FY <i>Year</i> Projection Adjustment	Use to modify expense values for current year projection.
FY <i>Year</i> Budget Adjustment	The default expense adjustment for all budget plan files (exceptions can be made for any defined Budget Groups in the sections below)
Budget Groups	Defines exceptions to the global expense adjustments for any defined Budget Groups. Exceptions can be made by FSDetail category and/or Account.
	<b>NOTE:</b> Axiom Budgeting and Performance Reporting overrides default exceptions with the FSDetail exceptions and overrides any FSDetail-level exceptions with the ACCT exceptions. This applies for <i>both</i> current year and next year's budget.
FY <i>Year</i> Fixed %	Used if using the PctofSalaries_FixedPct methodology. This will set a fixed percentage to be used for all departments in that budget group rather than the historical percentage which would be different for all departments.
FY <i>Year</i> Rate/FTE	Used if using the RatePerFTE_Fixed methodology. This will set a fixed rate per FTE to be used for all departments in that budget group rather than the historical rate which would be different for all departments.

#### Budget Expense Admin Adjustments Setup

#### Overview

Use these drivers to make incremental adjustments to manager inputs on Budget plan files. To use these drivers, you must first set up the accounts in the Budget Expense Adjustments driver.

## Settings

When you open the driver, double-click where indicated to insert a row.

# Admin Expense Adj Setup

	ACCT	Acct Description	Method
Save	62100	Supplies - General - Amount	Amount
Save	0	Default ACCT	_
Save	0	Default ACCT	_
Save	0	Default ACCT	_
Save	62130	Supplies - Med Surg Nonbillable - Percent	Percent
		Double Click to Insert New Input Row	

Use the drop-down menu to select whether to enter exceptions for that DEPT/ACCT combination by **Amount** or **Percent**.

# Admin Expense Adj Setup ACCT Acct Description Method Save 62100 Supplies - General - Amount Amount Save 0 Default ACCT - \_ Save 0 Default ACCT - \_ Save 0 Default ACCT - \_

Repeat for as many DEPT/ACCT combinations as you need to enter exceptions. When you are finished, save the file.

Next, open the Budget Expense Admin Adjustments driver from the Budget Admin task pane. When you open the driver file, your DEPT/ACCT combinations display. Finally, save the Budget Expense Admin Adjustments driver.

**NOTE:** This driver only links to calc methods for Detail, Fixed, Rate Per FTE, and Variable. It is not designed to work for FTE or salary adjustments.

# **Budget CDM drivers**

The following table includes a description of each type of Budget CDM driver:

Driver	Description
Budget CDM Configuration	Use to set configuration options for the CDMRevenue tab in budget plan files, including the inpatient and outpatient volume settings.
Budget CDM Overrides	Use to override the charge per unit rate for specific CDM codes, either globally or by budget group/department.

Driver	Description
Budget CDM Configuration	Use to set configuration options for the CDMRevenue tab in budget plan files, including the inpatient and outpatient volume settings.
Budget CDM Overrides	Use to override the charge per unit rate for specific CDM codes, either globally or by budget group/department.

#### **Budget CDM Config**

#### Overview

Use this driver to configure the CDMRevenue tab in Budget plan files, including the inpatient and outpatient volume settings.



## Settings

Open the driver, and then use the following table to complete the driver settings, as needed:

Option	Description		
Budget Option -	Select one of the following:		
Activate KHABgtMap?	To activate KHABgtMap, select Yes.		
	<ul> <li>To not activate KHABgtMap, select No.</li> </ul>		
Stat_Rev Integration Option	<ul> <li>From the Allocate CDM Revenue to GL Accounts drop-down, do the following:</li> </ul>		
	<ul> <li>To calculate the total revenue on the CDMRevenue sheet to be allocated to the GLAccounts interfaced on the Stat_Rev sheet, select Yes. The allocation uses YTD history as its allocation method.</li> </ul>		
	<ul> <li>If you select No, the Use CDM GLAcct to integrate with Stat_Rev automatically will turn to Yes, and it will use the mapping from the RevUsage dimension table on the IPRevAcct and OPRevAcct columns.</li> </ul>		
	<ul> <li>From the Use CDMCode.GLAcct to integrate with Stat_Rev drop- down, select Yes or No.</li> </ul>		
Optional CDM Revenue Column Display	<ul> <li>Select whether to Show or Hide the Last Year Actual, Current Year Budget, and Preliminary Budget columns on the CDMRevenue sheet in the budget plan files.</li> </ul>		
	• From the IP Revenue Spread and OP Revenue Spread drop-downs, choose the default spread in the budget plan files. Choices include the Driver, Calendar Days, Work Days, Even, or History. You can override this setting in each budget plan file.		

## **Budget CDM Overrides**



Use this driver to override the charge per unit rate for specific CDM codes, either globally or by budget group/department.

	CDM Code	Description	ID	0.0				
CDM COde		Description	Description					
		GLOBAL SECTION						
Save	C2614010150	ER Level I <2Hr	50.00	80.00				
		Double Click to Insert New Exception						
		BUDGET GROUP SECTION						
Save	EMC	Medical Center						
Save	C2614010151	ER Level I > 2Hr	100.00	120.00				
		Double Click to Insert New Exception						
Save	EPG	Physician Group						
Save	C2614010152	ER Level II <2Hr	0.00	0.00				
Save	C2614010156	ER Level IV <2Hr	0.00	0.00				
Save	C2614010157	ER Level IV >2Hr	0.00	0.00				
Save	C2614010158	ER Level V <2Hr	0.00	0.00				
		Double Click to Insert New Exception						
		Double Click to Insert New Budget Group Block						
		DEPARTMENT SECTION						
	17,8	80 EPG Phys Clinic-North						
Save		EB Level II - 211r						
Save Save	C2614010152	EK Level II < 2Hr	0.00	0.00				
Save Save Save	C2614010152 C2614010156	ER Level IV <2Hr	0.00	0.00				
Save Save Save	C2614010152 C2614010156	ER Level IV <2Hr ER Level IV <2Hr Double Click to Insert New Exception	0.00	0.00				
Save Save Save Save	C2614010152 C2614010156 17,84	ER Level IV <2Hr ER Level IV <2Hr Double Click to Insert New Exception EPG Phys Clinic-Occ HIth East	0.00	0.00				
Save Save Save Save	C2614010152 C2614010156 17,84 C2614010157	ER Level IV <2Hr ER Level IV <2Hr Double Click to Insert New Exception EPG Phys Clinic-Occ HIth East ER Level IV >2Hr ER Level IV >2Hr	0.00	0.00				
Save Save Save Save Save Save	C2614010152 C2614010156 17,84 C2614010157 C2614010158	ER Level IV <2Hr ER Level IV <2Hr Double Click to Insert New Exception EPG Phys Clinic-Occ HIth East ER Level IV >2Hr ER Level V <2Hr	0.00 0.00 0.00 0.00	0.00				
Save Save Save Save Save Save	C2614010152 C2614010156 17,84 C2614010157 C2614010158	ER Level IV <2Hr ER Level IV <2Hr Double Click to Insert New Exception EPG Phys Clinic-Occ HIth East ER Level IV >2Hr ER Level V <2Hr Double Click to Insert New Exception	0.00 0.00 0.00 0.00	0.00				
Save Save Save Save Save Save	C2614010152 C2614010156 17,84 C2614010157 C2614010158 26,14 26,14	ER Level IV <2Hr ER Level IV <2Hr Double Click to Insert New Exception EPG Phys Clinic-Occ HIth East ER Level IV >2Hr ER Level V <2Hr Double Click to Insert New Exception EMC Emergency Room (CDM)	0.00 0.00 0.00 0.00	0.00				

## Settings

Open the driver, and then complete the driver settings, as needed.

Option	Description
CDM Code	Type the charge code to override.

Option	Description
Description	Displays a description of the charge code you entered in the CDM Code column.
IP	Inpatient
OP	Outpatient

# Health Plan drivers

The following table includes a description of each type of Budget Health Plan driver:

Driver	Description
Membership Enrollment Trend	Allows you to enrollment percentages for insurance/health plans offered by your organization to determine the membership trend of each plan. The trend percentages are then used in the Membership Per Member Per Month (PMPM) driver to adjust the membership statistics.
Membership PMPM	Provides the basis for several important planning activities needed for your organization to budget insurance/health plans in your plan files including calculating historical PMPM values based on available history and calculating the projection and monthly budget for revenues and expenses.

#### Membership Enrollment Trend driver

#### Overview

Use this driver to enter enrollment percentages for each health plan or insurance product offered by your organization. The purpose of this driver is to determine the membership trend of each insurance product. The trend percentages are then used in the Membership Per Member Per Month (PMPM) driver to adjust the membership statistics.

**TIP:** If the membership percentages are provided by the health plan company's actuaries, you can enter those values in this driver.

#### About this driver

Note the following before configuring this driver:

- This driver is only accessible if your organization has the Axiom Budgeting Health Plan license.
- You must first add/edit insurance or health plan products in the INSCODE dimension table. The system automatically populates the driver with the information from this dimension. The system does not allow you to manually enter plans directly into the driver.

- You must first complete this driver setup before configuring the Membership PMPM driver.
- Only users assigned the GlobalDriverMgmt role profile can access and update this driver.

Access to the data table that stores the health plan records is controlled using the Budget Security Update utility. In the HealthPlan column, you can configure the filter for the health plan data. This column only displays if your organization has an Axiom Budgeting Health Plan license.

	Budget/Mg	gmt R					
	* Note: This utility only adds users to systems & roles. If you need to REMOVE a user from a system or role, You must use the Security Manager.						HealthPlan
	Input		Input Input Input		Select	Computed / Input	
	LoginName	PrincipalID	rincipalID FirstName LastName		EmailAddress	AuthenticationType	Health Plan Filter
	Update	<< Update	Database on S	SAVE?	Select [SAVE] to post update the Security	-or- [Process File] in the 1	r
	EXISTING EPM USERS				Green [Save] indicates a change was detected	ed and user will be updated.	
		8				Windows User	DEPT.Approver = 'adebruhl' OR DEPT.Owner = 'adebruhl' OR D
[Save]		1				Axiom Prompt	DEPT.Approver = 'admin' OR DEPT.Owner = 'admin' OR DEPT.Fe
		63				Windows User	DEPT.Approver = 'aherr' OR DEPT.Owner = 'aherr' OR DEPT.Revi
		14				Axiom Prompt	DEPT.Approver = 'ASDAdmin' OR DEPT.Owner = 'ASDAdmin' O
		55				Windows User	DEPT.Approver = 'ct-jguppy' OR DEPT.Owner = 'ct-jguppy' OR D
	60			Windows User	DEPT.Approver = 'ct-jszeto' OR DEPT.Owner = 'ct-jszeto' OR DE		
		57				Windows User	DEPT.Approver = 'CT-MHardy' OR DEPT.Owner = 'CT-MHardy' C
		61				Windows User	DEPT.Approver = 'ct-rsohler' OR DEPT.Owner = 'ct-rsohler' OR D
		56				Windows User	DEPT.Approver = 'ct-sdonchek' OR DEPT.Owner = 'ct-sdonchet

#### Understanding the interface

The driver displays the list of insurance plans by clearly grouping them together by entity. By default, the list of insurance plans is expanded, but you can double-click  $\downarrow$  to expand or double-click  $\uparrow$  to contract it. After you save your changes, the system remembers this setting the next time you open the driver.

#### Membership Enrollment Trend Driver

					Actuals 2049				
					ACT2049	ACT2049	ACT2049	ACT2049	ACT2049
			Insurance Plan	Description	P1	P2	P3	P4	P5
_									
	Save	Ť	1	KH Health System					
			Commercial	Commercial	211.0%	200.0%	200.0%	200.0%	200.0
			CommFlex	Commercial Flex Membership	100.0%	100.0%	100.0%	100.0%	100.0
			CommPlus	Commercial Plus Membership	100.0%	100.0%	100.0%	100.0%	100.0
			CommSaver	Commercial Saver Membership	100.0%	100.0%	100.0%	100.0%	100.0
			CommSR	Commercial Premium Membership (Shared Risk)	100.0%	100.0%	100.0%	100.0%	100.0
			FFS	Fee for Service	100.0%	100.0%	100.0%	100.0%	100.0
			FFSMcaid	FFS Medicaid Membership	100.0%	100.0%	100.0%	100.0%	100.0
			FFSMcare	FFS Medicare Membership	100.0%	100.0%	100.0%	100.0%	100.0
			McaidCap	Medicaid Capitated Membership	100.0%	100.0%	100.0%	100.0%	100.0
_									
	Save	Ť	2	KH Medical Center					
			Commercial	Commercial	100.0%	100.0%	100.0%	100.0%	100.0
			CommFlex	Commercial Flex Membership	100.0%	100.0%	100.0%	100.0%	100.0
			CommPlus	Commercial Plus Membership	100.0%	100.0%	100.0%	100.0%	100.0
			CommSaver	Commercial Saver Membership	100.0%	100.0%	100.0%	100.0%	100.0
			CommSR	Commercial Premium Membership (Shared Risk)	100.0%	100.0%	100.0%	100.0%	100.0
			FFS	Fee for Service	100.0%	100.0%	100.0%	100.0%	100.0
			FFSMcaid	FFS Medicaid Membership	100.0%	100.0%	100.0%	100.0%	100.0
			FFSMcare	FFS Medicare Membership	100.0%	100.0%	100.0%	100.0%	100.0
			McaidCap	Medicaid Capitated Membership	100.0%	100.0%	100.0%	100.0%	100.0

To remove an entity from the driver, click the **Save** drop-down, and select **Delete**. After you save your changes, the system will remove the entity from the driver.

**NOTE:** This action does not delete the entity from the system. It simply removes the entity from the driver list. To add the entity again, in the **Main** ribbon tab, click **Refresh Data**. You can also press **F9** on your keyboard.

# Membership Enrollment Trend Driver

		-	Actuals 2049	
	Insurance Plan	Description	ACT2049 P1	ACT2049 P2
Delete 🚽	1	KH Health System		
Save				
	Commercial	Commercial	211.0%	200.0%

You can view specific parts of the driver from the Main ribbon tab by clicking Change View, and selecting one of the following:

- **Default** Displays both the actuals and budget columns for each period as well as the Projected Actuals.
- Hide Actuals Hides the actuals columns for each period. The projected actuals column remains available.
- Hide Budget Hides the budget columns for each period.



#### Settings

Complete the following steps to configure this driver:

- 1. In the Bud AdminBud Admin task pane, in the Budget Assumptions section, do one of the following:
  - To open next year's budget drivers, click Access NY Budget Assumptions.
  - To open this year's budget drivers, click Access CY Budget Assumptions.
#### Budget Assumptions

- Access NY Budget Assumptions
- Access CY Budget Assumptions
- 2. Double-click 45 Budget HealthPlan Enrollment Trend.
- 3. In the **Refresh Variables** dialog, type the entity number(s) in the field or click **Choose Value** to select the entities, and then click **OK**.
- 4. To display the plans to budget for the entities, in the first column click the Select Option cell, and select Save.

**NOTE:** The list that displays populates from the INSCODE dimension table. If you add a plan to the table, the new plan is automatically added to this driver. Removing a plan causes an unmatched records message on the screen. For more information, see Unmatched records below.

- 5. In the actuals columns for each period, enter the actual percentage of growth or reduction of membership that the plan experienced or expect to experience.
- 6. By default, and upon initial use, all Projected Actuals and Budget columns display 100% for all plans. The configured growth or reduction of membership percentages provides the basis for budgeting plan membership for the next budget year. You can change this number, if needed.
- 7. In the **Comments** column, enter any additional information related to the Actual or Projected Actuals columns.
- 8. In the budget columns for each period, enter the percentage of growth or reduction of membership that you expect the plan to experience.
- 9. After making your changes, click Save.

# Managing unmatched records (orphan data)

If a plan is removed from the INSCODE dimension table (i.e., a plan is retired or discontinued), an Unmatched Records area displays at the bottom of the driver page. This is often referred to as orphan data. The list of unmatched records means there are plans in the driver table that are no longer valid because of the changes in the dimension table. The system lists the unmatched records and will remove them from the driver table the next time you save.

**TIP:** The Unmatched Records area displays at the bottom of the driver page, so you may need to scroll to see this information. You can also jump to this section from the Main ribbon tab by clicking **Go To > Unmatched Records**. This option only displays when unmatched records exist. The driver screen will also display a warning message.

Membershi	o Enrol	llment <sup>-</sup>	Trend	Driver
Interne croini		innene	i i onio	

		Click to view - Unmatched	d records will be deleted on the next save	Actuals 2049				
		Insurance Plan	Description	ACT2049 P1	ACT2049 P2	ACT2049 P3	ACT2049 P4	AC
	_							
Save	t	1	KH Health System					
		Commercial	Commercial	211.00	200.0%	200.0%	200.00/	
		Commercial	Commercial	211.0%	200.0%	200.0%	200.0%	
		Committee	Commercial Plus Membership	100.0%	100.0%	100.0%	100.0%	
		CommPlus	Commercial Plus Membership	100.0%	100.0%	100.0%	100.0%	
		CommSB	Commercial Saver Membership	100.0%	100.0%	100.0%	100.0%	
		Commisk	Confinencial Premium Membership (Shared Kisk)	100.0%	100.0%	100.0%	100.0%	
		FFSMaaid	FEE Medicaid Membership	100.0%	100.0%	100.0%	100.0%	
		FESMcare	EES Medicare Membership	100.0%	100.0%	100.0%	100.0%	
		McaidCap	Medicaid Capitated Membership	100.0%	100.0%	100.0%	100.0%	
ct Option		2	KH Medical Center					
ect Option		3	KH Physician Group					
		Unmatched Records						
		The following unmatched	records will be deleted from the database on the next	save				
$\rightarrow$	•	Entity	Entity Description	Insura	ince Plan	Insurance Pla	n Description	
-		1	Vi Health System	EEEDDO		EEC DDO Momborsk	in	
		I KH Health System		MarroAdu		Modicare Advantage	np Io Momborshin	
			Kn health system	WicareAdv		medicale Advantag	le mennelsnip	
	_							

**NOTE:** More unmatched records may occur for other entities in the database, however the system will only delete the plans for those entities you selected in the Refresh Variables dialog.

#### Membership Per Member Per Month (PMPM) driver

# Overview

This driver provides the basis for several important planning activities needed for your organization to budget health plans and insurance products. The system uses the information in this driver to populate the HealthPlan Operation utility.

- Depending on the level of detailed records loaded by your organization in the ACT\_HP\_20XX data table, the driver can bring in actual data for members, revenues, and expenses by entity, department, insurance code, location, and data type. The driver calculation methods then calculate historical PMPM values based on available history.
- The historical PMPM rates carry forward to any non-actual period. For example, if six months of actual is used, then month seven of the current year in the driver refers to the month six PMPM rate. The rates in all non-actual months can be edited.
- The PMPM rates in the projection and monthly budget columns are then used to calculate the projection and monthly budget for revenues and expenses in the HealthPlan Operations utility.

This driver provides a central location to review member lives, revenue PMPM, and expense PMPM for each health plan and specifically within each entity (or department). The enrollment percentages from the Membership Enrollment Trend driver updates the planned member lives, which also flows to the HealthPlan Operation utility.

# About this driver

Note the following before configuring this driver:

- This driver is only accessible if your organization is licensed for the Axiom Budgeting Health Plan product. Only users assigned the GlobalDriverMgmt role profile have access to this driver.
- You must complete the following before configuring this driver:
  - Add or edit insurance or health plan products in the INSCODE dimension. The system does not allow you to manually enter plans directly in this driver because the system automatically populates it with the plans listed in the INSCODE dimension.
  - Add or edit the health plan budget data types in the DATATYPE dimension.
  - Add or edit department locations in the LOCATION dimension.

For instructions on updating these dimensions, see Updating dimensions for health plan budgeting.

- Configure the Membership Enrollment Trend driver before configuring this driver. If the Membership Enrollment Trend driver is not configured, the Membership PMPM driver will default to 100%.
- The system auto populates the driver with data that is stored in the ACT\_HP\_20XX data table. You can enter the data manually in this table or as part of an import. Your Kaufman Hall Implementation Consultant will help you set up the table for your organization, but you will need to maintain this table as new plans are added.

**NOTE:** There is no pre-defined import available to import health plan data at this time, but you can work with your Kaufman Hall Implementation Consultant to create a custom import.

 To remove or retire a plan, you cannot delete it from the driver. For instructions, see Removing or retiring plans.

# Understanding the interface

The driver makes it easy to view and manage plans by displaying entities and department using a tiered structure that follows this format:

# Entity

- Department
  - Insurance/Health Plan
    - Location
      - Data Type

2			KH Medical Center			
27200			EMC Radiology - MRI (JobCode)			
	AARP		AARP			
	Ť	HOSP	Hospital_HP			
			Members	Previous Input		
			HP_DrugME	Previous Input		
			HP_HospME	Previous Input		
			HP_OutPTME	Default		
			HP_Revenue	Previous Input		
			No additional Datatypes available for insertion			

When you first open the driver, the list of locations is expanded, but you can double-click eq to expand or
eq

to contract it. After you save your changes, the system remembers this setting the next time you open the driver.

The columns to the right of the listed data types are the actuals columns that display the data stored in the Act\_HP\_20XX data table. The blue cells allow you to edit remaining projected by month and budgeted values, if needed. By default, the values for the membership row are calculated using the Membership Enrollment Trend driver. The system calculates these values by multiplying the previous month's enrollment numbers by the percentage for the period in the Membership Enrollment Trend driver.

Actual data imported or entered in the ACCT_HP_20XX table Enter values c Membership E								ually if you n calculated fi Enrollment o	oot want to rom the driver							
Insurance Plan	Description	Spread Tag	Actuals 2020 ACT2020 P1	ACT2020 P2	ACT2020 P3	ACT2020 P4	ACT2020 P5	ACT2020 P6	ACT2020 P7	ACT2020 P8	ACT2020 P9	ACT2020 P10	ACT2020 P11	ACT2020 P12	Members Months ACT2020 Projected	Comments
	KH Medical Center															
27200																
AARP	AARP															
T HOSP	HospitaLHP															
	Members	Previous Input	84,488	85,333	86,186	87,048	87,919	88,798	88,798	88,798	88,798	88,798	88,798	88,798	1,052,561	
	HP_DrugME	Previous Input	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00		
	HP_HospME	Previous Input	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00		
	HP_OutPTME	Default														
	HP_Revenue	Previous Input	295.00	295.00	295.00	295.00	295.00	295.00	295.00	295.00	295.00	295.00	295.00	295.00		
	No additional Datatypes available for	insertion													1	

Let's say an organization expects a 10% growth in their membership for period 7. The membership number for period 6 was 88,798. The system multiplies this number by 1.10 for a projected actual of 97,678 members. This calculation continues throughout the blue cells for both actuals and budgeted in the membership row. You can edit this value two ways:

- Adjust the percentage in the Membership Enrollment Trend driver
- Edit the value directly in the actual or budget blue cell in the Membership PMPM driver

NOTE: You can usually get the plan percentages from an actuary at the insurance or health plan company.



The values in the data types from both the actual and budget columns are derived by dividing the data type period value (located in the ACT HP 20XX data table) by the number of members in the same period. In the following example, the value for hospital medical expenses for this departments plan in period 6 is \$11,099,749. The system divides this amount by the number of members, in this case 88,798 and calculates the expense as \$125 per member. The Membership Enrollment Trend driver provides a starting point for budgeting your health plan costs for the remainder of the year.

Data Type	String	Integer	String	String	String	Numeric	Numeric	Numeric						
String Length	25		25	25	50									
	Insurance													
	Code key	Departme				Fiscal Period	Fiscal Period	Fiscal Period						
Description	field	nt	Location	Data Type	Group	4	5	6						
Delete Row	INSCOD( -	DEPT 🔻	LOCATION -	DATATYP	GROUI 🕶	P4 🔻	P5 🔻	P6 💌						
	AARP	27200	Hosp	HP_DrugME	NA	3917174.78	3956346.53	3995909.99						
	AARP	27200	Hosp	HP_HospME	NA	10881041.06	10989851.47	11099749.98						
	AARP	27200	Hosp	HP_Members	NA	87048.33	87918.81	88798.00						
	AARP	27200	Hosp	HP_OutPTME	NA	0.00	0.00	0.00						
	AARP	27200	Hosp	HP Revenue	NA	25679256.90	25936049.47	26195409.96						
			Per Me	mher Per	Mont		I) Driver				<u> </u>			
			Per ivie	mber Per	wont		) Driver							
								Spread		ACT2020	ACT2020	ACT2020	ACT2020	ACT2020
				insurance Plan		Descriș	tion	Tag		P4	P5	P6	P7	P8
			2		кн	Medical Center								
			27200		EM	C Radiology - MRI	(JobCode)							
			AA	RP	AA	RP								
			1	HOSP	Ho	spital_HP							<b>.</b>	
					Me	mbers		Default	-	87,048	87,919	88,798	97,678	97,678
					HP	_DrugME		Default		45.00	45.00	45.00	45.00	45.00
					HP	_HospME		Default		125.00	125.00	125.00	125.00	125.00
					HP	_OutPTME		Default					-	-
					HP	_Revenue		Previous Input		295.00	295.00	295.00	295.00	295.00
					No	additional Datatyp	es available for in	sertion						

When entering remaining projected and budget values, you can either use the values that are automatically calculated by the system using the Membership Trend Enrollment driver, or you can enter your own custom values. The option you choose is indicated by the Spread Tag column. When entering and saving custom values, the Spread Tag column automatically changes from **Default** to **Previous Input**. The Previous Input option means that the system stores and retrieves the values from the Membership PMPM driver table versus using the default calculations. Even if you use custom values, you can return to using the driver-calculated values at any time by selecting **Default** from the Spread Tag column.

2		KH Medical Center	
27200		EMC Radiology - MRI (JobCode)	
AARP		AARP	
Ť	HOSP	Hospital_HP	
		Members	Default 🚽
		HP_DrugME	Default Previous Input
		HP_HospME	Default
		HP_OutPTME	Default
		HP_Revenue	Previous Input
		No additional Datatypes available for inse	ertion

# Changing views

You can view specific parts of the driver from the Main ribbon tab by clicking Change View, and selecting one of the following:

- **Default** Displays both the actuals and budget columns for each period as well as the projected actuals.
- Hide Actuals Hides the actuals columns for each period. The projected actuals column remains available.
- Hide Budget Hides the budget columns for each period.



# Settings

Complete the following steps to configure this driver:

- 1. In the Bud AdminBud Admin task pane, in the Budget Assumptions section, do one of the following:
  - To open next year's budget drivers, click Access NY Budget Assumptions.
  - To open this year's budget drivers, click Access CY Budget Assumptions.

 Budget Assumptions
 ^

 Access NY Budget Assumptions
 Access CY Budget Assumptions

- necess of budget issumptions
- 2. Double-click 46 Budget HealthPlan Membership PMPM.
- 3. In the **Refresh Variables** dialog, do the following to filter the entities or departments that display in the driver:
  - a. In the **Filter by Entity** field, type the entity number(s) or click **Choose Value** to select the entities, and then click **OK**.
  - b. Optionally, in the **Filter by DEPT.KHABgtMap** field, type the department number(s) or click **Choose Value** to select the departments, and then click **OK**.
- 4. In the actuals and budget columns, do one of the following:
  - To use the default values derived from the Membership Trend Enrollment driver, select **Default** in the **Spread Tag** column (if it is not already selected).
  - To use custom values, type the values in the columns. When you save your changes, the **Spread Tag** column changes from **Default** to **Previous Input**.

**TIP:** Even if you enter custom values, you can go back to using the default values by selecting **Default** from the **Spread Tag** column. The system will automatically use the values calculated using the Membership Enrollment Trend driver. After you save your change, the system will change the spread tag from **Previous Input** back to **Default** to indicate that these are driver-calculated values.

For more information on how the spread tags work, see Understanding the interface in the section above.

5. After making your changes, click **Save**.

# Adding data types

To add a data type:

1. In the list of data types, double-click Double click to Add New Datatype.

**NOTE:** The purpose of this option is to allow you to add a revenue or expense category that contains no actual history. For example, if the AARP health plan does not contain drug expense historically, but now we wish to include it for planning, this option will accommodate that expense category.

2			KH Medical Center	
27200			EMC Radiology - MRI (JobCode)	
A	ARP		AARP	
	Т н	IOSP	Hospital_HP	
			Members	Default
			HP_DrugME	Default
			HP_HospME	Default
			HP_OutPTME	Default
		•	HP_Revenue	Previous Input
			Double click to Add New Datatype	

- 2. In the **Select Datatype** field, type the name of the data type or click **Choose Value** to select the data types.
- 3. Click OK.

Because you can only add one instance of a data type, the list of available data types diminishes as they are added to the driver for a particular location. If all the data types have been used, then the message **No additional Datatypes available for insertion** replaces **Double click to Add New Datatype** at the bottom of the list.



# Deleting data types

After you select the data types to delete, the system does not remove them until after you save the driver.

To delete a data type:

1. Next to the name for each data type to delete, click the Save cell drop-down, and select Delete.

1			KH Health System				
	10000		EHS Balance Sheet				
	FFS		Fee for Service				
	Ŧ	Office	Office				
			Members	Previous Input			
		Save	HP_HospME	Previous Input			
			HP_Revenue	Default			
		Save Delete	Double click to Add New Datatype				
	Ť	School	School				
			Members	Previous Input			
			HP_HospME	Previous Input			
			HP_OutPTME	Previous Input			
			Double click to Add New Datatype				

2. In the Main ribbon tab, click Save.

What if there are no members in a plan?

New plans will likely have no members or historical information in the system, but you can still use this driver to manually enter membership numbers and begin the health plan budget process. In this situation, the membership row displays **Members Not Found** and the system displays zeroes in the white cells of the actual period columns. However, in the blue cells, you can manually enter member numbers and revenue/expense stream values, as needed.

**TIP:** Instead of entering the new plan information in this driver, another option is to simply enter this same data in the ACT\_HP\_20XX table. The system will then pull in the data from the table as the starting point for the new plan.

Ť Eme	ergency Room-Hospi	tal_Emergency_Room-Hospital											
		Members Not Found	Previous Input	0	0	0	0	0	0	0	120	120	120
		HP_DrugME	Previous Input	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$65.00	\$0.00	\$0.00	\$0.00
	Save	HP_HospME	Previous Input	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$115.00	\$115.00	\$0.00
	Save	HP_Revenue	Previous Input	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400,000.00	\$400,000.00	\$400,000.00
	Save	QA test datatype	Previous Input	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.00	\$105.00	\$0.00

# **Budget Labor drivers**

The following table includes a description of each type of Budget Labor driver:

Driver	Description
Budget Labor Configuration	Use to configure default settings for tracking and calculating labor-related expenses.

Driver	Description
Budget Labor Rates	Use to control the wage rate increases globally for your entire organization as well as for specific budget group and department categories.
Budget Labor Accounts	Use to configure certain salary or benefit accounts to use total salaries or a subset of salary accounts to use in the calculation.
Budget Labor ADC Configuration	Use to configure the job classes and staffing ratios for each job class.
Budget Labor Alt FTE Factors	Use to configure Alt FTE factors.
Budget Labor Benchmark driver	Use to define a benchmark target of FTEs or Worked Hours per Unit of Service (WHPUOS) by department.
Budget Labor JobCode Dropdown	Use for any department where a filter applied to a JobCode drop-down provides a streamlines list for the user.
Budget Labor Limits	Use to top-out rates when needed.
Budget Labor Override	Use to make overrides to the various labor-related sheets, such as Empl_ List, in budget plan files.
Budget Labor Target	Use to define a target of Worked Hours per Unit of Service (WHPUOS) by department and job code.

Driver	Description
Budget Labor Configuration	Use to configure default settings for tracking and calculating labor-related expenses.
Budget Labor Rates	Use to control the wage rate increases globally for your entire organization as well as for specific budget group and department categories.
Budget Labor Accounts	Use to configure certain salary or benefit accounts to use total salaries or a subset of salary accounts to use in the calculation.
Budget Labor ADC Configuration	Use to configure the job classes and staffing ratios for each job class.
Budget Labor Alt FTE Factors	Use to configure Alt FTE factors.
Budget Labor Benchmark driver	Use to define a benchmark target of FTEs or Worked Hours per Unit of Service (WHPUOS) by department.
Budget Labor JobCode Dropdown	Use for any department where a filter applied to a JobCode drop-down provides a streamlines list for the user.

Driver	Description
Budget Labor Limits	Use to top-out rates when needed.
Budget Labor Override	Use to make overrides to the various labor-related sheets, such as Empl_ List, in budget plan files.
Budget Labor Target	Use to define a target of Worked Hours per Unit of Service (WHPUOS) by department and job code.

#### **Budget Labor Configuration**

# Overview

This driver contains default settings for how labor-related expenses are tracked and calculated. You can set exceptions for specific budget groups by adding another calc method and entering data for the specific budget group.

# Budget Workbook Labor Configuration Settings

	Global Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bud_Target
	Activate Dept Based Pay?						Default JobCode:	JDept	Yes		
Save	Global (Drivers)	Global									
	Global Hours per FTE Convention	Default	2086								
	Global Calendar Days	365	366	365	184	181		365	365		
	Global Work Days in Period	261	261	260	173	87		260	276		
	Global Hours in Period	2,086	2,091	2,086	1,051	1,034		2,086	2,086	2,086	
	Global Number of Holidays				4	2		6	6		
	Labor Configuration										
	% of Staffing Change with Volume										
	Medicare Tax							1.5%	1.5%		
	Current FICA Rate			Consider impac	t of pre-tax ben	efit selections		6.2%	6.2%		
	Current FICA Limit							\$110,100	\$113,700		
	Retirement Below FICA limit							10.0%	12.0%		
	Retirement Above FICA limit							15.0%	18.0%		
	Retirement Max Limit							\$100,000	\$150,000		
	Uniform Merit Increase Date?		1.1575 0				NO		09/04/16	a ( 1) ( a )	
	FIE Comparison to YID	Empl_List - Sched	uled FIEs of CL	Irrent Year Budge	L FIES		CYB_FIE		80.00	Default for Sched	duled FIES
	Projected FTE starting Point	TID FIES OF Sched	YID FIEs or Scheduled/Budget FIEs per above YTD_FTE						Vec		
	Hours per DevDeried								TES 00.00		
	Hours per Maptellu								172.8005		
	nours per monthly								173.8095		
	Reimbursed Salaries Account								99999999		
	Reinburseu Salaries Account										

# Settings

Open the driver. The top of the sheet begins the settings for the global configuration, including the following calc method blocks:

- Labor Configuration
- Standard Budget PayTypes
- Earned Paid Time Off Setup

After configuring the global labor drivers, you can do the same for each budget group.

# Global Setup and Default Budget Workbook Configuration Settings section

Global Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim
Activate Dept Based Pay?						Default JobCode:	JDept	Yes	
Global (Drivers)	Global								
Global Hours per FTE Convention	Default	2086							
Global Calendar Days	365	366	365	184	181		365	365	
Global Work Days in Period	261	261	260	173	87		260	276	
Global Hours in Period	2,086	2,091	2,086	1,051	1,034		2,086	2,086	2,086
Global Number of Holidays				4	2		6	6	

# Settings in this section include:

Option	Definition
Activate Dept Based Pay?	Enable or disable department-based pay and designate a default JobCode (the default is initially set to JDept).
Global or BudgetGroup name Hours	Do one of the following for each BudgetGroup:
per FIE Convention	<ul> <li>To use the default standard work hours specified by your organization, select Default.</li> </ul>
	<b>NOTE:</b> The default selected by your organization is configured in the YearPeriod table.
	• To use the non-default standard work hours, select it from the list. For example, if the default is 2086, then it displays as Default. The other option that would display is 2080.
	For more information, see Setting year and period.
Global or <i>BudgetGroup name</i> Calendar Days	The calendar days for the YTD, remainder of the current year, and upcoming budget years.
Global or <i>BudgetGroup name</i> Work Days in Period	The work days in each period.
Global or <i>BudgetGroup name</i> Hours in Period	The hours in each period, calculated by work days.
Global or <i>BudgetGroup name</i> Number of Holidays	The number of holidays in each period.

# Labor Configuration section

In this section, enter basic assumptions and key statistics related to payroll.



# Settings in this sheet include:

Option	Definition
% of Staffing Change with Volume	The ratio of staffing increases to volume increases.
Medicare Tax	The Medicare tax rate for staff.
Current FICA Rate	The FICA rate for staff.
Current FICA Limit	The FICA limit for staff for the calendar year.
Retirement Below FICA limit	The retirement benefit rate to apply before the employee's salary passes the amount in the Current FICA limit cell.
	In the following example, the current FICA limit is \$113,700. As a result, the retirement benefit is calculated at 12%.
Retirement Above FICA limit	The retirement benefit rate to apply when the employee's salary exceeds the amount in the Current FICA limit cell but does not exceed the amount in the Retirement Max Limit cell.
	For example, an employee's salary increases to \$125,000. As a result, the retirement benefit rate increases from 12% to 18%.
Retirement Max Limit	The amount at which the retirement benefit rate stops.
Uniform Merit Increase Date?	Click <b>Yes</b> and designate a date when the merit increases go into effect; otherwise, click <b>No</b> .

Option	Definition
FTE Comparison to YTD	Can use <b>Scheduled FTEs</b> (from Labor Master import) or <b>CYB FTE</b> – Current year budget FTEs from Payroll26.
Projected FTE Starting Point	Use this option to set the starting point for projected FTE counts.
	<ul> <li>To use YTD_FTEs as the projected starting point, select YTD_FTE.</li> </ul>
	<ul> <li>To set the starting point as schedule and budget, select Sched/Budget.</li> </ul>
	<b>NOTE:</b> To use CYB_FTE, you must run the Monthly to Biweekly report under <i>Reports Library &gt; Management</i> <i>Reporting Utilities &gt; Payroll</i> to transfer your budgeted FTEs from the monthly payroll tables to the biweekly payroll tables. Default setting is Sched_FTE, which feeds from the Empl_List in the budget plan files.
Forecast FTEs from Projection	To set the default budget FTEs to zero in all labor sheets (JobCode, Staffing and Employee), select <b>No</b> . The default setting is <b>Yes</b> .
Hours per PayPeriod	Defines the number of hours in a pay period. The default is 80.
Hours per Monthly	This should not be edited.
Reimbursed Salaries Account	This should not be edited.
KHASum Code for Agency	Summary code for Agency labor.
KHASum Code for Physician	Summary code for Physician labor.
Use Self-Balancing to Target on JobCode tab?	When active, this feature forces the department budget to a selected target on the Benchmark sheet.
JobCode to use for Self-Balancing JobCode Adjustment	Input valid job code for variable and fixed.
PayType to use for Self-Balancing JobCode Adjustment	Input valid pay type for variable and fixed. The default is the Regular pay type specified in the Standard Budget PayTypes Productive Categories section below.
Account to use for Self-Balancing JobCode Adjustment	Input valid account for variable and fixed. Default is the "Regular" account specified in the Standard Budget PayTypes Productive Categories section below.

Option	Definition
Projection FTEs - Use YTD Actual or NYB Adjusted	You can base the Projected FTE allocation off of YTD or NYB. This means that if there are adjustments in the yellow allocation rows from the base YTD calculation, you can elect to make that same assumption for the Projected FTE.
	For example, assume that the YTD% for overtime was 4% YTD. The projection would also be 4% and would calculate the overtime FTE accordingly. But, assume an adjustment to overtime allocation of 8% is made. This would normally apply to just NYB, but now that 8% adjustment can apply to the Projection FTE too.
Program Additions	Allows for custom naming of the Program Additions row. To change the name, type the desired name in the cell to the left of the label.
Position Changes	Allows for custom naming of the Position Changes row. To change the name, type the desired name in the cell to the left of the label.

# Standard Budget PayTypes section

This section defines the pay categories for Productive, NonProductive, and Contract labor that you can assign to the JobCode, Staffing, and Employee columns in the PAYTYPE dimension table. This determines how different paytypes are spread out over the months of a year. The initial configuration is set up by your Syntellis Implementation Consultant during implementation.

Standard Budget PayTypes	Default Description	Staffing Group	Spread Method	Multiplier		PayType		Account
Productive Categories		_		_				
Regular	Prod Category 1 - Must be Regular	Regular		1.00	Prod	P0001		60100
Overtime	Prod Category 2	Overtime	FTEAlloc	1.50	Prod	POVT		60100
Education	Prod Category 3	Education	Global	1.00	Prod	P0009		60100
Prod Category 4	Prod Category 4	Regular	FTEAlloc	1.00	Prod	NotUsed		60100
Prod Category 5	Prod Category 5	Regular	Global	1.00	Prod	NotUsed		60100
Prod Category 6	Prod Category 6	Regular	FTEAlloc	1.00	Prod	NotUsed		60100
	Lump Sum Payout Entry Only>>>			100.00%		P0001	100.00%	60100
Lump Sum Payout	Lump Sum Payout - use			100.00%		P0001	100.00%	60100
NonProductive Categories								
Paid Time Off	NonProd Category 1 - Must be PTO	NonProd	FTEAlloc	1.00	NonProd	P0004		60100
NonProd Category 2	NonProd Category 2	NonProd	FTEAlloc	1.00	NonProd	NotUsed		60100
NonProd Category 3	NonProd Category 3	NonProd	FTEAlloc	1.00	NonProd	NotUsed		60100
NonProd Category 4	NonProd Category 4	NonProd	FTEAlloc	1.00	NonProd	NotUsed		60100
NonProd Category 5	NonProd Category 5	NonProd	FTEAlloc	1.00	NonProd	NotUsed		60100
Contract Labor Categories				JobCode	Default Rate - A	applied only if no histo	rical rate	
Contract Labor	Contract Labor - Category 1			J09999	125	PAGC		60100
Contract Labor - Category 2	Contract Labor - Category 2			0	0	NotUsed		60100
Contract Labor - Category 3	Contract Labor - Category 3			0	0	NotUsed		60100
Contract Labor - Category 4	Contract Labor - Category 4			0	0	NotUsed		60100
Contract Labor - Category 5	Contract Labor - Category 5			0	0	NotUsed		60100
Contract Labor - Category 6	Contract Labor - Category 6			0	0	NotUsed		60100
Contract Labor - Category 7	Contract Labor - Category 7			0	0	NotUsed		60100
contract tabor - category /	contract Labor - category /			•	0	NULUSCU		60100

Settings in this section include:

Option	Definition
Productive Categories	Includes regular, overtime, education, and so on.
NonProductive Categories	Includes time off and other non-productive hours.
Contract Labor Categories	Define up to seven categories of contract labor in the labor models
Productivity Statistic	Defines the PayType used to store productivity statistics, usually PStat.

# Earned Paid Time Off Setup section

Use this section to determine how PTO is computed based on labor hours.

Earned Paid Time Off Setup				
Earned Paid Time Off	Compute Earned PTO?	Yes	GL Method	Net
Earned PTO Hrs Conversion Factor		80.00	GL Account	60900
Default Earned PTO Hours Per FTE		176.00		

# Settings in this sheet include:

Option	Definition
Earned Paid Time Off Setup	Set whether to use calculated PTO. To use historical taken PTO as the budgeted PTO, select <b>No</b> . If you select <b>Yes</b> , you can select the gross or net method for earned PTO.
Earned PTO Hrs Conversion Factor	The rate at which hours accrue based on which account.
Default Earned PTO Hours Per FTE	The default annual per-FTE PTO hours earned.

#### Working with FTE standard working hours

The FTE Hours standard specified from the YearPeriod table is included in the Budget Labor Configuration tab. This allows you to not only define standard working time globally across your organization, but you can also define it for each budget group.

# Budget Workbook Labor Configuration Settings

Global Setup	Two Years Ago	Last Year	Current Bud	YTD	Pro
Default Earned PTO Hours Per FTE					
Medical Center	EMC	_			
EMC Hours per FTE Convention	Default	- 2086			
EMC Calendar Days	Default 2080	365	365	182	
EMC Work Days in Period	201	261	260	173	
EMC Hours in Period	2,091	2,086	2,086	1,040	
EMC Number of Holidays				4	
	1				

In the Budget Labor Configuration driver, the Default values are set up in the YearPeriod table where you can set the standard working hours by job code.

¢	)Home 🛛 🐼 [Bl	JD19] Budget Cor	figuration	🐼 [BUD19] E	Budget Labor Con	figuration	Period X	П
	AB	AC	AD	AE	AF	AG	AH	
1	NYTDWkDays	CYFTE	LYFTE	NYFTE	WCYFTE	WLYFTE	WNYFTE	CYTI
2	Decimal	Decimal	Decimal	Decimal	Decimal	Decimal	Decimal	Dec
4								
5								
6	NYTDWkDays	CYFTE	LYFTE	NYFTE	WCYFTE	WLYFTE	WNYFTE	CYT
	Next Year YTD	Current Year	LastYear FTE	NextYear	Current Year	LastYear	NextYear	Cur
_	Worked Days	FTE Factor	Factor	FTE Factor	WDFTE Factor	WDFIE Factor	Factor	YTC
/	01	47744	47744	47744	101.00	101.00	100.00	
8	21	. 177.14	177.14	177.14	184.00	184.00	168.00	
9	44	1/7.14	1/7.14	1/7.14	168.00	168.00	184.00	
10	66	171.43	171.43	171.43	176.00	176.00	176.00	
11	87	177.14	177.14	177.14	176.00	1 <b>84</b> .00	168.00	
12	109	171.43	171.43	171.43	168.00	160.00	176.00	
13	131	. 177.14	177.14	177.14	1 <b>84</b> .00	1 <b>84</b> .00	176.00	
14	153	177.14	177.14	177.14	168.00	176.00	176.00	
15	173	160.00	165.71	160.00	168.00	160.00	160.00	
16	196	177.14	177.14	177.14	184.00	176.00	184.00	
17	216	171.43	171.43	171.43	168.00	176.00	160.00	
18	239	177.14	177.14	177.14	176.00	168.00	184.00	
19	261	171.43	171.43	171,43	176.00	176.00	176.00	
20	1	2,085.71	2,091.43	2,085.71	2,096.00	2,088.00	2,088.00	-
21			·				-	-

You do this in the StdHours column in the JOBCODE dimension table. This is a validated field so the two options are Default and 2080 Hours.

Delete Row	JOBCODE -	Description	GLACE *	HrAce *	FTEAcc *	FICAAcc *	JobClass *	GLClas •	Variabii 🕶	KHABgtCodi *	KHAIn *	FTEFacto *	StdHour *	Retiremen *
	300002	Executive Vice President	0	0	0	61300	Management	Staff	Fixed	100002	JobCode	80.00	Default	NA.
	300005	Receptionist-Admin	0	0	0	61300	Clerical	Staff	Fixed	1000075	JobCode	80.00	Default	NA.
	300006	Receptionist	0	0	0	61300	Clerical	Staff	Fixed	100006	JobCode	80.00	Default	NA.
	300008	Management Engineer	0	0	0	61300	Professional	Staff	Fixed	100008	JobCode	80.00	Default	NA.
	300010	President For The Trust	0	0	0	61300	Management	Staff	Fixed	J00010	JobCode	80.00	2080 Hours	NA
	300012	Architect	0	0	0	61300	Professional	Staff	Fixed	J00012	JobCode	80.00	Default	NA.

The FTE Hours standard specification is especially helpful if your organization has a mix of employees using the Jobcode or ProviderComp labor methods but are using alternate FTE standard working hours. For example, highly compensated employees are perhaps using a 2080 FTE scale while others are using a 2086 FTE scale, yet they are on the same Jobcode labor type.

**NOTE:** As an administrators, you only need to update this column if you need the alternate scale. The column automatically displays Default, so no additional configuration is required.

**NOTE:** Standard reports do not recognize FTE calculations based on the two scales. We recommend that you modify or create your reports to represent the FTE values, if needed. For example, if an FTE using 2080 hours is calculated with a denominator of 2086, then the FTE displays as .9971, unlesss rounded to two decimals.

After setting up and applying the FTE Standard, within the plan file, a row is added. If the 2080 Hours option is selected, the hours will be based on the FTE factors on this row.

e l	=Expense!Z	69																
			•	🕽 Home 🛛 🜆 [B	UD19] 2720	0 (R/O) ×	III JOBCO	DE										
				R	S	Т	U	V	W	Х	Y	Z	AA	AB	AC	AD	AE	
od	e	$\sim$	37															
			38	EMC_NonProc	8.49%	8.22%	8.49%	8.49%	7.67%	8.49%	8.22%	8.49%	8.22%	8.49%	8.49%	8.22%	100.00%	
		$\sim$	39	EMC_NonProc	8.49%	8.22%	8.49%	8.49%	7.67%	8.49%	8.22%	8.49%	8.22%	8.49%	8.49%	8.22%	100.00%	
			40	EMC_NonProc	8.49%	8.22%	8.49%	8.49%	7.67%	8.49%	8.22%	8.49%	8.22%	8.49%	8.49%	8.22%	100.00%	
	/ ·	~ ~	41	EMC_NonProc	8.49%	8.22%	8.49%	8.49%	7.67%	8.49%	8.22%	8.49%	8.22%	8.49%	8.49%	8.22%	100.00%	
			42	EMC_NonProc	8.49%	8.22%	8.49%	8.49%	7.67%	8.49%	8.22%	8.49%	8.22%	8.49%	8.49%	8.22%	100.00%	
-			43															
-			44		31	30	31	31	28	31	30	31	30	31	31	30	365	
de		-	45		1,391	1,391	1,346	1,391	1,346	1,391	1,391	1,256	1,391	1,346	1,391	1,341	16,372	
		7	46		8.50%	8.50%	8.22%	8.50%	8.22%	8.50%	8.50%	7.67%	8.50%	8.22%	8.50%	8.19%	100.00%	
-			47	EMC_Holiday	1	0	1	0	1	1	1	0	0	0	1	0	6	
de			48		177	171	177	177	160	177	171	177	171	177	177	171	2.086	
			49	[stop]	177	171	177	177	160	177	171	177	171	177	177	171	2,080	
			50															
			51		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ess Z	Zeros: 🗖		52		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
n U	pdate: 🗖		53		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	•		54		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

In the monthly hours row of the applicable Labor calc method, the formula looks for 2080 Hour, and if present, then the hours are based on the 2080 row, as seen i the calculation highlighted in the following example.

The following example shows the option selected from the JOBCODE dimension.

	,	4G106 <b>▼</b> 🤇	<i>f</i> ∗ =S10	6*I <mark>F(\$FW106="2080 Hours",\$\$49,</mark> \$\$48	)					
		🕽 Home 🛛 🜆 [BUD	19] 27200 (R/O) 🛛 🛛	I JOBCODE						
		A	С	E	AD	AE	AF	AG	AH	AI
	70									
	71	JOBCOD	E		3.054					
5	72	27200 - EMC Ra	diology - MRI (J	obCode)	0.000					
1	73				0.00					
· · · ·	74				4.454					
	75				68.6%					
į	76									
n du	77									
1	78	dol			Sep-19	Total		Oct-18	Nov-18	Dec-:
ļ	79	Code	Dept		FTEs	FTEs		Hours	Hours	Hour
5	96	109999	27200	Contract Labor - Category 2	0.00	0.00		0	0	
Q	102	JInitiative	27200	New Initiatives	0.00	0.00		0	0	
10	103									
2	104									
	105	J00200	27200	Technologist Assistant (27200_601)						
	106			Current Paid FTEs	9.00	8.98		1,590	1,539	:
2					•					

1	A	C	E	FU	FV	FW	
70							
	JOBCOD	E					
71	27200 - EMC Ra	diology - MRI (I	obCode)				
72	27200 - EIVICINA	laioiogy - Mila (j	obcode)				
74							
75							
76							
77							
78	dol						
79	Code	Dept		ManAdj	Jobcode	StdHours	
103					1.0113	-	
104	100000				[AQ11]		
105	J00200	27200	Technologist Assistant (27200_601		J00200	2080 Hours	
106			Current Paid FTEs			2080 Hours	
107			Program Additions			2080 Hours	
108			Position Changes			2080 Hours	1
109			Total Paid FTEs			2080 Hours	
110			Regular			2080 Hours	
111			Overtime			2080 Hours	
112			Education			2080 Hours	
116			Lump Sum Payout			2080 Hours	
117			Technologist Assistant - Total Produ			2080 Hours	
118			Paid Time Off using YTD			2080 Hours	
123			Double Click to Insert New Pay Type			2080 Hours	
124			Technologist Assistant			2080 Hours	
125			Earned Paid Time Off		. L	2080 Hours	
126	J00200	27200	Retirement				
127			Calendar YTD for Retirement calc				
128	100297	27200	Team Leader (22200 60100)		100007	Default	
129	500201	21200	Current Baid ETEr		100207	Default	
130			Current Palo Files			Default	
131			Program Additions			Default	

The following example shows the option selected from the JOBCODE dimension.

# **Budget Labor Rates**

# Overview

The Budget Labor Rates driver allows you to control the wage rate increases globally for your entire organization as well as for specific budget group and department categories. For each category, you can also set rate increases by job code (determined by the JobClass grouping column in the JOBCODE dimension table), job class, and step.

There are two types of wage rate increases you can configure:

- Annual Merit The effective date from the labor master file is used in the budget plan file. If there is no match to the Empl\_List, the Merit Month is used by default.
- Market Adjustments The Market month listed in Budget Assumptions is the month in which the increase is applied. You can define up to two Market Adjustment merit increases.

# Settings

Open the driver. When configuring the Labor Rate driver, you begin by specifying global rate and merit increases that apply to the broadest set of job codes. Next, you specify the rate and merit increases by specific budget group. Finally, you can finish your configuration at the most specific category—by department.

**NOTE:** Budget groups are normally used for entities within your organization, but you can use them any way you wish.

Within each Labor Rate category, you can specify rate and merit increases by job code, job class, and step. The following is a list of the different configuration combinations you can set up, in order of broadest to most specific.

- Global | Global (Broadest)
- Global | JobClass
- Global | JobClass | Step
- Global | JobCode
- Global | JobCode | Step
- BudgetGroup | Global
- BudgetGroup | JobClass
- BudgetGroup | JobClass | Step
- BudgetGroup | JobCode
- BudgetGroup | JobCode | Step
- Dept| Global
- Dept | JobClass
- Dept | JobClass | Step
- Dept | JobCode
- Dept | JobCode | Step (Most specific)

When it comes to actually applying the rate and merit adjustments, Axiom Budgeting and Performance Reporting evaluates each job code and applies the most specific Labor Rate driver configuration first. If a configuration does not apply to the specific job code, the system evaluates the next least-specific configuration to see if it applies. If it does not, the system continues to evaluate the job code until it meets the requirements of a configuration.

In the following example, rates have been specified for Global |JobClass and Global | JobClass | Step for a job class defined as Other. Employees who meet the step criteria will receive a 30% increase while those in the same job class that do not meet the step criteria will only receive a 20% increase.

Labor	Rates Driver file refreshes a	ifter save.	To make a correction, select Delete in co	Change Note: In umn R and save	put JobClass or JobCode in column U by	double clicking an	d picking from the	list.	FY 2018
or refresh file	without saving to cle	ear unwant	ed entries.			FY 2017 Projected			Budget Merit
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate
Save			Global (Drivers)						
	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	Global	>>	Other		Other	20.0%	20.0%	20.0%	20.0%
Save	Global	>>	Other	1055A	Other	30.0%	30.0%	30.0%	30.0%
			Devil-1. Click to be east Name to below	and Stan					

# In the following example, note the configuration of Global-J00200.

Labor	Rates			Change Note: Ir	nput JobClass or JobCode in column U by	double clicking and	picking from the li	st.	
Instructions:	Driver file refreshes a	fter save.	To make a correction, select Delete in col	mn R and save					FY 2018
or refresh file	e without saving to cle	ar unwante	d entries.			FY 2017 Projected			Budget Merit
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate
			Global (Drivers)						
	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	13.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	Global		Control		Control	15.0%	0.0%	0.0%	0.0%
Save	Global		Technical		Technical	6.0%	6.0%	7.0%	8.0%
Save	Global	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
			Double Click to Insert New Jobclass	and Step					
	BudgetGroup		JobCode	Step	Job Code Exceptions				
Save	Global		J00031		Clinical Technician	2.0%	4.0%	6.0%	8.0%
Save	Global		J00200		Technologist Assistant	3.0%	3.0%	3.0%	3.0%
Save	Global	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%

In this next example, note that Global-J00200 is recognized in the Empl\_List tab.

		Fiscal Month: Calendar Month: FTE Hours: Calendar Days: EMPLOYEE LISTING		
		27200 - EMC Radiology - MRI (JobCode)		
Job Code	Dept		CY Lump Sum	Global Code
J00200	27200	Technologist Assistant-Ro		
100200	27200	Bennett, Laura D.	900	Global-J00200_
		Technologist Assistant-Ro - Total:	900	Global .
J00287	27200	Team Leader-MRI		
J00287	27200	Pitre, Jason J.	3,942	EMCTechnical_
		Team Leader-MRI - Total:	3,942	EMCTechnical_

When configuring the Labor Rate driver, remember the following:

- The most specific labor rate you configure will be the one that controls the labor rate adjustments.
   For example, if you configure the rates for Dept | Global, but you do not specify the rates for Dept | JobClass, then the rates apply to everyone in the department—regardless of job class, job code, or step.
- To minimize the number of configurations you need to set up and maintain, we recommend using the global configurations to institute your rate and merit increases for most job codes. You should only use the more specific labor rate categories and configurations as exceptions.

The configurations you make in the Labor Rate driver affects the following tabs in the plan file:

- JobCode
- Staffing
- Employee
- Provider
- HHLabor
- AltFTE

The same exception principle that is applied in expense adjustment is applied here as well. After Axiom Budgeting and Performance Reporting determines that it is an exception, all other related increases will not apply.

You can make exceptions to budget groups by adding another calc method block and entering the code for the budget group.

Labor	Rates			Change Note:	Input JobClass or JobCode in column R b	y double clicking and	picking from the	list.		
Labor	Rates					,	,		51/ 2010	
Instructions:	Driver file refreshes	after save.	To make a correction, select Delete in o	olumn O and sav	/e	TV DOGT Day is she d			FY 2018	
or retresh til	e without saving to ci	ear unwan	Category		Description	FY 2017 Projected	Market-1	Market-2	Budget Merit	Month
	buugetoloup		category		Description	Wient	Walket-1	Walket-2	Nate	Wonth
			Global		_Global Change	0.0%	0.0%	0.0%	5.0%	Sep-2016
Save			Health System							
	EHS		Budget Group Global		Global Change	0.0%	0.0%	0.0%	0.0%	Sep-2016
	BudgetGroup		JobClass	Step	Job Class Exceptions					
Save	EHS	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%	Sep-2016
			Double Click to Insert New Jobclas	s and Step						
	BudgetGroup		JobCode	Step	Job Code Exceptions					
Save	EHS	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%	Sep-2016
			Double Click to Insert New Jobcod	e and Step						
Save			Medical Associates							
	EMA		Budget Group Global		Global Change	10.0%	15.0%	20.0%	25.0%	Sep-2016
	BudgetGroup		JobClass	Step	Job Class Exceptions					
Save	EMA		Physician		Physician	1.0%	2.0%	3.0%	4.0%	Sep-2016
Save	EMA	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%	Sep-2016
			Double Click to Insert New Jobclas	s and Step						
	BudgetGroup		JobCode	Step	Job Code Exceptions					
Save	EMA		J00655		Physician	6.0%	10.0%	15.0%	20.0%	Sep-2016
Save	EMA	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%	Sep-2016
			Double Click to Incort New Johcod	a and Sten						

# Configuring labor-rate details

 To make global rate changes for the Global, BudgetGroup, and/or Department categories, in the Global Change row, type rate increase percentages in the Merit, Market-1, and Market-2 columns.

astructions	Driver file refreshes a	after save.	To make a correction select Delete in	column R and st	ave				FY 2018
		arter server		column trana se					
r retresh ti	le without saving to cle	ear unwan	ted entries.			FY 2017 Projected			Budget Merit
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate
Save			Global (Drivers)	_					
	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	Global	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
			Double Click to Incost New Jobels	are and Ston					
			Double Click to Insert New Jobcia	iss and step					
			Double Citck to insert New Jobcia	ass and step					
	BudgetGroup		JobCode	Step	Job Code Exceptions				
Save	BudgetGroup Global		JobCode J00006	Step	Job Code Exceptions Receptionist	2.0%	2.0%	2.0%	2.0%
Save Save	BudgetGroup Global Global		JobCode J00006	Step CH	Job Code Exceptions Receptionist Receptionist	2.0%	2.0%	2.0%	2.0% 3.0%
Save Save Save	BudgetGroup Global Global Global	>>	JobCode Jocooo6 <= Click here to enter JobCode	Step CH	Job Code Exceptions Receptionist Receptionist	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%
Save Save Save	BudgetGroup Global Global Global	>>	JobCode JobCode Jo0006 <= Click here to enter JobCode Double Click to Insert New Jobco	Step CH de and Step	Job Code Exceptions Receptionist Receptionist	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%
Save Save Save Save	BudgetGroup Global Global Global	>>	JobCode Joocoo Joocoo Joocoo <= Click here to enter JobCode Double Click to Insert New Jobco Health System	Step CH de and Step	Job Code Exceptions Receptionist Receptionist	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%	2.0% 3.0% 0.0%
Save Save Save Save	BudgetGroup Global Global Global EHS	>>	JobCode JobCode JobCode JobCode < = Click here to enter JobCode Double Click to Insert New Jobco Health System Budget Group Global	Step CH de and Step	Job Code Exceptions Receptionist Receptionist	2.0% 3.0% 0.0%	2.0% 3.0% 0.0% 6.0%	2.0% 3.0% 0.0% 7.0%	2.0% 3.0% 0.0% 8.0%
Save Save Save Save	BudgetGroup Global Global Global EHS BudgetGroup	>>> 	JobCode JobCode JobCode JobCode < = Click here to enter JobCode Double Click to Insert New JobCo Health System Budget Group Global JobClass	Step CH de and Step	Job Code Exceptions Receptionist Global Change Job Class Exceptions	2.0% 3.0% 0.0%	2.0% 3.0% 0.0% 6.0%	2.0% 3.0% 0.0% 7.0%	2.0% 3.0% 0.0% 8.0%

 To add a job class or job code to an existing labor-rate category, click >> next to <= Click here to enter JobClass or <= Click here to enter JobCode.</li>

Labor	Rates			Change Note: I	nput JobClass or JobCode in column U b	y double clicking and	d picking from the	list.	
Instructions:	Driver file refreshes aff	ter save.	To make a correction, select Delete in c	olumn R and save	à				FY 2018
or refresh file	without saving to clea	ir unwant	ed entries.			FY 2017 Projected			Budget Merit
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate
Cauco			Glabal (Drivers)						
Save	Glabal		Rudget Group Global		Clobal Change	10.0%	11.0%	12.0%	0.0%
	BudgetGroup		lobClass	Sten	lob Class Exceptions	10.076	11.070	12.070	0.0%
Save	Global	~ ~	< - Click here to enter InhClass	Step	SOD class Exceptions	0.0%	0.0%	0.0%	0.0%
Save			Double Click to Insert New Jobclass	s and Sten		0.076	0.075	0.076	0.076
Cause	BudgetGroup		JobCode	Step	Job Code Exceptions	2.0%	2.00/	2.00/	2.00/
Save	Global		100006	CU.	Receptionist	2.0%	2.0%	2.0%	2.0%
Save			JUUUU6		Receptionist	3.0%	3.0%	3.0%	3.0%
Save			Deuble Click to Insert New Johcode	and Ston		0.076	0.0%	0.0%	0.0%
			Double Click to Insert New Jobcou	e and Step	•				
Save			Health System						
	EHS		Budget Group Global		Global Change	5.0%	6.0%	7.0%	8.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	енз →	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
			Double Click to Insert New Jobclas	s and Step					
				1					

3. To add a step to a job class or job code, in the **Step** field, type the step code or description.

Labor	Rates			Change Note: I	nput JobClass or JobCode in column U by	double clicking and	d picking from the	list.	
Instructions:	Driver file refreshes a	after save.	To make a correction, select Delete in co	olumn R and save					FY 2018
or refresh file	without saving to cl	ear unwant	ed entries.			FY 2017 Projected			Budget Merit
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate
Save			Global (Drivers)						
	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	Global	>>	<= Click here to enter JobClass		$\leftarrow$	0.0%	0.0%	0.0%	0.0%
	BudgetGroup		JobCode	Step	Job Code Exceptions				
Save	Global		J00006		Receptionist	2.0%	2.0%	2.0%	2.0%
Save	Global		J00006	сн	Receptionist	3.0%	3.0%	3.0%	3.0%
Save	Global	>>	<= Click here to enter JobCode		$\leftarrow$	0.0%	0.0%	0.0%	0.0%
			Double Click to Insert New Jobcode	e and Step					
Save			Health System						
	EHS		Budget Group Global		Global Change	5.0%	6.0%	7.0%	8.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	EHS	>>	<= Click here to enter JobClass		<b></b>	0.0%	0.0%	0.0%	0.0%

4. To make rate changes for job classes and job codes for a labor-rate category, type rate increase percentages in the **Merit**, **Market-1**, and **Market-2** columns.

La	Labor Rates				Change Note: Ir	nput JobClass or JobCode in column U by	v double clicking and	I picking from the	list.	
Instr	ructions: E	Driver file refreshes a	fter save.	To make a correction, select Delete in co	umn R and save					FY 2018
or re	efresh file	without saving to cle	ear unwant	ed entries.			FY 2017 Projected			Budget Merit
		BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate
	Save			Global (Drivers)						
		Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.0%
		BudgetGroup		JobClass	Step	Job Class Exceptions				
1	Save	Global	>>	<= Click here to enter JobClass		$\rightarrow$	0.0%	0.0%	0.0%	0.0%
				Double Click to Insert New Jobclass	and Step	ŕ				
		BudgetGroup		JobCode	Step	Job Code Exceptions				
1	Save	Global		J00006		Receptionist	2.0%	2.0%	2.0%	2.0%
1	Save	Global		J00006	СН	Receptionist	3.0%	3.0%	3.0%	3.0%
1	Save	Global	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%
				Double Click to Insert New Jobcode	and Step					
						-				
1	Save			Health System						
		EHS		Budget Group Global		Global Change	5.0%	6.0%	7.0%	8.0%
		BudgetGroup		JobClass	Step	Job Class Exceptions				
:	Save	EHS	>>	<= Click here to enter JobClass		$\rightarrow$	0.0%	0.0%	0.0%	0.0%
				Double Click to Insert New Jobclass	and Step	,				
						-				

5. To add another job class or jobcode and step, double-click **Double Click to Insert New Jobclass** and Step or Double Click to Insert New Jobcode or Step.

Labor	Rates			Change Note: Ir	nput JobClass or JobCode in column U by	double clicking and	I picking from the	list.	
Instructions:	Instructions: Driver file refreshes after save. To make a correction, select Delete in co				2				FY 2018
or refresh file without saving to clear unwanted entries.					FY 2017 Projected			Budget Merit	
	BudgetGroup		Category		Description	Merit	Market-1	Market-2	Rate
Save			Global (Drivers)						
	Global		Budget Group Global		Global Change	10.0%	11.0%	12.0%	0.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save	Global	>>	Other		Other	0.0%	0.0%	0.0%	0.0%
Save	Global	>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
		$\rightarrow$	Double Click to Insert New Jobclass	and Step	]				
	BudgetGroup		JobCode	Step	Job Code Exceptions				
Save	Global		J00006		Receptionist	2.0%	2.0%	2.0%	2.0%
Save	Global		J00006	сн	Receptionist	3.0%	3.0%	3.0%	3.0%
Save	Global	>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%
		$\rightarrow$	Double Click to Insert New Jobcode	and Step					

6. To add a new budget group and/or department, do the following:

a. In the Enter New BudgetGroup Code section or the Enter New Department Code section, in the BudgetGroup column, type the budget group or department group in the blue cell.

			Enter New BudgetGroup Code in Q60	2					
$\rightarrow$			Global		Global Change	0.0%	0.0%	0.0%	0.0%
	BudgetGroup		JobClass	Step	Job Class Exceptions				
Save		>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save		>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save		>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save		>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save		>>	<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
	BudgetGroup		JobCode	Step	Job Code Exceptions				
Save		>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%
Save		>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%
Save		>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%
Save		>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%
Save		>>	<= Click here to enter JobCode			0.0%	0.0%	0.0%	0.0%
	Double Click to	Insert Nev	/ Budget Group						
<ul> <li></li> </ul>	0	1	Enter New Department Code in Qou		Clabel Change	0.00%	0.0%	0.0%	0.0%
	Dopartment	1	Job Class	Stop	Global Change	0.0%	0.076	0.0%	0.076
Calvo	o		<= Click here to enter JobClars	Step	Job class exceptions	0.0%	0.0%	0.0%	0.0%
Cave	0		<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save	0		<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save	0		<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Save	0		<= Click here to enter JobClass			0.0%	0.0%	0.0%	0.0%
Jave	U U		chek here to enter jobelass			0.076	0.0 %	0.070	0.076

- b. To add another new budget group or department, double-click **Double Click to Insert New** Budget Group or Double Click to Insert New Department Group.
- c. To add job classes, job codes, or steps to the new category, complete Steps 2-5.
- 7. When you are done making changes, in the Main ribbon tab, click Save.

**NOTE:** After you click Save, any new budget groups and departments that you added move up to the list of existing budget groups and departments. The system then reorganizes the list in alphabetical order.

8. At the confirmation prompt, click **OK**.

#### **Budget Labor Accounts**

# Overview

Use this driver to configure certain salary or benefit accounts to use total salaries or a subset of salary accounts to use in the calculation. You can set the configuration for all or configure it for a specific budget group.

# Labor and Benefit Accounts

Global Accounts		Description	Labor Type
Salary	DEPT	Global Account Settings	
		Double Click to Insert New Global Salary Account	
Benefit	DEPT	Global Account Settings	
		Double Click to Insert New Global Benefit Account	
Other	DEPT	Global Account Settings	
		Double Click to Insert New Global Other Account	
		Double Click to Insert New Budget Group	

# Settings

Open the driver, and then complete the driver settings, as needed.

# **Budget Labor ADC Config**

# Overview

In the Budget Labor ADCConfig driver, configure the job classes and staffing ratios for each job class. The staffing ratios are used to build out the nursing grid in the budget plan files. You must also determine if each class is considered:

- Fixed Position is fixed but is not replaced for PTO calculation.
- Fixed With Replacement Position is fixed but is replaced for PTO calculation.
- Variable Position is replaced for PTO calculation and fluctuates with volume changes.

For each defined job class, you must input a staffing ratio to determine the flexing point of each Average Daily Census level.

There are sections to do this globally for all departments, make exceptions by BudgetGroup, or make exceptions by department. For each defined job class, you must input a staffing ratio.

Fields and settings in the ADC Configuration driver include:

- Global Used to set a global staff-per-patient ratio for each category.
- BudgetGroup Designate exceptions by budget group.
- **Dept** Designate staff per-patient-ratios by department. This is the most commonly used section.

**NOTE:** To activate the ADC sheet for a department, enter JobcodeADC in LaborType in the DEPT dimension table.

#### ADC Configuration

Enter shift hours in Grids 2 & 3; Enter 0 if only using one shift (total MUST = 24 with the Stnd / Shift 1 being the plug)

				Standard / Shift 1				
				Jobclass	Jobclass	Jobclass	Jobclass	Jobclas
	Global	Item	Description	1	2	3	4	5
	Global	Hours	Global - Hours	16.00				
	Global	Jobclass	Global - Jobclass	Management	Clerical	Professional	Assistant	Technical
	Global	Fixed/Variable	Global - Fixed/Variable	Variable	Fixed	Fixed	Fixed	Fixed
	Global	Staffing Ratio	Global - Staffing Ratio	1.0	1.0	1.0	1.0	
	BudgetGroup	Item	Budget Group Exceptions					
Save	EMC	Hours	EMC - Hours	8.00				
	EMC	Jobclass	EMC - Jobclass	RN	LPN	Technical	Clerical	Assistant
	EMC	Fixed/Variable	EMC - Fixed/Variable	Variable	Fixed w/Replacement	Fixed	Fixed	Variable
	EMC	Staffing Ratio	EMC - Staffing Ratio	1.0	1.0	1.0	1.0	
	Double Click to Insert No	ew Budget Group Exceptio	n(s)					
	Dept	Item	Dept Exceptions					
Save	26610	Hours	EMC 6A (JobCode ADC)	8.00				
	26610	Jobclass	EMC 6A (JobCode ADC)	RN	LPN	Clerical	Technical	Assistant
	26610	Fixed/Variable	EMC 6A (JobCode ADC)	Variable	Variable	Fixed	Fixed w/Replacement	Fixed w/Replacer
	26610	Staffing Ratio	EMC 6A (JobCode ADC)	5.0	5.0	1.0	1.0	
	Double Click to Insert No	ew Dept Exception(s)						
				1				

# Settings

Open the driver, and then complete the driver settings for Global, BudgetGroup, and Dept, as needed, for each shift.

#### **Budget Labor Alt FTE Factors**

This driver allows you to enter different bi-weekly hours for some job codes due to union labor contracts. For example, you might need to enter 75 hours for some job codes instead of 80.

#### Overview

Use this driver to configure the Alternate FTE factors.

# Alternate FTE Factors

FTE Factor is in Weekly Hours or BiWeekly Hours? > > > > BiWeekly Alternate JobCode Description FTE Factor J00069 Information Desk Clerk 80.00 J00071 Room Clerk 80.00 J00072 Patient Insur Team Leader 80.00 J00074 Insurance Clerk 80.00 J00076 Operations Assistant Occup 80.00 J00080 LPN-BBHS 75.00 J00083 Manager-Clinical Data 80.00 J00085 Drug Coord/Team Leader 80.00 J00086 Substance Abuse Team Leader 80.00 J00087 Crisis Intervention Intake 80.00 J00088 MHS Unit Clerk 75.00 J00089 Receptionist 80.00 J00090 Unit Clerk I 80.00 J00092 Substance Abuse Technician 80.00 J00098 LPN/Unit Clerk 75.00 J00099 Counselor 80.00 J00100 Director 80.00

# Settings

Open the driver, and then use the following table to complete the driver settings, as needed:

Option	Description
JobCode	Type the job code.
FTE Factor	Type the FTE factor.

# **Budget Labor Benchmark driver**

# Overview

Use this driver to define a benchmark target of FTEs or Worked Hours per Unit of Service (WHPUOS) by department. You can define a target for the current year (CY Target) as well as next year (NY Target). The Target Type column contains drop-downs to select the type of target to use for each department.

#### Benchmark Factors

					CY TA	ARGET			NY TA	RGET	
	Dept	Department Name	Target Type	Total FTEs	WHPUOS	PHPUOS	Paid-Wrk Variance	Total FTEs	WHPUOS	PHPUOS	Paid-Wrk Var
Save	19100	EHS Accounting Operations (Employee)	FTE	9.000	0.000	0.000	0.00%	9.000	0.000	0.000	0.00%
Save	26140	EMC Emergency Room (CDM)	WHPUOS	0.000	2.339	2.588	9.61%	0.000	2.339	2.564	8.77%
Save	26230	EMC CVS	WHPUOS	0.000	21.895	24.970	12.31%	0.000	21.895	24.592	10.96%
Save	26310	EMC 3 East	WHPUOS	0.000	11.332	12.673	10.58%	0.000	11.332	12.531	9.57%
Save	26320	EMC 3 West	WHPUOS	0.000	10.329	11.785	12.35%	0.000	10.329	11.605	11.00%
Save	26340	EMC CCU (Staffing)	WHPUOS	0.000	21.500	19.573	(9.85%)	0.000	21.000	18.932	(10.92%)
Save	26350	EMC AICU	WHPUOS	0.000	18.970	21.010	9.71%	0.000	18.970	20.812	8.85%
Save	26430	EMC Well Baby Nursery	WHPUOS	0.000	3.717	4.071	8.70%	0.000	3.717	4.040	8.00%
Save	26440	EMC Mother/Baby	WHPUOS	0.000	10.759	12.370	13.02%	0.000	10.759	12.160	11.52%
Save	26450	EMC NICU	WHPUOS	0.000	9.051	10.363	12.66%	0.000	9.051	10.197	11.24%
Save	26460	EMC 5 North	WHPUOS	0.000	9.350	11.257	16.94%	0.000	9.350	10.934	14.49%
Save	26470	EMC 4 East	WHPUOS	0.000	10.119	10.297	1.73%	0.000	10.119	10.294	1.70%
Save	26480	EMC O/P Oncology	WHPUOS	0.000	1.755	2.009	12.64%	0.000	1.755	1.977	11.22%
Save	26520	EMC Pediatrics	WHPUOS	0.000	11.121	12.725	12.61%	0.000	11.121	12.523	11.20%
Save	26530	EMC 5C	WHPUOS	0.000	9.006	10.051	10.40%	0.000	9.006	9.942	9.42%
Save	26550	EMC PICU	WHPUOS	0.000	7.813	7.813	0.00%	0.000	7.813	7.813	0.00%
Save	26610	EMC 6A (JobCode ADC)	WHPUOS	0.000	7.760	9.000	13.78%	0.000	7.680	8.900	13.71%
Save	26620	EMC 6B	WHPUOS	0.000	8.859	9.935	10.84%	0.000	8.859	9.819	9.78%
Save	26630	EMC 6C	WHPUOS	0.000	10.271	11.661	11.92%	0.000	10.271	11.495	10.65%
Save	26640	EMC 6D	WHPUOS	0.000	8.624	9.700	11.09%	0.000	8.624	9.581	9.99%
Save	26750	EMC Breast Health Center	WHPUOS	0.000	1.502	1.668	9.93%	0.000	1.502	1.652	9.03%
Save	26790	EMC Same Day Surgery	WHPUOS	0.000	2.393	2.692	11.08%	0.000	2.393	2.659	9.98%
Save	26810	EMC GI Lab	WHPUOS	0.000	4.030	4.549	11.41%	0.000	4.030	4.490	10.24%
Save	26840	EMC Continence Clinic	WHPUOS	0.000	1.488	1.624	8.41%	0.000	1.488	1.613	7.76%
Save	26850	EMC Labor And Delivery	WHPUOS	0.000	26.271	30.004	12.44%	0.000	26.271	29.539	11.06%
Save	27030	EMC Central Supply	WHPUOS	0.000	0.156	0.176	11.61%	0.000	0.156	0.174	10.41%
Save	27060	EMC Laboratory	WHPUOS	0.000	0.081	0.093	12.36%	0.000	0.081	0.091	11.00%
Save	27070	EMC Pathology Support	WHPUOS	0.000	0.113	0.126	9.97%	0.000	0.113	0.125	9.06%

# Settings

Open the driver, and then use the following table to complete the driver settings, as needed:

Option	Description
Dept	Displays the department code.
Department Name	Displays the name of the department.
Target Type	Select the target number of paid FTEs for the department.
Total FTEs	Type the target number of FTEs for the department.
WHPUOS	Type the number of Worked Hours per Unit of Service.
PHPUOS	Type the number of Paid Hours per Unit of Service.

#### Budget Labor JobCode Dropdown

# Overview

Use the Budget Labor JobCode Dropdown driver for any department where a filter applied to a JobCode dropdown provides a streamlined list for the user.

**NOTE:** This methodology only works with the Add New JobCode methodologies on the JobCode tab.

# JobCode Filters by Dept

 Dept	Department Name	JobCode Filter
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
0	<= Enter Valid Dept No.	
Double Click to	Insert New JobCode Filters	

# Settings

Open the driver, and then complete the driver settings, as needed.

#### **Budget Labor Limits**

#### Overview

Use the Budget Labor Limits driver to top-out rates when needed.

# Settings

Open the driver, and then complete the driver settings.

- Enter any applicable Job Code and its corresponding rate limit. If a Job Code has a rate limit of \$20.00 per hour and the 5% increase will exceed that, then the rate is capped at \$20.00 per hour.
- The MaxRate is used to determine if a lump sum payout should be calculated when a salary
  increase is applied to employee rates. If you do not want to calculate lump sum payouts, set the
  MaxRate to \$1000. You can also set the Lump Sum Payout Multiplier on the Configuration sheet
  to 0%.
- The Mid Rate (MidPoint) is used when a new Job Code is added to a departmental budget. The Budgeted Rate defaults to the rate listed here, if available.
- The Mid and Max Rate values should reflect the rates that will be used in the new budget year. In most cases, they should be adjusted by Human Resources to include the range updates related to merit and market assumptions.

# Labor Limits

				Min	Mid	Max
		JobCode	Description	Rate	Rate	Rate
	Save	J00006	Receptionist	\$0.00	\$0.00	\$0.00
	Save	J00008	Management Engineer	\$0.00	\$0.00	\$0.00
	Save	J00012	Architect	\$0.00	\$0.00	\$0.00
	Save	J00016	Reimbursement Director	\$0.00	\$0.00	\$0.00
	Save	J00017	Financial Accountant	\$0.00	\$0.00	\$0.00
	Save	J00018	Staff Accountant	\$0.00	\$0.00	\$0.00
	Save	J00019	Payroll Coordinator	\$0.00	\$0.00	\$0.00
	Save	J00020	Financial System Database	\$0.00	\$0.00	\$0.00
	Save	J00021	Director	\$0.00	\$0.00	\$0.00
	Save	J00022	Assistant Staff Accountant	\$0.00	\$0.00	\$0.00
	Save	J00023	Director-Budget	\$0.00	\$0.00	\$0.00
	Save	J00024	Director	\$0.00	\$0.00	\$0.00
	Save	J00025	Clinical Dir Anesthesia	\$0.00	\$0.00	\$0.00
	Save	J00026	Staff Anesthetist	\$0.00	\$0.00	\$0.00
	Save	J00029	Technician II	\$0.00	\$0.00	\$0.00
	Save	J00030	Technician I	\$0.00	\$0.00	\$0.00
	Save	J00031	Clinical Technician	\$0.00	\$0.00	\$0.00
	Save	J00033	Anesthesia Technician II	\$0.00	\$0.00	\$0.00
	Save	J00036	Manager-Environmental Svc	\$0.00	\$0.00	\$0.00
	Save	J00038	Paint Team Leader	\$0.00	\$0.00	\$0.00
	Save	J00039	Environmental Svcs Team Leader	\$0.00	\$0.00	\$0.00
	Save	J00040	Grounds Team Leader	\$0.00	\$0.00	\$0.00
	Save	J00041	Chief Printer	\$0.00	\$0.00	\$0.00
	Save	J00042	Painter	\$0.00	\$0.00	\$0.00
	Save	J00044	Office Coordinator	\$0.00	\$0.00	\$0.00
	Save	J00047	Mail Clerk/Printer Assist	\$0.00	\$0.00	\$0.00
	Save	J00048	Storeroom Clerk	\$0.00	\$0.00	\$0.00
	Save	J00049	Groundskeeper	\$0.00	\$0.00	\$0.00
	Save	J00050	Environmental Asst	\$0.00	\$0.00	\$0.00
	Save	J00051	Environmental Asst	\$0.00	\$0.00	\$0.00
	Save	J00052	Interior Designer	\$0.00	\$0.00	\$0.00
	Save	J00053	Power Sweeper Operator	\$0.00	\$0.00	\$0.00
H	∢ ► н\La	borLimits /				

# **Budget Labor Override**

# Overview

Use this driver to make overrides to the various labor-related sheets, such as Empl\_List, in budget plan files. You can configure labor overrides at the following levels:

- Global
- Budget Groups
- Department Exceptions
- Department Jobcode Exceptions

The plan file calc methods process the overrides by first evaluating for exceptions at the job code level, then department exceptions, budget group exceptions, and then finally applies the default settings at the global level.

Labor Overrides allow you to modify how the Jobcode, Staffing, and Employee tabs calculate salaries and related statistics and expenses.

You can adjust the following items:

- The source for Regular and PTO pay
- The source for PTO and EPTO FTEs
- The spread of pay across pay types

# Settings

Open the driver, and then use the following table to complete the driver settings, as needed:

Option	Definition
Department	The department in which to apply the labor override.
Jobcode	The job code for the specified department to apply the labor override.
	<b>NOTE:</b> This column is only editable in the <b>Department</b> - <b>Jobcode</b> <b>Exceptions</b> section.
Regular Rate Source	Select the Regular Rate Source to use for the beginning budget rate for each job code.
	<ul> <li>History – Uses the historic rate based on the most recent current period actual.</li> </ul>
	<ul> <li>Base – Uses the base rate from the Employee Master sheet.</li> </ul>
	<ul> <li>Global – Uses the rate of pay entered on this tab in the Rate Override Amount column.</li> </ul>
Rate Override	Enter the override amount.
Amount	<b>NOTE:</b> This column is only editable in the <b>Department - Jobcode</b> <b>Exceptions</b> section.
PTO Rate Source	Select the beginning PTO budget rate for each job code.
	• Base – Uses the rate listed on the Employee Master sheet.
	<ul> <li>Regular – Uses the Regular pay rate for PTO.</li> </ul>

Option	Definition
PTO FTE Source	Select the source of FTE for PTO Calculation.
	• YTD – Uses actual Year-to-Date FTE.
	<ul> <li>Rolling12 – Uses 12-month actual (full year) FTE.</li> </ul>
	<ul> <li>EPTO – Uses the EPTO rate based on scheduled. This may not match the actual EPTO rate.</li> </ul>
EPTO% Override	Enter one of the following to override the calculated EPTO% from the Empl_List:
	<ul> <li>A percentage to override the standard PTO calculation.</li> </ul>
	<ul> <li>History or NA - If you do not want to adjust the EPTO%, enter NA, and the default lookup to Emp_List logic applies.</li> </ul>
	<b>IMPORTANT:</b> Do not enter zero (0), because zero is a valid adjustment percentage.
Adjustment to Calculated PTO%	Modify the EPTO% used on the PTO row. This is a data validation entry field, with a range from 0%-200%. For example, if the EPTO% for a selected job code is 8%, and you enter 100% as the default in this column, the value remains at 8% (i.e. 8% x 100% = 8%). If you enter the adjustments to calculated EPTO% as 80%. then 6.4% would display as the value on the PTO row.
EPTO FTE Source	Select the source of the FTE for Earned PTO Calculation, if that option is enabled on the Configuration sheet.
	• YTD – The YTD FTE.
	<ul> <li>Scheduled – The scheduled FTEs from the Employee Master sheet.</li> </ul>
Paytype Distribution Overrides	Enter the Override FTE Allocation percentages by category. For each category, do one of the following:
	Enter a percentage.
	<ul> <li>To use the historical percentage by category by job code, select History.</li> </ul>
	<b>NOTE:</b> History is the default. You can enter or modify this value. There are several columns available, for both Prod and NonProd entries.

# Adding a new row to a section

To add a new row to a section, click the Double Click to Insert New Budget Group/Dept Exception/Jobcode Exception row.

Labo	r Rate Ove	errides												
	Department	Jobcode	Description	Regular Rate Source	Rate Override Amount	PTO Rate Source	PTO FTE Source	EPTO% Override	Adjustment to Calculated PTO %	EPTO FTE Source	Prod Regular	Paytype Distr	ribution Overrides: Prod Overtime	
	Global		Budget Group - Global (Drivers)	History		Regular	EPTO	9.00%	100.00%	YTD	No Entry		0.00%	
	Budget Groups											Entering zer Enter "Histo	ro (0) will allocate not ny" to default to hist-	thing to t oric sprea
Save	CCU		Budget Group - CCU Budget Group	History		Base	YTD	History	100.00%	Scheduled	No Entry		0.00%	History
Save	EHS		Budget Group - Health System	History		Base	YTD	History	100.00%	Scheduled	No Entry		0.00%	History
Save	EMA		Budget Group - Medical Associates	History		Base	YTD	3.00%	100.00%	Scheduled	No Entry		0.00%	History
			<== Enter Valid Budget Group	History		Base	Rolling12	NA	100.00%	Scheduled	No Entry	History		History
			<== Enter Valid Budget Group	History		Base	Rolling12	NA	100.00%	Scheduled	No Entry	History		History
			<== Enter Valid Budget Group	History		Base	Rolling12	NA	100.00%	Scheduled	No Entry	History		History
			<== Enter Valid Budget Group	History		Base	Rolling12	NA	100.00%	Scheduled	No Entry	History		History
			<== Enter Valid Budget Group	History		Base	Rolling12	NA	100.00%	Scheduled	No Entry	History		History
	Double Click to Insert New Budget Group													

# Displaying the legend

The Labor Override Legend provides descriptions that corresponds to specified columns. The letter next to the description corresponds to the letter that displays above the column, as seen in the following screen shot.

By default, the legend is hidden. To display it, in the Main ribbon tab, click Change View > Legend.

To hide the legend, in the Main ribbon tab, click Change View > Default.

**NOTE:** When you close and reopen the driver, the system automatically hides the legend.



#### **Budget Labor Target**

# Overview

# Use this driver to define a target of Worked Hours per Unit of Service (WHPUOS) by department and job code.

#### Target Tab Instructions

Use this worksheet for any Department & JobCode combination that you wish to budget for using a targeted worked hours per unit or Paid FTE target. This methodology only works with the JobCode and Employee labor methodologies.

To reference this worksheet, the JobCode must be set to Fixed/Variable either in dimensions or the budget workbook.

# Worked Hours per Unit Targets

						NY TARGET	
		Dept	Department Name	JobCode	Description	Per UOS	Fixed
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
		0	<= Enter Valid Dept No.	0	<= Enter Valid JobCode	0.000	0.000
S	Save	17880	EPG Phys Clinic-North	j00030	Technician I	10.000	5.000
		Double Click te	Insert New Targets				

#### Settings

Open the driver, and complete the following:

- A target can only be defined for next year (NY Target).
- You can only enter a variable target based on worked hours per unit of service or a fixed paid FTE target.
- The variable FTE calculation in the budget plan file will be forced to match the target.
- This method does not work on the Employee sheet since there is no variable logic.

# **Budget Revenue drivers**

The following table includes a description of each type of Budget Revenue driver:

Driver	Description
Budget Revenue GlobalRev	Use to budget all dollars for specific revenue accounts centrally without touching each individual budget plan file.
Budget Revenue Adjustments	Use to control the revenue rate increases by BudgetGroup broken out by Inpatient, Outpatient, and Other Revenue.

Driver	Description
Budget Revenue Deductions	Use to control the rest-of-year projection as well as monthly budget assumptions for those deduction accounts that are budgeted at the department level.
Budget Revenue Payor Adjustments	Use to configure percentage shifts in payor mix.

Driver	Description
Budget Revenue GlobalRev	Use to budget all dollars for specific revenue accounts centrally without touching each individual budget plan file.
Budget Revenue Adjustments	Use to control the revenue rate increases by BudgetGroup broken out by Inpatient, Outpatient, and Other Revenue.
Budget Revenue Deductions	Use to control the rest-of-year projection as well as monthly budget assumptions for those deduction accounts that are budgeted at the department level.
Budget Revenue Payor Adjustments	Use to configure percentage shifts in payor mix.

# Budget Revenue GlobalRev

# Overview

Use this driver to budget all dollars for specific revenue accounts centrally without touching each individual budget plan file. Common uses are for Other Operating revenue and Inter-company allocations.

# Settings

To reference this sheet, the budget method (KHAStdLine) in the ACCT dimension table must be GlobalRevenue.

	Global Re	evenue Buo	FY 2016	FY 2017	FY 2017 YTD	FY 2017 CY	FY 2017	FY 2018	Spread	17-J	
	Department	Account	Account Description	Actual	Budget	Actual	Projected	Projected	Budget	Tag	Budget
Save		53870	Telephones								
Save	0	53870	Default	0	0	0	0	0	0	Previous Input	0
	Double Click to Insert New Dept Row										
			Total	0	0	0	0	0	0		0
											-
H 4 F H	GlobalRev			·		1					•
#### **Budget Revenue Adjustments**

### Overview

This driver allows you to control the revenue rate increases by BudgetGroup broken out by Inpatient, Outpatient, and Other Revenue.

### Settings

You can make department and account exceptions.

- Effective Month is based on Fiscal month (If FYE is June, January is effective month 7.)
- Departmental Exceptions are allowed at the bottom of each section.
- Common exceptions are if nursing inpatient increases will occur at a different rate than other inpatient services, you need to enter each nursing department as an exception. You can also use this to reflect the results of a price optimization study.

**IMPORTANT:** After you enter a department or account as an exception, any global facility parameter will not be applicable.

	Rev	/enue	Adjustme	ents										
						Proj	ection Modifiers					Budget Modi	fiers	
	Budget	tGroup Code	e	Description	IP	OP	Other Patient	Other Rev	IP	Fiscal Eff Mth	OP	Fiscal Eff Mth	Other Patient	Fiscal Eff Mth
			Global	Global Revenue Increase	0.	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
				Eliminations				No						
Save	ELM			Global Revenue Increases	0.	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
-	DEPT		Acct	Departmental/Account Exceptions										
Save		90000	) Global	ELM Balance Sheet	0.	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
Save		90000	31100	IP - Medicare	0.	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
Save		90000	31200	IP - Medicaid	0.	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
Save		90000	31300	IP - Blue Cross	0.	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
				Double Click to Insert New Exception Row										
				Double Click to Insert New DeptAcct Block										
				Health System				No						
Save	EHS			Global Revenue Increases	0.	0.0%	0.0%	0.0%	0.0%	0	0.0%	0	0.0%	0
				Double Click to Insert New DeptAcct Block										
				Double Click to Insert New Budget Group	Block									
H 4 F	RevenueA	Adjustments /	C.				4							•

#### **Budget Revenue Deductions**

### Overview

Percentage of Gross Revenue for Estimated Deductions

The Deductions driver controls the rest-of-year projection as well as monthly budget assumptions for those deduction accounts that are budgeted at the department level.

The assumptions can be defined by:

- BudgetGroup and Account
- Department and Account

The same exception principle that is applied in expense adjustment is applied here as well. After Axiom Budgeting and Performance Reporting determines that it is an exception, all other related increases will not apply.

	Departmen Percentage of Gross	tal Deduct Revenue for Estim	tion ated D	<b>S</b> eductions	FY 2018 Projected	1	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	
	BudgetGroup	Acct		Description	%		Budget	Budget	Budget	Budget	Budget	Budget	E
Save	EHS		100	EHS-Patient Days	0.0%		2.0%	2.0%	2.0%	0.0%	0.0%	0.0%	
	Dept	Acct		Dept\Acct Exceptions									
Save	17840		100	EHS Sports Medicine	0.0%		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Save	19100		100	EHS Accounting Operations (Employee)	10.0%		0.0%	0.0%	0.0%	0.0%	0.0%	11.1%	
				Double Click to Insert New Dept									
Save	EHS		110	EHS-IP Procedures	0.0%		2.0%	4.0%	6.0%	0.0%	0.0%	0.0%	
	Dept	Acct		Dept\Acct Exceptions									
Save	17840		110	EHS Sports Medicine	0.0%		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Save	19100		110	EHS Accounting Operations (Employee)	10.0%		0.0%	0.0%	0.0%	0.0%	0.0%	11.1%	
				Double Click to Insert New Dept Double Click to Insert New Budget Group									
нчьн	Deductions						4						•

### Settings

Open the driver, and complete the following settings:

- BudgetGroup Enter or modify this value.
- Acct You can enter, modify this value.
- [Monthly budget amounts] 12 months of budget amounts, which you enter or modify.

### **Budget Revenue Payor Adjustments**

### Setting up payor adjustments

If your organization uses a general ledger structure that is set up with detailed revenue accounts by payor, you can use the Budget Revenue Payor Adjustments driver to budget for percentage shifts in payor mix. Payor adjustments are used for revenue accounts in the general ledger system and set up by payor. In the ACCT dimension table, you need to configure the FSPayor column to use this sheet. List a valid code in the FSPayor column and list percentage changes in the inpatient, outpatient, and other patient columns. The payor shifts displays in the Stat\_Rev sheet in budget plan files. The system calculates and displays budget revenue shifts in the budget plan files in hidden columns AU-AW.

### Settings

Complete the following steps to configure this driver:

1. In the ACCT dimension, configure the following columns for each payor specific account:

Column	Description
ACCT.FSPayor	Type <b>R_IP</b> (inpatient payors), <b>R_OP</b> (outpatient payors), or <b>R_Oth</b> (other payors) followed by the payor name. For example, R_IPMedicare, R_ OPBlueCross, R_OthOther.
ACCT.KHAStdline	<ul> <li>Type one of the following:</li> <li>R_IP – Inpatient payors</li> <li>R_OP – Outpatient payors</li> <li>R_Oth – Other payors</li> </ul>

ACCT -	Description -	FSDetail 🖵	FSPayor 🗸	KHAStdLine 🚽
31100	IP - Medicare	R_IPRev	R_IPMedicare	IP_Payor
31200	IP - Medicaid	R_IPRev	R_IPMedicaid	IP_Payor
31300	IP - Blue Cross	R_IPRev	R_IPBC	IP_Payor
31400	IP - Commercial	R_IPRev	R_IPComm	IP_Payor
31500	IP - HMO/PPO	R_IPRev	R_IPPPO	IP_Payor
31600	IP - Self Pay	R_IPRev	R_IPOther	IP_Payor
31900	IP - Other	R_IPRev	R_IPOther	IP_Payor
32100	OP - Medicare	R_OPRev	R_OPMedicare	OP_Payor
32200	OP - Medicaid	R_OPRev	R_OPMedicaid	OP_Payor
32300	OP - Blue Cross	R_OPRev	R_OPBC	OP_Payor
32400	OP - Commercial	R_OPRev	R_OPComm	OP_Payor
32500	OP - HMO/PPO	R_OPRev	R_OPPPO	OP_Payor
32600	OP - Self Pay	R_OPRev	R_OPOther	OP_Payor
32900	OP - Other	R_OPRev	R_OPOther	OP_Payor

- 2. Open the 41 Budget Revenue Payor Adjustments driver.
- Enter the payor name in the FSPayor column without the prefix used in the ACCT.FSPayor column. For example, if ACCT.FSPayor = R\_IPMedicare, then column Q in the driver will read Medicare. Then enter the percentage shifts for the budget year in the Inpatient, Outpatient, and Other Patient columns.

	FSPayor	Description	Inpatient	Outpatient	Other Patien
้อเกต	Comm	Comm	0.0%	0.0%	0.0
ave	HMO	HMO	0.0%	0.0%	0.0
Save	Medicaid	Medicaid	0.0%	0.0%	0.0
ave	Medicare	Medicare	0.0%	0.0%	0.0
Save	Other	Other	0.0%	0.0%	0.0
Save	Self Pay	Self Pay	0.0%	0.0%	0.0
	Double Click to	Insert New Global Row			
Save	EMC	Medical Center			
bave	Comm	Comm	0.0%	0.0%	0.0
Save	HMO	HMO	(1.0%)	0.0%	0.0
ave	Medicaid	Medicaid	(1.0%)	0.0%	0.0
Save	Medicare	Medicare	2.0%	0.0%	0.0
Save	Other	Other	0.0%	0.0%	0.0
Save	Self Pay	Self Pay	0.0%	0.0%	0.

### **Budget Statistics drivers**

The following table includes a description of each type of Budget Statistics driver:

Driver	Description
Budget Statistics	Use to ensure that your historical data for budget is the same as the data in the database.
Budget StatAcct	Use to set up with the Revenue_Stat (on Stat_Rev) and Variable_Stat (on Expense) calc methods.
Budget Statistics Supplement	Use to create custom statistics to pull into the Budget Statistics Driver.

### **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.

			~~									
	GLUBAL	STATISTI										
	Instructions:							FY 2017	FY 2017		Actual	
	After adding a nev	v Budget Group code	or new Dept & Acct codes for the		FY 2015	FY 2016	FY 2017	Dec YTD	Jan-Jun	FY 2017	Percent	1
	Dept\Acct rows, H	it Save. The new row	will come back populated with	Spread Tag	Actual	Actual	Budget	Actual	Projected	Projected	of Total	Change
	historical data if a	vailable.										
			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		Total Admissions		6,854	8,195	2,490	3,929	3,879	7,808		
	Discharges		Total Discharges		0	0	0	0	0	0		
	PatientDays		Total Patient Days		100,686	117,764	90,834	58,673	42,345	101,018		
	TotalVisits		Total Outpatient Visits		245,898	239,788	223,722	97,353	117,227	214,580		
	ERVisits		Total ER Visits		0	0	0	0	0	0		
	DEPT	ACCT	Total Patient Days by Nursing Unit									
	0	0	<=Enter Dept & Acct No.	Default Calc	0	0	0	0	0	0	0.00%	0.0%
	0	0	<=Enter Dept & Acct No.	Default Calc	0	0	0	0	0	0	0.00%	0.0%
	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		
	0	0	<=Enter Dept & Acct No	Default Calc	0	0	0	0	0	0	0.00%	0.0%
	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	Denual cure	0	Ū.	0	0	Ū	0	0.0070	0.070
			Total Patient Days		0	0	0	0	0	0	0.00%	
	BudgetGroup	Stat Name	OP Driver Statistics									
	EHS	Encounters	Outpatient Encounters	Default Calc	0	0	0	0	0	0		0.0%
	EHS	ERVisits	Emergency Visits	Default Calc	0	0	0	0	0	0		0.0%
	EHS	OPVisits	Outpatient Visits		0	0	0	0	0	0		
	EHS	ClinicVisits	Clinic Visits	Default Calc	0	0	0	0	0	0		0.0%
H I I Stat	listics					•						•

**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.

	GLOBA	L STATISTICS												
	Instructions:							FY 2018	FY 2018		Actual		Budget	
	After adding a n	ew Budget Group code or new Dep:	& Acct codes for the	♥	FY 2016	FY 2017	FY 2018	Jan YTD	Feb-Dec	FY 2018	Percent	Annual	Percent FY	20
	Dept\Acct rows,	Hit Save. The new rows will come ba	ck populated with	Spread Tag	Actual	Actual	Budget	Actual	Projected	Projected	o' Total Change	Input	of Total Bu	dc
	historical data if	available.								,				1
			Generic Statistics											-
			Calendar Days		366	365	365	31	334	365				Ξ.
			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				
	Total√isits		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	****	*****	228.7	% 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	466.3	% 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	.,A
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	<i>i</i> ,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		

#### Budget StatAcct

#### Overview

Use this driver for set up with the Revenue\_Stat (on Stat\_Rev) and Variable\_Stat (on Expense) calc methods.

### Settings

Open the driver, and enter the department and account combination on the left, then the driven by department and account on the right. These calc methods will then pick up the set up to be used for the calculation in budgets.

### Stat Account

Statistic Account for Variable\_Stat or Revenue\_Stat Methodologies

			Description	Driven By		
	Dept	Acct	Dept\Acct Exceptions	Department	Account	Description
Save	27381	62100	EMC Rehab Svcs-East	0	0	0_0
Save	27382	62100	EMC Rehab Svcs-West	0	0	0_0
			Double Click to Insert New Exception			

### **Budget Statistics Supplement**

### Overview

The Budget Statistics Supplement driver allows you to create custom statistics to pull into the Budget Statistics Driver.

# Setting up and managing health plan budgeting

With the Health Plan product for Axiom Budgeting, your organization can budget health plan and insurance costs by calculating revenues and expenses based on Membership Per Member Per Month (PMPM) calculations. You can then use this information to determine the profitability of each health plan and/or insurance product.

Complete the following steps to configure and budget health plans and insurance products in your organization:

**NOTE:** As you add or retire plans each year, you will need to complete these steps.

- 1. Update the LOCATION, INSCODE, and DATATYPE dimension tables.
- Configure user access and the data filter in the HealthPlan column of the Budget Security Update utility.
- 3. Add or edit plans and the corresponding actual account data into the ACT\_HP\_20XX table.
- 4. Configure the Membership Enrollment Trend driver.
- 5. Configure the Membership Per Member Per Month (PMPM) driver.
- 6. Open the HealthPlan Operations utility.

### Updating dimensions for health plan budgeting

To implement health plan budgeting in your organization, start by making the following changes to the following dimensions:

### LOCATION

The LOCATION dimension contains all of the physical locations that have been billed within the organization and is used for monthly reporting and provider-level budgeting. This information is also used for the Axiom Budgeting Health Plan product.

The following table lists all of the options available in this dimension table:

Column	Description
LOCATION	The LOCATION used in Axiom Budgeting. This must be an alpha code (i.e. WestClinic). Default should be used as the Location code if this dimension is not being used.
Description	Identifies the LOCATION description to be used for budgeting and reporting.
KHABgtCode	Used for combining accounts together during budget plan file creation. If there are historical values for two accounts that you want to budget as one combined account, list the surviving account number on both lines. If not combining accounts, this value should match value in the LOCATION column. The default value is NA.
KHAInt	Currently no needed for health plan budgeting so the default is NA.

### ► INSCODE

The INSCODE dimension stores information for the insurance/health product plans offered by your organization. This information is used to manage and configure the plans included in related driver tables and in the Health Plan Operations utility. Similar to other dimension tables like ACCT, there are column structures to control what insurance plans will be allowed to interface to the HealthPlan tab and at what level of rollup, if any.

**IMPORTANT:** Use caution when using multi-layer mapping of the plan codes.

The following table lists all of the options available in this dimension table:

Column	Description
INSCODE	The short name or code your organization uses to represent the insurance/health plan product.
Description	The long description of the insurance/health plan.
InsCode.BgtCode	The code used to group the insurance/health plan products together. For example, grouping all commercial or FFS plans.

Column	Description
KHAInt	Specify whether to include the insurance product in the list of available plans in the Health Plan Operations utility. Enter one of the following:
	<b>NOTE:</b> The system will allow you to enter any text into this field, however, it only recognizes HealthPlan as the way to add the plan to the interface
	<ul> <li>HealthPlan - Enter this option to include the product in the list of available plans.</li> </ul>
	<ul> <li>NA - Enter this option to remove the product from the list of available plans.</li> </ul>
	<b>NOTE:</b> The system will retain historical information for plans removed from the list.

### DATATYPE

The DATATYPE dimension for health plan budgeting purposes is used to load configurable categories for revenues and expenses. Use the Axiom provided default for members. Data imported or entered into the data tables will need to include a valid data type from this table.

**NOTE:** Version 1 DATATYPE dimension permits DATATYPE.DataType='HP\_Members' and DATATYPE.BudgetType IN ('HP\_Expense', 'HP\_Revenue') - supplied by default data (i.e. one HP\_ Members DataType and multiple versions of Revenue and Expense).

The following table lists all of the options available in this dimension table:

Column	Description
DATATYPE	The DATATYPE used in Axiom Budgeting and Performance Reporting. This must be an alpha code.
	<ul> <li>HP_Members - This is a required default for members data.</li> <li>HP_Revenue - This is a recommended default for revenue, but you may use other codes. For example, other types of revenue may be desired to load and recognized as a separate revenue line item. (i.e. HP_Revenue1, HP_Revenue2).</li> </ul>
	<ul> <li>HP_Revenue - This is a recommended default for revenue, but you may use other codes. For example, other types of revenue may be desired to load and recognized as a separate revenue line item. (i.e. HP_ Revenue1, HP_Revenue2).</li> </ul>
Description	Identifies the description to be use for budgeting and reporting.

Column	Description
BudgetType	Used in related driver tables and in the Health Plan Operations utility. Valid codes will typically be what was used in the Datatype column, however these can be used as a mapping code similar to how KHABgtCode is used in other dimensions. For example, if there are codes used in DataType for Revenue1, Revenue2, and so on but the desired configuration is to map Revenue2 to Revenue1, this column would be used for the mapping.
	<ul> <li>HP_Members - This is a required default for members data.</li> </ul>
	• <b>HP_Revenue</b> - This is a recommended default for revenue, but you may use other codes. For example, other types of revenue may be desired to load and recognized as a separate revenue line item. (i.e. HP_ Revenue1, HP_Revenue2).
	<ul> <li>HP_DrugME - This is a recommended default for Drug Medical Expense, but you may use other codes.</li> </ul>
	<ul> <li>HP_HospME - This is a recommended default for Hospital Medical Expense, but you may use other codes.</li> </ul>
	<ul> <li>HP_OutPTME - This is a recommended default for OutPatient Medical Expense, but you may use other codes.</li> </ul>
KHAInt	Used to identify which Datatype categories to use in the related driver tables and in the Health Plan Operations utility. Valid entries include the following:
	<ul> <li>HealthPlan - Use this code to include the data type.</li> </ul>
	<ul> <li>NA - Use this code to exclude the data type.</li> </ul>
	<b>NOTE:</b> You may have data you want to record in the actual tables but not necessarily include them for planning purposes.

## Managing the ACT\_HP\_20XX data table

### Overview

The ACT\_HP\_20XX table stores the actual data used by the HealthPlan Operations utility to budget for your organization's health and insurance plans across entities and departments. This information is used primarily by the Membership Per Member Per Month (PMPM) driver to calculate actual and budget amounts by period by the number of members in a particular period. The table includes the following information for each plan (INSCODE column):

- Department (DEPT)
- Location (LOCATION)
- Data type (DATATYPE) (includes membership numbers and revenue/expense streams)
- Values for periods 1-12 (P1-P12)

**NOTE:** The following columns are reserved for future use at this time: GROUP, ACCT, NYBKHA, SaveCustom, and SaveTagDocID

A	8	C D	E	F	G	н	1	J	K	L	м	N	0	P	Q	R	5	Ť	U	V	W	X
4 5	Data Type String Length	String 25	Integer	String 25	String 25	String 50	Integer	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Numeric	Integer	String 100	integer
6	Description	Insurance Code key field	Departm 📢	> Location	Data Type	Group	Account	Fiscal Period	Fiscal Period	Fiscal Period	Fiscal Period	Fiscal Period 5	Fiscal Period 6	Fiscal Period 7	Fiscal Period 8	Fiscal Period 9	Fiscal Period 10	Fiscal Period	Fiscal Period 12	NYB KHA	Custom save identifier	Required to use zero on save functionality
8	Delete Row	INSCODE	DEPT	LOCATION .	DATATYPE	GROUL	ACC	P1 💌	P2 •	P3 .	P4 💌	P5 .	P6 -	P7 •	P8 -	P9 -	P10 -	P11 .	P12 -	NYRKH4 -	SaveCuston *	SaveTagDocIE
9		AARP	27200	Hosp	HP DrugME	NA	0	3801971.25	3839990.96	3878390.87	3917174.78	3956346.53	3995909.99	4035869.09	4076227.78	\$299096.12	5352087.08	5405607.95	5459664.03	0		0
10		AARP	27200	Hosp	HP_HospME	NA	0	10561031.25	10666641.56	10773307.98	10881041.06	10989851.47	11099749.98	11210747.48	11322854.96	14719711.45	14866908.56	15015577.65	15165733.42	0		0
11		AARP	27200	Hosp	HP Members	NA	0	84488.25	85333.13	86186.46	87048.33	87918.81	88798.00	89685.98	90582.84	117757.69	118935.27	120124.62	121325.87	0		0
12		AARP	27200	Hosp	HP_OUTPTME	NA	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0
13		AARP	27200	Hosp	HP_Revenue	NA	0	24924033.75	25173274.09	25425006.83	25679256.90	25936049.47	26195409.96	26457364.06	26721937.70	34738519.01	35085904.20	35436763.24	35791130.88	0		0
14		AARP	27200	Office	HP_DrugME	NA	0	2957088.75	2986659.64	3016526.23	3046691.50	3077158.41	3107930.00	3139009.30	3170399.39	4121519.20	4162734.40	4204361.74	4246405.36	0		0
15		AARP	27200	Office	HP_HospME	NA	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0
16		AARP	27200	Office	HP_Members	NA	0	84488.25	85333.13	86186.46	87048.33	87918.81	88798.00	89685.98	90582.84	117757.69	118935.27	120124.62	121325.87	0		0
17		AARP	27200	Office	HP_OutPTME	NA	0	4224412.50	4266656.63	4309323.19	4352416.42	4395940.59	4439899.99	4484298.99	4529141.98	5887884.58	5946763.42	6006231.06	6066293.37	0		0
18		AARP	27200	Office	HP_Revenue	NA	0	24924033.75	25173274.09	25425006.83	25679256.90	25936049.47	26195409.96	26457364.06	26721937.70	34738519.01	35085904.20	35436763.24	35791130.88	0		0
19		Anthem	101010	NorthClinic	HP_DrugME	NA	0	512050.00	517170.50	522342.21	527565.63	532841.28	538169.70	543551.39	548986.91	554476.78	560021.54	565621.76	571277.98	0		0
20		Anthem	101010	NorthClinic	HP_HospME	NA	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0
21		Anthem	101010	NorthClinic	HP_Members	NA	0	14630.00	14776.30	14924.06	15073.30	15224.04	15376.28	15530.04	15685.34	15842.19	16000.62	16160.62	16322.23	0		0
22		Anthem	101010	NorthClinic	HP_OutPTME	NA	0	1097250.00	1108222.50	1119304.73	1130497.77	1141802.75	1153220.78	1164752.99	1176400.52	1188164.52	1200046.17	1212046.63	1224167.09	0		0
23		Anthem	101010	NorthClinic	HP_Revenue	NA	0	2911370.00	2940483.70	2969888.54	2999587.42	3029583.30	3059879.13	3090477.92	3121382.70	3152596.53	3184122.49	3215963.72	3248123.35	0		0
24		Conesco	101012	NorthClinic	HP_DrugME	NA	0	307230.00	310302.30	313405.32	316539.38	319704.77	322901.82	326130.84	329392.14	332686.07	336012.93	339373.06	342766.79	0		0
25		Conesco	101012	NorthClinic	HP_HospME	NA	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0
26		Conesco	101012	NorthClinic	HP_Members	NA	0	8778.00	8865.78	8954.44	9043.98	9134.42	9225.77	9318.02	9411.20	9505.32	9600.37	9696.37	9793.34	0		0
27		Conesco	101012	NorthClinic	HP_OutPTME	NA	0	658350.00	664933.50	671582.84	678298.66	685081.65	691932.47	698851.79	705840.31	712898.71	720027.70	727227.98	734500.26	0		0
28		Conesco	101012	NorthClinic	HP_Revenue	NA	0	1746822.00	1764290.22	1781933.12	1799752.45	1817749.98	1835927.48	1854286.75	1872829.62	1891557.92	1910473.50	1929578.23	1948874.01	0		0
29		JohnDeere	27210	WestClinic	HP_DrugME	NA	0	588857.50	594746.08	600693.54	606700.47	612767.48	618895.15	625084.10	631334.94	637648.29	644024.78	650465.02	656969.67	0		0
30		JohnDeere	27210	WestClinic	HP_HospME	NA	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0		0
31		JohnDeere	27210	WestClinic	<b>HP_Members</b>	NA	0	16824.50	16992.75	17162.67	17334.30	17507.64	17682.72	17859.55	18038.14	18218.52	18400.71	18584.71	18770.56	0		0
32		JohnDeere	27210	WestClinic	HP_OutPTME	NA	0	1430082.50	1444383.33	1458827.16	1473415.43	1488149.58	1503031.08	1518061.39	1533242.00	1548574.42	1564060.17	1579700.77	1595497.78	0		0
33		JohnDeere	27210	WestClinic	HP_Revenue	NA	0	3230304.00	3262607.04	3295233.11	3328185.44	3361467.30	3395081.97	3429032.79	3463323.12	3497956.35	3532935.91	3568265.27	3603947.92	0		0
34		McareAdv	27200	Hosp	HP_DrugME	NA	0	5120500.00	5171705.00	5223422.05	5275656.27	5328412.83	5381696.96	5435513.93	5489869.07	5544767.76	5600215.44	5656217.59	5712779.77	0		0
35		McareAdv	27200	Hosp	HP_HospME	NA	0	10972500.00	11082225.00	11193047.25	11304977.72	11418027.50	11532207.77	11647529.85	11764005.15	11881645.20	12000461.65	12120466.27	12241670.93	0		0
36		McareAdv	27200	Hosp	HP_Members	NA	0	146300.00	147763.00	149240.63	150733.04	152240.37	153762.77	155300.40	156853.40	158421.94	160006.16	161606.22	163222.28	0		0
37		McareAdv	27200	Hosp	HP_OutPTME	NA	0	12435500.00	12559855.00	12685453.55	12812308.09	12940431.17	13069835.48	13200533.83	13332539.17	13465864.56	13600523.21	13736528.44	13873893.72	0		0
38		McareAdv	27200	Hosp	HP_Revenue	NA	0	36428700.00	36792987.00	37160916.87	37532526.04	37907851.30	38286929.81	38669799.11	39056497.10	39447062.07	39841532.69	40239948.02	40642347.50	0		0

You can enter the data in this table manually or as part of an import. Your Kaufman Hall Implementation Consultant will help you set up the table for your organization. There is no pre-defined import available to import health plan data at this time, but you can work with your Kaufman Hall Implementation Consultant to create a custom import.

**IMPORTANT:** Your organization cannot enter any health plan data containing patient identifying information into the system. Please do not send any transmission of data in any form to Kaufman Hall related to this feature containing any patient identifying information.

**NOTE:** The Health Plan product relies on data identified in this table for refresh variables and blocks of data. Without the data, refresh variable picklist(s) will display blank. You will need to maintain this table as plans, revenue streams, and expense streams are added or changed. If you need to remove a plan, do not delete it from this table. For instructions, see Removing or retiring plans.

### About this table

Note the following before configuring this table:

- This table is only accessible if your organization is licensed for the Axiom Budgeting Health Plan product. Only users assigned the Budget Administrator role profile can access this table.
- Before configuring this table, you will need to do the following:
  - Add or edit insurance or health plan products in the INSCODE dimension.
  - Add or edit the health plan budget data types in the DATATYPE dimension.
  - Add or edit department locations in the LOCATION dimension.

For instructions, see Updating dimensions for health plan budgeting.

### Adding or editing plans

To add or edit a plan:

- 1. In the Admin ribbon tab, click System Browser.
- 2. In the Libraries section, click Table Library > Management Reporting > Actuals > Health Plan.

Li	ibraries ^
۲	Reports Library
•	III Table Library
	Dimensions
	🕨 🚞 Budgeting
	Comparative Analytics
	Costing
	DSS
	<ul> <li>Management Reporting</li> </ul>
	▼ I Actuals
	CY Forecast
	Financial
	🚔 Health Plan
	Payroll
	🚔 Physician
	🚞 Rev Usage
	i Service Line
	i Transactions

3. Double-click the file for the planning year. For example, if you are planning for 2021, double-click ACT\_HP\_2021.

Name	Modified	Locked By	Table Type	Classificati	Modified By	Description
ACT_HP_2019	1/30/2020 3:25 PM		HealthPlan	Data		Actuals table for Health Plan
ACT_HP_2020	1/30/2020 3:25 PM		HealthPlan	Data		Actuals table for Health Plan
ACT_HP_2021	1/30/2020 3:25 PM		HealthPlan	Data		Actuals table for Health Plan

4. Add or edit the following columns for each plan:

Description
Double-click to select the plan name.
Double-click to select the department.
Double-click to select the department location.
Double-click to select the data type.
Reserved for future use.
Reserved for future use.
Enter the actual or budgeted amount for the period.

Column	Description
NYBKHA	Reserved for future use.
SaveCustom	Reserved for future use.
SaveTagDocID	Reserved for future use.

5. After making your changes, in the Admin ribbon tab, click Save.

## Removing or retiring plans

As new plans are added for your employees or for your service area, you may need to retire old plans from the system. We do not recommend deleting plans from the ACT\_HP\_20XX data table. Instead, open the INSCODE dimension table, and in the KHAInt column, type NA. After you save the dimension, the system will remove the plan from the Health Plan drivers as well as the budget plan files while still retaining the plan history.

100	25	String 25
Extended description of the INSCODE key field	Insurance Code Mapping (lookup to INSCODE key field)	Interface indicator
Description	InsCode_BgtCod( 🔻	KHAIn 💌
Commercial	Commercial	HealthPlan
Commercial Flex Membership	CommFlex	HealthPlan
Commercial Plus Membership	CommPlus	HealthPlan
Commercial Saver Membership	CommSaver	HealthPlan
Commercial Premium Membership (Shared Risk)	CommSR	HealthPlan
Fee for Service	FFS	HealthPlan
FFS Medicaid Membership	FFSMcaid	HealthPlan
FFS Medicare Membership	FFSMcare	HealthPlan
FFS PPO Membership	McareAdv	HealthPlan
Medicaid Capitated Membership	McaidCap	HealthPlan
Medicare Advantage Membership	McareAdv	NA
Default INSCODE	NA	NA
	100 Extended description of the INSCODE key field Description Commercial Commercial Flex Membership Commercial Plus Membership Commercial Saver Membership Commercial Premium Membership Commercial Premium Membership FFS Medicaid Membership FFS Medicare Membership FFS PPO Membership Medicaid Capitated Membership Medicare Advantage Membership Default INSCODE	10025Insurance Code Mapping (lookup to INSCODE key fieldDescriptionInsCode_BgtCod(CommercialCommercialCommercial Flex MembershipCommFlexCommercial Plus MembershipCommPlusCommercial Saver MembershipCommSaverCommercial Premium Membership (Shared Risk)CommSRFee for ServiceFFSFFS Medicaid MembershipFFSMcaidFFS Medicaid MembershipFFSMcareFFS Medicaid MembershipMcareAdvMedicaid Capitated MembershipMcareAdvMedicare Advantage MembershipMcareAdvDefault INSCODENA

# Setting variance thresholds

The threshold level determines how much an account can vary from budget before department managers are required to enter comments explaining the variance.

To configure the threshold level, navigate to one of the following:

- In the Bud Admin task pane, in the Financial Reporting section, click Financial Utilities > System Setup, and double-click VCC\_Threshold.
- In the Mgmt Admin task pane, in the Dimension & Reference Maintenance section, click System Setup, and double-click VCC\_Threshold.

**NOTE:** In the ACCT dimension table, you need to create or include Variance Comments accounts for the Summary selection where ACCT.Type='Comments'.

### General settings

### Tolerance Levels for Alerts:

TOIEIAILE LEVEIS IOF AIEILS.							
		Min	Max	Threshold	Summary	Level	
FSSummary Groups:	Description	Yellow	Red	Red	Account	of	
				-		Comments	_
Custom Filter for Alert Processin	ig:						
Comparison Time Series:						СҮВ 🔫	
Revenue & Usage Comparison:		Select Budge	et or YTD Aver	age for CDMC	ode Comparis	on: CYB	
Flag Max Positive Variances as R	Required					3MthAvg	
Use H_JCHours for Paid Hours fi	ilter (Default is H_Hours)					LastMth SameMthLY	
General Threshold Levels						* Select desired level to	2
						store comments to per	8
Summary	Summary					report area	
S_KeyStat	Key Statistic	0.0%	2.0%		700000	Summary	
H_JCHours	Paid Hours	0.0%	2.0%		760000	Summary	
R_PatientRev	Patient Revenue	0.0%	5.0%	\$0	730000	Summary	

In the top section of the sheet, you may select the following options:

1. To only view thresholds for particular departments, type criteria in the **Custom Filter for Alert Processing** cell (*e.g.*, "(Dept.Manager='Chris Sparks' or Dept=101010)").

**IMPORTANT:** Do not remove the "Acct.Statement <>'NI'" criteria, otherwise new, approved initiatives will be included.

**IMPORTANT:** Custom filters will not be applied to the optional Variance Comments Collection tab in the Month End Reporting dashboard.

- 2. In the **Comparison Time Series** cell, select one of the following options in which to base the variance in the reports:
  - For regular current year budget variances, select CYB.
  - For flexible budget variances, select FLX.
  - For three-month average variances, select 3MthAvg.
  - For prior month variances, select LastMth.
  - For the same month last year variances, select SameMthLY.
- 3. In the Revenue & Usage Comparison field, do one of the following:
  - To enable drilling in the statistic section down to CDMCode, select Budget.

- If unsure which option to select, select Budget.
- 4. In the Flag Max Positive Variance as Required cell, do one of the following:
  - To be alerted to variances in a favorable direction as well as variances in an unfavorable direction, select **Yes**.
  - To not be alerted to variances, select No.
- 5. If your organization uses H\_JCHours for Paid Hours, do the following:
  - In the Use H\_JCHours for Paid Hours filter (Default is H\_Hours) cell, select Yes.
  - If you are not sure, select No.
- 6. In the Activate Variance Comments Collection tab on Month End Review Dashboard dropdown, select one of the following options:
  - To create a Variance Comment Collections in the Month End Review dashboard where you will manage variance comments, select **Yes**.
  - To manage variance comments in the Excel Client, especially if you already have customized filters, select **No**.

### Comment level settings

In the Summary portion of the General Threshold Levels section of the page, you may decide whether to collect comments at a summary level or account detail level.

**IMPORTANT:** Valid account codes are needed if reporting at the Summary level.

Tolerance Level fo	r Alerts						Save
Custom Filter for Alert Process	sing:	(Dept.Manage	er='Chris Sparks'	or Dept=101010)			
Comparison Time Series		Three Month A	verage 🔻				
Revenue & Usage Comparison		YTD Average	•				
Flag Max Positive Variances a	s Required	Yes	•				
Use H_JCHours for Paid Hours	s filter	No	•				
Activate Variance Comments (	Collection tab on Month End Review Dashboard	Yes	•				
FSSummary		Min	Max	Threshold	Level of	Summary	
i Groups	Description	Yellow	Red	Red	Comments	Account	
<ul> <li>Add Entity Exception to Threshold</li> </ul>	Level Table						
General Threshold Levels							
A 1 KH University							
C A 1 - KH University							
Summary							
S_KeyStat	Key Statistic	0.0%	2.0%		Summary 🔻	700000	
H_Hours	Paid Hours	0.0%	2.0%		Summary 🔻	700000	
R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	Summary 🔻	700000	
R_OtherRev	Other Revenue	0.0%	5.0%	\$0	Detail 🔻		
R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0	Detail 🔻		

This setting is reflected in the Comment Input reports. If you select **Summary**, a single comment input field displays at the summary level. If you select **Detail**, individual comment input fields display for each account.

FSSummary		Min	Max	Threshold	Level of	Summary
Groups	Description	Yellow	Red	Red	Comments	Account
+ Add Entity Exception to Threshold Level	I Table					
A 2 - KH Medical Center						
Summary						
S_KeyStat	Key Statistic	1.0%	1.0%		Summary 🔻	700000 - Variance Comments - Statistics 🔹
H_Hours	Paid Hours	1.0%	1.0%		Summary 🔻	700000 - Variance Comments - Statistics 🔹
R_PatientRev	Patient Revenue	1.0%	1.0%	\$1	Summary 🔻	730000 - Variance Comments - Patient Revenue 🔻
R_OtherRev	Other Revenue	1.0%	1.0%	\$1	Summary V	700000 - Variance Comments - Statistics 🔹
R_NonOpRev	Non-Operating Revenue	1.0%	1.0%	\$1	Detail 🔻	
E_Salaries	Salaries	1.0%	1.0%	\$1	Summary V	123459876 - Test Code MW 🔻

If using the summary level, you need to create a dummy account to accept comment input. You need to add the dummy accounts to the ACCT dimension table, and then indicated in the Summary Account column on the ThresholdLevel sheet.

Revenue & Usage Comparison Flag Max Positive Variances as Requir Use H_JCHours for Paid Hours filter Activate Variance Comments Collectio	ed n tab on Month End Review Dashboard	YTD Average Yes No Yes	•           •           •           •           •           •           •           •			ļ	
FSSummary		Min	Max	Threshold	Level of	Summary	
🗇 Groups	Description	Yellow	Red	Red	Comments	Account	
+ Add Entity Exception to Threshold Level Te	ible						
✔ General Threshold Levels							
📃 🔺 1 - KH University							
Summary							
S_KeyStat	Key Statistic	0.0%	2.0%		Summary 🔻	700000	
H_Hours	Paid Hours	0.0%	2.0%		Summary V	700000	
R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	Summary 🔻	700000	
R_OtherRev	Other Revenue	0.0%	5.0%	\$0	Detail 💌		
R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0	Detail 🔻		

**IMPORTANT:** Do not assign any new account to an existing FSSummary category, otherwise the next month that account will show up in detail. Use Summary instead.

You can define exceptions for summary level (and all other Threshold settings by Entity) in the sections further down the worksheet.

	FSSummary		Min	Max	Threshold	Summary	Level of
Û	Groups	Description	Yellow	Red	Red	Account	Comments
<b>+</b> A	dd Entity Exception to Threshold Level Table						
	E_OtherExp	Other Expense	0.5%	2.5%	\$1,000		
	∧ 1 - KH Health System						
	Summary						
	S_KeyStat	Key Statistic	0.0%	2.0%		700000	Summary 🔻
	H_Hours	Paid Hours	0.0%	2.0%		700000	Summary 🔻
	R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	700000	Summary 🔻
	R_OtherRev	Other Revenue	0.0%	5.0%	\$0		Detail 🔻
	R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0		Detail 🔻
	E_Salaries	Salaries	0.5%	5.0%	\$0		Detail 🔻
	E_Supplies	Supplies	0.5%	2.5%	\$0		Detail 🔻
	E_OtherExp	Other Expense	0.5%	2.5%	\$0		Detail 🔻
	Detail Level						
	S_KeyStat1	Key Statistic	0.0%	2.0%			
	H_Hours	Paid Hours	0.0%	2.0%			
	R_PatientRev	Patient Revenue	0.5%	5.0%	\$5,000		

### Flag alert settings

For each account, you may define ranges at which various flags are set:

Revenue & Usage Comparison Flag Max Positive Variances as R Use H_JCHours for Paid Hours fi Activate Variance Comments Col	lequired Iter lection tab on Month End Review Dashboard	YTD Average Yes No Yes	v           v           v           v           v           v	ļ			
FSSummary		Min	Max	Threshold	Level of	Summary	
🗇 Groups	Description	Yellow	Red	Red	Comments	Account	
<ul> <li>Add Entity Exception to Threshold Le</li> </ul>	evel Table						
✔ General Threshold Levels							
A 1 - KH University							
Summary							
S_KeyStat	Key Statistic	0.0%	2.0%		Summary 🔻	700000	
H_Hours	Paid Hours	0.0%	2.0%		Summary 🔻	700000	
R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	Summary 🔻	700000	
R_OtherRev	Other Revenue	0.0%	5.0%	\$0	Detail 💌		
R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0	Detail 🔻		

For each summary and/or detail account, you may set thresholds that will trigger flags with different color coding in the variance reports.

Color	Description
Green	Displays on the report if the variance is below the value in the <b>Min Yellow</b> column.
Yellow	Displays on the report if the variance exceed the <b>Min Yellow</b> amount but remains below the <b>Red Threshold</b> .

Color	Description
Red	Displays on the report if the variance is greater than <b>Max Red</b> but comments are not required.
Red w/Yellow Box	Displays in the yellow cell if variance is greater than <b>Max Red</b> and comments are required.

# Building and processing budget plan files

A budget contains budget plan files for each department, organized into file groups, which typically each contain a single year's budget.

**IMPORTANT:** Before you build and process plan files, you must first load and reconcile data. For more information, see Preparing data for budget go-live

To initially create plan files for a new year, you will need to:

- 1. Build plan files Creates the budget plan file.
- 2. Process plan files Populates the budget plan file with data from the Axiom database that you preloaded.

Budget file groups contain plan files with budget data for each department in the organization. However, you do not copy individual plan files when cloning a file group. Instead, you use the Build & Process Budget Files job in the Axiom Scheduler to generate a new set of plan files for the new budget year.

Budget plan files are generated from templates. Which templates are used for a particular department and how those templates are configured is based on settings in our Budget Configuration and Assumptions driver files.

**NOTE:** The Build & Process Budget Files job creates and saves the plan files per the configuration settings in the dimension tables and the file group's driver files—it does not populate the files with data. Populating the plan files with data is an additional step that we will discuss later.

Within the job, creating and processing are broken out to two different tasks to allow each to be run independent of each other.

Building budget plan files

To build budget plan files:

1. In the Bud Admin task pane, in the Prepare Budget Plan Files section, double-click Build & Process Budget Plan Files.



2. In the box on the left side of the Scheduler dialog, click Create Plan Files.

<li>Axi</li>	Axiom Scheduler - Build & Process Budget Files										
Job	Service										
						1	₽	×			
New	Open	Save	Close	Run Once	Add	Move Up	Move Down	Remove Selected	Clear All		
		Job					Tasks				
🗋 Build	d & Proce	ss Budg	et Files (	R/O)							
Ger Job Sch	neral Variables eduling R	ules		Task Control     Task Details     General Plan Files							
No ▲ Tasi Job	tification ks Create Pl Process F Results	an Files Plan File	5	Selec	t File Grou Overwrite e	p: BP_I	NextYea	r 🦷			

3. Click the folder icon.

(a) Axio	Axiom Scheduler - Build & Process Budget Files											
Job	Service											
			2		÷		₽		Ň			
New	Open	Save	Close	Run Once	Add	Move Up	Move Down	Remove Selected	Clear All			
		Job					Tasks					
🗋 Build	d & Proce	ss Budg	et Files (	R/O)								
Ger Job Sch Eve Not A Tasl	neral Variables eduling R nt Handle tification ks Create P Process R Results	s Rules ers Ian Files Plan File	5	> Task	: Control : Details al Plan F t File Grou Overwrite e	iles up: BP_I existing p	NextYea olan files	r 📔	•			

4. In the **Choose File Group** dialog, select the file group, and click **OK**.

Ochoose File Group	×
Select the target file group for creating plan files	
● Show File Groups ○ Show Aliases	
Budget-2016 (Budget-2016)	~
Budget-2017 (Budget-2017)	
Budget-2018 (Budget-2018)	
Budget-2019 (PROTOTYPE) (Budget-2019 (PROTOTYPE))	
Capital Planning Forms OLD (Capital Planning Forms OLD)	
Capital Planning-2016 (CapitalPlanning-2016)	
Capital Planning-2017 (CapitalPlanning-2017)	
Capital Planning-2018 (CapitalPlanning-2018)	
Capital Planning-2019 (CapitalPlanning-2019)	
Capital Tracking-Projects (CapitalTracking)	$\sim$
ОК	Cancel

 To create specific plan files, you can apply filters, as needed. For example, to only run for a selected Entity or Dept. To apply filters, in the Task Details section, click the Plan Files tab. Select the Use filter radio button to access filtering options.

Axiom Scheduler - Build & P	rocess Budget Files	?	×
Job Service			
🗋 📮 🖬 🎽			
New Open Save Close	Run Add Move Move Remove Clear Once - Up Down Selected All		
Job	Tasks		
🗋 Build & Process Budget Files	R/O)		
General Job Variables Scheduling Rules Event Handlers Notification Tasks Create Plan Files Process Plan Files Job Results		n file lis	st

6. After you select the options you want, in the Job ribbon, click Run Once.



7. After creating the plan files, you need to process them. For more information, see Process plan files.

### Refreshing data

Most of the data in Axiom Software is stored in a database. Plan files are typically generated as needed by populating a template file with the relevant data from the database. The template used for a particular plan file often depends on the configuration settings selected in the driver file for that file group. Most plan files automatically refresh/recalculate data on open. If you need to update an open workbook to reflect changes to the database or driver files, however, you can use the Refresh feature.

In plan files, this feature is only available to product administrators and to users with the Run AQs in Plan Files security permission. This control prevents users from inadvertently overwriting plan data when the template is not designed to accommodate data updates.

An Axiom query is a method of querying data from the database and updating a specific range in a sheet with the data. If an Axiom query is configured to refresh when the file is opened, however, that refresh occurs for all users, regardless of their security settings. Therefore, you may see data updates in the file when it is first opened, regardless of whether the Refresh feature is available to use.

For administrators, typically the only time you may refresh individual plan files is during plan file testing. To test changes made to a template, you build a plan file from the template, and then refresh the plan file to bring in data. After testing has been completed and the final plan files are built out, use the **Process Plan Files** utility to refresh plan files in a batch process rather than refreshing individual files.

After the plan files have been rolled out to end users, you only refresh the plan files if the templates are designed to accommodate ongoing data updates. For example, when performing rolling forecasting, your templates are designed to accommodate bringing in a new period of actuals data each month or each quarter. On the other hand, if you are performing traditional annual budgeting, then your templates are designed so that actual data is brought in once at the start of the process. After that initial baseline is set, typically no further data updates are brought into the plan files.

To refresh a plan file:

• On the Main tab, in the File Options group, click Refresh.



**NOTE:** You may be prompted to define values before the refresh occurs. If so, these values are applied to the plan file to impact the data refresh.

### Viewing budget plan file templates

Templates define the default file structure for budget plan files. Each template contains one or more sheets that are copied into a budget plan file at the time it is initially created. Individual cells in templates may contain formulas (tags) that define how data flows from the database into the corresponding budget plan file cells and/or how data input or modified in the plan should be written back to the database.

In all Axiom Software products, templates are generally standardized for each application and not editable by users. However, you may still view the contents of templates to help trace formulas back to the source data and understand how data in plan files flows to and from the central database.

Which templates (or sheets within templates) are used to create a particular plan file depends on settings within the related driver files and dimension table(s). You may or may not be able to configure these associations, depending on the application and particular category of plan file.

**NOTE:** After plan files have been created from templates, subsequent changes to the template do not impact the plan files unless the plan files are re-created.

To view templates:

1. In the Explorer task pane, in the File Groups section, click the file group for the templates to view.



- 2. Click Templates.
- 3. Double-click the template to view.
- Processing budget plan files

To process budget plan files:

1. In the Bud Admin task pane, in the Prepare Budget Plan Files section, double-click Build & Process Budget Plan Files.



2. In the box on the left side of the Axiom Scheduler dialog, click Process Plan Files.

Axio	Axiom Scheduler - Build & Process Budget Files											
Job	Service											
						1	₽					
New	Open	Save	Close	Run Once	Add	Move Up	Move Down	Remove Selected	Clear All			
		Job					Tasks					
🗋 Build	Build & Process Budget Files (R/O)											
Ger	eral			Task	Control							
Job	Variables			✓ Task Details								
Sch Eve	eduling R nt Handle	lules		General Plan Files								
Not ▲ Task Job	ification cs Create Pl Process F Results	an Files Plan File	5	Select File Group: BP_NextYear 🛁								

3. To process specific plan files, you can apply filters, as needed. For example, to only run for a selected Entity or Dept. To apply filters, in the **Task Details** section, click the **Plan Files** tab. Select the **Use filter** radio button to access filtering options.

👌 Ax	iom Sched	uler - B	uild & Pr	ocess Bu	dget Files													?	×
Job	Service																		
			<b>^</b>		d'	1		×											
New	Open	Save	Close	Run Once	Add	Move Up	Move Down	Remove Selected	Clear All										
		Job					Tasks												
🗋 Bui	ld & Proce	ss Budg	et Files (	R/O)															
Ge Jo Sc Ev No ⊿ Ta	eneral b Variables heduling R ent Handle otification sks Create Pl Process F	ules ers an Files Plan File	5	<ul> <li>Task</li> <li>Task</li> <li>Option</li> <li>Specific</li> <li>Plan F</li> </ul>	: Control : Details ns Plan I iy plan file ile Filter:	iles Ax	iom Que :ess:	rries Pro Choose	cessing \ from list	/ariables : • Us	e filter	) All			Ty Fi	lter Wizard	<li>Refree</li>	esh plan f	file list
Jo	b Results			Plan fi	iles match	ing filter DESCRII	: 0 PTION	▼ Fi	le Exists	¥	ENTITY	¥	DIVISION	¥	KHABGTCC	DE 💌	RPTMAP	•	MANA(

4. To process the plan files, in the Job ribbon, click Run Once.



# Building plan files using a Scheduler job

Use a filter in Scheduler to run the Build & Process Budget Files job. To confirm that no errors occurred, review the log for errors after the scheduled job completes.

To build plan files using a Scheduler job:

1. From the Admin ribbon tab, click Scheduler.



- 2. In the Job ribbon tab, click Open.
- 3. Double-click the **Budgeting** folder.
- 4. Double-click Build & Process Budget Files.

**NOTE:** By default, the job is already set up to run, but you can complete steps 5-9 if you want to filter the plan files to build and process. Otherwise, skip to step 10.

5. In the left-hand navigation, click Tasks > Create Plan Files (if it's not already selected).



- 6. In the General tab, click the folder icon.
  - A Axiom Scheduler Build & Process Budget Files

Job	Service										
								×	<u>∢</u>		
New	Open	Save	Close	Run Once	Add	Move Up	Move Down	Remove Selected	Clear All		
		Job					Tasks				
🕼 Sch	eduled Jol	bs 🗋	) Build 8	k Process	Budget Fi	les					
Ge	neral			> Task	Control						
Var	iables			✓ Task Details							
Sch	neduling F ant Handle	Rules		Gener	al Plan F	iles			K		
No Tas	tification ks Create P Process I sults	l <mark>an Files</mark> Plan Files	5	Select File Group: BP_NextYear							
1	and a										

7. Select the file group in which to select the plan file to create.

A Choose File Group	×
Select the target file group for creating plan files	
● Show File Groups ○ Show Aliases	
Budget-2016 (Budget-2016)	~
Budget-2017 (Budget-2017)	
Budget-2018 (Budget-2018)	
Budget-2019 (Budget-2019)	
Budget-2020 (Budget-2020)	
Budget-2020 For Dave (Budget-2020 For Dave)	
Budget-2020 Prototype POC (Budget-2020 Prototype POC)	
Budget-2021 (Budget-2021)	
Budget-2021_v4 (Budget-2021_v4)	
Capital Planning-2016 (CapitalPlanning-2016)	$\sim$
OK Car	ncel

8. Click the Plan Files tab, and click Use filter.

Scheduled Jobs 🚺 Build	& Process Budget Files
General Variables Scheduling Rules Event Handlers Notification Tasks Create Plan Files Process Plan Files Results	<ul> <li>Task Control</li> <li>Task Details</li> <li>General Plan Files</li> <li>Specify plan files to create: O Choose from list Use filter O All</li> <li>All plan files will be created (11).</li> </ul>

- 9. From the list, select the plan files to create by clicking the check box next to the left of the **DEPT** column.
- 10. In the Job tab, click Run Once.



# Configure budget security

This section provides the security settings for the Kaufman Hall Axiom Product roles - per the design of the Axiom Budgeting product. It is intended not only to provide additional education towards security settings but to also serve as an audit tool to validate your current Axiom EPM roles.

For more details regarding general set up and maintenance of Axiom security, see Security Overview.

For more details regarding general set up and maintenance of Axiom Security, see "About security" in the Axiom Budgeting online help.

### Design

Security is pre-configured according to each product. Each product provides five primary roles: System Admin, Product Admin, Local Admin, Product Analyst, and Product User. Each role includes pre-configured security to access specific locations, files, and features. You apply data filters to control each user's reach into the data.

There are two main elements to setting up security in Axiom products:

- **Role** Allows access to features and files, but not data. Roles define what a user can do, which are defined and explained in the Roles section.
- Filter Allows access to data and plan files with standard filters built into each role. The filters are directly referenced from the dimension tables, which provides the ability to maintain data access through the dimensions for additional disseminated control. These are explained in the Filters section.

### Filters

The Product User, Analyst, and Local Admin roles come pre-configured with a flexible, dynamic filter. Each member requires a unique filter. For example, the ICU manager needs a unique filter to restrict access to only ICU information, as true with every member of the suite. We accomplish this by using a variable to drive each user's data filter from a reference table you would commonly maintain. The most common table is the DEPT dimension. This table is shared by many planning process and data tables, and provides an excellent means to protect your data. Other products may have an alternative key table that drives security filters. We will use the DEPT dimension in our examples.

Each product includes nine columns in the DEPT dimension, which you assign to user's login IDs based on who is the owner of that role for each department listed. Those security columns with login IDs are referenced by the corresponding role as for unique data and plan file filters. In the following table, CSparks is assigned a Budget User role. The role gives him access to specific features, functions, and tools. The role also includes a dynamic data filter for all budget data tables of "If BPOwner or BPReviewer or BPApprover = login name". So, when CSparks logs in, his role filter will apply his login name to his budget role filter, resulting in if BPOwner or BPReviewer or BPApprover = CSparks. This gives him access to the budget planning data tables for ICU and ER.

Dept	Product User			Product Analyst			Local Product Admin		
	BPOwner	BPReviewer	BPApprover	BPAnalyst	BPAnalyst2	BPAnalyst3	BPAdmin	BPAdmin2	BPAdmin3
ICU	CSparks	CSparks	SSmith	CJones	TSmith	NA	SBaker	CCredit	DDobbs;NHon
ER	GJones	CSparks	LWinter	CJones	DTom	TSmith	SBaker	CCredit	DDobbs

Managing member's data and plan file filters are managed by assigning each members login ID to the respective departments in the DEPT dimension without the need to access security. This allows you to minimize number of members with security access since Local Admin members can manage security filters through dimension ownership assignments.

### Adding additional users

If you need additional users than the fields provide, you may create and use pseudo roles as an assignment vs. a single login name. Every member of that role will inherit permissions to that department. For example, let's say you have six local admins that need rights to all departments and only there are only three slots available in the dimensions. You would do the following:

- 1. Open Security Manager.
- 2. Create a new role.
- 3. Assign the six members to the new role.
- 4. Open the Dimension Maintenance Utility.
- 5. In the DEPT dimension, assign the role name to each of the departments in the BPAdmin column, and save the changes.
- 1. Open Security Manager.
- 2. Create a new role.
- 3. Assign the six members to the new role.
- 4. Open the Dimension Maintenance Utility.
- 5. In the DEPT dimension, assign the role name to each of the departments in the BPAdmin column, and save the changes.

For instructions related to managing security and managing dimensions, see the following topics in the online help:

**TIP:** To find the exact topic listed below, type the name of the topic with quotations.

- "The Security Management dialog"
- "Managing roles"
- "Managing users and roles"
- "Launching the Dimension Maintenance Utility"
- "Editing a dimension"

All of the members with that role will now have proper permissions.

If you need to assign broader filters, such as "Region='IOWA', you can apply a custom filter directly to the user. A user-level filter and a role filter combine as an OR statement "User Filter OR Role Filter". The user filter is applied in multiple locations.

### Security basics

Security is configured by four sections.

Туре	Description
Product permissions	General administrative functions. Many of these permissions span all products. You can grant many of the permissions in the other sections. This permission level is suite-wide.
Product file groups	Determines access to what file groups, plan file filters, access, and abilities.
Data table types	Determines access to data tables. Tables are categorized by type. For example, the Financial type contains all the GL financial tables.
Files	Determines access to select Axiom EPM files.

### ► Tools

Name	Description
Security Manager	Allows you to maintain the complete security options for all users and roles. We recommend this tool for adjusting security at the individual level.
Security Spreadsheet	Provides a spreadsheet view of file group and table options for all users and roles.
	<b>IMPORTANT:</b> Use caution when using this tool. If two or more security members save this file with overlapping filters at the same time, the system will overwrite one over the other.
Product Security Setup Utilities	Allow you to bulk assign roles and data filters. Each product has a configured set in the Product Utilities > Security Setup folder. You must be a member of Security Admin to post changes. We recommended using this tool for initial product and role assignment.
Dimension Security Utility	Allow you to assign permissions for Admin members to maintain dimensions. You must be a member of Security Admin to post changes.
Product Driver Security Utility	Allows you to assign permissions for Admin or Analyst members to maintain dimensions. You must be a member of Security Admin to post changes.
Active Directory Import	Using the Active Directory Import, you can map directory groups to EPM roles to automate enabling new members.

### Roles

Each EPM license/product comes with the following role types:

Role	Description	Configuration Abilities	Table Abilities	Plan File Abilities	Report Abilities
System Admin	Person with all access security. No restrictions. Admin Check in User security. Recommend no person have this right. Recommend one generic login in case of rare need.	All access	All access	All access	All access
Suite Admin	Manages overall suite, table and system configuration. Typically limited to 1-2 members.	Home page File group management Apply software updates System Browser Admin ribbon	Current period settings Table modifications New dimension grouping columns	None	R/W access to all suite files
Product Admin	Product administrator. Responsible for configuration, process, and structure.	Audit History Imports System Browser Drivers Dimensions Exports Admin ribbon Scheduled jobs Process definitions	Filtered access to data tables Dimension edit Driver edit View tables Budget custom tables	Create new R/W filtered access Unprotect Recalculate	Product reports – R/O Product utilities – R/W Create new
Product Local Admin	Local product administrator. Data imports, Dimension Maintenance, Drivers, Report Writing	Drivers Dimensions Imports Admin ribbon Scheduled jobs Process definitions	Filtered data access Dimension edit Driver edit View tables (R/O) Budget custom tables	Create new R/W filtered access Unprotect Recalculate	Product reports – R/O Product utilities – R/W Create new
Product Analyst	Designated to support managers via plans during planning process. R/W access to filtered plan files	Main ribbon	Filtered data access	R/W filtered access Unprotect	Product reports – R/O Product utilities – R/W Create new
Product User	General consumer of the process & information.	Main ribbon	Filtered data access	R/O access until step owner	Product reports-R/O
Security Admin	Manages security settings	Security access	None	None	Product security tools
Tech Admin	Ability to apply updates and scheduled jobs	Admin ribbon	None	None	None

### Budget planning provider roles

Role	Description	Configuration Abilities	Table Abilities	Plan File Abilities	Report Abilities
Budgeting Physician Admin	Manages provider budget configuration and data Access to provider reports, utilities, and drivers	Provider drivers Imports	View provider dimensions Provider drivers View provider dimensons Edit provider dimensions	See Provider tabs Need Budget Admin role	Provider reports Provider utilities
Budgeting Physician	Access to provider reports, drivers	None	Filtered data access	See Provider tabs Need Budget User or Analyst role	Provider reports

## Product permissions

Category	Subsystem	Everyone	Prod User	Prod Analyst	Prod Local Admin	Prod Admin	Suite Admin	Notes
Permissions								
Announcements	Yes	No	No	No	No	No	Yes	Not needed. Currently not in use.
Explorer	Yes	No	No	No	No	Yes	Yes	Access to the System Browser via the Admin Task Pane. All users have access to explorer task pane.
Exports	Yes	No	No	No	No	Yes	Yes	Ability to create new data Exports.
File Groups	Yes	No	No	No	No	No	Yes	Clone and edit file groups.
Imports	Yes	No	No	No	Yes	Yes	Yes	Ability to create new imports.
								Ability to run existing imports is managed in Files.
Locked Items	Yes	No	No	No	Yes	Yes	Yes	Ability to unlock items.
Security	Yes	No	No	No	No	No	No	Access to the Security Module.
Tables	Yes	No	No	No	No	No	Yes	Ability to create/delete/modify table structure.
								Ability to change table current periods
Task Panes-Edit	Yes	No	No	No	No	No	No	Do not modify EPM provided task panes. Permission should be granted at the User level.
Updates	Yes	No	No	No	No	No	Yes	Ability to apply Axiom updates. System Admin role.
Audit History	Yes	No	No	No	No	Yes	Yes	Ability to view full system activity log for the suite. Use caution granting this. User Level exceptions.
Remove Protection	Yes	No	No	No	No	No	Yes	Ability to unprotect any file accessible. Unprotect rights is granted in the Files section. Not here.
Sched. Jobs	Yes	No	No	No	Yes	Yes	Yes	Ability to edit / create/Delete scheduled jobs.
User Folder	Yes	No	No	Yes	Yes	Yes	Yes	Access to "my documents". Typically applied to users who will be writing "in-progress" reports.

## Product file groups

Category	Subsystem	Everyone	Prod User	Prod Analyst	Local Prod Admin	Prod Admin	System Admin	Notes
Modify	Yes	No	No	No	No	Yes	Yes	Edit file group configuration and clone. Limited Membership
Create Plans	Yes	No	No=8P CP=Yes	Yes	Yes	Yes	No	Ability to create new plan files for the file group. Data population is the role of Process Plan Files.
Create Records	No	No	Yes	Yes	Yes	Yes	No	Only used with on-demand FGs. Yes for Capital Planning, Tracking, and Financial Planning
Process Plan	Yes	No	No	No	Yes	Yes	No	Ability to interface new data into plan files.
Run Queries	Yes	No	No	No	No	No	No	Ability to refresh a plan file on demand. Not Leveraged today. Leave
Calc Methods	No	No	No	No	No	No	No	Refrain from making calc method changes. Calc methods are replaced
File Groups – Plan	Files							with each update thereby removing any modifications you may have made.
	Design from the second		Prod Only	244	p.hu	2.64	No. Confin	
File Access	Read/ Write	Not Config	Read Unity	R/W	R/W	K/W	Not Config	Product users are dependent on Process management to escarate mem to
CM Incent	Vor		No	Vor	Vor	Voc		Ability to add new Arrts/Johrodes/Other Records
CM Change	Vec		No	No	Ver	Yes		Ability to chaose a calc method from one to apother
Unprotect	Yes		No	Yes	Yes	Yes		Ability to unprotect the workbook.
Sheet Assistant	Ves		No	No	Yes	Yes		Ability to view the Plan File Sheet Assistant
File Processing	Yes		Ne	Ne	Ne	No		Not needed
Interacts with	Yes		Yes	Yes	Yes	Yes		Should be marked TRUE. Will not interfere even if you don't use Process
Process Mgmt								Management for that file group.
All or Filtered	All		Filtered	Filtered	Filtered	All Access Can apply filters at the User level		All = Access ALL Plan Files with no filter. Filtered = Limited access to Plan Files
Filter BP			Dept.BPOwner='(CurrentUser.LoginName)' OR	Dept.BPAnalyst='{CurrentUser.LoginName}' OR	Dept.BPAdmin='(CurrentUser.LoginName)' OR	Dept.BPAdmin='(CurrentUser.LoginName)'		Configured with nine security columns in the Department dimension. Each
			Dept.BPReviewer='(CurrentUser.LoginName)' OR	Dept.BPAnalyst2+'{CurrentUser.LoginName}' OR	Dept.BPAdmin2+'(CurrentUser.LoginName)' OR	OR		set of three columns determines filter access for Budget Planning.
			Dept BApprover-(Currentise: LoginHame)'	Dept B <sup>1</sup> Analystb-[Currentise: LoginHame] <sup>*</sup>	Dept B'Adminis- (Currentiser Laginitisme)	Dept BPAdmin2+" (CurrentUser LoginName)"		Complete any three columns with user login 105. Load Poolet Admin. BPAdmin 2 BPAdmin 3 BPAdmin 4 BPAdmin 5 BPADmin 4 BPADmin
			Dept Capital, Domer 2-1 (Currentitizer Leginihame) Dept Capital, Jéreproven (Currentitizer Leginihame) Dept Capital, Approven (Currentitizer Leginihame)	Dept CAnalysta" (Currentiser: Laginkame)" (1) Dept CAnalysta" (Currentiser: Laginkame)"	Dept (74amin3="CurrentUser Loginkame") (1) Dept (74amin3="CurrentUser Loginkame")	On Dept (PAdmin34" (CurrentLiser LoginName) Of Dept (PAdmin34" (CurrentLiser LoginName)		of these couldmus determines filter access for Capital Planning. Complete each three columns with user light IDS. Local Photoe Amine. CARAmine CARAmines CARAMINES CAR
Filter CT			Dept Capital_Owner's [Currentizer LoginName] OB Dept Capital_Owner's [Currentizer LoginName] OB Dept Capital_Development_Currentizer LoginName] Dept Capital_Approvers'(Currentizer LoginName)	Dept CPAnalyst=/(CurrentUse: LoginName) OR Dept CPAnalyst=/ CurrentUse: LoginName) OR Dept CPAnalyst=/ CurrentUse: LoginName)	Dept (7Admina-"(CurrentUser LoginName)" OR Dept (7Admina-"(CurrentUser LoginName)" OR Dept (7Admina-"(CurrentUser LoginName)"	Dept (FAdmin-YourentUser LoginName) Of Dept (FAdmin-D-YourentUser LoginName) Dept (FAdmin-D-YourentUser LoginName) Dept (FAdmin-D-YourentUser LoginName)		Configured nine security columns in the Department Dimension. Each sec of nines columns determines filter access for Capital Planning. Complete each three columns with two Eligin IDS. Uscal Product Amine. CARAminis Carbonis Product Amine CARAminis Carbonis Carboni
Filter FP			Nede Mord Domert-Clarentitue Lapotheme 70 Mode Mord Domert-Clarentitue Lapotheme Nede Mord Environment (Carentitue Lapotheme) Of Nede Mord Environment (Carentitue Lagotheme) Nede Mord Raprover*(Carentitue Lagotheme)	Trode Korde Akanjes" (Correntiser Loginshaver) O Node Model Analyst "Correntiser Loginshaver) O Node Model Analyst "CurrentUser Loginshaver)	Node Kode I Adminis-Y (CurrentUser LoginName) Node Kode I Adminis-Y (CurrentUser LoginName) Of Node Kode I Adminis-Y (CurrentUser LoginName)	he filter		Configuence ince security columns in the Model Dimension. Each set of three columns determined line access of Prinancial Planning. Complete each three columns determined line access of Prinancial Planning. Private Private Planning Private Planning Plannin

## Data table types

Category	Subsystem	Everyone	Prod User	Prod Analyst	Local Prod Admin	Prod Admin	System Admin	Notes
No Type (Drivers)	Full	Full RO	NC	NC	NC	NC		Driver & Reference tables. Everyone has full access to these tables. Enables
Budget Drivers	Full/Read	Full RO/CW	NC	NC	NC	NC		Exception: Everyone has full read access & no write.
								Editors of Drivers must be assigned a filter via Budget Driver Security tool.
Dimension Validation	R/W Full	Full OTIS=None	NC	NC	NC	NC		Everyone has full Read access to these tables.
Dimensions	R/W Full	Full Read	NC	NC	NC	NC	NC	Everyone has ReadOnly, No write dimension access.
		Custom W.						Requires product admin/analyst user to have a write filter to product dimensions to be able to modify. Use Dimension
		No Filter						Security tool to assign filters.
		OTIS-None						
Budget Exceptions:		Full Access:			OTIS = READ for:	OTIS = READ for:		See Physician Admin or Physician user for Provider related data & dimensions.
		GLPeriod			Acct	Acct		Product Admins can view the listed CDM codes with read.only table view access for viewing. Editing Dimensions is
		0.10						accomplished in Dimension Maintenance Utility
		CalDate			Deet	Dept		
					Fotity	Entity		
					Initiative ID	Initiative ID		
Capital Exceptions:		Full Access:				OTIS-Read		The listed dimensions are not part of the Dimension
		CapAcct				For:		
		Code				CapAcct		
		CPReq20XX				Code		
		CTReq				CPReq20XX		
		Payor				CTReq		
		POTrans				Payor		
		TempPOTrans				POTrans		
		Full Accord				otis-peap		
Fin Plan Exceptions		Code				For		
		GlobalSet				Code		
		Model				GlobalSet		
		Node				Model		
		Node_Type				Node		
		Payor				Node_Type		
		Scenario				Payor		
						Scenario		
RF Exceptions:		Full Access:						
		RFCode						
		REGroup						
Broduct Cuetom Data	R/W Full	No	Full	Full	Full	Full Access		Full Access. Only Product Admin members can change structure.
Product custom bata			OTIS=None	OTIS=None	OTIS=None	OTIS=RW		This is the table Type to assign any / all custom tables & mapping tables
						Allow Change		
MR-BP: EmpRoster	Full/RW/Chg	NC	Role Filter	Role Filter	Role Filter	Role Filter		Employee Roster.
·			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
MR-RP: Financial	Full/RW/Chg	NC	Role Filter	Role Filter	Role Filter	Role Filter		Financial Data: GL & GL Transactions
Wik-br. Financiai			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
MB-BP: Payroll	Full/RW/Chg	NC	Role Filter	Role Filter	Role Filter	Role Filter		Bi-weekly & Monthly Paryoli
			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
MR-BP: Provider	Full/RW/Chg	NC						Physician Data
	Full/DW/Chc	NC	Role Filter	Polo Filtor	Pole Filter	Polo Filter		Pauanua & Ileana
MK-BP: KU	i un/Rw/cng		OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		Instance of Confige
CB: Can commonte	Full/RW/Cbg	NC	Role Filter	Role Filter	Role Filter	Role Filter		Capital Planning Comments
cr. cap comments	,,,		OTIS=None	OTIS=None	OTIS-RW	OTIS=RW		
CP: Capital	Full/RW/Chg	NC	Role Filter	Role Filter	Role Filter	Role Filter		Capita Planning Data
			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
CP: Cap Def	Full/RW/Chg	NC	Full	Full	Full	Full		Capital Planning Definition & Configuration
			OTIS=None	OTIS=None	OTIS=RW	OTIS=RW		
FP: FinancialPlan	Full/RW/Chg	NC	Role Filter	Role Filter	Role Filter	Full		Financial Manning Data
	N/C	NC.	UTIS=None	UTIS=None	UTIS=RW	UTIS=RW		Financial Riscolas Ordenis Templato Configuration
FP: FPDefaults	INC	NC .	Custom It	Custom W	Custom W	CTIS-DW		rmancial riaming default remplate Configuration
			OTIS=None	OTIS=None	OTIS=Read	0.10-61		
EDM	Full/RW/Che	Full/None	NC	NC	NC	NC		Home page announcements. Only Product Admins can make announcement changes.
Cost Mgmt								Cost Management Data

### Files

Category	Subsystem	Everyone	Prod User	Prod Analyst	Local Prod Admin	Prod Admin	System Admin	Notes
Product Files								
Product Reports	R/W Full	NC	RO/E	RO/E/SA/FP	RO/E/SA/FP	RO/E/SA/FP	Full Access	General: all reports in the Product reports folder are Read Only for all roles. Exceptions listed below. If you want to edit a report you must save as to the custom folder to gain rights.
Prod Rpt Custom	NC	NC	NC	RW/E/SA/U/FP	RW/E/SA/U/FP	RW/E/SA/U/FP	Full Access	Recommend we add a ROLE for each Ministry and create corresponding parent folders within this custom directory. Each Ministry role will restrict access to specific custom folder.
Provider	NC	NC	No Access	No Access	No Access	No Access	Full Access	A Provider Role Required
Product Utilities	R/W Full	NC	NC	RW/E/SA/U/FP	RW/E/SA/U/FP	RW/E/SA/U/FP	Full Access	General: all reports in the Product Utility folder are Read Write for admin & analyst roles. Exceptions listed below.
Prod Utility Custom	NC	NC	NC	RW/E/SA/U/FP	RW/E/SA/U/FP	RW/E/SA/U/FP	Full Access	Recommend we add a ROLE for each Ministry and create corresponding parent folders within this custom directory. Each Ministry role will restrict access to specific custom folder.
Provider	NC	NC	NC	No Access	No Access	No Access	Full Access	Provider Role Required
Security	NC	NC	NC	No Access	RO/E/SD	RO/E/SD	None	Requires the Security Admin role to modify
System Files								
Dimension Maint Folder	RW/E/SD/U	NC	NC	NC	NC	NC	Full Access	Requires BP Table Structure Role
Dimension Maint File	NC	NC	NC	NC	RO/E/SD	RO/E/SD	Full Access	Dimension security filter must be established to modify.
Prod Doc Admin	RW/E	NC	NC	RW/E	RW/E	RW/E	Full Access	
Prod Doc User	RW/E	NC	RO	RW/E	RW/E	RW/E	Full Access	
Product Forms	RO	NC	RO	RO	RO	RO	Full Access	
Suite Forms	RO	RO	NC	NC	NC	NC	Full Access	
Home Files	RO/SD	RO	NC	NC	NC	RO/SD	Full Access	
Images	RO	RO	NC	NC	NC	NC	Full Access	
Product Drills	RO	NC	RO	RO	RO	RO	Full Access	
Suite Variables	RW/E/SD	Read Only	NC	NC	NC	RW/E/SD	Full Access	
Scheduler - Product	RW/E	NC	NC	NC	RW/E	RW/E	Full Access	
Exports - Product	RW/E/E	NC	NC	NC	RW/E/E	RW/E/E	Full Access	
Imports - Product	RW/E/E	NC	NC	NC	RW/E	RW/E	Full Access	
Task Pane - Product	RO/E	NC	RO-no admin	RO	RO	RO	Full Access	
Task Pane - Suite	RO/E	RO	NC	NC	NC	NC	Full Access	
Ribbons	RO	NC	RO	RO/E	RO/E	RO/E	Full Access	
KH Admin	NC	NC	No access	RO	RO	RO		
KH Main	NC	RO	NC	NC	NC	NC		
Process Definition - Product	RW/E	NC	RO	RO	RW/E	RW/E	Full Access	
Data Diagrams								
File Groups - Product	Max Access	NC	NC	RW/E/SD	RW/E/SD	RW/E/SD	Full Access	
Drivers	NC	NC	NC	RO/E/SD/SA	RO/E/SD/SA	RO/E/SD/SA		
Process Def	NC	NC		RO/E		RW/E		
Templates	No Access	NC		RO		RO		
Utilities	NC	NC		RW/E/SD/SA/FP		RW/E/SD/SA/FP		

### Specialty roles

Role	Permissions	File Group	Tables	Files
Budgeting Hide Labor	None	None	None	Hides Labor Tabs
Budgeting Hide ProvComp	None	None	None	Hides Provider Compensation Tab
Budgeting Hide ProvSalaries				Hides GL Provider Salaries
Budgeting Hide Salaries				Hides GL Salaries
Budgeting Physician Admin	None	None	Dimension OTIS=R CPT; DataType; Dept; Entity; FinClass; Location; Provider Provider: Admin Role Filter Otis=Read	
Budgeting Physician	None	None	Provider: Owner Role Filter Otis=None	Provider Budget: RO Explorer File P. Provider Utilities: RW
Global Driver Mgmt	None	None	All Budget Drivers: Full Access OTIS = Read	None

# Running process management

Running the Budget Approval Process

To use the Budget Approval Process:

- 1. In the Explorer task pane, in the File Groups section, click Budget-20XX > Process Definitions.
- 2. Double-click Budget Approval Process.
- 3. To view the steps in the process, click the Process Steps tab.

e Edit Plan File Process	?	×
Edit the definition of plan file process 'Budget Approval Process' in File Group 'Budget-2018'.		
This process is currently inactive.	Start pro	ocess
Process Properties Process Steps Notifications Web Configuration		
* Add - Duplicate Delete		
Base Budget Build		
By Budget Owner Input		
😨 Budget Approval		
🐺 Finance Approval		
Арріу ОК	Cano	el

The steps for running the Budget Planning Process include:

Step	Name	Description
1	Budget Configuration	Notifies the Budgeting Admin to configure the new year's budgeting file group.
2	Driver Configuration Updates	Notifies the Budgeting Admin to make any necessary updates to the Driver files.
3	Volume Assumptions	Notifies the Budgeting Admin to adjust volume assumptions for the new year.
Step	Name	Description
------	-----------------	--
4	Budget Approval	This subprocess containing multiple steps:
	Stages	<ul> <li>Base Budget Build – Prompts the Budgeting Admin to build plan files for the file group.</li> </ul>
		<ul> <li>Budget Owner Input – Prompts department managers to edit their respective budget plan files.</li> </ul>
		<ul> <li>Budget Review – Submits plan files to their designated reviewers for approval.</li> </ul>
		<ul> <li>Executive Approval – Submits approved plan files to their designated executive for approval.</li> </ul>
		<ul> <li>Finance Team Approval – Submits approved plan files to their designated financial department contact for approval.</li> </ul>

### Copying the Recalculate Budget Files job

In Axiom Budgeting, you can copy the Recalculate Budget Files job to recalculate the budget files for one or more specified entities.

To copy the Recalculate Budget Files job:

- 1. In the ExplorerExplorer task pane, in the Libraries section, click Scheduler Jobs Library > Budgeting, and double-click Recalculate Budget Files.
- 2. In Tasks list in the left window pane, click Process Plan Files.
- 3. Right-click any of the tabs, and click Save As.

K	) Axion	n Schedu	ıler - Re	calculat	e Budge	t Files						
	Job	Service										
				2			1		<b>→</b>			
	New	Open	Save	Close	Run Once	Add •	Move Up	Move Down	Remove Selected	Clear All		
			Job					Tasks				
	🗋 Recal	culate Bu	dget File	s								
	Gen	eral			> Job	Control						
	Job	Variables										
	Sche	eduling Ru	ules		🗸 Task	c Details				-		
	Ever Noti	nt Handlei fication	rs		Optic	ons Pla	an Files	Axion	n Queries	Proce	essing Vari	ables
	🖃 Tas	cs.		-					-		-	
	Job	Process P Results	lan Files		Sele	ect File Gro	up: BP_	NextYea	r 🛛			
						Save docu	ument aft	er proces	sing			
	Run Save To Database on plan files after processing											
	Create a plan file restore point before processing											
	Advanced Options											
						Worker Ba	atch Size	(leave bl	ank for aut	tomatic):		

- 4. Name and save the new scheduler job file.
- 5. Click the Plan Files tab.
- 6. At the Specify plan files to process option, select Use filter.
- 7. Create a filter to specify an entity by entering the filter syntax in the **Plan File Filter** box or click the Filter Wizard button.
- 8. Click the Axiom Queries tab.
- 9. In the **Refresh On Open** column heading, click the gray drop-down, and in the **Value** field, type **True**. This filters the list for all the AQs that should contain the check mark.

(a) Axior	m Schedu	iler - Re	calculat	e Budget	Files											? ×
Job	Service															
					<b>-</b>	1	•	<b>×</b>								
New	Open	Job	Close	Once	Add	Up	Down Tasks	Selected	All							
🗋 Reca	alculate Bu	dget Files	s													
Ger	neral			> Job (	Control											
Job	Variables				<b>D</b> 1 1											
Sch Eve	eduling Ru ent Handlei	ules rs		✓ Task	Details											
Not	tification sks			Optio	ns   Pla	an Files	Axiom	Queries	Pro	cessing Variables						
loh	Process P Results	lan Files		Active	Axiom Qu	eries for s	elected F	lan Files	are sho	wn in the list below. Select	ed Axiom Querie	s will be run when the	related	l Plan Files are	processed.	
	/ Results				Templa	te 👤	Worl	sheet	-	Axiom Query	•	Refresh On Open	<u>.</u> 7	Dynamic	<b>*</b>	
				H H	Master Master		Varia Varia	bles		AQ2: BudgetConfiguration	DriverOnOpen	True		G	Group By	
				Ŭ.	Master		Instru	uctions		AQ1: Instructions	Diverbilopen	True		d	aar Eiltara	
					Master		Instru	uctions		AQ2: Contact Info	- D-1 O O	True		Cir		
					Master		Drive	rs		AQ1: ExpenseAdjustments AQ2: LaborAccounts Drive	s Driver On Open ar On Onen	True	- 1	Contains		
				<b>T</b>	Master		Drive	rs		AQ3: GlobalDataConfig Dr	river On Open	True	- 1	Contains		
				<u></u>	Master		Drive	rs		AQ4: GlobalExp Driver On	Open	True	- 1	Value   True		
					Master		Drive	rs		AQ5: GlobalSum Driver Or	n Open	True				
					Master		Drive	rs Dour		AQ6: Provider Dept Config AQ4: Collide On Open	g Driver On Open	True				_ок
				3	Master		Stat	Rev		AQ4: Collide On Open		True		False		
				1	Master		JobCo	de		AQ1: Labor Configuration	Driver On Open	True		False		
					Master		JobCo	ode		AQ2: Labor Configuration	Driver On Open	True		False		
					Master		JobCo	ode		AQ3: Labor Configuration	Driver On Open	True		False		
					Master		JobCo	ode		AQ4: Labor Override Drive AQ5: Banchmark Driver Q	er On Open	True		False		
					Master			Jue		AQ5: Benchinark Driver O AQ1: ADCConfig Driver Or	n Open	True		False		
				1	Master		Empl	List		AQ3: LaborRates	il opdit	True		False		
				•	Master		Empl	List		AQ4: LaborRates		True		False		
					Master		Empl	List		AQ5: LaborRates		True		False		
					Master		Empl	_List		AQ6: LaborRates		True		False		
				Ĕ	Master		Empl	List		AQ7; LaborRates		True		False		
				Ū.	Master		Empl	List		AO9: LaborRates		True		False		
					Master		Empl	List		AQ10: LaborRates		True		False		
				<u> </u>	Master		Empl	List		AQ11: LaborRates		True		False		
					Master		Empl	_List		AQ12: LaborRates		True		False		
					Master		Empl	_LISL		AQ13: Laborkates				- aise		

10. Click any blank check boxes, and then click Save.

## Releasing budget plan files

After you start building plan files, they become available to your end users - unless you restrict them - so you want to make sure you are ready before releasing them to your end users.

Ensure that Security and Process Management is set up and ready to go.

Under certain circumstances, you may want to wait to make them available for a few days. For example, waiting until after the weekend or a major holiday.

**TIP:** We recommend that you review reconciliation reports on a daily basis until the budget is complete. This allows you to find and troubleshoot any issues quickly because you are starting each day with "clean" data. If you wait too long to reconcile your budget, it can take longer to find where the problems are located and resolve them. It also puts your organization or department in a constant state of readiness so that you can report information at a moment's notice

# Managing Setup Table Data

The following setup tables are used to enter your organization's information into the system. These tables include the following:

Table	Description
FP Payor	Add and manage the payors in the system
Payroll_Dates	Manage your organization's pay period dates
VCC_Payroll_Mapping	Identify JobCode/PayType combinations for each salary GL Account number
VCC_Threshold	Configure how much an account can vary from budget before department managers are required to enter comments explaining the variance
YearPeriod	<ul> <li>Configure the following:</li> <li>Fiscal year and the first month of the fiscal year</li> <li>Number of work days in the current year, last year, and next year</li> <li>The standard Full Time Equivalent (FTE) hours worked by employees in a year</li> </ul>

## Managing payors

The FP Payor table allows you to add and manage the payors in the system.

To manage payors:

1. In the Mgmt Admin task pane, in the Data Maintenance section, double-click FP Payor.

Data Maintenance								
😑 Change Payroll 27 Tables-Current Period								
🔚 Update VCC Payroll Mapping Table								
Update Payroll Dates Table								
Update VCC Threshold Table								
😑 Update Year and Period Tables								
🔚 FP Payor <								
Benchmark								
🖉 CalDate Update Utility								
Names								

2. In the **Description** column, type the full name used for the payor. For example, Blue Cross/Blue Shield.

ø			☆ ?
FP Pavor		Edit in Spreadsheet 📼	Save
i i i ujoi			
Description	Payor		
Medicare	Medicare		A
Medicaid	Medicaid		
Commercial	Comm		
Managed Care	MgdCare		
Self Pay	SelfPay		
Blue Cross/Blue Shield	BCBS		
Other	Other		
Payor 8	Fill In		
Payor 9	Fill In		
Payor 10	Fill In		
Payor 11	Fill In		
Payor 12	Fill In		
Payor 13	Fill In		
Payor 14	Fill In		-

3. In the **Payor** column, type the payor code to use in the system. For example, BCBS.

**IMPORTANT:** By default, Payor1 will always be Medicare. This means that if you currently use Payor1 for another payor, it will revert to Medicare when you open and save this utility.

If you have a large number of payors that you can copy from an Excel spreadsheet, you can use the **Edit in Spreadsheet** link in the upper left corner of the page to open a spreadsheet version of the table to edit.

	ž	7 ?
FP Payor	Grid Data X Home dit in Spreadsheet Sa	ve
Description		
Medicare	A1 $\checkmark$ $f_X$ Description A B C D E F G H $\land$	-
Medicaid	1 Description Payor	
Commercial	2 Medicare Medicare	
Managed Care	4 Commercia Comm	
Self Pay	5 Managed C MgdCare	
Blue Cross/Blue Shield	7 Blue Cross BCBS	
Other	8 Other Other	
Pavor 8	9 Payor 8 Fill In	
Payor 9		
Payor 10	Cancel	
Payor 11		
Payor 11		
Payor 12		
Payor 13		
Payor 14	Fill In	-

4. After you finish making your changes, in the upper right corner of the page, click Save.

ø				☆ ?
	FP Payor		Edit in Spreadsheet 🗐	Save
	Description	Payor		
	Medicare	Medicare		-
	Medicaid	Medicaid		
	Commercial	Comm		

## 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.

Data Maintenance ^								
😑 Change Payroll 27 Tables-Current Period								
😑 Update VCC Payroll Mapping Table								
😑 Update Payroll Dates Table								
💷 Update VCC Threshold Table								
😑 Update Year and Period Tables								
🕨 🌽 Data Imports								
🕨 🌽 Manual Data Input								
🕨 🌽 Data Reconciliation								
Payroll Accruals & Aggregation								
Revenue & Usage Utilities								
🗐 Standard Data Assessment								

2. For Cycle 1 and Cycle 2, from the **Select the initial period pay date** drop-down, select the date for Pay Period 1.

Payro	ayroll Dates												
												Hide Cycl	e 1
	Cycle1							Cycle 2				Hide Cycl	e 2
	7/2/2016	🛱 🗙	<<< Select the i	nitial period pay date				7/9/2016	<b>≅ ×</b>	<<< Select the	initial period pay date		
	0	¥	<<< Select the r	number of days the Pay	Date is after the Pay	Period End Date		0	•	<<< Select the	number of days the Pay	Date is after the Pay F	<sup>&gt;</sup> eriod E
	Current Year			Last Year		Next Year		Current Year			Last Year		
Pay	Pay Period	Current Year	Fiscal	Pay Period	Last Year	Pay Period	Next Year	Pay Period	Current Year	Fiscal	Pay Period	Last Year	
Period	End Date	Pay Date	Month	End Date	Pay Date	End Date	Pay Date	End Date 2	Pay Date 2	Month 2	End Date 2	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.

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

Payro	ll Dates										-	Save	
												Hide Cycle	:1
	Cycle1							Cycle 2				Hide Cycle	: 2
	7/2/2016	<b>×</b>	<<< Select the	initial period pay date				7/9/2016	× 🗎	<<< Select the	initial period pay date	e	
	0	•	<<< Select the	number of days the Pa	y Date is after the Pay	Period End Date		0	•	<<< Select the	number of days the P	ay Date is after the Pay P	eriod E
	Current Year			Last Year		Next Year		Current Year			Last Year		
Pay	Pay Period	Current Year	Fiscal	Pay Period	Last Year	Pay Period	Next Year	Pay Period	Current Year	Fiscal	Pay Period	Last Year	
Period	End Date	Pay Date	Month	End Date	Pay Date	End Date	Pay Date	End Date 2	Pay Date 2	Month 2	End Date 2	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	

## Setting VCC Payroll mapping

Variance Comments and other payroll utilities use specific rules to map GL accounts to job codes and pay types.

Use the VCC Payroll Mapping table to identify JobCode/PayType combinations for each salary GL account number.

Any unmapped accounts display in the **Unmapped Accounts** section under the Mapped Accounts section. Click the Unmapped Accounts header to expand or contract the list. When you map any unmapped accounts, the system automatically moves it to the list of mapped accounts.

VCC Payroll Mapping Rules												
🗸 Sh	✓ Show General Information and Instructions											
Û	Account	Description	GL Acct Dimension	Filter								
🔺 Maj	oped Accounts											
	60100	Salaries - Regular	РауТуре 🔻	(PayType.GLAcct=60100)								
	60110	Salaries - Overtime	PayType 🔻	(PayType.GLAcct=60110)								
	60120	Salaries - Non-Productive	PayType 🔻	(PayType.GLAcct=60120)								
	60900	Salaries - Emp Incentive	PayType 🔻	(PayType.GLAcct=60900)								
Umapped Accounts												
	60200	Salaries - Provider	Type to search 💌									
	60300	Salaries - MidLevel	Type to search 🔻									
	60600	Salaries - Contract Labor	Type to search 🔻									
	60910	Housing Allowance	Type to search 💌									
	61100	Employee Annuity	Type to search 🔻									
	61101	Employee Annuity-Provider	Type to search 🔻									
	61200	Medical Insurance	Type to search 🔻									
	61201	Medical Insurance-Provider	Type to search 🔻									
	61202	Medical Insurance-MidLevel	Type to search 🔻									
	61210	Insurance - HH	Type to search 🔻									
	61220	Group Term Life	Type to search 🔻									
	61221	Group Term Life-Provider	Type to search 🔻									
	61230	Disability Insurance	Type to search 🔻									

To map VCC Payroll:

1. In the Mgmt Admin task pane, in the Data Maintenance section, and double-click Update VCC Payroll Mapping Table.



 In the VCC Payroll Mapping utility, find the Salary GL Account to map to, and from the GLAcct Dimension column drop-down, select JobCode or PayType for each salary account. To disable drilling, select NA.

VCC Payroll Mapping Rules ✓ Show General Information and Instructions											
ê Mai	Account med Accounts	Description	GL Acct Dimension	Filter							
Unr	60100 60110 60120 60900 happed Accounts	Salaries - Regular Salaries - Overtime Salaries - Non-Productive Salaries - Emp Incentive	PayType ▼ JobCode PayType NA raytype ▼	(PayType GLAcct=60100) (PayType GLAcct=60110) (PayType GLAcct=60120) (PayType GLAcct=60900)							

**TIP:** Previously mapped accounts display at the top of the list.

- 3. To remove any mapped accounts, click the check box in Delete column (the first column indicated with a trash can icon). When you click Save, the account is removed.
- 4. After you finish making changes, click Save in the upper right corner of the page.

VCC Payroll Mapping Rules										
			GL Acct							
Ê	Account	Description	Dimension		Filter					
🔺 Ma	pped Accounts									
	60100	Salaries - Regular	РауТуре	•	(PayType.GLAcct=60100)					
	60110	Salaries - Overtime	РауТуре	•	(PayType.GLAcct=60110)					
	60120	Salaries - Non-Productive	PayType	•	(PayType.GLAcct=60120)					
	60900	Salaries - Emp Incentive	РауТуре	•	(PayType.GLAcct=60900)					
🗸 Uni	mapped Accounts									

The filter column computes the required filter based on the GLAcct mapping in the GLAcct grouping column in the respective JobCode or PayType dimension.

## Setting variance thresholds

The threshold level determines how much an account can vary from budget before department managers are required to enter comments explaining the variance.

To configure the threshold level, navigate to one of the following:

- In the Bud Admin task pane, in the Financial Reporting section, click Financial Utilities > System Setup, and double-click VCC\_Threshold.
- In the Mgmt Admin task pane, in the Dimension & Reference Maintenance section, click System Setup, and double-click VCC\_Threshold.

**NOTE:** In the ACCT dimension table, you need to create or include Variance Comments accounts for the Summary selection where ACCT.Type='Comments'.

### General settings

### Tolerance Levels for Alerts:

		Min	Max	Threshold	Summary	Level	
FSSummary Groups:	Description	Yellow	Red	Red	Account	of	
Custom Filter for Alert Proce	ssing:					comments	
Comparison Time Series:						СҮВ 🔫	
Revenue & Usage Compariso	Select Budge	t or YTD Ave	rage for CDMC	ode Comparis	on: CYB		
Flag Max Positive Variances a	ag Max Positive Variances as Required					3MthAvg	
Use H_JCHours for Paid Hou	rs filter (Default is H_Hours)					SameMthLY	
General Threshold Levels						* Select desired lev	/el to
						store comments to	) per
Summary	Summary					report area	
S_KeyStat	Key Statistic	0.0%	2.0%		700000	Summary	
H_JCHours	Paid Hours	0.0%	2.0%		760000	Summary	
R_PatientRev	Patient Revenue	0.0%	5.0%	\$0	730000	Summary	

In the top section of the sheet, you may select the following options:

1. To only view thresholds for particular departments, type criteria in the **Custom Filter for Alert Processing** cell (*e.g., "(Dept.Manager='Chris Sparks' or Dept=101010)"*).

**IMPORTANT:** Do not remove the "Acct.Statement <>'NI'" criteria, otherwise new, approved initiatives will be included.

**IMPORTANT:** Custom filters will not be applied to the optional Variance Comments Collection tab in the Month End Reporting dashboard.

- 2. In the **Comparison Time Series** cell, select one of the following options in which to base the variance in the reports:
  - For regular current year budget variances, select CYB.
  - For flexible budget variances, select FLX.
  - For three-month average variances, select **3MthAvg**.
  - For prior month variances, select LastMth.
  - For the same month last year variances, select SameMthLY.
- 3. In the Revenue & Usage Comparison field, do one of the following:
  - To enable drilling in the statistic section down to CDMCode, select Budget.
  - If unsure which option to select, select Budget.
- 4. In the Flag Max Positive Variance as Required cell, do one of the following:
  - To be alerted to variances in a favorable direction as well as variances in an unfavorable direction, select **Yes**.
  - To not be alerted to variances, select No.
- 5. If your organization uses H\_JCHours for Paid Hours, do the following:
  - In the Use H\_JCHours for Paid Hours filter (Default is H\_Hours) cell, select Yes.

- If you are not sure, select No.
- 6. In the Activate Variance Comments Collection tab on Month End Review Dashboard dropdown, select one of the following options:
  - To create a Variance Comment Collections in the Month End Review dashboard where you will manage variance comments, select **Yes**.
  - To manage variance comments in the Excel Client, especially if you already have customized filters, select **No**.

### Comment level settings

In the Summary portion of the General Threshold Levels section of the page, you may decide whether to collect comments at a summary level or account detail level.

	<b>IMPORTANT:</b> Valid account codes are needed if reporting at the Summary level.												
Тс	Dierance Level for Alerts									Sav	ve		
	Custom Filter for Alert Processing:		(Dept.Manag	er='Chris Sparks'	or Dept=101010)								
	Comparison Time Series		Three Month A	werage 🔻									
	Revenue & Usage Comparison		YTD Average	•									
	Flag Max Positive Variances as Required		Yes	•									
	Use H_JCHours for Paid Hours filter		No	•									
	Activate Variance Comments Collection tab o	n Month End Review Dashboard	Yes	•									
	FSSummary		Min	Max	Threshold	Level of		Summary					
Û	Groups	Description	Yellow	Red	Red	Comments		Account					
+/	Add Entity Exception to Threshold Level Table												
	✔ General Threshold Levels												
	∧ 1 - KH University												
	Summary										- 1		
	S_KeyStat	Key Statistic	0.0%	2.0%		Summary	•	700000			- 1		
	H_Hours	Paid Hours	0.0%	2.0%		Summary	•	700000			- 1		
	R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	Summary	•	700000			- 1		
	R_OtherRev	Other Revenue	0.0%	5.0%	\$0	Detail	•				- 1		
	R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0	Detail	•				- 1		

This setting is reflected in the Comment Input reports. If you select **Summary**, a single comment input field displays at the summary level. If you select **Detail**, individual comment input fields display for each account.

FSSummary		Min	Max	Threshold	Level of	Summary		
Groups	Description	Yellow	Red	Red	Comments	Account		
<ul> <li>Add Entity Exception to Threshold Level Table</li> </ul>								
A 2 - KH Medical Center								
Summary								
S_KeyStat	Key Statistic	1.0%	1.0%		Summary 🔻	700000 - Variance Comments - Statistics 🔹 🔻		
H_Hours	Paid Hours	1.0%	1.0%		Summary 🔻	700000 - Variance Comments - Statistics		
R_PatientRev	Patient Revenue	1.0%	1.0%	\$1	Summary 🔻	730000 - Variance Comments - Patient Revenue 🔹		
R_OtherRev	Other Revenue	1.0%	1.0%	\$1	Summary 🔻	700000 - Variance Comments - Statistics 🔹		
R_NonOpRev	Non-Operating Revenue	1.0%	1.0%	\$1	Detail 🔻			
E_Salaries	Salaries	1.0%	1.0%	\$1	Summary V	123459876 - Test Code MW 🔹		

If using the summary level, you need to create a dummy account to accept comment input. You need to add the dummy accounts to the ACCT dimension table, and then indicated in the Summary Account column on the ThresholdLevel sheet.

	Revenue & Usage Comparison Flag Max Positive Variances as Required Use H_JCHours for Paid Hours filter Activate Variance Comments Collection tab or	1 Month End Review Dashboard	YTD Average Yes No Yes	• •			Ļ	
	FSSummary		Min	Max	Threshold	Level of	Summary	
Û	Groups	Description	Yellow	Red	Red	Comments	Account	
+	dd Entity Exception to Threshold Level Table							
	✔ General Threshold Levels							
	∧ 1 - KH University							
	Summary							
	S_KeyStat	Key Statistic	0.0%	2.0%		Summary 🔻	700000	
	H_Hours	Paid Hours	0.0%	2.0%		Summary 🔻	700000	
	R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	Summary 🔻	700000	
	R_OtherRev	Other Revenue	0.0%	5.0%	\$0	Detail 🔻		
	R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0	Detail 🔻		

**IMPORTANT:** Do not assign any new account to an existing FSSummary category, otherwise the next month that account will show up in detail. Use Summary instead.

You can define exceptions for summary level (and all other Threshold settings by Entity) in the sections further down the worksheet.

	FSSummary		Min	Мах	Threshold	Summary	Level of
Û	Groups	Description	Yellow	Red	Red	Account	Comments
<b>+</b> A	dd Entity Exception to Threshold Level Table						
	E_OtherExp	Other Expense	0.5%	2.5%	\$1,000		
	∧ 1 - KH Health System						
	Summary						
	S_KeyStat	Key Statistic	0.0%	2.0%		700000	Summary 🔻
	H_Hours	Paid Hours	0.0%	2.0%		700000	Summary 🔻
	R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	700000	Summary 🔻
	R_OtherRev	Other Revenue	0.0%	5.0%	\$0		Detail 🔻
	R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0		Detail 🔻
	E_Salaries	Salaries	0.5%	5.0%	\$0		Detail 🔻
	E_Supplies	Supplies	0.5%	2.5%	\$0		Detail 🔻
	E_OtherExp	Other Expense	0.5%	2.5%	\$0		Detail 🔻
	Detail Level						
	S_KeyStat1	Key Statistic	0.0%	2.0%			
	H_Hours	Paid Hours	0.0%	2.0%			
	R_PatientRev	Patient Revenue	0.5%	5.0%	\$5,000		

### Flag alert settings

For each account, you may define ranges at which various flags are set:

Revenue & Usage Comparison Flag Max Positive Variances a Use H_JCHours for Paid Hour Activate Variance Comments	s Required s filter Collection tab on Month End Review Dashboard	YTD Average Yes No Yes	•           •           •           •           •           •           •	Ļ			
FSSummary		Min	Max	Threshold	Level of	Summary	
🗇 Groups	Description	Yellow	Red	Red	Comments	Account	
<ul> <li>Add Entity Exception to Threshold</li> </ul>	d Level Table						
✔ General Threshold Levels							
A 1 - KH University		1					
Summary							
S_KeyStat	Key Statistic	0.0%	2.0%		Summary 🔻	700000	
H_Hours	Paid Hours	0.0%	2.0%		Summary 🔻	700000	
R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	Summary 🔻	700000	
R_OtherRev	Other Revenue	0.0%	5.0%	\$0	Detail 🔻		
R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0	Detail 🔻		

For each summary and/or detail account, you may set thresholds that will trigger flags with different color coding in the variance reports.

Color	Description
Green	Displays on the report if the variance is below the value in the <b>Min Yellow</b> column.
Yellow	Displays on the report if the variance exceed the <b>Min Yellow</b> amount but remains below the <b>Red Threshold</b> .
Red	Displays on the report if the variance is greater than <b>Max Red</b> but comments are not required.
Red w/Yellow Box	Displays in the yellow cell if variance is greater than <b>Max Red</b> and comments are required.

## 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	nputs			Save	Year 1	Table									
Fiscal Vear	2017	-						Fisc	al						
riscal real	2017	•				Year		Yea	r		Description				
Fiscal Start I	Month July	•				2017		FY1	7		Actual				
						2017		FY1	7		Budget				
FIE Hours	2080	•				2017		FY1	7		Projected				
						2017		FY1	7		Flex Budget				
Working	Days Inputs					2015		FY1	5		L2 Actual				
		Current Vear	Last Vear	Next Vear		2016		FYI	6 6		Last Year				
		Working Days	Working Days	Working Days		2010		EV1	8		NV Budget				
Serial	Month	2017	2016	2018		2017		EY1	7		Forecast				
7	July	23	23	23											
	August	22		22	Period	d Table									
	August	23	20	23				Current	Last	Next	Current	Last	Next	Current	Last Year
9	September	22	22	22	Serial	Month	Quarter	Year	Year	Year	Year Month	Year Month	Year Month	Calendar Days	Calendar Days
10	October	23	23	23	7	July	1	2016	2015	2017	Jul-2016	Jul-2015	Jul-2017	31	31
11	November	22	22	22	8	August	1	2016	2015	2017	Aug-2016	Aug-2015	Aug-2017	31	31
12	December	23	23	23	9	September	1	2016	2015	2017	Sep-2016	Sep-2015	Sep-2017	30	30
1	January	23	23	23	10	October	2	2016	2015	2017	Oct-2016	Oct-2015	Oct-2017	31	31
2	February	20	21	20	11	November	2	2016	2015	2017	Nov-2016	Nov-2015	Nov-2017	30	30
-	rebidary	20		20	12	December	2	2016	2015	2017	Dec-2016	Dec-2015	Dec-2017	31	31
3	March	23	23	23	1	January	3	2017	2016	2018	Jan-2017	Jan-2016	Jan-2018	31	31
4	April	22	22	22	2	February	3	2017	2016	2018	Feb-2017	Feb-2016	Feb-2018	28	29
5	May	23	23	23	3	March	3	2017	2016	2018	Mar-2017	Mar-2016	Mar-2018	31	31
6	June	22	22	22	4	April	4	2017	2016	2018	Apr-2017	Apr-2016	Apr-2018	30	30
		269	270	269	5	May	4	2017	2016	2018	May-2017	May-2016	May-2018	31	31
					0	June	4	2017	2010	2018	Jurr2017	Juin2010	Jun-2018	30	30
Check to	Hide Year table													365	366
Check to	Hide Period table							<							

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> <li>To use the standard of the number of days worked multiplied by a 40-hour work week divided by 7, select 2086.</li> <li>To use the standard 40 hour work-week multiplied by 52 weeks, select 2080.</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**.

# Working with Budget Plan Files

All of the files, utilities, process definitions, and other materials for a budget year are all grouped together into a single file group. The file group includes all of the budget plan files for each department. Budget plan files are the primary means by which users pull data from and write data back to the central database. Your organization creates a budget plan file for each department that needs a budget.



A budget plan file includes the following sheets:

• Instructions – Provides a guide to completing budget plan files, plus support contact information.

- Budget Includes all of the sheets associated with entering and reviewing the budget values.
  - Summary Provides a high-level summary of the department budget, based on information from the plan file.
  - Statistics and Revenue Most of the sheet is pre-populated, but may require your input for projections for next year's budget.
  - Labor Provides several different sheets for tracking payroll, depending on the method used by your organization and/or department.
  - Expense Summary and Detail of non-payroll expenses. Most of the sheet is pre-populated, but may require your input for projections and next year budget.
- Provider or ProviderComp Overview of encounters, procedures, gross charges, and RVUs for each provider.

**NOTE:** Available only to organizations with the Provider module license.

- New Initiatives Allows users to enter values into both approved and excluded (unapproved) initiatives. Only approved initiatives are included in plan file totals. Totals incorporating excluded initiatives are tracked in a separate column on the Summary sheet.
- Operating Plan Questionnaire covering strategic budget concerns. A useful tool to help keep real-world priorities in mind while you are working on budgets.
- Department History Used to calculate monthly spreads on the Expense tab. Contains a history of budget updates going back 18 months.

The budget plan file also allows you to include supporting files that you can attach to the budget.

## Creating or modifying a budget plan file

## Using budget plan files

Each budget plan file contains multiple sheets. Within a sheet, you can view data and/or input or modify the values in blue or green cells.

### Opening budget plan files

Your access rights to each budget plan file (read-only or read/write) within a file group are determined by a combination of your security settings and workflow or process settings, if applicable.

The Open Plan Files dialog lists all budget plan files available to you based on your role profile and security settings. Use the filter box at the top of the dialog to quickly find a plan file based on the plan

code or description. You can also sort and filter the list to narrow down the list. If you have previously opened a budget plan file within this session, the system highlights that plan file by default when you open the dialog.

A Open Plan F	iles					?	$\times$
Open F	Plan Files for Budget-2021						
<type fi<="" here="" td="" to=""><td>ilter list&gt;</td><td></td><td></td><td>Show Plan File</td><td>s that have not be</td><td>en cre</td><td>eated</td></type>	ilter list>			Show Plan File	s that have not be	en cre	eated
DEPT	Description	File Exists 💌	Entity 💌	Division 💌	KHABgtCode	•	RptN
19100	EHS Accounting Operations (Employee)	TRUE	1	Other	19100		1910
27200	EMC Radiology - MRI (JobCode)	TRUE	2	Ancillary	27200		2720
101020	EMA Internal Medicine (Provider Summary)	TRUE	10	EMA	101020		1010
<							>
				[	OK	Cano	el:

Depending on your Axiom role profile, you can open budgets from either the Budgeting or Bud Admin task panes.

- From the Budgeting task pane
  - 1. From the Main ribbon tab, click Open App Menus, and select Budgeting.



2. In the Budgets section, double-click Open Next Year Budgets or Open Current Year Budgets.



- 3. In the Open Plan Files dialog, select the budget plan file or files to open, and click OK.
- 4. If you have read/write permissions to a file but you want to open it as read-only to prevent locking the file from other users, right-click your selection, and select **Open Read Only**.

From the Bud Admin task pane

1. From the Adminribbon tab, click Admin Task Panes, and select Budget Admin.

File	N	IAIN	HELP	ADMIN	Home	
Admi Par	in Task	Secu	rity Locke	ed System s Browser	Scheduler	Process Managemen
	Manag	ement F	eporting	Admin	1	Workflow
۲	Budget	Admin				
•	Cost M Financi Rolling Asset R	gmt Adı al Plann Forecas eplacen	min ing Admir t Admin nent Planr	n ning Admin		^ ^
* * *	Capital Capital Produc	Plannin Tracking tivity Ac	g Admin g Admin Imin			^

2. In the Budget Files Administrationsection, double-click Open Next Year Budgets or Open Current Year Budgets.



- 3. In the Open Plan Files dialog, select the budget plan file or files to open, and click OK.
- 4. If you have read/write permissions to a file but you want to open it as read-only to prevent locking the file from other users, right-click your selection, and select **Open Read Only**.

The selected budget plan files open. If a file was opened read-only, then the text (R/O) displays in the file tab. You cannot save read-only budget plan files.

If the dialog is empty, then either you do not have access to any budget plan files in the file group or the budget plan files have not yet been created for the plan codes that you have rights to.

If another user has the budget plan file open with read/write permissions, then the file is opened as readonly—regardless of your security permissions.

### Navigating budget plan files

When you first open a budget plan file, the system displays two main areas: the Navigation panel and the sheet display area. By default, the Summary sheet and its associated budget sheets display when the plan file is first opened.

The Navigation panel is the primary way in which to open the different sheets that make up the budget plan file. To open a specific sheet, double-click the tab name.

**NOTE:** If your organization is licensed to use the Provider module, the Navigation panel will include links to those sheets as well.



Each sheet you open displays as a separate tab in the plan file. The exception to this are the budget tabs, which are grouped and open together as a unit to help facilitate the process of adding and entering values. To move from one tab to another, you can use the Navigation panel or click the tab at the top of the display area.

<	Axiom Assistant	A Home	😰 [BUD21] 19100	Initiatives	🖅 Plan	😰 Dept History 🛛 🛛					
	Navigation ^	F44	- Actual								
	Read Instructions	<u></u>	,								
sks	👻 🖺 Budget										
E.	🔂 Review Budget Summary	Depai	Department History								
pu	Complete Statistic Budget										
e s	\$ Review Revenue Budget	19100 - EH	IS Accounting Ope	rations (Employ	yee)						
File	😩 Complete Labor Budget - Employee										
$\geq$	\$ Complete Expense Budget					Last Year Actual					
2	Add New Initiatives					Jul-18	Aug-18				
	Complete Operating Plan		Acct			Actual	Actual				
.⊆	S Review Department History										
E	Add Supporting Files	Koy Dopart	tmont Statistics								

In the grouped budget sheets, you can also click the tab names at the bottom of the display area.

### Summary

19100 - EHS Accounting Operations (Employee)

	FY18 Actual	FY19 Actual	FY20 Budget	FY20 Projected	FY21 Budget	Proj-Bud Variance Amt	Proj-Bud Variance %
Financial Summary							
Salaries	366,721	242,539	372,655	591,186	800,220	(209,034)	(35.4%)
Employee Benefits	80,590	54,242	169,876	221,286	356,121	(134,835)	(60.9%)
Sunnlies	15 609	10 431	18 925	18 252	18 954	(702)	(2.8%)
Contribution Margin / Unit	(1,385.563)	(911.407)	(1,645.170)	(701.353)	(980.521)	(279.168)	39.8%
Hours Analysis							
Paid FTEs - Staff	9.08	6.09	9.07	13.60	17.70	(4.10)	(30.1%)
Total Paid FTEs	9.08	6.09	9.07	13.60	17.70	(4.10)	(30.1%)
✓ ✓ ► I Summary Stat_Rev Expense Employee							

You can easily move around to different sections within sheets by using the **GoTo** function on **Main** ribbon tab. This opens a drop-down menu that lists links to specific sections of the budget. This is typically a faster and more convenient way of reaching the section you need when working with tabs that contain a large amount of data.



The system allows you to open multiple budget plan files simultaneously so that you can work on them from one screen. To do this, click the Budgeting or Bud Admin tab, and open another budget plan file. The system assigns color codes the tabs specific to each plan file. In the following example, the blue tabs belong to the plan files for department 19100 and the orange tabs belong to the budget for department 27200.

<	Axiom Assistant	A Home 💈	BUD21] 19100	Initiatives	🖅 Plan	🐻 Dept History	🔄 [BUD21] 27	200 (R/O)	Initiatives (R/O)	🖾 Plan (R/O)	🗑 Dept Histor	(R/O) ×
ly Files and Tasks	Navigation     ▲          ① Read Instructions           ② Budget           ③ Review Budget Summary           ③ Complete Statistic Budget           条 Review Revenue Budget           条 Review Revenue Budget	<b>Depart</b> 27200 - EMC	Actual	tory (JobCode)	<u> </u>	Last Year Actual						
ud Admin N	<ul> <li>\$ Complete Expense Budget</li> <li># Add New Initiatives</li> <li>Complete Operating Plan</li> <li>Review Department History</li> <li>Add Supporting Files</li> <li>Save Budget - Advance when complete</li> </ul>	istant  A Home @[8U021]19100 @ Initiatives @ Plan @ Dept History @[8U021]27200 (R,  n  I Istructions set leview Royne Budget Upper Studies Department History 27200 - EMC Radiology - MRI (JobCode)  Lest Year Actual  Actual Actual Actual Actual Key Department Statistics Supper Sing File Sugget - Jule 18 Actual	Sep-18 Actual 1,276	Oct-18 Actual 1,276	Nov-18 Actual	Dec-18 Actual 1,369	Jan-19 Actual					

To close a sheet, click the X next to the tab name. If you have unsaved data, the system will prompt you to save before closing.

**NOTE:** If there is only one sheet open for the plan file and you close it, the entire plan file will close. Initiatives A Home [BUD21] 19100 🔁 Plan Dept History

### Changing sheet views

On the **Main** ribbon tab, click the **Change View** drop-down to select how to display data on certain budget tabs.



For example, the Statistics and Revenue tab drop-down menus allows you to choose whether a section of a sheet displays data for annual, monthly, and projection intervals.



Understanding cell formatting and input types

The cells in the budget plan file are color coded as follows:

- White cells: Displays information only. The values are either hard-coded, pre-populated from the database, or calculated from other fields, and cannot be changed.
- **Blue cells:** These fields can be edited. Blue-shaded cells might be empty or pre-populated with a value or formula that you can change.
- Green cells:. From these cells, you can select from one of several predefined options.

While different budget plan files call for different types of user input, some common cases where the user is called upon to enter values include:

- Adjustments Some calculations depend on historical account balances and can only be affected by changing the budgeted increase over the previous year.
- **Spreads** Some calculations automatically spread the budget value over the year, others allow direct entry to adjust the monthly spread.
- Monthly input There are sections on some tabs that allow you to enter values, while others have formulas which pre-populate values directly into each of the twelve months.
- Variance comments / Red flags For certain values, the Budget Administrator may set variance thresholds which, if exceeded, cause a red flag icon (<sup>P<sub>2</sub></sup>) to display. The system may display a warning message if you attempt to save the budget. When this happens, enter a comment in the Comment field explaining the reason(s) for the variance. Entering a comment allows you to save the budget normally.

### Understanding source data

The majority of a budget is pre-populated with data. Sources for this data include:

- **Dimension tables** When you open a plan file, Axiom Budgeting and Performance Reporting typically runs a query against one or more dimension tables and returns data for the specified department, account, and so on.
- **Data tables** These tables contain data associated with one or more dimensions. Budgeting-related examples include Financial and Payroll data tables.
- Driver files Some cells in plan files contain formulas that reference assumptions (key statistics) contained in the plan file's driver files.
- File group variables Axiom Budgeting and Performance Reporting can associate certain variables with a file group. The variable most often used in Axiom Budgeting and Performance Reporting 2020.3 is the file group year, which is set by Kaufman Hall when initially creating the file group.
- Other cells / other sheets Some values are calculated based on the contents of other cells or sheets within the plan file.

### Understanding calculation methods

Calculation methods (calc methods) are pre-formatted groups of rows with pre-defined cell contents that can be inserted into plan files or reports. For instance, a budget plan file might use calc methods to insert multi-line records for each account associated with a given department.

The cells in a calc method may include formulas. These formulas might incorporate variables that reference the year of an associated file group or an assumption or configuration setting in a driver file. Some calc methods also incorporate user-defined variables.

## **Reading instructions**

### Overview

The Instructions sheet provides information related to the following areas:

- Timeline and Deadlines for Submitting Budgets Dates and other deadline information for submitting your budget.
- Your Contact for Budgeting Questions Is The name and contact information for the person in your organization to contact if you have questions about managing the budget plan file.
- **Budget Assumptions** Overall, high-level assumptions that may be important when creating your budget.
- Instructions for Budgeting Instructions related to navigating and entering information in the budget.

**NOTE:** The information on this tab, including the section names, are determined and set up by your organization. If you have Administrator privileges, you can add or edit the contents of this tab in the Budget Assumptions driverBudget Assumptions driver.

### Instructions

101010 - EMA Internal Medicine (Provider Detail)

_	_	_	

Timeline and Deadlines for submitting budgets:	Due
1 Attend Budget Training\Work Session	02/28/17
2 Review Provider Volumes	02/28/17
3 Review Department Statistic Budget	02/28/17
4 Review Provider Compensation	02/28/17
5 Adjust Staffing to Match Statistic Budget	02/28/17
6 Complete Other Department Expenses	04/04/17
7 Review Overall Budget	04/09/17
8 Submit Completed Budget to Finance	04/11/17

#### Your contact for Budgeting Questions is:

	Charlie Credit, Extension 1234
Budget Assumptions	Change
1 Overall Change in Encounters	3.3%
2 New location will open January 1st	3.3%
3 4 Family Practice providers will be recruited	0.0%
4 Current Staffing must absorb any anticipated volume change	0.0%
5 All Inflation assumptions will be provided by Finance	0.0%
6 All rate changes will be provided by Finance	0.0%
7 Outpatient Care Center will perform ALL Surgery Triage	0.0%
8 Overall reduction in overtime usage	0.0%

#### Instructions for Budgeting:

Obtain a copy of the instructions from Budget Administration and read before you begin.

Budget Plan File Legend	
History or calculation	12,345
Input Area	12,345
Drop-Down Selection	Admissions

Modify worksheets as Follows:

a STATISTICS: Adjust the Current Year Projection & Next Years Budget Accordingly

- b REVENUE: Adjust the Current Year Projection & Next Years Budget Accordingly
- c JOBCODE: Modify JobCode worksheet according to instructions
- d EMPLOYEE LISTING: (Information only) Displays currently assigned employees
- e EXPENSE: Adjust the Current Year Projection & Next Years Budget Accordingly
- f HISTORY: (Information only) Displays historical monthly account activity

Printing - Select AXIOM Ribbon, Print and select desired items.

Save Data - Select AXIOM Ribbon, Save. This saves the plan file and posts changes to the database. If any errors occur during this process, please contact Charlie Credit, Extension 1234.

## Reviewing budget summary

### Overview

The Summary sheet provides an overview of the entire budget. Before making revisions, review the Summary tab to get a sense of where the budget currently stands. After completing revisions, return to the Summary sheet to see how the figures have changed. This sheet is also useful when submitting a budget plan file for leadership review.

This sheet includes data from two sources:

- Base Budget Summary of inputs on Stat\_Rev and Expense tabs based on KHASum (set in column U in the ACCT dimension table).
- New Initiatives Incremental volumes, revenue, FTEs, and expenses for approved new initiatives. It does not include data from unapproved initiatives.

This tab includes the following sections:

The Financial Summary section displays totals from the other tabs, along with the contribution margin. The Analysis sections consist of Statistical Analysis and Hours Analysis, and features calculated metrics to help gauge the reasonableness of a submitted budget.

### Summary

101010 - EMA Internal Medicine (Provider Detail)

	FY 2018	FY 2019	FY 2020	FY 2020	FY 2021 Budget	Proj-Bud Variance	Proj-Bud Variance	Final	Proj-Bud Variance	Proj-Bud Variance
	Actual	Actual	buuget	Projected	Buuger	Ant	70	buuget	Amt	70
Financial Summary										
Deductions from Revenue	12.767.956	9.508.638	24,267	6.364.086	0	6.364.086	100.0%	0	6.364.086	100.0%
Net Patient Revenue	(12,767,956)	(9,508,638)	(24,267)	(6,364,086)	0	6,364,086	(100.0%)	0	6,364,086	(100.0%)
Other Revenue	5,131,523	3,463,990	4,822,144	5.027.209	5.027.209	0	0.0%	5,027,209	0	0.0%
Total Revenue	(7,636,433)	(6,044,648)	4,797,877	(1,336,877)	5,027,209	6,364,086	(476.0%)	5,027,209	6,364,086	(476.0%)
Salaries	5,424,033	4,522,363	4,687,382	5,833,557	4,016,305	1,817,252	31.2%	4,016,305	1,817,252	31.2%
Employee Benefits	2,473,386	1,883,355	2,075,618	1,605,761	1,433,339	172,422	10.7%	1,433,339	172,422	10.7%
Contract Labor	36,935	18,545	0	36,703	0	36,703	100.0%	0	36,703	100.0%
Physician Salaries	4.276.894	2,860,804	3,101,363	0	0	0	0.0%	0	0	0.0%
Employee Benefits - Physician	210,485	140,717	143,203	0	0	0	0.0%	0	0	0.0%
Salaries - MidLevel	855,248	572,181	1.377.752	1,508,694	2,179,426	(670.731)	(44,5%)	2,179,426	(670,731)	(44,5%)
Employee Benefits - MidLevel	101 246	67 736	69 117	25.578	102 185	(76.608)	(299.5%)	102 185	(76 608)	(299.5%)
Professional Fees	4 866	3 374	4 866	3 374	3 374	0	0.0%	3 374	0	0.0%
Supplies	197.815	152 182	41 926	100.476	0	100.476	100.0%	0,011	100 476	100.0%
Drugs and Pharmaceuticals	520 204	402 537	70 299	236 431	0	236 431	100.0%	0	236 431	100.0%
Purchased Services	5	20	5	20	20	0	0.0%	20	0	0.0%
Depreciation	21 305	15 973	21.820	21 222	21.837	(615)	(2.9%)	21.837	(615)	(2.9%)
Other Expense	3 767 329	2 580 121	3 835 708	3 633 203	3 693 945	(60 743)	(1.7%)	3 693 945	(60 743)	(1.7%)
Total Expenses	17,889,750	13,219,909	15,429,057	13,005,018	11,450,431	1,554,587	12.0%	11,450,431	1,554,587	12.0%
Contribution Margin	(25 526 192)	(10 364 557)	(10 621 190)	(14 241 905)	(6 422 222)	7 019 672		(6 422 222)	7 019 672	
Contribution Margin	(25,526,165)	(19,204,557)	(10,051,100)	(14,541,093)	(0,425,225)	7,910,075		(0,425,225)	1,910,075	
Statistical Analysis										
Other Key Statistic	97,943	73,066	18,253	48,720	0	(48,720)	(100.0%)	0	(48,720)	(100.0%)
Total-Key Statistic	97,943	73,066	18,253	48,720	0	(48,720)	(100.0%)	0	(48,720)	(100.0%)
Revenue / Unit	(77.968)	(82.729)	262.854	(27.440)	0.000	27.440	(100.0%)	0.000	27.440	(100.0%)
Salaries / Unit	108.156	109.133	502.191	151,455	0.000	151,455	100.0%	0.000	151.455	100.0%
Benefits / Unit	28.436	28.629	125,346	33,484	0.000	33,484	100.0%	0.000	33,484	100.0%
Supplies / Unit	7.331	7.592	6.148	6.915	0.000	6.915	100.0%	0.000	6.915	100.0%
Other Expense / Unit	38,732	35.577	211.603	75.078	0.000	75.078	100.0%	0.000	75.078	100.0%
Total Exp / Unit	182.654	180.932	845.289	266.932	0.000	266.932	100.0%	0.000	266.932	100.0%
Contribution Margin / Unit	(260.622)	(263.661)	(582.435)	(294.372)	0.000	294.372	(100.0%)	0.000	294.372	(100.0%)
Hours Analysis										
Daid ETEr - Staff	00.47	52.02	62.00	00.71	75.14	15 57	17.2%	75.14	15 57	17.3%
Paid FTEs - Contract	0.10	0.10	02.88	90.71	75.14	13.57	100.0%	/5.14	13.57	100.0%
raiu ries - Contract	0.18	0.12	0.00	0.18	0.00	0.18	17.00/	0.00	0.18	17.20
Total Palo FTEs	80.65	53.95	62.88	90.89	/5.14	15.75	17.5%	/5.14	15.75	17.5%
Paid Files - Physician	8.37	5.60	16.67	0.00	0.00	0.00	0.0%	0.00	0.00	0.0%
Paid Files - MidLevel	7.00	4.69	13.35	13.10	19.39	(6.30)	(48.1%)	19.39	(6.30)	(48.1%)
Avg Hourly Rate - Staff	\$32.41	\$40.39	\$35.70	\$30.80	\$25.63	\$5.17	16.8%	\$25.63	\$5.17	16.8%
Total Paid Hours / Unit	1.713	1.536	7.193	3.895	0.000	3.895	100.0%	0.000	3.895	100.0%

## Statistics and Revenue sheet

### Overview

Use this sheet to review and adjust current year projection amounts and next year's budget for statistics, revenues, and deductions. The sheet is segmented into two main areas: statistics and revenue.

**NOTE:** Provide comments in any red comment cells.

### Statistics section

The following table describes the sections in this sheet:

### Statistics and Revenue

101010 - EMA Internal Medicine (Provider Detail)

Acc	t	Dec-20 Budget	Jan-21 Budget	Feb-21 Budget	Mar-21 Budget	Apr-21 Budget	May-21 Budget	Jun-21 Budget	Total Budget
Global Drivers									
	Worked Days	22	24	21	22	23	22	22	269
	Calendar Days	31	31	28	31	30	31	30	365
Key Department	Statistics								
459	RVUs-Worked	0	0	0	0	0	0	0	0
459	RVUs-Worked	0	0	0	0	0	0	0	0
	Double Click to Insert New Key Statistic								
	Total Key Statistics	0	0	0	0	0	0	0	0
Other Non-Key S	Statistics								
380	Encounters-New	0	0	0	0	0	0	0	0
381	Encounters-Established	5,197	5,949	4,902	5,202	5,430	5,455	5,217	63,523
382	Encounters-Other	0	0	0	0	0	0	0	0
499	RVUs-Total	14,847	16,997	14,004	14,893	15,514	15,577	14,996	181,640
499	RVUs-Total	731	795	694	731	767	731	762	8,965
	Double Click to Insert New Other Non-Key Statistic								
	Total - Other Non-Key Statistics	20,775	23,741	19,600	20,826	21,711	21,763	20,975	254,128

Section	Description
Global Drivers	Summarizes the Budget Assumptions used to drive initial projections for the department.
Key Department Statistics	Includes department-specific statistics that drive the variable gross revenue, variable costs, and variable labor calculations in the workbook. Global drivers are used to apply the overall organization growth assumptions to the department statistic.
	You can make adjustments in the Mar-Jun change for CY as well as % Adjust and Amt Adjust columns for NY Budget. Key statistics, such as patient days by Nursing unit, are defined in the Budget Statistics driverBudget Statistics driver.
	<b>NOTE:</b> If a statistic Dept/Acct combination is listed in the Budget Assumptions driverBudget Assumptions driver, no adjustments may be made in the budget plan file.
Other Non-Key Statistic	Displays other statistics captured for the department, but do not drive any other calculations in the workbook.

### Revenue section

The following table describes the sections in this sheet:

### Statistics and Revenue

101010 - EMA Internal Medicine (Provider Detail)

		Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
Acc	t	Budget							
Revenue									
	Inpatient Revenue	0	0	0	0	0	0	0	0
	Outpatient Revenue	0	0	0	0	0	0	0	0
	Other Patient Revenue	0	0	0	0	0	0	0	0
	Total Patient Revenue	0	0	0	0	0	0	0	0
40000	Capitation Adjustment	0	0	0	0	0	0	0	0
40000	Capitation Adjustment	0	0	0	0	0	0	0	0
40000	DPO Contractual Allowance	0	0	0	0	0	0	0	0
51050	PPO Contractual Allowance	0	0	0	0	0	0	0	0
51050	PPO Contractual Allowance	0	0	0	0	0	0	0	0
51315	Comm Timely Filing Discount	0	0	0	0	0	0	0	0
52500	Bad Debt	0	0	0	0	0	0	0	0
52500	Bad Debt	0	0	0	0	0	0	0	C
52810	Charity Discounts	0	0	0	0	0	0	0	C
52810	Charity Discounts	0	0	0	0	0	0	0	0
50100	Mcare - Inpatient Discount	0	0	0	0	0	0	0	C
	Double Click to Insert New Deduction								
	Total - Deductions	0	0	0	0	0	0	0	C
	Net Revenue								
	Double Click to Insert New Net Revenue								
	Difference	0	0	0	0	0	0	0	0
	Total - Net Revenue	0	0	0	0	0	0	0	0
	Other Revenue								
58000	Department Income	399.858	399.858	399.858	399.858	399.858	399.858	399.858	4,798,301
58000	Department Income	17 145	17 145	17 145	17 145	17 145	17 145	17 145	205 741
58001	Income	1 931	1 931	1 931	1 931	1 931	1 931	1 931	23 167
50001	Double Click to Insert New Other Revenue	1,551	1,551	1,551	1,551	1,551	1,551	1,551	20,107
	Total - Other Revenue	418,934	418,934	418,934	418,934	418,934	418,934	418,934	5,027,209
	Total Revenue	418 934	418 934	418 934	418 934	418 934	418 934	418 934	5 027 209
Patient Revenue	Detail								
	Inpatient Revenue								
	Double Click to Insert New Inpatient Revenue								
	Outpatient Revenue								
	Double Click to Insert New Outpatient Revenue								
	Other Patient Revenue								
34000	Professional Services	0	0	0	0	0	0	0	0
34000	Professional Services	0	0	0	0	0	0	0	C
	Double Click to Insert New Other Patient Revenue								
		~	~	~	~	~	•	^	

Section	Description
Patient Revenue	Summarizes all revenue. Displays projections based on historical revenue per unit plus price increase (revenue adjustments) times volume.
Patient Revenue Detail	Displays detailed patient revenue, both inpatient and outpatient, by specific account.
Other Revenue	Models the projection and budget for other operating revenue accounts, typically using a Fixed Revenue calc method, which uses the projected value as the starting point for budget. You can make adjustments in the Mar-Jun change, % Adjust, and Amt Adjust columns.

### Inserting a new statistic or revenue line item

You can add statistic or revenue line items to individual sections, including:

- Key and non-key statistics
- Deductions
- Net and other revenue
- Inpatient, outpatient, and other patient revenue

The system adds the line by inserting the appropriate calc method into the sheet. The following table lists the available calc methods used by the corresponding section in the sheet:

Calc Method	Description	Sheet Section
Add New Detail	Zero-based expense calculations when adding a new account. Inputs are done on the Detail tab in the budget plan file.	<ul> <li>Other Patient Revenue</li> <li>Other Revenue</li> </ul>
Add New Fixed Revenue	Use this new revenue calc method to add a new Fixed Revenue account.	<ul> <li>Inpatient Revenue</li> <li>Outpatient Revenue</li> <li>Other Patient Revenue</li> <li>Other Revenue</li> </ul>
Add New Input Monthly	Use this new revenue or statistic calc method to add a new account.	<ul> <li>Deductions from Revenue</li> <li>Inpatient Revenue</li> <li>Outpatient Revenue</li> <li>Other Patient Revenue</li> <li>Other Revenue</li> </ul>
Add New Statistic	Use this new statistic calc method to add a new key statistic account.	Key Department Statistics
Add New Statistic_Oth	Use this new statistic calc method to add a new Other Statistic account.	Other Non-Key Statistics
GlobalSum	This SPM allows you to budget for an account at a percentage of the total of specific other account(s) within the same workbook.	Net Revenue

Calc Method	Description	Sheet Section
ProviderRev	Transfers Revenue calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables. <b>NOTE:</b> Only available to organizations with	<ul><li>Inpatient Revenue</li><li>Outpatient Revenue</li><li>Other Patient Revenue</li></ul>
DrovidorStat	Transfors Statistic calculations from the	Kay Dopartment
Providerstat	Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables.	<ul> <li>Key Department Statistics</li> <li>Other Non-Key Statistics</li> </ul>

To insert a new statistic or revenue line item:

- 1. Navigate to the section to add the new line item.
- 2. Double-click the Double Click to Insert... cell.

Key Department Statistics								
459 RVUs-Worked	0	0	0	0	0	0	0	0
459 RVUs-Worked Double Click to Insert New Key Statistic	0	0	0	0	0	0	0	0
Total Key Statistics	0	0	0	0	0	0	0	0

 In the Insert Calc Method(s) in sheet Stat\_Rev dialog, select the calc method to insert, and click OK.

**NOTE:** If the line only uses or your organization is only licensed for one type of calc method, this dialog will not display. The system will open the Calc Methods Variable dialog instead.

- 4. In the Calc Methods Variable dialog, enter or select the account and department number, and click OK.
- 5. Enter the appropriate values in the blue cells, as needed.
- 6. After making your changes, in the Main ribbon tab, click Save.

## **Reviewing employee master**

### Overview

Use the Employee Listing sheet as reference to calculate when salary adjustments occur throughout the planning cycle. This sheet lists all employees by job code and includes details regarding each employee's current and next year's rate as well as their merit and market increase month and percentage.

#### Employee Listing

Employee Listing

27200 - EIVIC Radiology - Miki (Jobcode)																				
	Roll Current	Rate to End	i of Year			Merit Incr	eases for Bud	get		Market Inc	rease for Bu	dget		Market In	crease 2 for I	Sudget				
Job	Base	CYReview	CYReview	CY	Beginning	Review	Review	Annual		Effective	Market	Market		Effective	Market	Market	Budget	Yr-End	Empl	Sched
Code	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %	Rate	Rate	Status	FTEs
J00200 Technologist Assistant																				_
100200 Reppett Laura D	\$7.21	May	11	2.00%	\$7.42	Max	11	2.00%	\$7.65	Dec	6	0.00%	\$7.65	Anr	10	0.00%	\$7.65	\$7.65		1.00
Socos bernett, caula b.	41.41	intuy		3.00 %	41.45			3.00 %	41.00	Dec		0.00%	41.00	Apr	10	0.0010	41.00	41.00		1.00
Technologist Assistant - Total:	\$7.21			3.00%	\$7.43			3.00%	\$7.65			0.00%	\$7.65			0.00%	\$7.65	\$7.65		1.00
J00287 Team Leader																				
J00287 Pitre, Jason J.	\$27.00	Aug	2	0.00%	\$27.00	Aug	2	3.00%	\$27.00	Dec	0	0.00%	\$27.00	Apr	10	0.00%	\$27.00	\$27.00	A	1.00
Team Leader - Total:	\$27.00			0.00%	\$27.00			0.00%	\$27.00			0.00%	\$27.00			0.00%	\$27.00	\$27.00		1.00
									40.100											
J00509 Technologist Assistant II																				
J00509 Not Currently Filled	\$25.00	Dec	6	0.00%	\$25.00	Dec	6	3.00%	\$25.00	Dec	6	0.00%	\$25.00	Apr	10	0.00%	\$25.00	\$25.00	A	1.00
Technologist Assistant II - Totak	\$25.00			0.00%	\$25.00			0.00%	\$25.00			0.00%	\$25.00			0.00%	\$25.00	\$25.00		1.00
nethologiat Administrati - Totale	46.5.00			0.007	\$25.00			0.00%	42.5700			0.0070	46.5.00			0.0014	\$25.00	42.000		1.00 1
J00646 Radiology Technician																				
J00646 James, Jeana P.	\$26.28	Jan	7	0.00%	\$26.28	Jan	7	3.00%	\$27.07	Dec	6	0.00%	\$27.07	Apr	10	0.00%	\$27.07	\$27.07	Α	0.10
J00646 Bell, Aimee H.	\$25.77	Sep	3	0.00%	\$25.77	Sep	3	3.00%	\$26.54	Dec	6	0.00%	\$26.54	Apr	10	0.00%	\$26.54	\$26.54	Α	1.00
J00646 Dukes, Stephanie D.	\$26.20	Aug	2	0.00%	\$26.20	Aug	2	3.00%	\$26.99	Dec	6	0.00%	\$26.99	Apr	10	0.00%	\$26.99	\$26.99	A	1.00
J00646 Chisolm, Frances C.	\$26.37	Dec	6	0.00%	\$26.37	Dec	6	3.00%	\$27.16	Dec	6	0.00%	\$27.16	Apr	10	0.00%	\$27.16	\$27.16	Α	1.00
J00646 Flynn, Michael S.	\$25.55	Mar	9	3.00%	\$26.32	Mar	9	3.00%	\$27.11	Dec	6	0.00%	\$27.11	Apr	10	0.00%	\$27.11	\$27.11	A	1.00
J00646 Haddad, Melinda A.	\$27.51	Jul	1	0.00%	\$27.51	Jul	1	3.00%	\$27.78	Dec	6	0.00%	\$27.78	Apr	10	0.00%	\$27.78	\$27.78	Α	1.00
J00646 Ryan, Jeffrey W.	\$24.86	Apr	10	3.00%	\$25.61	Apr	10	3.00%	\$26.37	Dec	6	0.00%	\$26.37	Apr	10	0.00%	\$26.37	\$26.37	А	0.60
	-																			
Radiology Technician - Total:	\$26.13			0.82%	\$26.34			2.63%	\$27.04			0.00%	\$27.04			0.00%	\$27.04	\$27.04		5.70 1

To make the budget plan file as accurate as it can be when calculating salaries, the system takes into account any potential current year rate increases set to take place - depending on when the budget plan file is built. For example, let's say the following budget plan file is built in month 8. All the radiology technicians except Michael and Jeff have likely received their rate increases already because 0% displays in the CY Inc % column and their anniversary dates have already passed. However, Michael is set to receive his increase in month 9 and Jeff in month 10. The system anticipates this increase by showing that their beginning rate as 3% higher than their current rate and uses this rate for the budget.

inployee Listing																
200 - EMC Radiology - MRI (JobCode)																
	Roll Current	Rate to End	of Year			Merit Incr	eases for Bud	aet		Market In	ncrease for Budget			Market Inc	rease 2 for	Budget
Job	Base	CYReview	CYReview	CY	Beginning	Review	Review	Annual		Effective	Market	Market		Effective	Market	Market
Code	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %	Rate	Date	Month	Inc %
J00200 Technologist Assistant																
J00200 Bennett, Laura D.	\$7.21	May	11	3.00%	\$7.43	May	11	3.00%	\$7.65	Dec	6	0.00%	\$7.65	Apr	10	0.00
Technologist Assistant - Total:	\$7.21			3.00%	\$7.43			3.00%	\$7.65			0.00%	\$7.65			0.00
J00287 Team Leader																
J00287 Pitre, Jason J.	\$27.00	Aug	2	0.00%	\$27.00	Aug	2	3.00%	\$27.00	Dec	6	0.00%	\$27.00	Apr	10	0.00
Team Leader - Total:	\$27.00			0.00%	\$27.00			0.00%	\$27.00			0.00%	\$27.00			0.00
J00509 Technologist Assistant II																
J00509 Not Currently Filled	\$25.00	Dec	6	0.00%	\$25.00	Dec	6	3.00%	\$25.00	Dec	6	0.00%	\$25.00	Apr	10	0.00
Technologist Assistant II - Total:	\$25.00			0.00%	\$25.00			0.00%	\$25.00			0.00%	\$25.00			0.00
J00646 Radiology Technician																
J00646 James, Jeana P.	\$26.28	Jan	7	0.00%	\$26.28	Jan	7	3.00%	\$27.07	Dec	6	0.00%	\$27.07	Apr	10	0.00
J00646 Bell, Aimee H.	\$25.77	Sep	3	0.00%	\$25.77	Sep	3	3.00%	\$26.54	Dec	6	0.00%	\$26.54	Apr	10	0.00
J00646 Dukes, Stephanie D.	\$26.20	Aug	2	0.00%	\$26.20	Aug	2	3.00%	\$26.99	Dec	6	0.00%	\$26.99	Apr	10	0.00
J00646 Chisolm, Frances C.	\$26.37	Dec	6	0.00%	\$26.37	Dec	6	3.00%	\$27.16	Dec	6	0.00%	\$27.16	Apr	10	0.00
J00646 Flynn, Michael S.	\$25.55	Mar	9	3.00%	\$26.32	Mar	9	3.00%	\$27.11	Dec	6	0.00%	\$27.11	Apr	10	0.00
J00646 Haddad, Melinda A.	\$27.51	Jul	1	0.00%	\$27.51	Jul	1	3.00%	\$27.78	Dec	6	0.00%	\$27.78	Apr	10	0.00
J00646 Ryan, Jeffrey W.	\$24.86	Apr	10	3.00%	\$25.61	Apr	10	3.00%	\$26.37	Dec	6	0.00%	\$26.37	Apr	10	0.00
Radiology Technician - Total:	\$26.13			0.82%	\$26.34			2.63%	\$27.04			0.00%	\$27.04			0.00*

The system does the same for scheduled budget market and merit increases as well. In this example, everyone will receive a 3% merit increase but no market increases. The system allows you to include up to two market increases, which simply provides a way to apply additional percentages beyond the merit increase. For example, a contract may stipulate that nurses receive two market increases per year.

The system then layers together all of the rate adjustments as well as the merit and market increases to provide you with values related to the amount that salaries will increase month-over-month over the year. In the following example, July starts with an increase of 0.70% but begins to increase month to month as more employees receive their salary adjustments. These values are used in the Jobcode tab to calculate salaries.

The last month of the fiscal year becomes the "fully burdened" month because by this point all of the increases have occurred. The effective rate for the fiscal year is located in the Total FTEs column. Knowing the effective rate helps you determine the effect of adding merit or market adjustments. In the example below, the user now knows that adding a 3% merit increase will result in a 1.67 effective rate.

Job Code	Position Code	Jul-20 FTEs	Aug-20 FTEs	Sep-20 FTEs	Oct-20 FTEs	Nov-20 FTEs	Dec-20 FTEs	Jan-21 FTEs	Feb-21 FTEs	Mar-21 FTEs	Apr-21 FTEs	May-21 FTEs	Jun-21 FTEs	Total FTEs
J00200 Technologist Assistant														
J00200 Bennett, Laura D.		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Technologist Assistant - Total:	Increase %:	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	3.00%	3.00%	0.50%
J00287 Team Leader														
J00287 Pitre, Jason J.		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Team Leader - Total:	Increase %:	(0.00%)	(0.00%)	0.00%	(0.00%)	0.00%	(0.00%)	(0.00%)	0.00%	(0.00%)	0.00%	(0.00%)	0.00%	(0.00%)
J00509 Technologist Assistant II														
J00509 Not Currently Filled		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Technologist Assistant II - Total:	Increase %:	0.00%	0.00%	(0.00%)	0.00%	(0.00%)	0.00%	0.00%	0.00%	0.00%	(0.00%)	0.00%	(0.00%)	(0.00%)
J00646 Radiology Technician														
J00646 James, Jeana P. J00646 Bell, Aimee H. J00646 Dukes, Stephanie D. J00646 Chisolm, Frances C. J00646 Fynn, Michael S. J00646 Haddad, Melinda A. J00646 Ryan, Jeffrey W.		0.10 1.00 1.00 1.00 1.00 1.00 0.60												
Padialagy Tashnisian Totak	Increase 9/1	0.10%	0.70%	1 2 2 9/	1 2 2 9/	1 2 2 9/	1 7 4 9/	1 0 0 9/	1 0 0 %	2 2 2 9/	2 6 2 9/	2 6 2 9/	2 6 2 8/	1 6 79/

The remaining section of the sheet is devoted to the scheduled hours for scheduled FTE employees. The system projects scheduled hours based on when the employee was hired and whether they are working full or part time.

Keep in mind the following when using this sheet:

- Employees are only listed in their home department. The Jobcode sheet may show more employees than what are listed for the job code in the Employee Listing sheet. This means that employees have been borrowed from other departments.
- The Employee Listing sheet only displays current active employees.
- To add an employee, you must do so through the labor method itself. For example, if you use the employee budgeting methodology, you must add a new employee in the Employee sheet.
- Merit and market increase factors are defined in the LaborRates sheet of the Budget Labor Assumptions driverBudget Labor Assumptions driver.
- This sheet incorporates max rate logic to calculate the lump sum payout if an employee is currently above their max limit or defined increases will put them above the limit.
- Max limits are defined in the Budget Labor Limits driverBudget Labor Limits driver.

Use this sheet to calculate PTO accrual hours if activated in the Budget Configuration driverBudget Configuration driver.

## Labor sheets

### Overview

Different departments may use different methodologies to track their labor expenses (FTEs and salary dollars). To facilitate this, the budget plan file template includes several different labor sheets for tracking payroll. When a department's budget plan file is first created, the system copies the payroll sheet specified for that department in the LaborType field of the DEPT dimension table.

There are four Labor sheets used to cover these methodologies:

- JobCode Use for departments needing the ability to adjust FTEs on a monthly basis or based on volume.
- **Employee** Use to allow departments to budget at the employee level. No volume adjustments are included in the salary calculations.
- Staffing Use for 24/7 departments to prepare the budget by shift/day of the week.
- ADC Configuration Use for nursing departments to prepare the budget Average Daily Census (ADC) and Nursing Staffing grid levels by job class.

**NOTE:** This tab only works with the JobCode tab.

### JobCode sheet

### Overview

The JobCode sheet is used for departments that need to adjust FTEs on a monthly basis or based on volume.

						PROD Hrs/Unit	8.807	7.760	7.680				7.680	7.680	7.680	7.680	7.680	7.6
						Target Hrs/Unit	7.760	7.760	7.680				7.680	7.680	7.680	7.680	7.680	7.6
						FTEs From Target	(5.28)	0.00	0.00				0.00	0.00	0.00	0.00	0.00	0.
						PAID Hrs/Unit	9.772	8.701	8.466				8.468	8.463	8.589	8.000	8.307	8.3
						Prod %	90.1%	89.2%	90.7%				90.7%	90.7%	89.4%	88.6%	92.4%	92.
(JobCode ADC)																		
(Jobeode Abe)						-												
				-		FTEs - Projected	Using Actual			Dollars				-	-	-	-	-
		Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	Spread	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-2
		Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes Method	FTEs	FTES	FTEs	FTEs	FTEs	FTE
Dept Primary Statistic							7,017	3,509	10,606									
Departmental Total						0.00	49.26	43.87	43.05	585,893	1,929,071		64.52	65.56	67.01	67.58	65.11	57.
Total Program Additions								0.00	0.00		0		0.00	0.00	0.00	0.00	0.00	0.
Total Position Changes								0.00	0.00		0		0.00	0.00	0.00	0.00	0.00	0.
Total Productive FTEs						0.00	44.40	39.12	39.05		1,701,025		58.52	59.50	59.92	59.89	60.20	52.
Total Non-Productive FTEs						0.00	4.86	4.75	4.00		228,046		6.00	6.07	7.09	7.69	4.92	4.
Variable Productive Adjustment to Target								(2.26)	3.43	(29.165)	155.660		7.16	8.06	8.41	8.40	8.18	5.
										(								
Contract Labor	125.00	125.00	125.00			0.00	0.00	0.00	0.00	0	0		0.00	0.00	0.00	0.00	0.00	0.
Contract Labor - Category 2	250.00	250.00	250.00			0.00	0.00	0.00	0.00	0	0		0.00	0.00	0.00	0.00	0.00	0.1
New Initiatives									0.00		0		0	0	0	0	0	
Clinical Technician			Technical			Variable												
Total Productive						0.00	1.34	8.41	5.59	53.046	104 874		8.40	8.40	8.40	8.40	8.40	8.
Total Non-Productive						0.00	0.19	1.22	0.62	7.594	15.014		0.86	0.96	1.17	1.74	1.10	1.
JobCode Total						0.00	1.54	9.63	6.21	60.641	119.888		9.26	9.36	9.57	10.14	9.50	9.
Double click to show details	1 1																	
-	4																	
Unit Clerk I			Clerical			Fixed												
Total Productive						0.00	0.02	0.01	(0.17)	71	210		(0.75)	(0.58)	(0.27)	(0.12)	(0.10)	(0.
Total Non-Productive						0.00	0.00	0.00	0.18	0	0		0.76	0.59	0.27	0.13	0.11	0.
JobCode Total						0.00	0.02	0.01	0.01	71	210		0.01	0.01	0.01	0.01	0.01	0.
Double click to show details																		
Staff RN			RN			Variable												
Total Productive						0.00	22.75	18.93	19.04	363,352	1,133,847		29.40	29.40	29.40	29.40	29.40	25.
Total Non-Productive						0.00	2.32	1.93	1.96	57,224	167,677		2.57	2.92	3.71	4.17	2.62	1.
JobCode Total						0.00	25.07	20.86	21.00	420,575	1,301,524		31.97	32.32	33.11	33.57	32.02	26.
T Double click to hide details																		
Staff RN			RN		0.00	Variable	60.0%	3.75	3.74	Work	ed Hours Per Unit	Effective F	E 0.00	0.00	0.00	0.00	0.00	0.0
	(JobCode ADC)  Pept Primary Statistic Departmental Total Departmental Total Departmental Total Departmental Total Departmental Total Productive PTIs Total Productive Total Point Center Department De	(JobCode ADC)  Pept Primary Statistic Departmental Total Total Program Anditions Total Productive Adjustment to Target Contract Laker Category 2 Variable Productive PTS Total Productive PTS Total Productive TS Variable Tschniscan Total Productive Total Non-Productive Total Non-Productive Debug Cost to the defails  Content Cate To the defails  Cost Cost Total Cost Cost Cost Cost Cost Cost Cost Cost	(JobCode ADC)	(JobCode ADC)	(JobCode ADC)	(JobCode ADC)  Pert Primary Statistic Departmental Tali  Pert Primary Statistic Departmental Tali Pert Primary Statistic Departmental Tali Pert Primary Statistic Departmental Tali Pert Primary Statistic Departmental Tali Pert Primary Statistic Departmental Tali Pert Pert Pert Pert Pert Pert Pert Pert	Control of the second secon	International Control of Control	Interview         ABC         TYDE           Production         ABC         TYDE         TYDE           Production         Title from trengen         12.31         0.00           Production         Rate         Start         Rate         Rate	Proprint         Barl         7 66 7 166 776 776 776 776 776 776 776 776 776	Control of a control	Production         1807         7780         786           1/10 or solution           0/00 or solution         1/10 or solution         1/10 or solution         1/10 or solution         1/10 or solution           0/00 or solution         1/10 or solution         1/10 or solution         1/10 or solution         1/10 or solution           0/00 or solution         1/10 or solution           0/00 or solution         1/10 or solution           0/00 or solution         1/10 or soluti	Production in the image in the ima	Photosecond         Additional         Total         Total	Production         Red Total Productio	Part Private         Part Private         Private	Part Priori         Part Priori	Normality         Normality         Total         Total

This sheet is comprised of three main areas:

### Summary and Target

This area displays at the top of the sheet and provides an overview of the productive hours, target hours per unit, FTEs from target, paid hours per unit, and the productive percentage. This area automatically updates as detail is added to each job code block. Targets are defined by department on the Budget Labor Benchmark driverBudget Labor Benchmark driver.

The Summary and Target area provides a quick and easy way to ensure that your numbers are on track without having to dive into the details.

							PROD Hrs/Unit	8.807	7.760	7.680			
							Target Hrs/Unit	7.760	7.760	7.680			
							FTEs From Target	(5.28)	0.00	0.00			
							PAID Hrs/Unit	9.772	8.701	8.466			
							Prod %	90.1%	89.2%	90.7%			
labCada													
JODCOUE													
26610 - EMC 6A	(JobCode ADC)												
							FTEs - Projected	Using Actual			Dollars		1
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	N
JStat	Dept Primary Statistic							7,017	3,509	10,606			
	Departmental Total						0.00	49.26	43.87	43.05	585,893	1,929,071	
												1.0	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTEs						0.00	44.40	39.12	39.05		1,701,025	
	Total Non-Productive FTEs						0.00	4.86	4.75	4.00		228,046	
ITargetAdi	Variable Dreductive Adjustment to Target								(2.26)	2.42	(20.165)	155 660	
JiaigetAuj	variable Productive Adjustment to rarget								(2.20)	5.45	(29,103)	155,000	
109999	Contract Labor	125.00	125.00	125.00			0.00	0.00	0.00	0.00	0	0	
109999	Contract Labor - Category 2	250.00	250.00	250.00			0.00	0.00	0.00	0.00	0	0	
JInitiative	New Initiatives									0.00		0	
	I								1		I I		I

### Jobcode Statistics

This section displays all of the statistic values related to the job codes in the department, including the following:

- Departmental totals
- Total program additions
- Total position changes
- Total productive FTEs
- Total non-productive FTEs
|                              |   | - | <br> | <br>                |             |       |       |         |
|------------------------------|---|---|------|---------------------|-------------|-------|-------|---------|
|                              |   |   |      | FTEs - Projected Us | sing Actual |       |       | Dollars |
| 26610 - EMC 6A (JobCode ADC) | 1 |   |      |                     |             |       |       |         |
| JODCOUE                      | 1 |   |      |                     |             |       |       |         |
| lobCode                      |   |   |      |                     |             |       |       |         |
|                              |   |   |      | Prod %              | 90.1%       | 89.2% | 90.7% |         |
|                              |   |   |      | PAID Hrs/Unit       | 9.772       | 8.701 | 8.466 |         |
|                              |   |   |      | FTEs From Target    | (5.28)      | 0.00  | 0.00  |         |
|                              |   |   |      | Target Hrs/Unit     | 7.760       | 7.760 | 7.680 |         |
|                              |   |   |      | PROD Hrs/Unit       | 8.807       | 7.760 | 7.680 |         |
|                              | 1 |   |      |                     |             |       |       |         |

							and the second se					
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget
JStat	Dept Primary Statistic							7,017	3,509	10,606		
	Departmental Total						0.00	49.26	43.87	43.05	585,893	1,929,071
	Total Program Additions								0.00	0.00		C
	Total Position Changes								0.00	0.00		(
	Total Productive FTEs						0.00	44.40	39.12	39.05		1,701,02
	Total Non-Productive FTEs						0.00	4.86	4.75	4.00		228,04
JTargetAdj	Variable Productive Adjustment to Target								(2.26)	3.43	(29,165)	155,660
109999	Contract Labor	125.00	125.00	125.00			0.00	0.00	0.00	0.00	0	1
109999	Contract Labor - Category 2	250.00	250.00	250.00			0.00	0.00	0.00	0.00	0	
1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	New Initiatives									0.00		

### Jobcode

Most of the sheet is comprised of the individual job code values. By default, the sheet displays only a summary view of the job code that includes the total productive, non-productive FTEs as well as the total FTEs for the job code.

JobCode 26610 - EMC 6A	(JobCode ADC)												
							FTEs - Projected	Using Actual			Dollars		
		C	urrent	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes
J00031	Clinical Technician			Technical			Variable						
	Total Productive						0.00	1.34	8.41	5.59	53,046	104,874	
	Total Non-Productive						0.00	0.19	1.22	0.62	7,594	15,014	
	JobCode Total						0.00	1.54	9.63	6.21	60,641	119,888	
	▲ Double click to show details												
J00090	Unit Clerk I			Clerical			Fixed						
	Total Productive						0.00	0.02	0.01	(0.17)	71	210	
	Total Non-Productive						0.00	0.00	0.00	0.18	0	0	
	JobCode Total						0.00	0.02	0.01	0.01	71	210	
	↓ Double click to show details												
J00191	Staff RN			RN			Variable						
	Total Productive						0.00	22.75	18.93	19.04	363,352	1,133,847	
	Total Non-Productive						0.00	2.32	1.93	1.96	57,224	167,677	
	JobCode Total						0.00	25.07	20.86	21.00	420,575	1,301,524	
	T Double click to hide details												

To view the job code details, double-click the **Double click to show details** cell. From this expanded section, you can view specific details about the job code.

JobCode	A (JahCada ADC)														
20010 - ENIC 0	()Obecide Abe)						FTF- Declasted	Hainen Astron	5		Deller		í		
			Current	Start	End	Alloc	FIEs - Projected	Using Actual	Mar-lun	EX 2024	Dollars Mar-Jun	EV 2024		Spread	Jul.2
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes	Method	FTEs
JInitiative	New Initiatives									0.00		0			
J00031	Clinical Technician			Technical			Variable								
	Total Productive						0.00	1.34	8.41	5.59	53,046	104,874			8,
	Total Non-Productive						0.00	0.19	1.22	0.62	7,594	15,014			0.
	JobCode Total						0.00	1.54	9.63	6.21	60,641	119,888			9.
	T Double click to hide details														
J00031	Clinical Technician			Technical		50.00	Variable	60.0%	1.67	1.10	Work	ed Hours Per Unit	Target Worked Hours Per Unit 50	Effective FTE	0.0
	Current Paid FTEs						0.00	1.54	9.63	6.21					9.
	Program Additions			\$8.97					0.00	0.00				Fixed	0.
	Position Changes			\$8.97					0.00	0.00				Fixed	0)
	Fixed/Volume Spread Variance									0.00					0.
	Total Paid FTEs						0.00	1.54	9.63	6.21					9.
	Regular	History	\$8.70	\$8.97	\$8.97	85.3%	0.00	1.31	8.21	5.46	51,246	101,315			8.
	Overtime	150.0%	\$12.50	\$12.88	\$12.88	2.1%	0.00	0.03	0.20	0.13	1,800	3,559		FTEAlloc	0.
	Education	100.0%	\$8.70	\$8.97	\$8.97	0.0%	0.00	0.00	0.00	0.00	0	0		Global	0)
	Lump Sum Payout						0.00				0	0			
	Clinical Technician - Total Productive					87.4%	0.00	1.34	8.41	5.59	53,046	104,874			8,
	Paid Time Off using YTD	100.0%	\$8.70	\$8.97	\$8.97	12.6%	0.00	0.19	1.22	0.62	7,594	15,014		FTEAlloc	0.
	Double Click to Insert New Pay Type														
	Clinical Technician					100.0%	0.00	1.54	9.63	6.21	60,641	119,888			9.
	Accrued PTO rate from Empl_List		\$8.70	\$8.97	\$8.97	0.0%						0			
	Calendar YTD for Retirement calc														

# Sheet columns

The following table provides descriptions for the columns in this sheet:

Column Name	Column Letter	Description
Job Code	А	The job code identification number (using Jobcode.KHABgtCode).
Current Rate	G	The hourly rate as of the start of the budget process.
Start Rate	Н	The hourly rate as of the start of the new budget year. This includes any salary increases expected to occur in the remainder of the current year.
End Rate	I	The hourly rate as of the end of the budget process. This includes all salary increases through the end of the budget year. This is calculated using the last month of the budget as this would contain the effective rate of all merit & market adjustments.
Alloc Rate	J	Calculated based upon YTD actual % of total FTE. You can make adjustments to allocate NYB FTEs for salary calculations.
Sched	К	Scheduled FTEs from the labor master file or CYB FTEs depending on the configuration option chosen in the Budget Configuration Assumptions driver file.
YTD Actual	L	Year-to-date FTEs from the Payroll26 database.
<i>Month-Month</i> Projected (FTEs)	М	Projected FTEs for the remaining months of the current fiscal year. Initial FTE allocation is the same as YTD.

Column Name	Column Letter	Description
FY20XX Budget (FTEs)	N	Starting point matches projected FTEs. You can make monthly adjustments to the <i>Month</i> FTEs columns (columns S-AD).
Month-Month Projected (Dollars)	0	Projected dollars for the remaining months of the current fiscal year.
FY20XX Budget (Dollars)	Р	Projected dollars for the budget year.
Notes	Q	Enter comments for the line item, as needed.
Spread Method	R	Select a spread method for the pay type, as needed.
Month FTEs	S-AD	Enter a percentage of each FTE factor to the total factor. For example, let's say that the FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month. <b>NOTE:</b> Not all pay types allow you to update the spread
	10.10	amount.
<i>Month-Year</i> Hours	AG-AS	Hours spread across months, including total budgeted hours.
<i>Month-Year</i> Dollars	AT-BF	Dollars spread across months, including total budgeted dollars.
Month-Year FICA	BH-BT	FICA spread across months, including total budged FICA.
Projected FICA	BW	Total projected FICA amount.
Month-Month Hours	ВХ	Total budgeted hours for the remaining months of the fiscal year.

The following sections include instructions on performing specific actions in this sheet.

Updating the staffing ratio for a job code

Use these instructions if you want to change the default staffing ratio type.

To update staffing ratio type for a job code:

1. Navigate to the job code, and double-click **Double click to show details**.

JobCode 27200 - EMC Rad	diology - MRI (JobCode)											
						FTEs - Projected	Using Actual			Dollars		
		Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code		Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes
JInitiative	New Initiatives								0.00		0	
J00200	Technologist Assistant-Ro		Assistant			Variable						
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	
[	L Double click to show details											

- 2. In the job code title row, from the drop-down, select one of the following:
  - Variable Input is the worked FTEs per a normal work week. Non-productive hours are added to productive based upon allocation percentage. This setting is a default from the JOBCODE dimension. When Variable, the values in the job code will fluctuate based on changes in the departments volume.
  - **Fixed** Input is the total paid FTEs per a normal work week. Non-productive hours are allocated based upon allocation percentage. This setting is a default from the JOBCODE dimension. When FIXED, the values in the job code will not fluctuate based on changes in the departments volume.
- 3. In the Notes column (column Q), enter comments, as needed.
- 4. After making your changes, in the budget file Navigation panel, click Save Budget.

**TIP:** You can also click the **Save** button in the **Main** ribbon tab.

Updating start rate and projected FTEs for program additions and position changes

To update start rate and projected FTEs for program additions and position changes:

1. Navigate to the job code, and double-click **Double click to show details**.

J	lobCode 27200 - EMC Ra	diology - MRI (JobCode)											
							FTEs - Projected				Dollars		
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
	Job Code		Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes
	JInitiative	New Initiatives								0.00		0	
	J00200	Technologist Assistant-Ro		Assistant			Variable						
		Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
		Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
		JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	
		Double click to show details											

2. In the Program Additions field (column H), type the start rate amount.

JobCode												
27200 - EMC Ra	diology - MRI (JobCode)											
							FTEs - Projected	Using Actual			Dollars	
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget
JInitiative	New Initiatives									0.00		0
J00200	Technologist Assistant-Ro			Assistant			Variable					
	Total Productive						0.00	0.42	0.42	0.42	2,220	6,687
	Total Non-Productive						0.00	0.03	0.03	0.03	136	409
	JobCode Total						0.00	0.45	0.45	0.45	2,356	7,096
	T Double click to hide details											
J00200	Technologist Assistant-Ro			Assistant		0.00	Fixed					
	Current Paid FTEs						0.00	0.45	0.45	0.45		
	Program Additions			\$7.43					0.00	0.00		
	Position Changes			\$7.43					0.00	0.00		
	Fixed/Volume Spread Variance									0.00		
	Total Paid FTEs						0.00	0.45	0.45	0.45		
	Regular	Base	\$7.21	\$7.43	\$7.65	89.8%	0.00	0.40	0.40	0.40	2,070	6,235
	Overtime	150.0%	\$10.81	\$11.14	\$11.47	4.3%	0.00	0.02	0.02	0.02	150	452
	Education	100.0%	\$7.21	\$7.43	\$7.65	0.0%	0.00	0.00	0.00	0.00	0	0
	Lump Sum Payout						0.00				0	0
	Technologist Assistant - Total Productiv	e				94.1%	0.00	0.42	0.42	0.42	2,220	6,687
	Paid Time Off using YTD	100.0%	\$7.21	\$7.43	\$7.65	5.9%	0.00	0.03	0.03	0.03	136	409
	Double Click to Insert New Pay Type											
	Technologist Assistant					100.0%	0.00	0.45	0.45	0.45	2,356	7,096
	Accrued PTO rate from Empl_List		\$7.21	\$7.43	\$7.65	8.5%						0
	Calendar YTD for Retirement calc											

- 3. In the Position Changes field (column H), type the start rate amount.
- 4. In the *Month-Month* Projected column (column M) for the program additions and position changes line items, as needed.
- 5. In the Notes column (column Q), enter comments, as needed.
- 6. After making your changes, in the budget file Navigation panel, click Save Budget.

# Updating the allocation rate for a job code pay type

To update the allocation rate for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

JobCode 27200 - EMC Ra	diology - MRI (JobCode)											
			<i>.</i>			FTEs - Projected	Using Actual			Dollars		
		Current	Start	End	Alloc	FY 2020	YID	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code		 Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes
JInitiative	New Initiatives								0.00		0	
J00200	Technologist Assistant-Ro		Assistant			Variable						
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	
[	L Double click to show details											

2. In the Alloc Rate column (column J), enter a percentage for each line item, as needed.

Code												
0 - EMC Rac	liology - MRI (JobCode)											
							FTEs - Projected	Using Actual			Dollars	
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget
JInitiative	New Initiatives									0.00		
100200	Technologist Assistant Po			Accietant			Variable					
100200	Total Productive			A solution			0.00	0.42	0.42	0.42	2 220	6.69
	Total Non-Productive						0.00	0.03	0.03	0.03	136	40
	JobCode Total						0.00	0.45	0.45	0.45	2.356	7.09
7	Double click to hide details						0.00			0110	0,000	
J00200	Technologist Assistant-Ro			Assistant		0.00	Fixed					
	Current Paid FTEs						0.00	0.45	0.45	0.45		
	Program Additions			\$7.43					0.00	0.00		
	Position Changes			\$7.43					0.00	0.00		
	Fixed/Volume Spread Variance									0.00		
	Total Paid FTEs						0.00	0.45	0.45	0.45		
	Regular	Base	\$7.21	\$7.43	\$7.65	89.8%	0.00	0.40	0.40	0.40	2,070	6,23
	Overtime	150.0%	\$10.81	\$11.14	\$11.47	4.3%	0.00	0.02	0.02	0.02	150	45
	Education	100.0%	\$7.21	\$7.43	\$7.65	0.0%	0.00	0.00	0.00	0.00	0	
	Lump Sum Payout						0.00				0	
	Technologist Assistant - Total Productiv	e				94.1%	0.00	0.42	0.42	0.42	2,220	6,68
	Paid Time Off using YTD	100.0%	\$7.21	\$7.43	\$7.65	5.9%	0.00	0.03	0.03	0.03	136	40
	Double Click to Insert New Pay Type											
	Technologist Assistant					100.0%	0.00	0.45	0.45	0.45	2,356	7,09
	Accrued PTO rate from Empl_List		\$7.21	\$7.43	\$7.65	8.5%						
	Calendar YTD for Retirement calc											

- 3. In the Notes column (column Q), enter comments, as needed.
- 4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

Updating the spread method for a job code pay type

To update the spread method for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

IobCode 27200 - EMC Ra	diology - MRI (JobCode)					FTEs - Projected	Using Actual			Dollars		
		Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code		Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	No
JInitiative	New Initiatives								0.00		0	
J00200	Technologist Assistant-Ro		Assistant			Variable						
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	1
[	L Double click to show details											

2. From the Spread Method column (column R), select the spread method to use.

	1							-							-
lah Cada		Spread	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
Initiative	New Initiatives	Method	1163	1165	TILS	1163	TILS	TILS	1115	1165	1165	0	1163	1165	TILS
, and the second s	TVEN HILIARYCJ		0	0	0		0	0	0		0		0	0	
J00200	Technologist Assistant-Ro														
	Total Productive		0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42
	Total Non-Productive		0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03
	JobCode Total		0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
	T Double click to hide details														
J00200	Technologist Assistant-Ro	Effective FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Current Paid FTEs		0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
	Program Additions	Fixed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Position Changes	Fixed	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fixed/Volume Spread Variance		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Paid FTEs		0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45
	Regular		0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
	Overtime	FTEAlloc	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02
	Education	Global	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Lump Sum Payout														
	Technologist Assistant - Total Producti		0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42	0.42
	Paid Time Off using YTD	FTEAlloc	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03	0.03
	Double Click to Insert New Pay Type														
	Technologist Assistant		0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45	0.45

3. In the *Month-Year* FTEs columns (columns S-AD), make adjustments, as needed.

**NOTE:** The spread methods available are configured by your organization.

4. After making your changes, in the budget file Navigation panel, click Save Budget.

### Adding contract labor

#### To add contract labor:

1. Navigate to the contract labor job code.

JobCode 27200 - EMC Ra	diology - MRI (JobCode)												
							FTEs - Projected	Using Actual			Dollars		
Job Code			Current Rate	Start Rate	End Rate	Alloc Rate	FY 2020 Budget	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	No
JStat	Dept Primary Statistic							17,282	17,094	34,282			
	Departmental Total						0.00	7.79	36.08	26.24	658,462	1,508,825	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTEs						0.00	6.98	34.90	23.77		1,330,501	
	Total Non-Productive FTEs						0.00	0.81	1.18	2.46		178,324	
JTargetAdj	Fixed Adjustment to Target								(0.46)	(0.08)	(8,393)	(4,132)	
JTargetAdj	Variable Productive Adjustment to Target								25.31	3.60	456,861	203,665	
100000	Contract Labor	24.30	24.30	24.30			0.00	0.19	0.19	0.00	3 233	0	
100000	Contract Labor Cotegory 2	24.30	24.30	24.30			0.00	0.19	0.19	0.00	3,233	0	
109999	Contract Labor - Category 2	24.30	24.30	24.30			0.00	0.19	0.19	0.00	3,233	0	
Jinitiative	New Initiatives									0.00		0	-

- 2. In the Current Rate column (column G), enter the hourly rate for the contract labor.
- 3. In the Start Rate column (column H), enter the starting rate.
- 4. In the *Month-Month* **Projected** (FTEs) column (column M), enter the projected FTE value.
- 5. In the *Month-Year* FTEs columns (columns S-AD), enter the FTE spread across months.
- 6. After making your changes, in the budget file Navigation panel, click Save Budget.

Adding a new pay type for a job code

To add a new pay type for a job code:

1. In the job code in which to add the new employee, double-click **Double click to show details**.

JobCode 27200 - EMC Rad	diology - MRI (JobCode)					FTEs - Projected	Using Actual			Dollars		
		Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code		Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	N
JInitiative	New Initiatives								0.00		0	
J00200	Technologist Assistant-Ro		Assistant			Variable						
	Total Productive					0.00	0.42	0.42	0.42	2,220	6,687	
	Total Non-Productive					0.00	0.03	0.03	0.03	136	409	
	JobCode Total					0.00	0.45	0.45	0.45	2,356	7,096	
[	L Double click to show details											

2. Double-click Double Click to Insert New Pay Type.

							FTEs - Projected	Using Actual			Dollars	
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget
J00200	Technologist Assistant-Ro			Assistant			Variable					
	Total Productive						0.00	0.42	0.42	0.42	2,220	6,68
	Total Non-Productive						0.00	0.03	0.03	0.03	136	40
	JobCode Total						0.00	0.45	0.45	0.45	2,356	7,09
	T Double click to hide details											
J00200	Technologist Assistant-Ro			Assistant		0.00	Fixed					
	Current Paid FTEs						0.00	0.45	0.45	0.45		
	Program Additions			\$7.43					0.00	0.00		
	Position Changes			\$7.43					0.00	0.00		
	Fixed/Volume Spread Variance									0.00		
	Total Paid FTEs						0.00	0.45	0.45	0.45		
	Regular	Base	\$7.21	\$7.43	\$7.65	89.8%	0.00	0.40	0.40	0.40	2,070	6,23
	Overtime	150.0%	\$10.81	\$11.14	\$11.47	4.3%	0.00	0.02	0.02	0.02	150	45
	Education	100.0%	\$7.21	\$7.43	\$7.65	0.0%	0.00	0.00	0.00	0.00	0	4
	Lump Sum Payout						0.00				0	4
	Technologist Assistant - Total Productive					94.1%	0.00	0.42	0.42	0.42	2,220	6,68
	Paid Time Off using YTD	100.0%	\$7.21	\$7.43	\$7.65	5.9%	0.00	0.03	0.03	0.03	136	40
	Double Click to Insert New Pay Type											
	Technologist Assistant					100.0%	0.00	0.45	0.45	0.45	2,356	7,09
	Accrued PTO rate from Empl_List		\$7.21	\$7.43	\$7.65	8.5%						4
	Calendar YTD for Retirement calc											

3. From the Insert Calc Method(s) in sheet Employee dialog, select one of the following calc methods, and click OK:

**NOTE:** The dialog includes fields that are not enabled at this time.

- Add New AvgPer Paid Hr PayType Calculates other non-FTE related pay based on the relationship to paid hours in the job code block. Monthly spread will be based on the spread of paid hours.
- Add New AvgPer Prod Hr PayType Calculates other non-FTE related pay based on the relationship to productive hours in the job code block. Monthly spread will be based on the spread of productive hours.
- Add New Input Monthly PayType Calculates other non-FTE related pay by typing in the monthly totals.
- 4. Do the following based on the calc method you selected in step 3:

Calc Method	Steps	
Add New AvgPer Paid Hr PayType	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
Add New AvgPer Prod Hr PayType	b.	In the <b>Start Rate</b> column (column H), enter the hourly start rate.
	с.	In the Notes column (column Q), enter comments, as needed.
	d.	Repeat steps a-c for each pay type to add.
	e.	When you finish making changes, in the budget file Navigation panel, click <b>Save Budget</b> .
Add New Input Monthly PayType	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the <i>Month-Month</i> <b>Projected (Dollars)</b> column (column O), enter the projected dollars.
	C.	In the monthly budget (columns AT-BE), enter values for the applicable months.
	d.	In the Notes column (column Q), enter comments, as needed.
	e.	Repeat steps a-d for each pay type to add.
	f.	When you finish making changes, in the budget file Navigation panel, click <b>Save Budget</b> .

# Adding a new job code to a department

**NOTE:** If you accidentally add a duplicate job code, see the Removing duplicate job codes section below for instructions on how to remove it.

To add a new job code to a department:

1. Navigate to the end of the job code listing, and double-click **Double Click to Insert New Job Code**.

JobCode													
27200 - EMC Ra	diology - MRI (JobCode)												
							FTEs - Projected	Using Actual			Dollars	s	
			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Job Code			Rate	Rate	Rate	Rate	Budget	Actual	Projected	Budget	Projected	Budget	Notes
	Calendar YTD for Retirement calc												
J00287	Team Leader-MRI			Technical			Fixed						
	Total Productive						0.00	0.93	0.93	0.93	18,381	55,081	
	Total Non-Productive						0.00	0.15	0.15	0.15	4,785	14,338	
	JobCode Total						0.00	1.09	1.09	1.09	23,165	69,419	
	Double click to show details												
J00646	Radiologic Technologist			Technical			Variable						
	Total Productive						0.00	5.24	8.32	18.90	154,380	1,069,200	
	Total Non-Productive						0.00	0.63	1.00	2.28	23,627	163,577	
	JobCode Total						0.00	5.87	9.32	21.19	178,007	1,232,777	
	L Double click to show details												
													1
	Double Click to Insert New Job Code												
	bodble check to inservice you code												
			Avg \$\$ Per										
	DEPT OTHER DAY	Rate	Prod Hr	Budget									
	DEFT OTHER PAT	Jource	current	buuget									
	Double Click to Insert New Dept Pay Type												
JDept	Total										0	0	

- 2. In the Calc Method Variables dialog, do the following, and then click OK:
  - a. In the Select a JobCode field, enter a job code or click Choose Value to select a job code.
  - b. In the Select a Dept field, enter a department or click Choose Value to select a department.
- 3. To enter adjustments to allocate NYB FTEs for salary calculations, click **Double Click to Show Details**.

								2
J00006	Receptionist (27200_0)	Clerical	Fixed					
	Total Productive		0.00	0.00	0.00	0.00	0	0
	Total Non-Productive		0.00	0.00	0.00	0.00	0	0
_	JobCode Total		0.00	0.00	0.00	0.00	0	0
4	Double click to show details							

- 4. From the details section, do any of the following:
  - Updating start rate and projected FTEs for program additions and position changes
  - Updating the allocation rate for a job code pay type
  - Updating the spread method for a job code pay type
- 5. When you finish making changes, in the budget file Navigation panel, click Save Budget.

### Removing duplicate job codes

If you add a duplicate job code and save the JobCode sheet, the system will display the duplicate in the sheet. The duplicate does not save to the database, but to remove it from the sheet you will need to do one of the following:

- Rebuild the plan file.
- Manually delete the job code from the sheet, and save your changes.
- Adding a new department pay type

To add a new department pay type:

1. Navigate to the bottom of the sheet, and double-click **Double Click to Insert New Dept Pay Type**.

							FTEs - Projected	Using Actual	1		Dollars		
ah Cada			Current	Start	End	Alloc	FY 2020	YTD	Mar-Jun Projected	FY 2021	Mar-Jun Projected	FY 2021	Not
ob couc		-	nute	nuce	nute	Hute	budget	Actual	Trojecteu	Dudget	riojecteu	buuget	1100
J00646	Radiologic Technologist			Technical			Variable						
	Total Productive						0.00	5.24	8.32	18.90	154,380	1,069,200	
	Iotal Non-Productive						0.00	0.63	0.33	2.28	23,627	103,577	
	Jobcode Total						0.00	5.87	9.32	21.19	178,007	1,232,777	
	Double click to show details												
J00006	Receptionist (27200_0)			Clerical			Fixed						
	Total Productive						0.00	0.00	0.00	0.00	0	0	
	Total Non-Productive						0.00	0.00	0.00	0.00	0	0	
	JobCode Total						0.00	0.00	0.00	0.00	0	0	
	Double click to show details												
	Double Click to Insert New Job Code												
		Rate	Avg \$\$ Per Prod Hr										
	DEPT OTHER PAY	Source	Current	Budget									

2. From the Insert Calc Method(s) in sheet Employee dialog, select one of the following calc methods, and click OK:

**NOTE:** The dialog includes fields that are not enabled at this time.

- **Dept\_AvgPerProdHr** Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours.
- **Dept\_InputMonthly** Calculates other Non-FTE related pay by inputting monthly amounts for the department.
- **Dept\_InputTotal** Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month.
- 3. Do the following based on the calc method you selected in step 2:

Calc Method	Steps	
Dept_AvgPerProdHr	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the <b>Budget</b> column (column H), enter the hourly start rate.
	c.	In the Notes column (column Q), enter comments, as needed.
	d.	Repeat steps a-c for each pay type to add.
	e.	When you finish making changes, in the budget file Navigation panel, click <b>Save Budget</b> .

Calc Method	Steps	
Dept_InputMonthly	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the <i>Month-Month</i> Projected (Dollars) column (column O), enter the projected dollars.
	c.	In the Notes column (column Q), enter comments, as needed.
	d.	In the monthly budget (columns AT-BE), enter values for the applicable months.
	e.	Repeat steps a-d for each pay type to add.
	f.	When you finish making changes, in the budget file Navigation panel, click <b>Save Budget</b> .
Dept_InputTotal	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the <i>Month-Month</i> Projected (Dollars) column (column O), enter the projected dollars.
	C.	In the FY 20XX Budget (Dollars) column (column P), enter the projected budgeted dollars.
	d.	In the Notes column (column Q), enter comments, as needed.
	e.	Repeat steps a-d for each pay type to add.
	f.	When you finish making changes, in the budget file Navigation panel, click <b>Save Budget</b> .

# Employee sheet

# Overview

The Employee sheet is for departments to budget at the employee level, and operates similarly to the JobCode sheet. No volume adjustments are included in the salary calculations. This sheet combines the data from the Employee Listing and Employee sheets.

			Summary of a b	law britisticas		Tabul STER		19.10	19.10	19.10				18.10	18.10	18.10	18.10	18.10
			Summary w/or	vew millioatries		T		0.00	0.00	0.00				0.00	9.00	0.00	0.00	0.00
						larget FIEs		9.00	9.00	9.00				9.00	9.00	9.00	9.00	9.00
						FIES From Targe		(9.10)	(9.10)	(9.10)				(9.10)	(9.10)	(9.10)	(9.10)	(9.10)
						PAID Hrs/Unit		30,43	23.03	21.11				28.09	28.09	27.43	28.09	27.43
						Prod %		93.276	93.2%	93.276				93.2%	93.2%	93.2%	93.2%	93.276
Employ	ree																	
19100 - EHS	Accounting Operations (Employee)					1							r					
1-b		Freedomen	Current	Charle	Fred	Aller	FIES	VTD	Man Inc.		Dollars		found	1.1.20	Avr. 20	C	0.4 30	New 20 De
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes Method	FTEs	FTEs	FTEs	FTEs	FTEs F1
JStat	Dept Primary Statistic							828	533	1359.5								
	Departmental PAID Total:						8.00	18.10	18.10	18.10	274,793	866,346		18.10	18.10	18.10	18.10	18.10
	Total Float Staff								1.73	1.73		29,765		1.73	1.73	1.73	1.73	1.73
	Total Program Additions								0.00	0.00		0		0.00	0.00	0.00	0.00	0.00
	Total Position Changes								0.00	0.00		0		0.00	0.00	0.00	0.00	0.00
	Total Productive FTEs						8.00	16.87	16.87	16.87				16.87	16.87	16.87	16.87	16.87
	Total Non-Productive FTEs						0.00	1.23	1.23	1.23				1.23	1.23	1.23	1.23	1.23
109999	Contract Labor	\$125.00	\$125.00	\$125.00			0.00	0.00	0.00	0.00	0	0		0.00	0.00	0.00	0.00	0.00
JInitiative	New Initiatives									0.00		0		0.00	0.00	0.00	0.00	0.00
	-																	
J00017	Financial Accountant									2.17	26,120							2.17
	Total Productive							2.15	2.15	2.15	36,420	109,141	· · · · · · · · · · · · · · · · · · ·	2.15	2.15	2.15	2.15	2.15
	Total Non-Productive							80.0	80.0	80.0	1,413	4,236		0.08	0.08	0.08	0.08	0.08
	Jobcode Total							2.23	2.23	6.6.3	31,034	113,311		6.6.3	2.23	6.63	2-23	6-63
	Double click to show details																	
J00018	Staff Accountant																	
	Total Productive							3.46	3.46	3.46	43,222	129,524		3.46	3,46	3.46	3.46	3.46
	Total Non-Productive							0.30	0.30	0.30	4,091	12,260		0.30	0.30	0.30	0.30	0.30
	JobCode Total							3.76	3.76	3.76	47,313	141,784		3.76	3.76	3.76	3.76	3.76
	Double click to show details																	
J00021	Director																	
	Total Productive							3.30	3.30	3.30	100,290	300,542		3.30	3.30	3.30	3.30	3.30
	Total Non-Productive							0.08	80.0	0.08	3,750	11,236		0.08	0.08	0.08	0.08	0.08
	JobCode Total							3.38	3.38	3.38	104,040	311,778		3.38	3.38	3.38	3.38	3.38
	Double click to show details																	
100022	Arristant Staff Accountant																	
550022	Total Productive							3.46	2.46	3.46	37.255	111.643		3.46	2.46	3.46	2.46	3.46
	Total Non-Productive							0.16	0.16	0.16	1.852	5.550		0.16	0.16	0.16	0.16	0.16
	IobCode Total							3.62	3.62	3.62	39 107	117 193		3.62	3.62	3.62	3.62	3.62
	Double dick to show details							2101	2.0%	5101	55,107			5.01	5702	21012	2702	
	<ul> <li>Domole click to show details</li> </ul>																	

This sheet is comprised of three main areas:

### Summary

This area displays at the top of the sheet and provides an overview of the FTE totals, target, and FTEs from the budget target. It also shows you the paid hours and the productive percentage. This provides a quick and easy way to ensure that your numbers are on track without having to dive into the details.

											•		
						20.0000							
		~	Summary w/o N	lew Initiatives		Total FTEs		18.10	18.10	18.10			
						Target FTEs		9.00	9.00	9.00			
						FTEs From Targ	get	(9.10)	(9.10)	(9.10)			
						PAID Hrs/Unit		30.43	23.63	27.77			
						Prod %		93.2%	93.2%	93.2%	J		
Emplo	VAA												
Linpio	ycc												
19100 - EH	S Accounting Operations (Employee)												
							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
JStat	Dept Primary Statistic							828	533	1359.5			
	Departmental PAID Total:						8.00	18.10	18.10	18.10	274,793	866,346	
	Total Float Staff								1.73	1.73		29,765	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTEs						8.00	16.87	16.87	16.87			
	Total Non-Productive FTEs						0.00	1.23	1.23	1.23			
J09999	Contract Labor	\$125.00	\$125.00	\$125.00			0.00	0.00	0.00	0.00	0	0	
JInitiative	New Initiatives									0.00		0	
J00017	Financial Accountant												
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
	T Double click to hide details												
	Mcclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113.377	Input Comments Here
	Double Click to Insert New Employee			0.000									
	Float Staff / Inactive Employees		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00		0	
	Program Additions		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Position Changes		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Financial Accountant - Total Scheduler	Daid					1.00	2.23	2.22	2.22		112 377	

### Jobcode Statistics

This section displays all of the statistic values related to the job codes in the department, including the following:

- Departmental paid totals
- Total float staff
- Total program additions
- Total position changes
- Total productive FTEs
- Total non-productive FTEs

			Summary w/o N	ew Initiatives		Total FTEs		18.10	18.10	18.10				
						Target FTEs		9.00	9.00	9.00				
						FTEs From Targ	get	(9.10)	(9.10)	(9.10)				
						PAID Hrs/Unit		30.43	23.63	27.77				
						Prod %		93.2%	93.2%	93.2%				
Emplo	VOO													
Linpio	yee													
19100 - EH	S Accounting Operations (Employee)													
							FTEs				Dollars		í.	
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021		
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes	
JStat	Dept Primary Statistic							828	533	1359.5				
	Departmental PAID Total:						8.00	18.10	18.10	18.10	274,793	866,346		
	Total Float Staff								1.73	1.73		29,765	· · · · ·	
	Total Program Additions								0.00	0.00		0		
	Total Position Changes								0.00	0.00		0		
	Total Productive FTEs						8.00	16.87	16.87	16.87				
	Total Non-Productive FTEs						0.00	1.23	1.23	1.23				
109999	Contract Labor	\$125.00	\$125.00	\$125.00			0.00	0.00	0.00	0.00	0	0		
JInitiative	New Initiatives									0.00		0		
J00017	Financial Accountant													
	Total Productive							2.15	2.15	2.15	36,420	109,141		
	I otal Non-Productive							80.0	0.08	0.08	1,413	4,236		
	Jobcode Total							2.23	2.23	2.23	37,834	113,377		
	Double click to hide details													
	Mcclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Co	mments Here
	Double Click to Insert New Employee													
	Float Staff / Inactive Employees		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00		0		
	Program Additions		\$24.37	\$24.37	\$24.37				0.00	0.00		0		
	Position Changes		\$24.37	\$24.37	\$24.37				0.00	0.00		0		
	Financial Accountant - Total Scheduler	Daid					1.00	2.25	2.25	2.25	1	112 377	1	

Jobcode summary and details

Most of the sheet is comprised of the individual job code values. By default, the sheet displays only a summary view that includes the total productive, non-productive FTEs as well as the total FTEs for the job code.

Summary w/o New Initiatives	Total FTEs	18.10	18.10	18.10
	Target FTEs	9.00	9.00	9.00
	FTEs From Target	(9.10)	(9.10)	(9.10)
	PAID Hrs/Unit	30.43	23.63	27.77
	Prod %	93.2%	93.2%	93.2%

#### Employee

19100 - EHS Accounting Operations (Employee)

							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
JStat	Dept Primary Statistic							828	533	1359.5			
	Departmental PAID Total:						8.00	18.10	18.10	18.10	274,793	866,346	
	Total Float Staff								1.73	1.73		29,765	
	Total Program Additions								0.00	0.00		0	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTEs						8.00	16.87	16.87	16.87			
	Total Non-Productive FTEs						0.00	1.23	1.23	1.23			
109999	Contract Labor	\$125.00	\$125.00	\$125.00			0.00	0.00	0.00	0.00	0	0	
JInitiative	New Initiatives									0.00		0	
_													
J00017	Financial Accountant												
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total	-						2.23	2.23	2.23	37,834	113,377	
	Double click to show details												

To view the job code details, double-click the **Double click to show details** cell. From this expanded section you can view specific details about the job code as well as a list of all the employees assigned the job code.

Fmplo	Vee		Summary w/o Ne	w Initiatives		Total FTEs Target FTEs FTEs From Targ PAID Hrs/Unit Prod %	et	18.10 9.00 (9.10) 30.43 93.2%	18.10 9.00 (9.10) 23.63 93.2%	18.10 9.00 (9.10) 27.77 93.2%			
19100 - EH	S Accounting Operations (Employee)						FTEs				Dollars		
Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Mar-Jun Projected	FY 2021 Budget	Notes
JInitiative	New Initiatives									0.00		0	
100017	Financial Accountant												
200011	Total Productive							2.15	2.15	2.15	36.420	109 141	
	Total Non-Productive							0.08	0.08	0.08	1 413	4 236	
	JobCode Total							2.23	2.23	2.23	37 834	113 377	
	T Double click to hide details												
	Mcclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Comments Here
	Double Click to Insert New Employee									0.000			
	Float Staff / Inactive Employees		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00		0	
	Program Additions		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Position Changes		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Financial Accountant - Total Schedule	d Paid	40.4.0-	40.4.95	40.17-		1.00	2.23	2.23	2.23		113,377	
	Regular	History	\$24.37	\$24.37	\$24.37	96.3%		2.15	2.15	2.15	36,420	109,141	
	Overtime	2	\$36.55	\$36.55	\$36.56	0.0%		0.00	0.00	0.00	0	0	
	Education	1	\$24.37	\$24.37	\$24.37	0.0%		0.00	0.00	0.00	0	0	
	Lump Sum Payout					0.5.00	1.00	0.45	2.45	0.45	0	0	
	Financial Accountant - Total Productiv	e .	404.07	404.07	404.07	96.3%	1.00	2.15	2.15	2.15	36,420	109,141	
	Call Day Weak 2	1	\$24.37	\$24.37	\$24.37	3.7%	ee (Daid Lie	0.08	0.08	0.08	1,413	4,236	Input Commonte Horo
	Call Pay	PRCALZ	\$0.00	\$0.00	\$0.00		\$\$/Paid Hr				0	0	Input Comments Here
	Call Pay	00020	\$0.00	\$0.00	\$0.00		ss/Prod Hr				0	0	Input Comments Here
	Regular Daid Time Off	P0001					Input Monthly				0	0	Input Comments Here
	Paul Time On Double Click to locart New Day Type	P0004					input Monthly				0	0	input connents here
100017	Einangial Assountant					100.00/	1.00	2.22	2.22	2.22	27.024	112 277	
100017	rinancial Accountant					100.0%	1.00	2.23	2.23	2.23	37,834	113,377	

Keep in mind the following:

- Non-FTE-related pay categories are added during the interface process within the job code block and use a dollars-per-productive-hour or input monthly methodology.
- You can make monthly adjustments to FTEs to model staging of staffing changes.

• For contract labor, you must enter requests for contract labor FTEs. No default to YTD is made.

**IMPORTANT:** If you add a new calc method to a labor method sheet (such as adding new job code pay type) and you do not include any calculated hours and dollars, then the calc method will not be included the next time the budget plan file is rebuilt.

# Sheet columns

The following table provides descriptions for the columns in this sheet:

Column Name	Column Letter	Description
Job Code	А	The job code identification number number (using Jobcode.KHABgtCode).
Employee ID	F	The identification number of the employee.
Current Rate	G	The hourly rate as of the start of the budget process.
Start Rate	Н	The hourly rate as of the start of the new budget year. This includes any salary increases expected to occur in the remainder of the current year.
End Rate	I	The hourly rate as of the end of the budget process. This includes all salary increases through the end of the budget year. This is calculated using the last month of the budget as this would contain the effective rate of all merit & market adjustments.
Alloc Rate	J	Calculated based upon YTD actual % of total FTE. You can make adjustments to allocate NYB FTEs for salary calculations.
Sched	К	Scheduled FTEs from the labor master file or CYB FTEs depending on the configuration option chosen in the Budget Configuration Assumptions driver file.
YTD Actual	L	Year-to-date FTEs from the Payroll26 database.
<i>Month-Month</i> Projected (FTEs)	Μ	Projected FTEs for the remaining months of the current fiscal year. Initial FTE allocation is the same as YTD.
FY20XX Budget (FTEs)	N	Starting point matches projected FTEs. You can make monthly adjustments the <i>Month-Year</i> FTEs columns (columns S-AD).
Month-Month Projected (Dollars)	0	Projected dollars for the remaining months of the current fiscal year.

Column Name	Column Letter	Description
FY20XX Budget (Dollars)	Р	Projected dollars for the budget year.
Notes	Q	Enter comments for the line item, as needed.
Spread Method	R	Select a spread method for the pay type, as needed.
Month-Year FTEs	S-AD	Enter a percentage of each FTE factor to the total factor. For example, let's say that the FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month.
		<b>NOTE:</b> Not all pay types allow you to update the spread amount.
<i>Month-Year</i> Hours	AG-AS	Hours spread across months, including total budgeted hours.
<i>Month-Year</i> Dollars	AT-BF	Dollars spread across months, including total budgeted dollars.
Month-Year FICA	BH-BT	FICA spread across months, including total budged FICA.
Projected FICA	BW	Total projected FICA amount.
Month-Month Hours	ВΧ	Total budgeted hours for the remaining months of the fiscal year.
Month-Month Dollars	ВҮ	Total budgeted dollars for the remaining months of the fiscal year.

The following sections include instructions on performing specific actions in this sheet.

Updating projected and budgeted FTE for an employee

To update projected and budgeted FTE for an employee:

1. Navigate to the job code assigned to the employee, and double-click **Double click to show** details.

Emplo 19100 - ен	<b>Yee</b> S Accounting Operations (Employee)						FTEs				Dollars		1
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
JInitiative	New Initiatives									0.00		0	
J00017	Financial Accountant												
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
	L Double click to show details												

2. In the *Month-Month* Projected (column M) and FY 20XX Budget (column n) columns, update the FTE values for the employee, as needed.

Employee 19100 - EHS Accounting Operations (Employee)												
						FTEs				Dollars		
Job	Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code	ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
Total Productive							2.15	2.15	2.15	36,420	109,141	
Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
JobCode Total							2.23	2.23	2.23	37,834	113,377	
T Double click to hide details												
Mcclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Comments Here
Double Click to Insert New Employee												
Float Staff / Inactive Employees		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00		0	
Program Additions		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
Position Changes		\$24.37	\$24.37	\$24.37				0.00	0.00		0	

- 3. In the Notes column (column Q), enter comments, as needed.
- 4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

Updating projected FTEs for float staff/inactive employees, program additions, and position changes

To update projected FTEs for float staff/inactive employees, program additions, and position changes:

1. Navigate to the job code, and double-click **Double click to show details**.

Employ 19100 - EHS	/ee Accounting Operations (Employee)						FTEs				Dollars		1
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
JInitiative	New Initiatives									0.00		0	
J00017	Financial Accountant												
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	1
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
ļ	Double click to show details												

2. In the *Month-Month* Projected column (column M) for the Float Staff/Inactive Employees, Program Additions, and Position Changes line items, as needed.

Employ 19100 - EHS	ee Accounting Operations (Employee)												
							FTEs				Dollars	_	
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
	Total Non-Productive							0.59	0.59	0.59	5,505	16,497	
	JobCode Total							5.10	5.10	5.10	46,499	139,344	
1	Double click to hide details												
	Hayes, Patricia A.	12628	\$13.05	\$13.05	\$13.05		1.00	1.68	1.68	1.68	15,282	45,795	Input Comments Here
	Joyce, Laquita K.	13712	\$13.58	\$13.58	\$13.58		1.00	1.73	1.73	1.73	16,329	48,932	Input Comments Here
	Lee, Michele B.	21272	\$12.85	\$12.85	\$12.85		1.00	1.69	1.69	1.69	15,152	45,405	Input Comments Here
	Double Click to Insert New Employee												
	Float Staff / Inactive Employees		\$13.16	\$13.16	\$13.16		0.00	0.00	0.00	0.00		0	
	Program Additions		\$13.16	\$13.16	\$13.16				0.00	0.00		0	
	Position Changes		\$13.16	\$13.16	\$13.16				0.00	0.00		0	
	Accounting Assistant - Total Scheduled	Paid					3.00	5.10	5.10	5.10		140,133	
	Regular	History	\$13.16	\$13.16	\$13.16	87.0%		4.44	4.44	4.44	40,690	121,937	
	Overtime	2	\$6.48	\$6.48	\$6.48	1.3%		0.07	0.07	0.07	304	910	
	Education	1	\$13.16	\$13.16	\$13.16	0.0%		0.00	0.00	0.00	0	0	
	Lump Sum Payout										0	0	
	Accounting Assistant - Total Productive	e				88.4%	3.00	4.51	4.51	4.51	40,994	122,848	
	Paid Time Off using YTD	1	\$13.16	\$13.16	\$13.16	11.6%		0.59	0.59	0.59	5,445	16,317	
	Holiday Premium		\$30.00	\$30.00	\$30.00		\$/Holiday				60	180	Input Comments Here
	Double Click to Insert New Pay Type												
J00723	Accounting Assistant					100.0%	3.00	5.10	5.10	5.10	46,499	139,344	

- 3. In the **Notes** column (column Q), enter comments, as needed.
- 4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

Updating the allocation rate for a job code pay type

To update the allocation rate for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

Emplo 19100 - EH	Yee IS Accounting Operations (Employee)						FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
J00018	Staff Accountant	-											
	Total Productive							3.46	3.46	3.46	43,222	129,524	
	Total Non-Productive							0.30	0.30	0.30	4,091	12,260	
L	JobCode Total							3.76	3.76	3.76	47,313	141,784	
	L Double click to show details												

2. In the Alloc Rate column (column J), enter a percentage for each line item, as needed.

Employ 19100 - EHS	/ee Accounting Operations (Employee)												
							FTFs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	EV 2021	Mar-Jun	EV 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
												_	
J00018	Staff Accountant												
	Total Productive							3.46	3.46	3.46	43,222	129,524	
	Total Non-Productive							0.30	0.30	0.30	4,091	12,260	
	JobCode Total							3.76	3.76	3.76	47,313	141,784	
	T Double click to hide details												
	Bridewell, Ian I	24828	\$19.30	\$19.30	\$19.30		1.00	2.03	2.03	2.03	27 314	81 853	Input Comments Here
	Double Click to Insert New Employee	24020	\$15.50	\$15.50	\$15.50		1.00	2.05	2.03	2.00	27,314	01,000	input commence
	Float Staff / Inactive Employees		\$8.27	\$8.27	\$8.27		0.00	1.73	1.73	1.73		29 765	
	Program Additions		\$19.30	\$19.30	\$19.30				0.00	0.00		0	
	Position Changes		\$19.30	\$19.30	\$19.30				0.00	0.00		0	
	Staff Accountant - Total Scheduled Pai	d					1.00	3.76	3.76	3.76		111.618	
	Regular	History	\$17.97	\$17.97	\$17.97	91.9%		3.46	3.46	3.46	43.222	129.524	
	Overtime	2	\$26,96	\$26.96	\$26.96	0.0%		0.00	0.00	0.00	0	0	
	Education	1	\$17.97	\$17.97	\$17.97	0.0%		0.00	0.00	0.00	0	0	
	Lump Sum Payout						1				0	0	
	Staff Accountant - Total Productive					91.9%	1.00	3.46	3.46	3.46	43,222	129,524	
	Paid Time Off using YTD	1	\$19.30	\$19.30	\$19.30	8.1%		0.30	0.30	0.30	4,091	12,260	
	Double Click to Insert New Pay Type						1						
J00018	Staff Accountant					100.0%	1.00	3.76	3.76	3.76	47,313	141,784	

- 3. In the Notes column (column Q), enter comments, as needed.
- 4. After making your changes, in the budget file Navigation panel, click Save Budget.
- Updating the spread method for a job code pay type

To update the spread method for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

<mark>Emplo</mark> 19100 - ен	Employee 19100 - EHS Accounting Operations (Employee)						FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
J00723	Accounting Assistant												
	Total Productive							4.51	4.51	4.51	40,994	122,848	
	Total Non-Productive							0.59	0.59	0.59	5,505	16,497	
	JobCode Total							5.10	5.10	5.10	46,499	139,344	
	Double click to show details	-											

2. From the Spread Method column (column R), select the spread method to use.

#### Employee 19100 - EHS Accounting Operations (Employee)

Job		Spread	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	1
Code		Method	FTEs												
J00723	Accounting Assistant														
	Total Productive		4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	
	Total Non-Productive		0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	
	JobCode Total		5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	
	T Double click to hide details														
	Marian Datalata A		1.69	1.60	1.60	1.69	1.60	1.69	1.69	1.60	1.69	1.60	1.60	1.69	
	nayes, Patricia A.		1.08	1.08	1.08	1.08	1.08	1.08	1.00	1.08	1.08	1.00	1.08	1.08	
	Joyce, Laquita K.		1.75	1.73	1.73	1.73	1.73	1.73	1.73	1.60	1.75	1.75	1.73	1.73	
	Eee, Michele B. Employee Name		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Double Click to Jacost New Employee		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Double Click to insert New Employee		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Proaces additions		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Program Additions		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Association Changes		5.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.10	
	Accounting Assistant - Total Scheduled		5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	
	Regular	CTT All A	4.44	4.44	4,44	4.44	4,44	4.44	4.44	4,44	4.44	4.44	4.44	4.44	
	Overtime	FIEAlloc	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	0.07	
	Education	FIEAHOC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Lump Sum Payout		4.53	4.53	4.53	4.51	4.53	453	4.53	4.53	4.53	1.53	453	1.51	
	Accounting Assistant - Total Productiv	CTCALL	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	4.51	
	Paid Time On using YTD	FTEAHOC	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	
	Holiday Premium														
	Double Click to Insert New Pay Type														
J00723	Accounting Assistant		5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	5.10	

3. In the *Month-Year* FTEs columns (columns S-AD), make adjustments, as needed.

**NOTE:** The spread methods available are configured by your organization.

4. After making your changes, in the budget file Navigation panel, click Save Budget.

Adding a new employee

To add a new employee:

1. Navigate to the job code to add the new employee, double-click **Double click to show details**.

Emplo	yee												
19100 - EH	S Accounting Operations (Employee)												
							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Not
JInitiative	New Initiatives									0.00		0	
J00017	Financial Accountant												
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
	L Double click to show details												

2. Double-click Double Click to Insert New Employee.

							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
	Double click to hide details												
	Mcclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37,834	113,377	Input Comments Here
		1910012600	\$0.00	\$0.00	\$0.00		0.00	0.00	0.00	0.00	0	0	New position approved and Sep.
	Double Click to Insert New Employee												
	Float Staff / Inactive Employees		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00		0	
	Program Additions		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Position Changes		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Financial Accountant - Total Scheduled	Paid					1.00	2.23	2.23	2.23		113,377	
	Regular	History	\$24.37	\$24.37	\$24.37	96.3%		2.15	2.15	2.15	36,420	109,141	
	Overtime	2	\$36.55	\$36.55	\$36.56	0.0%		0.00	0.00	0.00	0	0	
	Education	1	\$24.37	\$24.37	\$24.37	0.0%		0.00	0.00	0.00	0	0	
	Lump Sum Payout										0	0	
	Financial Accountant - Total Productiv	e				96.3%	1.00	2.15	2.15	2.15	36,420	109,141	
	Paid Time Off using YTD	1	\$24.37	\$24.37	\$24.37	3.7%		0.08	0.08	0.08	1,413	4,236	
	Double Click to Insert New Pay Type												
J00017	Financial Accountant					100.0%	1.00	2.23	2.23	2.23	37.834	113.377	

- 3. Enter information in the following columns, as needed:
  - Employee Name (column E)
  - Employee ID (column F)
  - Current Rate (column G)
  - Start Rate (column H)
  - Month-Month Projected (FTE) (column M)
  - Notes (column Q)
  - Month-Month FTE columns (columns S-AD)
- 4. After making your changes, in the budget file Navigation panel, click Save Budget.

### Adding contract labor

#### To add contract labor:

1. Navigate to the contract labor job code.

Employ 19100 - EHS	/ee Accounting Operations (Employee)												
							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
JStat	Dept Primary Statistic Departmental PAID Total:						8.00	828 18.10	533 18.10	1359.5 18.10	274,793	866,346	
	Total Float Staff								1.73	1.73		29,765	
	Total Position Changes								0.00	0.00		0	
	Total Productive FTEs						8.00	16.87	16.87	16.87			
	Total Non-Productive FIEs						0.00	1.23	1.23	1.23			
J09999	Contract Labor	\$125.00	\$125.00	\$125.00			0.00	0.00	0.00	0.00	0	0	
Jinitiative	New Initiatives									0.00		0	

- 2. In the Current Rate column (column G), enter the hourly rate for the contract labor.
- 3. In the Start Rate column (column H), enter the starting rate.
- 4. In the *Month-Month* **Projected** (FTEs) column (column M), enter the projected FTE value.
- 5. In the *Month-Year* FTEs columns (columns S-AD), enter the FTE spread across months.

- 6. After making your changes, in the budget file Navigation panel, click Save Budget.
- Adding a new pay type for a job code

To add a new pay type for a job code:

1. In the job code in which to add the new employee, double-click **Double click to show details**.

Emplo	yee												
19100 - EH	S Accounting Operations (Employee)												
							FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
JInitiative	New Initiatives									0.00		0	
J00017	Financial Accountant												
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
	L Double click to show details												

2. Double-click Double Click to Insert New Pay Type.

Employ	/ee												
19100 - EHS	Accounting Operations (Employee)												
						1	FTEs				Dollars		
Job		Employee	Current	Start	End	Alloc		YTD	Mar-Jun	FY 2021	Mar-Jun	FY 2021	
Code		ID	Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projected	Budget	Notes
	Total Productive							2.15	2.15	2.15	36,420	109,141	
	Total Non-Productive							0.08	0.08	0.08	1,413	4,236	
	JobCode Total							2.23	2.23	2.23	37,834	113,377	
	T Double click to hide details												
	Mcclendon, Mary E.	17863	\$24.37	\$24.37	\$24.37		1.00	2.23	2.23	2.23	37.834	113.377	Input Comments Here
		1910012600	\$0.00	\$0.00	\$0.00		0.00	0.00	0.00	0.00	0	0	New position approved and st
	Double Click to Insert New Employee												sep.
	Float Staff / Inactive Employees		\$24.37	\$24.37	\$24.37		0.00	0.00	0.00	0.00		0	
	Program Additions		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Position Changes		\$24.37	\$24.37	\$24.37				0.00	0.00		0	
	Financial Accountant - Total Scheduled	Paid					1.00	2.23	2.23	2.23		113,377	
	Regular	History	\$24.37	\$24.37	\$24.37	96.3%		2.15	2.15	2.15	36,420	109,141	
	Overtime	2	\$36.55	\$36.55	\$36.56	0.0%		0.00	0.00	0.00	0	0	
	Education	1	\$24.37	\$24.37	\$24.37	0.0%		0.00	0.00	0.00	0	0	
	Lump Sum Payout										0	0	
	Financial Accountant - Total Productiv	e				96.3%	1.00	2.15	2.15	2.15	36,420	109,141	
	Paid Time Off using YTD	1	\$24.37	\$24.37	\$24.37	3.7%		0.08	0.08	0.08	1,413	4,236	
	Double Click to Insert New Pay Type												
J00017	Financial Accountant					100.0%	1.00	2.23	2.23	2.23	37,834	113,377	
													1

- 3. From the Insert Calc Method(s) in sheet Employee dialog, select one of the following calc methods, and click OK:
  - Add New AvgPer Paid Hr PayType Calculates other non-FTE related pay based on the relationship to paid hours in the job code block. Monthly spread will be based on the spread of paid hours.
  - Add New AvgPer Prod Hr PayType Calculates other non-FTE related pay based on the relationship to productive hours in the job code block. Monthly spread will be based on the spread of productive hours.
  - Add New Input Monthly PayType Calculates other non-FTE related pay by typing in the monthly totals.
- 4. Do the following based on the calc method you selected in step 3:

Calc Method	Steps	
Add New AvgPer Paid Hr PayType	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
Add New AvgPer Prod Hr PayType	b.	In the <b>Start Rate</b> column (column H), enter the hourly start rate.
	c.	In the Notes column (column Q), enter comments, as needed.
	d.	Repeat steps a-c for each pay type to add.
	e.	When you finish making changes, in the budget file Navigation panel, click <b>Save Budget</b> .
Add New Input Monthly PayType	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the <i>Month-Month</i> Projected (Dollars) column (column O), enter the projected dollars.
	c.	In the Notes column (column Q), enter comments, as needed.
	d.	In the monthly budget (columns AT-BE), enter values for the applicable months.
	e.	Repeat steps a-d for each pay type to add.
	f.	When you finish making changes, in the budget file Navigation panel, click <b>Save Budget</b> .

# Adding a new job code to a department

To add a new job code to a department:

1. Navigate to the end of the job code listing, and double-click **Double Click to Insert New Job Code**.

Employ 19100 - EHS	<b>CC</b> Accounting Operations (Employee)												_
Job Code		Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars Mar-Jun Projected	FY 2021 Budget	Notes
	Total Productive							3.30	3.30	3.30	100,290	300,542	
	Total Non-Productive							0.08	0.08	0.08	3,750	11,236	
	JobCode Total							3.38	3.38	3.38	104,040	311,778	
-	Double click to show details												
J00022	Assistant Staff Accountant												
	Total Productive							3.46	3.46	3.46	37,255	111,643	
	Total Non-Productive							0.16	0.16	0.16	1,852	5,550	
	JobCode Total							3.62	3.62	3.62	39,107	117,193	
	Double click to show details												
J00723	Accounting Assistant												
	Total Productive							4.51	4.51	4.51	40,994	122,848	
	Total Non-Productive							0.59	0.59	0.59	5,505	16,497	
	JobCode Total							5.10	5.10	5.10	46,499	139,344	
	Double click to show details												
	Double Click to Insert New Job Code	—											

2. In the Calc Method Variables dialog, enter a job code or click Choose Value to select a job code,

and then click OK.

3. To enter adjustments to allocate NYB FTEs for salary calculations, click **Double Click to Show Details**.

Job Code	- · · · · · · · · · · · · · · · · · · ·	Employee ID	Current Rate	Start Rate	End Rate	Alloc Rate	FTEs Sched	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars Mar-Jun Projected	FY 2021 Budget	Notes
	▲ Double click to show details												
J00022	Assistant Staff Accountant												
	Total Productive							3.46	3.46	3.46	37,255	111,643	
	Total Non-Productive							0.16	0.16	0.16	1,852	5,550	
	JobCode Total							3.62	3.62	3.62	39,107	117,193	
	▲ Double click to show details												
J00723	Accounting Assistant												
	Total Productive							4.51	4.51	4.51	40,994	122,848	
	Total Non-Productive							0.59	0.59	0.59	5,505	16,497	
	JobCode Total							5.10	5.10	5.10	46,499	139,344	
	▲ Double click to show details												
J00006	Receptionist (19100_0)												
	Total Productive							0.00	0.00	0.00	0	0	
	Total Non-Productive							0.00	0.00	0.00	0	0	
	JobCode Total							0.00	0.00	0.00	0	0	

- 4. From the details section, do any of the following:
  - Add a new pay type for a job code
  - Update the spread method for a job code pay type
  - Update the allocation rate for a job code pay type
  - Update projected FTEs for float staff/inactive employees, program additions, and position change
  - Add a new employee
  - Update projected and budgeted FTE for an employee
- 5. When you finish making changes, in the budget file Navigation panel, click Save Budget.
- Adding a new department pay type

To add a new department pay type:

1. Navigate to the bottom of the sheet, and double-click **Double Click to Insert New Dept Pay Type**.

Employ 19100 - EHS	<b>/ee</b> Accounting Operations (Employee)												
Job Code		Start Rate	End Rate	Alloc Rate	FTEs	YTD Actual	Mar-Jun Projected	FY 2021 Budget	Dollars Mar-Jun Projected	FY 2021 Budget	Notes	Spread Method	Jul-2( FTEs
J00017	Double Click to Insert New Pay Type Financial Accountant Double Click to Insert New Job Code			100.0%	0.00	0.00	0.00	0.00	0	0			
JDept	DEPT OTHER PAY Double Click to Insert New Dept Pay Type Total	Budget							0	0			

2. From the Insert Calc Method(s) in sheet Employee dialog, select one of the following calc methods, and click OK:

**NOTE:** The dialog includes fields that are not enabled at this time.

- **Dept\_AvgPerProdHr** Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours.
- **Dept\_InputMonthly** Calculates other Non-FTE related pay by inputting monthly amounts for the department.
- **Dept\_InputTotal** Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month.
- 3. Do the following based on the calc method you selected in step 2:

Calc Method	Steps	
Dept_AvgPerProdHr	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the <b>Budget</b> column (column H), enter the hourly start rate.
	c.	In the Notes column (column Q), enter comments, as needed.
	d.	Repeat steps a-c for each pay type to add.
	e.	When you finish making changes, in the budget file Navigation panel, click <b>Save Budget</b> .
Dept_InputMonthly	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the <i>Month-Month</i> Projected (Dollars) column (column O), enter the projected dollars.
	c.	In the Notes column (column Q), enter comments, as needed.
	d.	In the monthly budget (columns AT-BE), enter values for the applicable months.
	e.	Repeat steps a-d for each pay type to add.
	f.	When you finish making changes, in the budget file Navigation panel, click <b>Save Budget</b> .

Calc Method	Steps	
Dept_InputTotal	a.	In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.
	b.	In the <i>Month-Month</i> Projected (Dollars) column (column O), enter the projected dollars.
	C.	In the FY 20XX Budget (Dollars) column (column P), enter the projected budgeted dollars.
	d.	In the Notes column (column Q), enter comments, as needed.
	e.	Repeat steps a-d for each pay type to add.
	f.	When you finish making changes, in the budget file Navigation panel, click <b>Save Budget</b> .

# Staffing sheet

# Overview

This sheet allows 24/7 departments to prepare the budget by shift/day of the week, such as a nursing department, cafeteria, lab, or security. This sheet is comprised of three main areas:

# Staffing Summary

This area displays at the top of the sheet and provides an overview of the total hours for productive and target, the FTEs from target, the paid hours per unit, and the productive percentage. It also shows the trending of FTEs over time with LYA, YTD, and budgeted. This provides a quick and easy way to ensure that your numbers are on track without having to dive into the details.



### **Department Statistics**

The first line item in the sheet displays the primary department statistics, which include LYA, YTD, and budgeted hours as well as the total department hours and dollars over months.

Staffing 26340 - EMC CCU (Staffing)			
		LYA YTD Mar-Jun NYB	Job Pay Code Type PayType F
7 Days Staffed /Week	Dept Primary Statistic	4,964 4,964 2,483 7,738	JStat PStat Dept Prime Departmen
J09999 Contract Labor		0.00 0.00 0.00 Hrly Rate=> \$125.00 12	J09999 PAGC Agency1
Jinitiative		0.00 0.00 0.00 mily kare* 32,5000 2,5000 2,5000	Jinitiative P0001 Initiative

## Jobcode summary and details

Most of the sheet is comprised of the individual job code values. By default, the sheet displays only a summary view that includes the shift FTE values, budgeted hours, pay type information, and the breakdown of hours and dollars by month. To view the job code details, double-click the **Double click to show details** cell.

Staffin 26340 - EMG	<mark>g</mark> c ccu (Staffi	ing)																
										LYA	YTD	Mar-Jun	NYB					
1099	99 Contract La	abor						Enter Agency FTEs =>		0.00	0.00	0.00	0.00				-	Hrly R.
J099	99 Contract La	abor - Categ	jory 2					Enter Agency FTEs =>		0.00	0.00	0.00	0.00					Hrly R
Jinitiati	ive							From Initiatives					0.00					
J00191	Staff RN (	26340_0)																1
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	and the second second second										
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Total Productive	100,767	13.01	16.45	16.45	48.31	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	10,109	5.98	1.65	1.65	4.85	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	110,877	18.99	18.10	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51											
								Double click to show details										
J00303	Manager-	Nursing (26	5340_0)															
Shift	MON	TUES	WED	THU	FRI	SAT	SUN											
Day	0.20	0.20	0.20	0.20	0.20	0.20	0.20	Total Productive	598	(3.90)	0.29	0.29	0.29	1.00	0.20	0.29	0.29	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	0	4.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	598	0.20	0.29	0.29	0.29	1.00	0.20	0.29	0.29	0
Total	0.20	0.20	0.20	0.20	0.20	0.20	0.20											
								Double click to show details										

Instead of calculating values monthly, the Staffing sheet allows you to budget hours on a weekly basis using the shift grid. This forms the core component of the calculations performed on this sheet. The totals weekly hours are then translated into monthly values in terms of hours. As you move to the right, you can view the spread of the hours and dollars.

Staffing 26340 - EMC (	CCU (Staffi	ing)																							
										Current	Begin	Year End	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
									PayType Description	Rate	Rate	Rate	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
109999	Contract La	abor							Agency1	125.00	125.00	125.00	0	0	0	0	0	0	0	0	0	0	0	0	0
109999	Contract La	abor - Categ	pory 2						Agency2	250.00	250.00	250.00	0	0	0	0	0	0	0	0	0	0	0	0	0
JInitiative									Initiative				0	0	0	0	0	0	0	0	0	0	0	0	0
J00191	Staff RN G	26340_0)																							
Shift	MON	TUES	WED	THU	FRI	SAT	SUN																		
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51		Regular	(\$135.28)	(\$139.34)	(\$143.52)	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	8,397	100,767
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00		Prod Category 2	\$135.28	\$139.34	\$143.52	859	859	831	859	831	859	859	775	859	831	859	831	10,109
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00			\$0.00	\$0.00	\$0.00	9,256	9,256	9,228	9,256	9,228	9,256	9,256	9,173	9,256	9,228	9,256	9,228	110,877
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51																		
J00191	Staff RN (a	26340_0)						8 Hour Shift					9,256	9,256	9,228	9,256	9,228	9,256	9,256	9,173	9,256	9,228	9,256	9,228	110,877
		Input	Worked FT	Es per Nor	mal Work \	Neek		Weekh																	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs	Staff RN (26340_0) (J00191)		History														
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Regular	\$27.06	\$27.87	\$28.70	7,422	7,422	7,429	7,422	7,429	7,422	7,422	7,445	7,422	7,429	7,422	7,429	89,113
Evening								0	time	\$41.38	\$42.62	\$43.90	808	808	805	808	805	808	808	800	808	805	808	805	9,674
Night								0	Education	\$29.34	\$30.22	\$31.13	168	168	163	168	163	168	168	152	168	163	168	163	1,980
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Prod Category 4	\$27.06		\$28.70	0	0	0	0	0	0	0	0	0	0	0	0	0
									Prod Category 5	\$27.06	\$27.87	\$28.	• 0	0	0	0	0	0	0	0	0	0	0	0	0
									Prod Category 6	\$27.06	\$27.87	\$28.70	0	0	0	0	0	0	0	0	0	0	0	0	0
									Lump Sum Payout																
									Total Productive				8.397	8.397	8 3 9 7	8 3 9 7	8 3 9 7	8 3 9 7	8 3 9 7	8 3 9 7	8 397	8 3 9 7	8 397	8.397	100.767
Budgeted Avera	ige Daily Vo	lume		21			TD Actual	658	Paid Time Off	\$27.06	\$27.87	\$28.70	859	859	831	859	831	859	859	775	859	831	859	831	10.109
Budgeted Avg V	Neekly Volu	ime		148			Variance	(1.275)	NonProd Category 2	\$27.06	\$27.87	\$28.70	0	0	0	0	0	0	0	0	0	0	0	0	0
Comments	, , , , , , , , , , , , , , , , , , , ,								NonProd Category 3	\$27.06	\$27.87	\$28.70	0	0	0	0	0	0	0	0	0	0	0	0	0
									NonProd Category 4	\$27.06	\$27.87	\$28.70	0	0	0	0	0	0	0	0	0	0	0	0	0
									NonProd Category 5	\$27.06	\$27.87	\$28.70	0	0	0	0	0	0	0	0	0	0	0	0	0

While the Employee and Jobcode labor methods allow you to change FTEs on a monthly basis, you do not have this ability using the Staffing labor method, though a lot of the logic is still the same in that you still use budget to YTD or a target.

# Sheet columns

The following table provides descriptions for the columns in this sheet:

Column Name	Column Letter	Description
LYA	Ν	Values from Last Year Actuals
YTD	0	Values for Year To Date
Month-Month	Р	Values for the months for Remaining Projection
NYB	Q	Values for the annual New Years Budget
Job Code	AA	The identification number associated with the job code (using Jobcode.KHABgtCode)
Рау Туре	AB	The pay type associated with the job code (using Paytype.Staffing)
Pay Type Description	AC	A description of the pay type
Current Rate	AD	The current pay rate for the pay type
Begin Rate	AE	The beginning pay rate for the pay type
Year End Rate	AF	The pay rate for the pay type at the end of the year
Month-Year Hours	AG-AR	Total hours for each month of the year
Total Hours	AS	The sum of the total hours
Month-Year Dollars	AT-BE	Total dollars for each month of the year
Total Dollars	BF	The sum of the total dollars

Updating the number of days to staff in a week

To update the number of days to staff in a week:

- 1. In the Days Staffed/Week field, type the number of days to staff in a week.
  - Selecting 7 will allocate FTEs in the grid to all seven days of the week.
  - Selecting 5 will allocate FTEs in the grid to only Mon-Fri columns.

Staffing 26340 - EMC CCU (Staffing)												
	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total	Jul-20	Aug-20	Sep-20	Oct-20	Nov-2	) De
	Hours	Hours	Hours	Hours	Hours	Hours	Dollars	Dollars	Dollars	Dollars	Dollar	i Do
7 Days Staffed /Week Dept Primary Statistic	645 25,271	645 25,669	645 25,537	645 25,669	645 25,537	7,738	656,270	643,044	672,345	662,013	672,345	675,23
J09999 Contract Labor	0	) 0	0	0	C	0	SI	)	\$0	\$0 :	\$0	\$0
J09999 Contract Labor - Category 2	0	0 0	0	0	C	0 0	SI	)	\$0	\$0	\$0	\$0
Jinitiative	0	0 0	C	0	C	0 0	SI	2	\$0	\$0	\$0	\$0

2. After making your changes, in the budget file Navigation panel, click Save Budget.

Updating the shift FTE hours for a job code

The shift grid provides a visual representation of a full 24-hour clock. You can enter all your FTEs in a specific row or you can split them up by time of day. While most organizations simply enter all their hours in the Day part of the grid, you may want to enter hours in another part of the day if there is a premium pay rate for those FTEs in the budget.

To update the shift FTE values for a job code:

1. Navigate to the job code, and double-click **Double click to show details**.

Staffin 26340 - EMO	<mark>g</mark> : CCU (Staffi	ng)																
										LYA	YTD	Mar-Jun	NYB					
7	Days Staff	ed /Week		Dept Prima	ary Statisti	c				4,964	4,964	2,483	7,738					
J099 J099 JInitiati	J09999 Centract Labor J09999 Centract Labor - Category 2 Jinklative							Enter Agency FTEs => Enter Agency FTEs => From Initiatives		0.00	0.00	0.00	0.00 0.00 0.00					н
J00191	Staff RN (2	26340_0)																
Shift	MON	TUES	WED	THU	FRI	SAT	SUN											
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Total Productive	100,767	13.01	16.45	16.45	48.31	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	10,109	5.98	1.65	1.65	4.85	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	110,877	18.99	18.10	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	L Double click to show details	←									

2. In the job code title row, from the drop-down, select the shift to assign to the job code.

J00191	Staff RN (26	340_0)						8 Hour Shift 🔽	19 Variable
		Input \	Norked FTE	s per Norm	al Work We	eek		8 Hour Shift 12 Hour Shift	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs	ANNUAL PAID HOURS
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	Regular
Evening								0	Overtime
Night								0	Education
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933	

3. Next to the shift drop-down, from the Fixed/Variable drop-down, select one of the following:

**NOTE:** In most cases, you will not need to change this unless an exception needs to be made to this job code.

J00191	Staff RN (26	5340_0)						8 Hour Shift	19	Variable	-
		Input V	Worked FTE	s per Norm	al Work We	eek		Weekly		Variable Fixed	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs		Fixed w/Rplmnt	
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933		Regular	
Evening								0		Overtime	
Night								0		Education	
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933			

- **Fixed** The input is the Total Paid FTEs per a normal work week. Non-productive hours are allocated based on the allocation percentage.
- Variable The input is the Worked FTEs per a normal work week. Non-productive hours are added based upon grossing up to total hours then subtracting productive hours.
- Fixed w/ Replacement Similar to fixed, the input is the Total Paid FTEs per a normal work week. Non-productive hours are added based upon grossing up to total hours then subtracting productive hours.
- 4. In the shift grid, enter the FTE hours for each day of the work week.

J00191	Staff RN (26	340_0)						8 Hour Shift	19	Variable	
		Input \	Worked FTE	s per Norm	al Work We	eek		Weekly			
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs		ANNUAL PAID HOURS	_ [
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933		Regular	
Evening								0		Overtime	
Night								0		Education	
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933			

- 5. After you make your changes, in the budget file Navigation panel, click Save Budget.
- Updating the allocation rate for a job code pay type

To update the allocation rate for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

Staffin 26340 - EMG	<mark>g</mark> CCU (Staffi	ng)																	
										LYA	YTD		Mar-Jun	NYB					
7	Days Staff	d /Week		Dept Prima	ry Statisti	c .				4,964	4,964	2	2,483	7,738					
J099 J099 Jinitiati	Joseph Contract Labor - Category 2 Jinitiative							Enter Agency FTEs => Enter Agency FTEs => From Initiatives		0.0	10	0.00	0.00	0.00 0.00 0.00					н н
J00191	Staff RN (2	6340_0)																	
Shift	MON	TUES	WED	THU	FRI	SAT	SUN												
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Total Productive	100,767	13.0	1	16.45	16.45	48.31	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	10,109	5.9	8	1.65	1.65	4.85	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	110,877	18.9	19	18.10	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1 Double click to show details	⊢										

2. In the Allocation % column (column R), enter the allocation percentage for each pay type, as needed.



3. After you finish making your changes, in the budget file Navigation panel, click Save Budget.

Updating the pay type values for a job code

To update the pay type values for a job code:

1. Navigate to the job code, and double-click **Double click to show details**.

Staffin 26340 - EMO	<mark>g</mark> : CCU (Staffi	ng)																
										LYA	YTD	Mar-Jun	NYB					
7	Days Staff	ed /Week		Dept Prima	ary Statisti	c .				4,964	4,964	2,483	7,738					
J099 J099 JInitiati	J09999 Contract Labor J09999 Contract Labor - Category 2 Jinitiative Staff RN (26240 D)							Enter Agency FTEs = > Enter Agency FTEs = > From Initiatives		0.00	0.00	0.00	0.00 0.00 0.00					н
J00191	Staff RN (a	26340_0)																
Shift	MON	TUES	WED	THU	FRI	SAT	SUN											
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Total Productive	100,767	13.01	16.45	16.45	48.31	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	10,109	5.98	1.65	1.65	4.85	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	110,877	18.99	18.10	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	L Double click to show details	-									

2. In the *Month-Month* column (column P) and **NYB** column (column Q), enter dollar amounts in the blue fields for each applicable pay type.

Staffing 26340 - EMC CCU (Staffing)																
												LYA	YTD	Mar-Jun	NYB	
J00191	Staff RN (2	6340_0)						8 Hour Shift	1	19 Variable	60.0%	18.750	Target Hours P	er Unit		
		Input	Worked FT	Es per Nor	mal Work W	eek		Weekly					F	TE .		Allocation
Shift	MON	TUES	WED	THU	FRI	SAT	SUN	Hrs		ANNUAL PAID HOURS		0	0	0	0	%
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933		Regular	89,113	15.18	14.54	14.55	42.73	80.4%
Evening								0		Overtime	9,674	1.59	1.58	1.58	4.64	8.7%
Night								0		Education	1,980	0.35	0.32	0.32	0.95	1.8%
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	1933			0	0.00	0.00	0.00	0.00	0.0%
											0	0.00	0.00	0.00	0.00	0.0%
											0	0.00	0.00	0.00	0.00	0.0%
										Lump Sum Payout						
										Productive	100,767	17.11	16.45	16.45	48.31	90.9%
Budgeted Ave	rage Daily Vol	ume		21		Y	TD Actual	658		Paid Time Off-(YTD)	10,109	1.88	1.65	1.65	4.85	9.1%
Budgeted Avg	Weekly Volur	ne		148			Variance	(1,275)			0	0.00	0.00	0.00	0.00	0.0%
Comments											0	0.00	0.00	0.00	0.00	0.0%
											0	0.00	0.00	0.00	0.00	0.0%
											0	0.00	0.00	0.00	0.00	0.0%
										Call Pay		\$1,224	\$715	\$345.49	\$3,040.88	
										Incentive Pay		\$200	\$100	\$50.00	\$0	
										Bonus		\$2,357	\$1,857	\$928.60	\$0	
										Critical Shift		\$7,718	\$5,618	\$2,715.78	\$23,903.40	
										Holiday Premium		\$15,942	\$15,942	\$7,971.14	\$23,913.41	

- 3. After you finish making your changes, in the budget file Navigation panel, click Save Budget.
- Updating the monthly spread

To update the monthly spread:

1. Navigate to the job code, and double-click **Double click to show details**.

Staffin 26340 - EMG	<mark>g</mark> CCU (Staffi	ng)																
										LYA	YTD	Mar-Jun	NYB					
7	Days Staff	ed /Week		Dept Prima	ry Statistic	c				4,964	4,964	2,483	7,738					
J09999 Contract Labor J09999 Contract Labor - Category 2 Jinitiative					Enter Agency FTEs => Enter Agency FTEs => From Initiatives		0.00	0.00	0.00	0.00 0.00 0.00					н			
J00191	Staff RN (2	26340_0)																
Shift	MON	TUES	WED	THU	FRI	SAT	SUN											
Day	34.51	34.51	34.51	34.51	34.51	34.51	34.51	Total Productive	100,767	13.01	16.45	16.45	48.31	0.91	7.17	4.61	13.02	0
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	10,109	5.98	1.65	1.65	4.85	0.09	0.79	0.46	1.31	0
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	110,877	18.99	18.10	18.10	53.16	1.00	7.96	5.07	14.33	0
Total	34.51	34.51	34.51	34.51	34.51	34.51	34.51	L Double click to show details	←									

2. In the Monthly Spread column (column V), select one of the following:

### **NOTE:** The choices in the drop-down depend on the pay type.

- **FTEAlloc** Percentage of each FTE factor to the total factor. For example, let's say that the FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month.
- **Global** Define your own percentage. For example, you may want to use this for a special project where you know there will be a higher use of overtime over the next three months for this project. You can use this option to reflect this in your budget.
- **History** Percentage determined over a rolling 12 months (i.e. Percentage of month one to total, month two to total, etc.)
- Prod Hours Percentage based on productive hours per month to total.
- Paid Hours Percentage based on the paid hours per month to total.
- Even Spread evenly across each month.
- 3. After you finish making your changes, in the budget file Navigation panel, click Save Budget.

# Adding contract labor

To add contract labor:

1. Navigate to the contract labor job code.

Staffing 26340 - EMC CCU (Staffing)	
	LYA YTD Mar-Jun NYB
7 Days Staffed /Week Dept Primary Statistic	4964 4964 2,483 7,738
J09999 Contract Labor	Enter Agency FTEs => 0.00 0.00 0.00 0.00 Hrly Rate=> \$125.00 125.00 125.00
J09999 Contract Labor - Category 2	Enter Agency FTEs => 0.00 0.00 0.00 0.00 Hrly Rate=> \$250.00 250.00 250.00
Jinitiative	From Initiatives 0.00

- 2. In the *Month-Month* column (column O), type the total hours for the months.
- 3. In the NYB column (column P), type the total hours for the next year's budget.
- 4. In the Hrly Rate cells (column Y and Z), type the hourly rate for current year and for next year's budget.
- 5. After you finish making your changes, in the budget file Navigation panel, click Save Budget.

# Adding a new job code

To add a new job code:

1. Navigate to the bottom of the job code list, and double-click **Double Click to Insert New Job Code**.

Staffin 26340 - EMC	g : CCU (Staffi	ing)																				
										LYA	YTD	Mar-Jun	NYB									
J00889	Stock Deli	very Clerk	(26350_0)																			
Shift	MON	TUES	WED	THU	FRI	SAT	SUN															
Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Productive	0	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Evening	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Total Non-Productive	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Night	0.00	0.00	0.00	0.00	0.00	0.00	0.00	JobCode Total	0	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00															
								Double click to show details     Double Click to insert New Job Co	ode													

- 2. In the Select Job Code field, type a job code or click Choose Value to select one, and click OK.
- 3. Do the following:
  - Update the shift values
  - Update the allocation rate
  - Update the pay type values for non FTE, if needed
  - Wage rate for Regular pay for the new job code can be pre-populated if the "Mid" wage rate from the Labor Rates driver is filled out. Otherwise, a rate can be manually entered in the "Current Rate" column (note blue cell for Regular in the image below).
  - You can also enter the starting month of the added FTE (if parital year) in the "Start" and "End" section (note blue cells below for "Start" and "End").
- 4. After you finish making changes, in the budget file Navigation panel, click Save Budget.
- Adding a new department pay type

To add a new department pay type:

1. Navigate to the bottom of the job code list, and double-click **Double Click to Insert New Dept Pay Type**.

Staffing 26340 - EMC CCU (Staffing)	
	LYA YTO Mar-Jun NYB
	Double Cick to Insert New Job Code
DEPT OTHER PAY	LYA CYA-YTD Mar-Jun NYB ANNUAL PAID Dollars Dollars Dollars Dollars Dollars
Total	Disable Clob to Insert Here Dept Pays         0         0         0           TMM         0         0         0         0

- 2. In the Insert Calc Method(s) in sheet Staffing dialog, click OK.
- 3. In the Select Pay Type field, type a pay type or click Choose Value to select one, and click OK.
- 4. In the *Month-Month* Dollars column (column P), enter the dollars for the pay type.
- 5. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

# Labor Standard by ADC Setup sheet

## Overview

This sheet is designed for nursing departments to prepare an Average Daily Census (ADC) budget and staffing levels by job class. The ADC worksheet models nursing staffing ratios by ADC level by job class level.

**IMPORTANT:** All positions have to be budgeted in this sheet if you are going to use this labor method.

The sheet is comprised of three main areas:

### ADC Table

The ADC Table allows you to set the staffing ratio for a job class. You can configure up to 15 job classes. The staffing ratio determines the number of staff needed per patient. For example, if the RN staffing ratio is 5:1, then for census levels 1-5, one nurse would be required. At census levels 6-10, two nurses would be required.

**NOTE:** The Fixed/Variable settings and the ratio values may be configured for the department using the Budget Labor ADC Config driverBudget Labor ADC Config driver. The system applies the setup from this driver to the ADC sheet (starting in column W) in the plan file. The ADC staffing grid builds out based on the staffing ratios entered for each job class set up in the Budget Assumptions driverBudget Assumptions driver.

Labor Standa 26610 - EMC 6A (JobCoc	ADC Table (Standard / Shift 1) ; Shift Hours = 12													
	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing							
SUMMARY														
Patient Days Days in Month	Fixed/Variable	Variable	Fixed 4	Variable 24	Variable 24	Fixed w/Replace	c Fixed	Fixed w/Replac	Fixed w/Replac	Fixed w/Replan	Fixed w/Replai	Fixed w/Replace	Fixed w/Repla	c Fixed w/Repl
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused							
FTEs														
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0(
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0(
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.009
Non-Productive FTEs														
Total FTEs														

# Calculated Staffing Grid

The staffing grid is used to calculate job class specific budget FTEs. There is a section for each job class that displays the results of these calculations (starting in column F). All calculations are then transferred to the JobCode tab and allocated to each job code based on relative historical FTEs within each job class. There is a row for non-productive time for each job class, which defaults to values based off of the history for each job class, but you can change them, if desired. The productive and non-productive hours are transferred to the JobCode sheet and distributed to each job code using the YTD historical distribution.

# Labor Standaı

26610 - EMC 6A (JobCod ADC Table (Standard / Shift 1) ; Shift Hours = 12

	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing
SUMMARY						
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac F
Days in Month		6	4	24	24	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical L
FTEs	-					
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%
Non-Productive FTEs						
Total FTEs						
JOBCLASS DATA	CALCULATED STAFFING GRID					
RN						
Historic Non Prod %	ADC Table (Standard / Shift 1) ; Shift Hours = 12					
Budget Non Prod %	Averag	ge RN	LPN	Technical	Assistant	Clerical
Target from matrix >	Daily Censu	us Staffing	Staffing	Staffing	Staffing	Staffing
Target Shift 2 >						
Unused		0 0	4	0	0	1
Productive FTE		1 1	4	1	1	1
Non Productive FTE		2 1	4	1	1	1
Total FTE		3 1	4	1	1	1
Productive Hours	3	4 1	4	1	1	1
Non-Productive Hours		5 1	4	1	1	1
Total Hours		6 1	4	1	1	1
Budget		7 2	4	1	1	1
Productive FTE		8 2	4	1	1	1
Non Productive FTE		9 2	4	1	1	1

#### Summary

The Summary section at the top of the ADC sheet that shows the following:

- The Patient Days for projection and for each budget month. Average Daily Cencus (ADC) values are also presented.
- FTE information for the department by productive and non-productive.
- FTE differences between the JobCode tab and ADC tab for the department.

	Mar-Jun	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Total
	Projected	Budget												
SUMMARY														
Patient Days	3,509	1,350	1,372	1,338	1,381	1,344	1,214	1,297	1,310	0	0	0	0	10,606
Days in Month	122	31	31	30	31	30	31	31	28	31	30	31	30	365
Average Daily Census	29.00	44.00	44.00	45.00	45.00	45.00	39.00	42.00	47.00	0.00	0.00	0.00	0.00	29.00
FTEs														
Prod FTEs	37.76	48.20	48.20	48.20	48.20	48.20	44.00	46.10	48.20	2.00	2.00	2.00	2.00	32.22
Paid FTEs	42.13	53.36	53.50	54.61	55.18	52.73	47.98	50.57	52.01	2.00	2.00	2.00	2.00	35.61
Variance														
Productive FTEs	0.00	0.76	0.59	0.27	0.13	0.11	0.07	0.14	0.01	0.00	0.00	0.00	0.00	0.18
Non-Productive FTEs	0.00	(0.76)	(0.59)	(0.27)	(0.13)	(0.11)	(0.07)	(0.14)	(0.01)	0.00	0.00	0.00	0.00	(0.18
Total FTEs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

### Labor Standard by ADC Setup 26610 - EMC 6A (JobCode ADC)

**NOTE:** You can only use this feature with the JobCode tab. It is not configured to work with the Staffing or Employee tabs. If the historical hours are zero for the defined JobClass, then JobClass will not populate a section or the section title will remain unused.

The following sections include instructions on performing specific actions in this sheet.

Setting the staffing ratio/paid FTEs for a job class

Setting the staffing ratio/paid FTEs for a job class:

1. Navigate to the ADC Table section of the sheet (starting at column W).

**NOTE:** If your organization has already added these values from the Budget Assumptions driver, then you may not need to modify. Your system administrator will provide direction, as needed.

Labor Standa														
26610 - EMC 6A (JobCoc	ADC Table (Standard / Shift 1) ; Shift Hours = 12													
	Average Daily Census	RN Staffing	LPN Staffing	Technical Staffing	Assistant Staffing	Clerical Staffing	Unused Staffing							
SUMMARY	Final Operatives	Veriebte	wine at	Veriable	Maniabila	rived outparties	Fired	Fired outpeaks	rived or market	rived or mostly	Fired or People	rived or meeter	rived or mode	Time des (Decal
Days in Month	Pixedy variable	6 variable	Fixed 4	24	24	rixed w/Replac	Pixed 1	Pixed w/Replac	nxeu w/kepiac	nxed wykepiai 1	rixed w/kepia 1	rixed w/Replat	1 nxed w/kepiad	Fixed w/Keps
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused							
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Productive FTEs	-													

- 2. In the Fixed/Variable row, select one of the following from the drop-downs:
  - **Fixed** The input is the Total Paid FTEs. Non-productive hours are allocated based on the allocation percentage. This means that no matter how many Average Daily Census days are calculated in the Summary section, the number of employees will always remain fixed to the number you enter in the Jobclass row (step 3 below).
  - Variable The input is the Staffing Ratio. Non-productive hours are added to productive based upon the allocation percentage. This means that the number of people in this job class will fluctuate based on the Average Daily Census days, so the more ADC days the more employees are required.
  - Fixed w/ Replacement Similar to fixed, the input is the Total Paid FTEs. Non-productive hours are added to the total based on the allocation percentage. The difference is that the number of employees can be split across job codes in a job class.
- 3. In the **Jobclass** row, complete the following, depending on the staffing ratio type you selected in step 2:
  - **Fixed** Type the true number of FTEs required. In the following example, four LPN FTEs are required regardless of patient census.
| Labor Standa          | a   |                |                 |                       |                       |                      |                    |
|-----------------------|---|----------------|-----------------|-----------------------|-----------------------|----------------------|--------------------|
| 26610 - EMC 6A (JobCo | d ADC Table (Standard / Shift 1) ; Shift Hours = 12 |                |                 |                       |                       |                      |                    |
|                       | Average<br>Daily Census                             | RN<br>Staffing | LPN<br>Staffing | Technical<br>Staffing | Assistant<br>Staffing | Clerical<br>Staffing | Unused<br>Staffing |
| SUMMARY               |   |                |                 |                       |                       |                      |                    |
| Patient Days          | Fixed/Variable                                      | Variable       | Fixed           | Variable              | Variable              | Fixed w/Replace      | Fixed              |
| Days in Month         |   | 6              | 4               | 24                    | 24                    | 1                    | 1                  |
| Average Daily Census  | Jobclass  | RN             | LPN             | Technical             | Assistant             | Clerical             | Unused             |
| FTEs                  |   |                |                 |                       |                       |                      |                    |
| Prod FTEs             | Total Hrs   | 34,407.08      | 5,459.71        | 2,083.56              | 19,574.64             | 6,103.68             | 0.00               |
| Paid FTEs             | Total Productive                                    | 31,207.70      | 4,942.65        | 1,821.56              | 17,587.57             | 5,429.43             | 0.00               |
| Variance              | Non Productive                                      | 3,199.38       | 517.06          | 262.01                | 1,987.07              | 674.26               | 0.00               |
| Productive FTEs       | Historic Non Prod %                                 | 9.30%          | 9.47%           | 12.57%                | 10.15%                | 11.05%               | 0.00%              |
| Non-Productive FTEs   |   |                |                 |                       |                       |                      |                    |
| Total FTEs            |   |                |                 |                       |                       |                      |                    |

• Variable - Type the number of patients the FTE can care for. In the following example, one RN FTE can care for up to six patients. If more than one RN job code exists on the Jobcode tab, the FTE value will be allocated to each occurrence of an RN job code

Labor Stand	a						
26610 - EMC 6A (JobCo	od ADC Table (Standard / Shift 1) ; Shift Hours = 12						
	Average	RN	LPN	Technical	Assistant	Clerical	Unused
	Daily Census	Staffing	Staffing	Staffing	Staffing	Staffing	Staffing
SUMMARY							
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed
Days in Month		6	4	24	24	1	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused
FTEs							
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26	0.00
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%
Non-Productive FTEs							
Total FTEs							

• Fixed w/ Replacement - Type the true number of FTEs required - regardless of patient census. In the following example, only one clerical job class is required for each patient, but those hours can be split among multiple job codes in the clerical job class.

Labor Stand	a						
26610 - EMC 6A (JobC	od ADC Table (Standard / Shift 1) ; Shift Hours = 12						
	Average	RN	LPN	Technical	Assistant	Clerical	Unused
	Daily Census	Staffing	Staffing	Staffing	Staffing	Staffing	Staffing
SUMMARY							
Patient Days	Fixed/Variable	Variable	Fixed	Variable	Variable	Fixed w/Replac	Fixed
Days in Month		6	4	24	24	1	1
Average Daily Census	Jobclass	RN	LPN	Technical	Assistant	Clerical	Unused
FTEs							
Prod FTEs	Total Hrs	34,407.08	5,459.71	2,083.56	19,574.64	6,103.68	0.00
Paid FTEs	Total Productive	31,207.70	4,942.65	1,821.56	17,587.57	5,429.43	0.00
Variance	Non Productive	3,199.38	517.06	262.01	1,987.07	674.26	0.00
Productive FTEs	Historic Non Prod %	9.30%	9.47%	12.57%	10.15%	11.05%	0.00%
Non-Productive FTEs							
Total FTEs							

4. To update the budgeted non-productive percentage for a job class, navigate to a job class, and in the Budget Non Prod % row, enter the percentage value for each month, as needed.

**NOTE:** Using Jobcode ADC will require that you use the payroll utility that accrues biweekly to monthly so that the historical productive and non productive hours can be used in the plan file for JobcodeADC.

5. After making your changes, in the budget file Navigation panel, click **Save Budget**.

6. Review the Jobclass data on the ADC grid. This will present several data points such as productive and non productive FTE and hours that will be transferred to the Jobcode tab.

In the following example for the RN jobclass, 20.36 total budget FTEs were calculated from the ADC staffing grid. The FTEs may vary month to month as shown below. Each month's FTEs will be transferred to the Jobcode tab.

kabor Sta	indard k	by ADC	Setup												
26610 - EMC 6A (	(JobCode ADC	.)	12.00	12.05	17.00	10.05				12.05	10.70	10.70	10.70	10.70	
Variance		47.31	47.32	47.25	47.92	48.25	46.35	46.34	46.20	47.85	42.70	42.70	42.70	42.70	45.68
Productive FTEs		0.00	4.97	4.51	4.41	4.80	3.23	4.18	1.38	1.17	0.00	0.00	0.00	0.00	2.40
Non-Productive FTEs	5	0.00	(4.97)	(4.51)	(4.41)	(4.80)	(3.23)	(4.18)	(1.38)	(1.17)	0.00	0.00	0.00	0.00	(2.40)
Total FTEs		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JOBCLASS DATA															
RN	Var	iable													
Historic Non Prod 9	6	9.27%	8.05%	9.03%	11.21%	12.41%	8.18%	5.70%	10.98%	8.33%	0.00%	0.00%	0.00%	0.00%	
Budget Non Prod %	6	9.27%	8.05%	9.03%	11.21%	12.41%	8.18%	5.70%	10.98%	8.33%	0.00%	0.00%	0.00%	0.00%	
Target from ma Target Shift 2 >	atrix >	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	
Unused		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Productive FTE		18.95	18.90	18.90	18.90	18.90	18.90	18.90	18.90	21.00	18.90	18.90	18.90	18.90	19.06
Non Productive FTE		1.94	1.65	1.88	2.39	2.68	1.68	1.14	2.33	1.91	0.00	0.00	0.00	0.00	1.30
Productive Hours		13,176.00	3,348.00	3,348.00	3,240.00	3,348.00	3,240.00	3,348.00	3,348.00	3,360.00	3,348.00	3,240.00	3,348.00	3,240.00	39,756.00
Non-Productive Hou	irs	1,345.55	293.09	332.48	408.91	474.48	288.60	202.29	412.94	305.52	0.00	0.00	0.00	0.00	2,718.29
Total Hours		14,521.55	3,641.09	3,680.48	3,648.91	3,822.48	3,528.60	3,550.29	3,760.94	3,665.52	3,348.00	3,240.00	3,348.00	3,240.00	42,474.29
Budget Productive FTF		18.95	18.90	18.90	18.90	18.90	18.90	18.90	18.90	21.00	18.90	18.90	18.90	18.90	19.06
Non Productive FTE		1.94	1.65	1.88	2.39	2.68	1.68	1.14	2.33	1.91	0.00	0.00	0.00	0.00	1.30
Total FTE		20.89	20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36
Difference		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non Productive FTE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total FTE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
dol					Current	Start	End	PAID Hrs/Uni Prod % Alloc	get it FTEs - Project	(5.07) 9.721 90.1% ed Using Actua YTD	0.00 8.728 88.9%	0.00 8.757 87.7% FY 2019	Dollars Mar-Jur		FY 2019
Code					Rate	Rate	Rate	Rate	Sched	Actual	Projected	Budget	Projecter	d	Budget
J00191	Staff RN (266	510_60100)				RN		0.00	Variable	60.0%	3.75	3.75	Worked Hou	rs Per Un	it
	Current Paid F	TEs							0.00	25.07	20.89	20.36			
I	Program Addi	tions				\$26.53	\$28.66				0.00	0.00			
1	Position Chan	ges			\$25.64	\$26.53	\$28.66				0.00	0.00			
	Total Paid FT	Es							0.00	25.07	20.89	20.36			
	Regular			History	\$25.64	\$26.53	\$28.66	83.4%		20.92	17.43	17.57	32	1,480	1,019,987
	Overtime			150.0%	\$40.42	\$41.83	\$45.18	6.2%		1.55	1.29	1.26	3	7,625	115,310
	Education			100.0%	\$25.58	\$26.48	\$28.60	1.1%		0.28	0.23	0.22		4,247	13,025
1	Lump Sum Pa	yout												0	0
:	Staff RN - To	tal Productiv	re					90.7%	0.00	22.75	18.95	19.06	36	3,352	1,148,322
1	Paid Time Off	using YTD		100.0%	\$25.64	\$26.53	\$28.66	9.3%		2.32	1.94	1.30	3	5,702	74,678
	Additional Pay	/		P0030				Input Mont	hly					1,285	3,843
1	Incentive Pay			P0054				Input Mont	hly					293	875
1	Bonus			P0061				Input Mont	hly					1,625	4,863
	Critical Shift			P0062	\$0.55	\$0.55	\$0.55	\$\$/Prod Hr						7,256	21,894
	Holiday Premi	um		PHOL	\$6,644	5,536	\$5,521	\$/Holiday					1	1,072	33,125
	Double Click	to Insert Ne	<i>и</i> Рау Туре												
:	Staff RN							100.0%	0.00	25.07	20.89	20.36	42	0,584	1,287,601
	Earned Paid T	ime Off			\$25.64	\$26.53	\$28.66	0.0%							0

JOB	COD	E		7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680		
26610 -	EMC 64	(lobCode ADC)		7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680	7.680		
20020	Line of	()0000000()(000)		(0.00)	0.00	0.00	0.00	0.00	0.00	(0.00)	0.00	0.00	0.00	0.00	0.00		
				9 5 9 2	9.476	9.618	9 7 9 1	9.056	9.476	8 769	8 600	7 680	7 680	7 680	7 680		
				80.1%	81.1%	79.8%	78.4%	84.8%	81.1%	87.6%	89.3%	100.0%	100.0%	100.0%	100.0%		
Jo	ob		Spread	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Total	
Co	de		Method	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	
J00191	2	Staff RN (26610_60100)															
		Current Paid FTEs		20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36	
		Program Additions		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		Position Changes		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		Total Paid FTEs		20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36	
		Regular		17.40	17.39	17.36	17.34	17.40	17.43	17.36	19.36	17.50	17.50	17.50	17.50	17.57	
		Overtime	FTEAlloc	1.27	1.29	1.32	1.34	1.27	1.24	1.31	1.42	1.17	1.17	1.17	1.17	1.26	
		Education	Global	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	0.22	
		Lump Sum Payout															
		Staff RN - Total Productive		18.90	18.90	18.90	18.90	18.90	18.90	18.90	21.00	18.90	18.90	18.90	18.90	19.06	
		Paid Time Off using YTD	FTEAlloc	1.65	1.88	2.39	2.68	1.68	1.14	2.33	1.91	0.00	0.00	0.00	0.00	1.30	
		Additional Pay															
		Incentive Pay															
		Bonus															
		Critical Shift															
		Holiday Premium															
		Double Click to Insert New Pay Type															
		Staff RN		20.55	20.78	21.29	21.58	20.58	20.04	21.23	22.91	18.90	18.90	18.90	18.90	20.36	
			1														

# ProviderComp sheet

**NOTE:** This sheet displays only if your organization has purchased the Provider module.

The ProviderComp sheet displays the selected calc methods for provider compensation, which you can change in the Budget Provider Assumptions driver (if you have Administrator role privileges).

**NOTE:** Provider Volume data carries over from the Provider Summary or Provider Detail sheet.

You can automatically change compensation models at a set point during the budget year. To accomplish this, designate the Primary and Secondary Comp Models for each provider in the Budget Provider Assumptions plan file, along with the Comp Model Change month. To keep the same Comp Model throughout the year, select the same Comp Model for both the primary and secondary options.

#### SALARY BUDGET - Physician

01020 -	EMA	Internal	Medicine	(Provider	Summary)
---------	-----	----------	----------	-----------	----------

Job Code			Bu Current S Rate F	udget Start Rate	Budget Eff Month	FTE Alloc Rate	FY 2017 Budget FTEs	YTD Actual FTEs	Mar-Jun Projected FTEs	FY 2018 Budget FTEs	FY 2017 Projected Dollars	FY 2018 Budget Dollars	Comments	Jul-2018 FTEs	Aug-2018 FTEs
	Department Total Without Benefits						0.00	5.00	5.00	5.00	\$1,357,450	\$1,484,405		5.00	5.00
J00655	Physician - Meenan, David M.DO					Dept:	EMA Interna	I Medicine (I	Provider Sum	nary)		Employee ID:	15416		
	Provider Volume	WRVU				Provider Tab	0.00	1,918.82	1,081.18		3,000.00	3,100.00		258.33	258.33
	Productive - Comp Rate										\$150,000	156,550			
	Base Compensation		Primary Comp N	Aodel:	CompRate	•					\$150,000	156,550			
	Base Salary / WRVU		Secondary Comp N	Model:	None						\$50.00	50.50			
	Productive Hours Spread=>	FTE	0		0	100.00%		1.00	1.00	1.00	\$150,000	156,550		1.00	1.00
	Paid Time Off					0.00%		0.00	0.00	0.00	\$0	0		0.00	0.00
	Base Salary		\$16.73	\$16.73				1.00	1.00	1.00	\$150,000	156,550		1.00	1.00
	Other Additional Pay														
	Holiday Premium					Input Monthly					6,039	6,039			
	Double Click to Insert New Pay Type														
	Total Benefits										\$35,333	40.652			
	Total - Physician - Meenan, David M.DO							1.00	1.00	1.00	\$277,158	\$306.028		1.00	1.00
	Earned Paid Time Off														
100655	Physician - Seraman Katherine MD					Dent	EMA Interna	Medicine (	Provider Sum	nany)		Employee ID:	16768		
300033	Provider Volume	WRVU				Provider Tab	0.00	3 383.72	1 716.28	iuiy)	5 100.00	5 200.00	10700	433.33	433.33
	Productive - Comp3Tier										\$225 825	232 600			
	Base Compensation		Primary Comp M	Andel:	Comp3Tie						\$225,825	232,600			
	Base Salary / WRVU		Secondary Comp N	Aodel:	None						\$44.28	44.73			
	Productive Hours Spread=>	FTF	0		0	100.00%		1.00	1.00	1.00	\$225 825	232 600		1.00	1.00
	Paid Time Off					0.00%		0.00	0.00	0.00	\$0	0		0.00	0.00
	Base Salary		\$58.56	\$58.56				1.00	1.00	1.00	\$225,825	232,600		1.00	1.00
	Other Additional Pay														
	Holiday Premium					Input Monthly					11,749	11,749			
	Double Click to Insert New Pay Type														
	Total Benefits										\$36.515	41 729			
	Total - Physician - Seraman Katherine MD							1.00	1.00	1.00	\$359.875	\$388,863		1.00	1.00
	Total - Physician - Seraman, Katherine MD							1.00	1.00	1.00	\$359,875	\$388,863		1.00	

**IMPORTANT:** Any changes made to the provider's FTE value on this tab will affect the values for that provider in the Provider Detail tab. For instructions, see Updating detail provider values from the Stat\_Rev tab.

# Expense sheet

#### Overview

The Expense sheet is where you review and adjust the current year projection and next year's budget for Expenses and Paid Hours. The Expense tab also captures data calculated on other budget tabs for paid hours, salaries, and detail accounts.

The categories include:

- Salaries All salary and contract labor accounts (Acct.BudgetType='Salaries'). Most salary
  calculations are done on the Labor tabs JobCode, Staffing, or Employee. The Labor Calc Method
  is used to summarize the salary dollars from the defined labor tab (JobCode, Staffing, Employee,
  JobCode ADC).
- Benefits All benefit accounts, if accounted for at the department level (Acct.BudgetType='Benefits'). FICA is calculated at the JobCode level on the Labor tabs.
   If FICA is not budgeted at the department level, there is the option to use the Monthly FICA by Dept report to summarize total FICA and add it to the Benefits department budget plan file.

- Supplies All medical and other supply expense accounts (Acct.BudgetType='Supplies'). Usually budgeted on a rate-per-unit basis using the Variable calc method.
- Other Expenses All other expenses, excluding Bad Debt (Acct.BudgetType='OtherExp'). Calc methods are usually Fixed, Detail, Depreciation, or GlobalExpense.
- Paid Hours All labor and contract labor hours accounts (Acct.BudgetType='PaidHours'). Inputs for hours are done on the Labor tabs JobCode, Staffing or Employee. The Hours calc method is used to summarize the paid hours.

**NOTE:** Be sure to provide comments in any comment field flagged red.

Expens 26340 - EMO	e CCCU (Staffing)																
Acc			FY 2019 Actual	FY 2020 Budget	Feb YTD Actual	Mar-Jun Projected	Manager Input	FY 2020 Projected	FY 2020 /Unit	Global Adjust	% Adjust	Amt Adjust	FY 2021 /Unit	FY 2021 Budget	Budget Method	Proj-Bud Variance Amt	%
	Dept Primary Statistic		4,964	7,738	4,964	2,483	o	7,447						7,738	Adult Patient Days		
penses																	
	Salaries																
60100	Salaries - Regular		689,437	3,032,072	689,437	66,524		755,960	101.51				34.78	269,133	Staffing	486,827	64.4%
60110	Salaries - Overtime		85,911	409,371	85,911	48,882		134,793	18.10				55.86	432,190	Staffing	(297,397)	(220.6%)
60120	Salaries - Non-Productive		71,858	0	71,858	36,935		108,793	14.61				40.45	312,958	Staffing	(204,165)	(187.7%)
60100	Salaries - Regular Salaries - Overtime		239.952	0	239.952	133,481		373 433	50.15				21.70	572 177	Staffing	(198 744)	(53.2%)
60120	Salaries - Non-Productive		218.041	ő	218.041	74.959		292,999	39.34				41.64	322.163	Staffing	(29.164)	(10.0%)
	Double Click to Insert New Salary																
		Total - Salaries	2,748,454	3,441,443	2,748,454	399,282	0	3,147,736	422.69			0	268	2,076,523		1,071,212	34.0%
	Salaries do not match the Staffing tab																
	Benefits																
61100	Employee Annuity		32,298	133,150	32,298	5,808	0	38,106	0.04	3.0%			3.93%	39,233	Percent of Salaries	(1,127)	(3.0%)
61200	Medical Insurance		58,318	229,617	58,318	4,989		63,307	3,447.45	3.0%			3,498.89	41,339	Rate Per FTE	21,968	34.7%
61220	Group Term Life		1,221	4,962	1,221	220	0	1,441	0.00	0.0%			0.14%	1,462	Percent of Salaries	(21)	(1.5%)
61230	Disability Insurance		3,993	32,937	3,993	724		4,717	500.00				500.00	5,907	Rate Per FTE_Fixed	(1,190)	(25.2%)
61300	FICA - Social Security		63,046	286,562	63,046	38,051		101,097	13.58				36.73	284,167	FICA Per Staffing	(183,070)	(181.1%)
61510	Employee Benefits - PDO		16,424	51,622	16,424	2,285	0	18,709	0.02	2.02			1.50%	15,214	Percent of Salaries_FixedPct	3,495	18.7%
61100	Employee Annuity		30,017	001210	30,017	5,042	0	43,859	3 180 10	3.0%			2.10%	22,013	Percent or salaries	21,846	49.8%
61200	Group Term Life		2 292	004,510	2 292	298	0	2.589	5,160.19	0.0%			5,227.05	1 280	Rate Per FIE Percent of Salaries	1 309	50.6%
61230	Disability Insurance		6 509	137 507	6 509	2 179		8 688	500.00	01070			500.00	8 903	Rate Per FTF Fixed	(215)	(2.5%)
61300	FICA - Social Security		140.052	0	140.052	85.376		225.429	30.27				42.03	325,180	FICA Per Staffing	(99.751)	(44.2%)
61510	Employee Benefits - PDO		16,479	0	16,479	3,704	0	20,183	0.02				1.50%	15,934	Percent of Salaries_FixedPct	4,249	21.1%
	Double Click to Insert New Benefit														_		
		Total - Benefits	505,992	1,760,667	505,992	162,536	0	668,528	89.77			0	106	818,102		(149,573)	(22.4%)
	Funnting																
62100	Supplies - General		5.071	9.679	5 071	2 986	0	8 957	1.20	4.0%	0.0%	0	1.25	0.670	Variable	(722)	(0.1%)
62103	Supplies - Uniforms		266	415	266	133	0	399	0.05	4.0%	0.0%	0	0.05	415	Fixed-Even	(16)	(4.0%)
62130	Supplies - Med Surg Nonbillable		8,030	12,829	8,030	4,016	0	12,046	1.62	2.5%	0.0%	0	1.66	12,829	Variable	(783)	(6.5%)
62140	Supplies - Med Surg Billable		415	663	415	207	0	622	0.08	2.5%	0.0%	0	0.09	663	Variable	(40)	(6.5%)
62320	Supplies - Food/Catering		735	1,118	735	373	0	1,108	0.15				0.14	1,108	Input Monthly	0	0.0%
62100	Supplies - General		10,624	17,223	10,624	5,314	0	15,938	2.14	4.0%	0.0%	0	2.23	17,223	Variable	(1,284)	(8.1%)
62103	Supplies - Uniforms		609	952	609	305	0	914	0.12	4.0%	0.0%	0	0.12	951	Fixed-Even	(37)	(4.0%)
62130	Supplies - Med Surg Nonbillable		37,771	60,346	37,771	18,893	0	56,664	7.61	2.5%	0.0%	0	7.80	60,346	Variable	(3,683)	(6.5%)

# Drilling to detail

You can drill from an account on the Expense tab (this tab only) to GL Transactions detail. To activate this feature, open the Budget Configuration driverBudget Configuration driver. In the Expense Transaction Drilling, On or Off row, select Yes or No to turn on the drill. This is not budget group-specific so the election is for all plan files.



Global Setup	Two Years Ago	Last Year	Current Bud	YTD	ProjCalc	ProjAdj	ProjTtl	BudTtl	BudPrelim	Bud_Target
Dept Dimension Grouping Code to be used for Global Assignments								BudgetGroup		
Use KHACMDimGrp?								Yes		
Activate Red Flag Popup?								No		
Expense Transaction Drilling, On or Off?	]←							On		
Dept Column Width?								0		
Acct Column Width?								15		
Allow Manual Refresh of AQs?								Off		

From the **Expense** tab, select the account desired, and drill on it from the year-to-date column. There are three ways to drill on the account:

- On the Main ribbon tab, select Drill > JE Detail.
- From value on the Expense tab, right-click the year-to-date value, and select Drill > JE Drill.
- Double-click the selected row.



To close the drill to detail report, double-click Return to Report or close the drill report tab.

Adjusting supply percentage and amount for Next Year Budget

To adjust supply percentage and amount:

- 1. Navigate to the Supply section of the sheet.
- 2. In the supply line item, do any of the following to adjust for NYB:
  - In the % Adjust column (column O), type the percentage amount.
  - In the Amt Adjust column (column O), type the dollar amount.
- 3. After you finish making your changes, in the Main ribbon tab, click Save.

Inserting a new expense line item

You can add new expense line items to individual sections, including:

- Salaries
- Benefits
- Supplies
- Other expenses

## • Paid hours

The system adds the line by inserting the appropriate calc method into the sheet. The following table lists the available calc methods used by the corresponding section in the sheet:

Calc Method	Description	Sheet Section
Add Detail - Input Monthly	Use this to insert a row to populate an individual month.	Other Expenses
Add Detail - Input Total	Use this to insert a row to enter an annual amount, and then decide how to spread it.	Other Expenses
Add New Detail	Zero-based expense calculations. Inputs are done on the Detail sheet in the budget plan file.	<ul><li>Benefits</li><li>Supplies</li><li>Other Expenses</li></ul>
Add New Hours	Use this new labor calc method to add a new hours account to the Expense sheet.	Paid Hours
Add New Input Monthly	Month-by-month input. Use this calc method only when adding a new account.	<ul> <li>Salaries</li> <li>Benefits</li> <li>Supplies</li> <li>Other Expenses</li> <li>Paid Hours</li> </ul>
Add New Labor	Use this new labor calc method to add a new labor account to the Expense sheet.	Salaries
Add New Variable	Calculates based on the relationship to key statistics. As there is no history when inserting as new, use the Amt Adjust (column P) to enter a value. If a projection value is desired, enter a value in Manager Input (Column J).	<ul> <li>Salaries</li> <li>Benefits</li> <li>Supplies</li> <li>Other Expenses</li> <li>Paid Hours</li> </ul>
Fixed	Use this fixed methodology and select how you want to spread.	<ul> <li>Salaries</li> <li>Benefits</li> <li>Supplies</li> <li>Other Expenses</li> <li>Paid Hours</li> </ul>
PctOfSalaries_FixedPct	Calculates a designated fixed percent from Budget Expense Adjustment Driver file, Budget Expense Assumptions, based on the relationship to salaries. Monthly spread will be based on the spread of salaries.	Benefits

Calc Method	Description	Sheet Section
RatePerFTE_Fixed	Allows you to define the fixed dollar amount per FTE in Budget Expense Adjustment Driver file to apply globally to benefit accounts.	Benefits

To insert a new expense line item:

- 1. Navigate to the section to add the new line item.
- 2. Double-click the Double Click to Insert... cell.

Expens	e							
19100 - EHS	Accounting Operations (Employee)							
Acc		FY 2019 Actual	FY 2020 Budget	Feb YTD Actual	Mar-Jun Projected	Manager Input	FY 2020 Projected	FY 2020 G /Unit A
	Dept Primary Statistic	365	365	828	533	0	1,361	
xpenses								
	Salaries							
60100	Salaries - Regular	216,724	332,896	216,724	60		216,784	159.28
60110	Salaries - Overtime	1,004	1,615	1,004	539		1,543	1.13
60120	Salaries - Non-Productive	24,810	34,499	24,810	27,330		52,141	38.31
60900	Salaries - Emp Incentive	0	3,644	0	1,216		1,216	0.89
	Double Click to Insert New Salary							
	Total - Salaries	242,539	372,655	242,539	29,145	0	271,684	199.62

3. In the Insert Calc Method(s) in sheet Expense dialog, select the calc method to insert, and click OK.

**NOTE:** If the line only uses or your organization is only licensed for one type of calc method, this dialog will not display. The system will open the Calc Methods Variable dialog instead.

- 4. In the Calc Methods Variable dialog, enter or select the account and department number, and click OK.
- 5. Enter the appropriate values in the blue cells, as needed.
- 6. After making your changes, in the Main ribbon tab, click Save.

# Provider Detail and Provider Summary sheets

**NOTE:** This tab only displays if your organization purchased the Provider module license.

There are two sheets available that include provider level information: Provider Summary and Provider Detail.

Provider statistics are computed using historical relationships. Provider volumes are computed using today's Encounters per Production Day and adjusted for next year's Available Production Days.

**IMPORTANT:** Because the tab is rebuildable, any changes made in the Provider data tables *after* the plan file is built will be automatically updated in the plan file. These changes are commonly referred to as prior period adjustments, which will be reflected in the YTD columns in the tab.

To view a list of Provider calc methods, click one of the following:

- Expense sheet calc methods
- Provider sheet calc methods
- Stat\_Rev sheet calc methods

### Provider Summary sheets

This sheet provides a summary of the totals at the department and individual provider level.

		PROVIDER VOLUME SUMM.	ARY															
		101100 - EMA Pediatrics (ProviderSummary)																
			EV 2010	In YTD	Jul Dec	Manager	EV 2020	EV 2020	Clobal	a/	Amt	EV 2021	EV 2021	Rudget	Proj-Bud		Ded	
			112019	Jun The	Jundec	manager	11 2020	112020	GIODAI	10	Ant	112021	112021	buoyer	Variance		Keu	
Provider	Dept		Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget	Method	Amt	%	Flag	Comments
		Global Provider Driver																
		Worked Days	261	173	87		260						0	Provider Driver	(260)	(100.0%)		Global Provider Driver
		Summary Department Totals																
		FTE	0.00	0.00	0.00	0.00	0.00						0.00					
		Net Production Days	0	0	0	0	0						0		0	0.0%		
		Total WRVU	0	0	0	0	0						0		0	0.0%		
		Total Worked RVUs	0	0	0	0	0						0		0	0.0%		
		Total RVUs	0	0	0	0	0						0		0	0.0%		
		Total Procedure Counts	0	0	0	0	0						0		0	0.0%		
		Total Gross Charges	0	0	0	0	0						0		0	0.0%		
		Total Payments	0	0	0	0	0						0		0	0.0%		
		WRVU Per Prod Day	0.00	0.00	0.00	0.00	0.00						0.00		0	0.0%		
		RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00		0	0.0%		
		Worked RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00		0	0.0%		
D1186	101100	Macaulay, Kelly M. MD						EmpID:	14624									
		Relative Availability	0.00	0.00	0.00		0.00						0.00					
		WRVU	0	0	0		0						0	Per Net Production Days	0	0.0%		
		Volume	0	0	0	0	0	0.000		0.00%	0.00	0.000	0	Per WRVU	0	0.0%		
		Gross Charges	0	0	0	0	0	0.000	0.0%	0.0%	0	0.000	0	Per Historic Rate	0	0.0%		
		Encounter	0	0	0	0	0	0.000	0.0%	0.0%	0.00	0.000	0	Per WRVU	0	0.0%		
D21030	101100	Suarez, Elliot D. MD						EmpID:	18195									
		Relative Availability	0.00	0.00	0.00		0.00						0.00					
		WRVU	0	0	0		0						0	Per Net Production Days	0	0.0%		
		Volume	0	0	0	0	0	0.000		0.00%	0.00	0.000	0	Per WRVU	0	0.0%		
		Gross Charges	0	0	0	0	0	0.000	0.0%	0.0%	0	0.000	0	Per Historic Rate	0	0.0%		
		Encounter	0	0	0	0	0	0.000	0.0%	0.0%	0.00	0.000	0	Per WRVU	0	0.0%		
D59902	101100	Barr, Michelle M. MD						EmpID:	18410									
		Relative Availability	0.00	0.00	0.00		0.00						0.00					
		WRVU	0	0	0		0						0	Per Net Production Days	0	0.0%		
		Volume	0	0	0	0	0	0.000		0.00%	0.00	0.000	0	Per WRVU	0	0.0%		
		Gross Charges	0	0	0	0	0	0.000	0.0%	0.0%	0	0.000	0	Per Historic Rate	0	0.0%		
		Encounter	0	0	0	0	0	0.000	0.0%	0.0%	0.00	0.000	0	Per WRVU	0	0.0%		
D79928	101100	Agrin-Silva, Rachel MD						EmpID:	19704									

# Provider Detail sheet

This sheet shows summary subtotal information for each provider, but you can also access the details for each provider by using the Click-to-Expand feature.

		PROVIDER VOLUME DETAIL 101010 - EMA Internal Medicine (Provider Detail)																
			FY 2019	Jun YTD	Jul-Dec	Manager	FY 2020	FY 2020	Global	%	Amt	FY 2021	FY 2021	Budget	Varianc	Summary of	all provider	
Provi	der Dept		Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget	Method	Amt	inform	ation	ents
																intern	adon	
		Global Provider Driver													IN			
	101010	Worked Days	261	173	87		260						0	Provider Driver	(260	(100.0%)	Global Provider I	Driver
		Summary Department Totals																
		FTE	0.00	0.00	0.00	0.00	0.00						0.00					
		Net Production Days	8,874	5,882	2,958	0	8,840						0		(8,840	(100.0%)		
		Total WRVU	0	45,382	22,814	0	68,196						0		(68,196	) (100.0%)		
		Total Worked RVUs	0	0	0	0	0						0		C	0.0%		
		Total RVUs	0	93,044	46,766	0	139,810						0		(139,810	) (100.0%)		
ſ	)	Total Procedure Counts	0	34,559	17,376	0	51,935						0		(51,935	) (100.0%)	_	
		Total Gross Charges	0	10,168,348	5,111,148	0	15,279,496						0		(15,279,496	) (100.0%)	_	
Doub	ie-click to expand or	Total Payments	0	0	0	0	0						0		0	0.0%	-	
collapse all provider		WRVU Per Prod Day	0.00	7.72	7.71	0.00	7.71						0.00		8)	) (100.0%)		
	detail rows	RVUS per WRVU	0.00	2.05	2.05	0.00	2.05						0.00		(2	) (100.0%)	-	
		Worked RV0s per WRV0	0.00	0.00	0.00	0.00	0.00						0.00		U	0.0%		
		Double click to collapse/expand Provider detail																
		Double click to collapse/refresh Provider summaries																
D12221	101010	Quintin, Maria L. MD						EmpID:	19452									
D12221	101010	Relative Availability	1.00	1.00	1.00	0.00	1.00						0.00					
D12221	101010	Total - WRVU	0	1,119	562	0	1,681						0					
D12221	101010	Total - Procedure Counts	0	804	403	0	1,207						0					
D12221	101010	Total - Gross Charges	0	268,793	134,781	0	403,574						0					
D12221	101010	Total - RVU	0	2,300	1,156	0	3,456						0					
D12221	101010	Total - Encounter	0	779	391	0	1,170						0	Summary information for th	e			
		Double click to show detail		_										specific provider				
D14201	101010	Racemark, Susan M. MD		Daubla				EmpID:	20532									
D14201	101010	Relative Availability	1.0	Double	CIICK TO EX	pano	1.00						0.00					
D14201	101010	Total - WRVU		provid	ter detail ro	ows	1,306						0					
D14201	101010	Total - Procedure Counts					963						0					
D14201	101010	Total - Gross Charges	0	198,309	99,675	0	297,984						0					
D14201	101010	Total - RVU	0	1,786	898	0	2,684						0					
D14201	101010	Total - Encounter	0	599	301	0	900						0					
		Double click to show detail																

The Click-to-Expand feature expands the rows and inserts the calc method that includes the provider detail information such as WRVUs, gross charges, RVUs, encounters, and so on. You can simply scan and review the summary information for each provider without having to sort through multiple lines of details to view the information you need, and if necessary, expand the details and manage only those providers that need it.

**TIP:** When you save the file, the system will remember which providers you have expanded the detail rows for that day. Let's say you expanded the detail rows for five providers and saved your changes, when you open the file later, the detail lines will still display for those five providers. When the plan file processes that evening, however, the system will collapse all of the detail rows so that the tab opens faster.

Control         Pri 2019         Aun YTO         Aul-Dec         Manager         Pri 2020         Pri 2020         Biodaget         Biodaget         Biodaget <t< th=""><th>Red     Comments       100 /Phi     Global Provider Driver       100 /Phi     Global Provider Driver</th></t<>	Red     Comments       100 /Phi     Global Provider Driver
Pri 2019         Juin VD         Juin VD         Instruction         Pri 2020	Red Pag         Comments           00.053         Gisbal Provider Driver           00.053         Gisbal Provider Driver           00.053         Gisbal Provider Driver           00.053         Gisbal Provider Driver           00.054         Gisbal Provider Driver           00.055         Gisbal Provider Driver           00.054         Gisbal Provider Driver           00.055         Gisbal Provider Driver
Pr 2019         Nn *TD         No. Manager         Pr 2020         Pr 2020         General Addata         Market         Projected         Name         Pr 2020         Pr 2021         Budget         Projected         Projected         Name         Pr 2020         Pr 2021         Budget         Projected         Projected         Name         Pr 2021         Pr 2021         Budget         Projected         Adata         Adata         Adata         Projected         Name         Pr 2021         Budget         Method         Adata           Global Provider Driver         261         173         87         260         0	Red (Fag)     Comments       100 /%1     Global Provider Driver
Image: Control of the state of th	%     Pag     Comments       100 /%     Global Provider Driver
Obside Provider Other Worked Days         261         173         87         260         0         Provider Other         250         17           Summary Destineent Totals         000	100 PD Glabal Provider Driver 100 PD Gran 100 PD Gran
Write Days         281         173         47         260         0         Provider Dream         200         0           Summy Digastreet Totals	Glabal Provider Driver
Summary Department Totals         000 </td <td>100 Ph 0 Ph 0 Ph 100 Ph</td>	100 Ph 0 Ph 0 Ph 100 Ph
Sources         Display         <	100 Ph 100 Ph
Note Postcont Days         8874         5883         2 558         0         8440         <	100255 00255 10025 10000 10025 10005 10005 10005 10005 1000005 1000000 100000 100000 1000000 100000000
Total Wind         0         45322         22314         0         68196         0	:pand shows all of the ovider details
Total Monde XUG         0 <th0< th="">         0         <th0< th=""></th0<></th0<>	abb toors toors pand shows all of the ovider details
Ideal Nocked Counts     0     Nakas     10000     0     10000       Ideal Nocked Counts     0     10000     0     10000       Ideal Nocked Counts     0     10000     0     10000       Ideal Nocked Counts     0     0     0     0       Ideal Nocked Counts     0     0     0     0       Ideal Nocked Counts     0     0     0     0       Nota per NNO     000     0     0     0       Double-click again to collapse the rows     000     000     000     000       Dealds citk to collapsore how and the law of the law o	(pand shows all of the ovider details
Total Degrees         0	cpand shows all of the ovider details
Teal Ryments         0         0         0           WVU De Prod Dy         000         000         000         000         000         000         Click-to-Ex         000         Click-to-Ex         000         000         000         Click-to-Ex         production of the top of the top of top o	opand shows all of the ovider details
WWU Par Pade Day     000     000     Double-click again to collapse the rows     711     000       Wu par WNU     000     000     000     000     000       Datable click collapse/their parental Provider detail     000     000     000       Detable click to collapse/their parental Provider detail     000     000     000       Provider click to hete detail     Emplo     17279	ovider details
Worker RVUg per WRVU     0.00     collapse the rows       Daube click to collapse/per per VRVU     0.00     collapse the rows       Daube click to collapse/per VRVU     0.00     collapse the rows       Daube click to collapse/per VRVU     0.00     collapse the rows       Daube click to collapse/per VRVU     0.00     collapse the rows       Daube click to collapse/per VRVU     0.00     collapse the rows       Daube click to collapse/per VRVU     0.00     collapse the rows	cpand shows all of the ovider details
Deadle click to collaps/repaid Previder detail         Collapse Life Forms         pre-           Changing Retried A MD         Empil:         17279         17279	rovider details
Deable cick to collapse/refresh Previder summaries         -           Champion, Richrid A MD         EmpiD         112279           The Deable cick to hold estall         -         -	
Champion Richard A.MD EmplD: 11229	
Îr Double dick to hêd detail	
Relative Ava[ability 1.00 1.00 1.00 1.00 1.00 1.00	
Production Days 261 173 87 260 0 Global Assumptions	
Adjutment-Production Days 0 0 0	
Net Production Days 261 173 87 260 0	
VRVU 0 649 326 0 975 0	
VRVU Per WRVU 0.00 0.00 0.00 0.00 0.00 0.00	
RVU Per VIRVU 0.00 2.04 2.03 0.00 2.04 0.00	
WRVUD per Prod Day         0.00         3.75         3.75         0.00         3.75         0.00	
Professional Svcs-Office-Est Patient_Capitation_Office 0 310 156 0 466 1.794 0.0% 0.0% 0.00 0 Per Net Production Days (466) (1	100.0%)
Professional Svice-Office-Est Patient_Fee For Service_Office 0 316 159 0 475 1.828 0.0% 0.0% 0.00 0 Per Net Production Days (475) (1	100.0%)
Professional Syst-Office-New Patient_Collisional System Office 0 12 6 0 18 0.068 0.0% 0.0% 0.000 0 Per Net Production Days (18) (1	100.0%)
Professional SVES-United-Year Added_See for Service_United 0 9 5 0 14 0055 00% 00% 000 0000 0 Perivet Production Days (14) (11	100.0%)
Surgical Service_Fee For Service_Office 0 1 0 0 1 0.000 0.0% 0.0% 0.00 0.000 0 Per Net Production Days (1) 1	100.0%)
Double Click to Insert New WRVU	00.00%)
10001 WKV0 0 005 320 0 513 3.31 0 (0)	10.00.00
Procedure Counts	
Lab Testing Services, Capitation, Office 0 18 9 0 27 0.028 0.0% 0.00 0.000 0 Per WRVU (27) (1	100.0%)
Lab Testing Services, preverse For Service_Office 0 15 8 0 23 0.024 0.0% 0.0% 0.000 0.000 0 Per WRVU [23 11 Professional Services, preverse for Service_Office_ 1 0 15 0 13 0 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	100.0%)
Professional Syrcs-Office-Est Patient, Fee For Service, Office 0 214 108 0 322 0.677 0.0% 0.00% 0.000 0.000 0 Per Professional Syrcs-Office-Est Patient, Fee For Service, Office (322) 1	100.0%)
Professional Svcs-Office-New Patient_Capitation_Office 0 5 3 0 8 0.451 0.0% 0.0% 0.000 0 Per Professional Svcs-Office-New Patient_Capitation_Office (8) (1	100.0%)
Professional Svcs-Office-New Patient_Fee For Service_Office 0 4 2 0 6 0.418 0.0% 0.00 0.000 0 Per Professional Svcs-Office-New Patient_Fee For Service_Offic (6) (1)	100.0%)
Surgical Services, Capitation, Unice 0 1 0 0 1 1.388 0.07% 0.00% 0.000 0.000 0 Persurgical services, Capitation (Unice (1) 11 Surgical Services, Fee For Service Office 0 0 2 0 0 2 2.429 0.01% 0.000 0.000 0.0 Persurgical services (Capitation (Chine (2) 10 11)	100.0%)
Double Click to Insert New Procedure	
Total - Procedure Counts         0         470         236         0         706         0.724         0         (706)         (10	10.00%)
Gross Charges WRVU	
Lab Testing Services_Fee For Service_Office 0 570 286 0 857 0.878 0.0% 0.00 0.000 0 Per Lab Testing Services_Fee For Service_Office (857) (1	100.0%)
Professional Svcs-Office-Est Patient_Hybrid_Office 0 141.263 70,924 0 212.187 217.559 0.0% 0.00 0.000 0 Per Professional Svcs-Office-Est Patient_Hybrid_Office (212,187 (1	100.0%) P
Professional Syst-Office-New Patient, Zee For Sanute, Office 0 4,767 2,551 0 7,317 510.162 0.0% 0.0% 0.000 0.000 0 Per Professional Syst-Office-New Patient, Zee For Sanute, Zemice, Office 1, 2011 (1, 1, 1) (1, 1, 2)	100.0%)
	0.0707
Double Click to Insert New Revenue	
Total - Gross Charges         0         147,214         73,761         0         220,975         226,569         0         0         (220,975)         (10	10.00%)
RVUs	
Lab Testing Services, Capitation, Office 0 3 2 0 5 0.007 0.0% 0.00 0 Per Total - Procedure Counts (5) (1	100.0%)
Lab Testing Services_Office 0 3 1 0 4 0.005 0.0% 0.00 0 0.000 0 Per Total - Procedure Counts (4) (1	100.0%)
Professional Sirsc-Office-Est Patient_Capitation_Office 0 630 317 0 947 2.031 0.0% 0.00 0.000 0 PerPofessional Sirsc-Office-Est Patient_Capitation_Office (947) (11	100.0%)
Professional syste-minices presenting verification and ve	100.0%)
Professional System Office New Patient, Fee For Service, Office 0 18 10 0 28 1.937 0.0% 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 (20)	(00.0%)
Surgical Services_Capitation_Office 0 3 0 0 3 4.684 0.0% 0.00 0.000 0 Per Surgical Services_Capitation_Office (3) (1)	100.0%)
Surgical Services_Fee For Services_Office 0 2 0 0 2 2.968 0.0% 0.0% 0.000 0.0 Per Surgical Services_CHE for Service_Office (2) (1	00.0%)

**IMPORTANT:** The Summary Department Totals section at the top of the tab will not update values until you save changes to the workbook.

# Updating detail provider values from the Stat\_Rev tab

Any changes made to the provider's FTE value on the ProviderComp sheet will affect the values for that provider in the Provider Detail sheet. To see that result within your session, double-click the **Double click** to collapse/refresh Provider summaries cell to refresh the data; otherwise, the nightly recalculation process will update it automatically.

#### PROVIDER VOLUME DETAIL

101010 - EMA Internal Medicine (Provider Detail)

	FY 2019	Jun YTD	Jul-Dec	Manager	FY 2020	FY 2020	Global	%	Amt	FY 2021	FY 2021
	Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget
Global Provider Driver											
Worked Days	261	173	87		260						0
Summary Department Totals											
FTE	0.00	0.00	0.00	0.00	0.00						0.00
Net Production Days	8,874	5,882	2,958	0	8,840						0
Total WRVU	0	45,382	22,814	0	68,196						0
Total Worked RVUs	0	0	0	0	0						0
Total RVUs	0	93,044	46,766	0	139,810						0
Total Procedure Counts	0	34,559	17,376	0	51,935						0
Total Gross Charges	0	10,168,348	5,111,148	0	15,279,496						0
Total Payments	0	0	0	0	0						0
WRVU Per Prod Day	0.00	7.72	7.71	0.00	7.71						0.00
RVUs per WRVU	0.00	2.05	2.05	0.00	2.05						0.00
Worked RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00
Double click to collapse/expand Provider detail											
Double click to collapse/refresh Provider summaries											
Champion, Richard A. MD						EmpID:	17279				
Couble click to hide detail											
Relative Availability	1.00	1.00	1.00		1.00						1.00
Production Days	261	173	87		260						0 1
Adjustment-Production Days			0		0						0
Net Production Davs	261	173	87		260						0

# New Initiatives sheet

#### Overview

This sheet allows you to budget for new projects that are outside of your organization or department's normal operations. The budgets for each new initiative save to unique Initiative IDs so that you can analyze the new initiative budget separately from the ongoing operating budget. For each project to budget, use the Initiatives tab to enter the project's monthly budget values. There is also a comments section.

To create an initiative, double-click **Double Click to Insert New Initiative**. The **Insert Calc-Method(s) in sheet Initiatives** dialog displays.

You can create one of two types of initiatives: department or system.

### Adding a department initiative

A department initiative is a project that applies only to a single department.

To add a department initiative:

 Double-click Add Department Initiative to create an outline for adding detailed information for department-wide initiatives.

Insert Calc Method(s) in sheet	t Initiatives		?	×
Available Calc Methods:	Details:			
Add Department Initiative	Name	Add Department Initiative		
Add New Project	Group			
	Rows			
	Description			
				~
	Number of i	items to insert (max of 1): 1		
		ОК	Cano	el

- 2. In the Insert Description Here cell, enter information to describe your initiative.
- 3. At the top of the screen, from the drop-down, select one of the following:
  - To include the initiative for the next year budget amounts in the database, select Approve.
  - To exclude the initiative from the next year budget amounts in the database, select Exclude
- 4. Update the blue cells with the budget data for the initiative, as needed. You can also add rows for new items related to the initiative by double-clicking the appropriate row.
- 5. After you finish making changes, in the Main ribbon tab, click Save.

### Adding a system initiative

A system initiative is a project that applies to multiple departments in your organization.

To add a system initiative:

1. Double-click Add Project Initiative for a single project.

Insert Calc Method(s) in sheet	Initiatives		?	×
Available Calc Methods:	Details:			
Add Department Initiative	Name	Add New Project		
Add New Project	Group			
	Rows	77		
	Description			~
				$\sim$
	Number of i	items to insert (max of 1):		
~	Prompt	for calc method variables		
		OK	Cano	:el

- 2. In the Calc Method Variables dialog, click Choose Value.
- 3. In the Choose Value dialog, select the project, and click OK.
- 4. In the Calc Method Variables dialog, click OK.
- 5. The project list is created by you. Each project is pre-defined to Approve or Exclude.
  - Approve saves data related to an initiative to the Financial data source for each department with a budget for the initiative. Approved initiatives would subsequently be included in any Budget Income Statement reports.
  - Exclude saves the data from New Initiatives to the NYBDetail data source. Excluded initiatives will not be included in any Budget Income Statement reports, but separate New Initiatives reports can be run to summarize the totals for each initiative.
- 6. In the Main ribbon tab, click Refresh Data to populate the initiative with data.

<b>NOTE:</b> This assumes that your Axiom Budgeting administrator has instituted the New
nitiatives utility.

- 7. Update the blue cells with the budget data for the initiative, as needed. You can also add rows for new items related to the initiative by double-clicking the appropriate row.
- 8. After you finish making changes, in the Main ribbon tab, click Save.

# **Operating Plan sheet**

# Overview

This sheet helps you clarify strategic budget objectives before making updates to a budget. It presents a questionnaire that lists the department's objectives and describe how any changes to the budget will support each objective. For example, you can use this for a SWAT analysis approach or whatever is most meaningful to your organization. The purpose of the planning questions is to capture higher level, salient points within the plan file to facilitate a discussion with the budget stakeholders such as department directors or vice presidents. You can review the questions with others by opening the plan file directly or running the Budget Plan Questions reportBudget Plan Questions report.

**NOTE:** The questions that display are determined and set up by your organization. If you have Administrator privileges, you can add or edit them in the Budget Assumptions driverBudget Assumptions driver, as needed.

# **EHS-Operating Plan**

19100 - EHS Accounting Operations (Employee)

	EHS-Objectives
01	
)2	
03	
04	
05	
	Double Click to Insert New Planning Lines
	EHS-Risk Factors
01	
12	
13	
14	
15	
	Double Click to Insert New Planning Lines
	EHS-Factors That May Aid In Accomplishing The Objectives
1	
2	
13	
04	
)5	
	Double Click to Insert New Planning Lines
	EHS-Provide Any Operational Factors That Will Not Occur Next Year
1	
2	
3	
4	
5	
	Double Click to Insert New Planning Lines
	EHS-Provide Any New Operational Factors That May Occur Next Year
1	
2	
3	
4	
5	
	Double Click to Insert New Planning Lines

## Completing plan questions

To complete plan questions:

- 1. In this tab, do any of the following:
  - Answer the questions by entering content in as many rows as needed.

**NOTE:** The content in the rows do not wrap, meaning that once you get to the end of the row, you need to continue entering content in the next row.

- To add a line, double-click Double Click to Insert New Planning Lines.
- 2. After you finish making changes, in the Main ribbon tab, click Save.

# **Department History sheet**

#### Overview

This sheet is a report that allows you to reference the historical spending trends for up to the last 18 months. This report is useful to keep open as you work on your budget. The reports is segmented into the following areas for statistics, revenue, expenses, and hours:

Departm 19100 - EHS Ac	nent History counting Operations (Employee)									
Acct		Last Year Actual Jul-18 Actual	Aug-18 Actual	Sep-18 Actual	Oct-18 Actual	Nov-18 Actual	Dec-18 Actual	Jan-19 Actual	Feb-19 Actual	Mar-19 Actual
Key Departmen	t Statistics									
100	Patient Days	0	0	0	0	0	0	0	0	0
300	Calendar Days	31	31	30	31	30	31	31	28	31
	Total Statistics:	31	31	30	31	30	31	31	28	31
Other Non-Kev	Statistics									
,	Total - Other Non-Key Statistics	0	0	0	0	0	0	0	0	0
Revenue										
	Inpatient Revenue									
	Total - Inpatient Revenue	0	0	0	0	0	0	0	0	0
	Outpatient Revenue									
	Total - Outpatient Revenue	0	0	0	0	0	0	0	0	0
	Other Patient Revenue									
	Total - Other Patient Revenue	0	0	0	0	0	0	0	0	0
	Revenue Allowances									
	Total - Revenue Allowances	0	0	0	0	0	0	0	0	0
	Other Revenue									
58000	Department Income	0	0	0	0	0	0	0	0	0
	Total - Other Revenue	0	0	0	0	0	0	0	0	0
	Total Revenue	0	0	0	0	0	0	0	0	0

• Last Year Actual - Includes values posted for over the last year.

# • Current Year Actual - Includes values posted for YTD.

Departn	nent History							
19100 - EHS Ad	ccounting Operations (Employee)							
		Current Year Act	tual					
Acc	t	Jul-19 Actual	Aug-19 Actual	Sep-19 Actual	Oct-19 Actual	Nov-19 Actual	Dec-19 Actual	YTD FY 2020
(ev Departmer	nt Statistics							
100	Patient Days	96	53	60	71	84	75	439
300	Calendar Days	31	31	30	31	30	31	184
	Total Statistics:	127	84	90	102	114	106	623
Other Non-Key	/ Statistics							
	Total - Other Non-Key Statistics	0	0	0	0	0	0	0
Revenue								
	Inpatient Revenue							
	Total - Inpatient Revenue	0	0	0	0	0	0	0
	Outpatient Revenue							
	Total - Outpatient Revenue	0	0	0	0	0	0	0
	Other Patient Revenue							
	Total - Other Patient Revenue	0	0	0	0	0	0	0
	Revenue Allowances							
	Total - Revenue Allowances	0	0	0	0	0	0	0
	Other Revenue							
58000	Department Income	0	0	0	0	0	0	0
	Total - Other Revenue	0	0	0	0	0	0	0
	Total Revenue	0	0	0	0	0	0	0
Expenses								
	Salaries							
60100	Salaries - Regular	26.577	27.725	27.753	25.944	24.733	25.290	158.022
60110	Salaries - Overtime	54	234	141	213	(18)	125	748
60120	Salaries - Non-Productive	2,741	2,867	4,146	3,773	6,401	2,580	22,508
60900	Salaries - Emp Incentive	0	0	0	0	0	0	0
	Total - Salaries	29,372	30,826	32,040	29,930	31,115	27,995	181,278

• Department History used for Monthly Spreads - Includes a combination of YTD values plus the actuals from the previous year to form a full 12 months of data. In the following example, the actuals are posted through February 2019. In the Monthly Spreads section, the actuals are copied from July through February. But, for the missing months that have no actuals yet, the system copies the data from Last Year Actual and enters them for the missing months. In this example, the March through June actuals are copied from the same months in the Last Year Actual section.

**TIP:** Before you begin entering budget values, look for anomalies or holes in the Last Year Actual and Current Year Actual values that do not make sense or cannot be explained especially if you intend to use this section. Make sure to resolve any data issues before you start creating a new budget for the next budget year or select an alternate spread option.

Departin	Hent History												
19100 - EHS A	ccounting Operations (Employee)												
		Department His	tory used for Mo	onthly Spreads									
Acc	t	Jul-19 Actual	Aug-19 Actual	Sep-19 Actual	Oct-19 Actual	Nov-19 Actual	Dec-19 Actual	Jan-19 Actual	Feb-19 Actual	Mar-19 Actual	Apr-19 Actual	May-19 Actual	Jun-19 Actual
Key Departmer	nt Statistics												
100	Patient Days	96	53	60	71	84	75	0	0	0	0	0	0
300	Calendar Days	31	31	30	31	30	31	31	28	31	30	31	30
	Total Statistics	127	84	90	102	114	106	31	28	31	30	31	30
Other Non-Key	y Statistics												
	Total - Other Non-Key Statistics	0	0	0	0	0	0	0	0	0	0	0	0
Revenue													
	Inpatient Revenue												
	Total - Inpatient Revenue	0	0	0	0	0	0	0	0	0	0	0	0
	Outpatient Revenue												
	Total - Outpatient Revenue	0	0	0	0	0	0	0	0	0	0	0	0
	Other Patient Revenue												
	Total - Other Patient Revenue	0	0	0	0	0	0	0	0	0	0	0	0
	Revenue Allowances												
	Total - Revenue Allowances	0	0	0	0	0	0	0	0	0	0	0	0
	Other Revenue												
58000	Department Income	0	0	0	0	0	0	0	0	0	0	0	0
	Total - Other Revenue	0	0	0	0	0	0	0	0	0	0	0	0
	Total Revenue	0	0	0	0	0	0	0	0	0	0	0	0
Expenses													
	Salaries												
60100	Salaries - Regular	26,577	27,725	27,753	25,944	24,733	25,290	29,870	28,832	0	0	0	0
60110	Salaries - Overtime	54	234	141	213	(18)	125	203	53	0	0	0	0
60120	Salaries - Non-Productive	2,741	2,867	4,146	3,773	6,401	2,580	986	1,316	0	0	0	0
60900	Salaries - Emp Incentive	0	0	0	0	0	0	0	0	0	0	0	0
	Total - Salaries	29,372	30,826	32,040	29,930	31,115	27,995	31,059	30,201	0	0	0	0

The system uses this combination of actuals and historical values to determine how to spread budgeted expenses across an account. So, if a department spends more money at the beginning of a fiscal year and adds a \$10,000 expense to the budget, the system will automatically apply more of that expense to the beginning of the year than at the end.

**TIP:** The same historical information is also available in the Expense sheet at the expense line level. For more information, see Viewing historical values for expenses.

Anartmant History

# Viewing and managing file attachments for a plan file

# Overview

In a budget plan file, you can attach supporting files to help support your budgeting process. For example, you may want to attach various supporting information about the spending requests or capital projects, and have that information easily reviewable along with the plan file itself.

If you have read/write access to a plan file, then you can add and delete attachments as well as view attachments. If you have read-only access to a plan file, then you can only view existing attachments.

# Managing file attachments

Using the Manage Attachments dialog, you can add, delete, and view attachments for a plan file.

- Adding a file attachment: Click Upload Attachment, and then navigate to the file that you want to add as an attachment. The file will be imported into the Axiom Budgeting and Performance Reporting database and associated with the plan file.
- **Deleting a file attachment**: Select the file, and then click **Delete**. The file is deleted from the Axiom Budgeting and Performance Reporting database and will no longer be available as an attachment.
- **Renaming a file attachment**: To rename a file attachment, right-click the attachment and then click **Rename**. The name becomes editable and you can type your changes.
- Editing the attachment description: To define or edit the description for the file attachment, select the file and then click Edit Description.
- Opening a file attachment: Select the file, and then click Open (or you can double-click the file).

If the attachment is an Excel-compatible file that opens within the Axiom Budgeting and Performance Reporting session, it will open with read/write access. You can edit the file and save changes if desired.

If the attachment is a Word file or a PowerPoint file, then it opens in its native program with read/write access if the corresponding Axiom Budgeting and Performance Reporting add-in is already installed (or if it is successfully installed when the file is opened). You can edit the file and save changes by using the add-in.

If the Word or PowerPoint add-in is not installed, or if the file is some other file type, then you cannot edit and save the file directly. If you need to edit one of these files, you should save a copy of the file locally and make your edits. You can then delete the existing file attachment in the Axiom Budgeting and Performance Reporting database, and upload your edited copy.

# Saving budget plan files

Data resides in the budget plan file, which is not written back to the Axiom database until you save the budget. When saving a budget, Axiom Budgeting and Performance Reporting verifies and validates the spreadsheet, saves the file, and saves the information to the Axiom database.

Depending on how your system is configured, the system may require you to enter comments when a line item exceeds a defined threshold in the Stat\_Rev and Expense tabs before saving the plan file. A message will display above the Comments column header, informing you of the number of variances to address. A red flag icon displays in the Red Flag column. After you enter variance comments, you can save the plan file.

The order of saving budget plan files is left to right. This means that if required variances are needed, the notification on save displays first on the Stat\_Rev tab. After all Stat\_Rev required variances are met, the user saves again. If required variances also exist on the Expense tab, another save notification prompts the user for comments on the Expense tab.

ł									_	-	1 Red flags with no comments		
	FY 2018	Global	%	Amt	FY 2019	FY 2019	Budget	Bud-Proj Variance		Red			Oct-18
	/Unit	Adjust	Adjust	Adjust	/Unit	Budget	Method	Amt	%	Flag	Comments		Budget
Ł						365	Default Statistic	0	0.0%		Global Other Driver		31
													N
													43
	32.26		0.0%	10,000	59.65	21,774	Per Calendar Days	10,000	84.9%				1,849
	0.00		0.0%	0	0.00	0	Per Calendar Days	0	0.0%				0
1													
	0.00		0.0%	0	0.00	0	Per Key Total Statistic	0	0.0%			1	0
1	0.00		0.0%	0	0.00	0	Per Key Total Statistic	0	0.0%	•			0
1	7.21		0.0%	0	7.21	156,947	Per Key IP Statistic	72,080	84.9%	ры			13,328
1										_			
	7.21			0	7.21	156,947		72,080	84.9%				13,328

To save a budget plan file

In the Navigation panel, double-click Save Budget - Advance when complete.

**NOTE:** You can use the Save button in the ribbon tab, but when you close the budget plan file, the system may prompt you to save again.

If your organization uses Axiom process management, then the system displays a message asking if you want to advance the plan file for review and approval process.

# Calc methods

Employee sheet

Calc Method	Туре	Description
JobCode	Interface	Sets up initial JobCode block on the Employee tab during the interface process. Do no use when adding blocks to the JobCode tab.
AvgPerPaidHr	Interface	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours.
AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours.
Dept_ AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputMonthly	Interface	Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputTotal	Interface	Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Employee	Interface	Inserts a new employee into a JobCode block. You can input FTEs and hourly rate. The default hourly rate comes from Mid Rate column in the Budget Labor Limits driverr.
Holiday	Interface	Calculate salary dollars based on YTD holiday pay and spreads by the listed holiday months in the Budget Labor Configuration driver.
Input_ Monthly	Interface	Calculates other Non-FTE related pay by typing in the monthly totals. Add New JobCode 22 Lines New Sets up a new JobCode block on the Employee tab. This calc method allows you to enter FTEs and hourly rate for each labor category.
Add New AvgPer Paid Hr PayType	New	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours. This calc method is only used when adding a new pay type.
Add New AvgPer Prod Hr PayType	New	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours. This calc method is only used when adding a new pay type.

Calc Method	Туре	Description
Add New Input Monthly PayType	New	Calculates other Non-FTE related pay by typing in the monthly totals. This calc method is only used when adding a new paytype.

# Expense sheet

Calc Method	Туре	Description
Depreciation	Interface	Pushes depreciation calculations to the budget plan file from List Driver file, Budget Expense Assumptions. The end-user cannot change the totals or the spread in the budget plan files. Only users with administrative rights can update the calculations.
Detail	Interface	Zero-based expense calculations. Inputs are done on the Expense tab in the budget plan file.
FICA	Interface	Transfers FICA expense from the designated labor tab (JobCode, Staffing, Employee, Provider) to the Expense tab.
Fixed_Days	Interface	Allows changes to the projected year as well as budget. This calc method uses calendar days as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_Even	Interface	Allows changes to the projected year as well as budget. This calc method uses an even monthly spread as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_History	Interface	Allows changes to the projected year as well as budget. This calc method uses history as its default spread option. Users choose the monthly spread from the drop-down.
Fixed_Stats	Interface	Interface Allows changes to the projected year as well as budget. This calc method uses the key statistic monthly spread as its default spread option. Users choose the monthly spread from the drop- down.

Calc Method	Туре	Description
Fixed_WorkDays	Interface	Allows changes to the projected year as well as budget. This calc method uses worked days as its default spread option. Users choose the monthly spread from the drop-down.
GlobalAmt	Interface	Pushes expense calculations to the budget plan file from List Driver file, Budget Expense Assumptions. An end-user cannot change the totals or the spread in the Budget Plan files. Only users with administrative rights can update the calculations.
GlobalExpense	Interface	Pushes expense calculations to the budget plan file from List Driver file, Budget Expense Assumptions. An end-user cannot change the totals or the spread in the Budget Plan files. Only users with administrative rights can update the calculations.
Hours	Interface	Transfers hours from the designated labor tab (JobCode, Staffing, Employee, Provider) to the expense tab.
InputMonthly	Interface	Month-by-month input.
Labor	Interface	Transfers salary dollars from the designated labor tab (JobCode, Staffing, Employee, Provider) to the Expense tab.
NoBudget	Interface	Brings in historical values into the budget plan file, but the budget for next year will be zero, and cannot be changed.
GlobalData	Interface	This calc method allows the administrator to create configurable budget relationships for calculating NYB amounts for the Expense tab only. The GlobalData calc method is similar to GlobalExpense but allows you to use up to four configurable tabs in Global Data Assumptions. Has to be setup in the Global Data Assumptions Driver file.
PctofGrossRevenue	Interface	Uses the historical percentage of the account to gross revenue from the Stat_Rev tab.
PctofSalaries_Rolling12	Interface	Calculates based on the relationship to salaries using Rolling12 instead of YTD. Monthly spread will be based on the spread of salaries.

Calc Method	Туре	Description
PctofNetRevenue	Interface	Calculates based on the relationship to net revenue. Monthly spread will be based on the spread of net revenue.
GlobalSum	Interface	This calc method allows you to budget for an account at a percentage of the total of specific other account(s) on the Stat_Rev tab within the same plan file.
PctofSalaries	Interface	Calculates based on the relationship to salaries. Monthly spread will be based on the spread of salaries.
PctofSalaries _FixedPct	Interface	Calculates a designated fixed percent from List Driver file, Budget Expense Assumptions, based on the relationship to salaries. Monthly spread will be based on the spread of salaries.
RatePerFTE	Interface	Calculates based on the relationship to FTEs. Monthly spread will be based on the spread of FTEs.
RatePerFTE_Fixed	Interface	Allows you to define the fixed dollar amount in List Driver file, Budget Expense Assumptions.per FTE to apply globally to benefit accounts.
Variable	Interface	Calculates based on the relationship to key statistics. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget.
Variable_Stat	Interface	Calculates based on the relationship to a user- chosen statistic that is listed on the Stat_Rev tab. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget.
Add New Detail	New	Zero-based expense calculations. Inputs are done on the Detail sheet in the budget plan file.
Add New Fixed	New	Allows changes to the projected year as well as budget. Monthly spread is chosen by the user from a drop down box selection. Choose the spread methodology from the drop-down. This Calc Method is only used when adding a new account.
Add New Input Monthly	New	Month-by-month input. Use this calc method only when adding a new account.

Calc Method	Туре	Description
Add New Variable	New	Calculates based on the relationship to key statistics. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget. This calc method is only used when adding a new account.
Add New Labor	New	Use this new labor calc method to add a new labor account to the Expense sheet.
Add New Hours	New	Use this new labor calc method to add a new hours account to the Expense sheet.

# Provider Version Only

If your organization purchased the Provider module license, you have access to the following additional calc methods:

Calc Method	Туре	Description
ProviderComp	Interface	Transfers Salary calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables.
ProviderLaborComp	Interface	Transfers Salary calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables.
ProviderCompFICA	Interface	Transfers FICA calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables.
ProviderLaborFICA	Interface	Transfers FICA calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables.
ProviderCompHours	Interface	Transfers Hours calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables.
ProviderLaborHours	Interface	Transfers Hours calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables.

Calc Method	Туре	Description
ProviderCompOther	Interface	Transfers other labor calculations from the ProviderComp sheet to the Expense sheet to be saved in the Financial Data Tables.
Add New ProviderLaborComp	New	Use this new labor calc method to add a new labor account to the Expense sheet for Providers.
Add New ProviderLaborHours	New	Use this new labor calc method when necessary to add a new hours account to the Expense sheet for Providers.

# JobCode sheet

Calc Method	Туре	Description
JobCode	Interface	Sets up initial JobCode block on the JobCode sheet during the interface process. Do not use when adding blocks to the JobCode tab.
AvgPerPaidHr	Interface	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours.
AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours.
Dept_ AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputMonthly	Interface	Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_InputTotal	Interface	Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month. Only use this calc method to budget labor dollars at a department level and not a JobCode level.

Calc Method	Туре	Description
Holiday	Interface	Calculates salary dollars based on YTD holiday pay and spreads by the listed holiday months in the Budget Labor Configuration driver.
Input_Monthly	Interface	Calculate other Non-FTE related pay by typing in the monthly totals.
Add New JobCode	New	Sets up a new JobCode block on the JobCode sheet. This calc method allows the input of FTEs and hourly rate for each labor category. The default hourly rate comes from the Mid Rate column in the Budget Labor Limits driver.
Add New AvgPer Paid Hr PayType	New	Calculate other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours. This calc method is only used when adding a new pay type.
Add New AvgPer Prod Hr PayType	New	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours. This calc method is only used when adding a new pay type.
Add New Input Monthly PayType	New	Calculates other Non-FTE related pay by typing in the monthly totals. This calc method is only used when adding a new paytype.

# Provider sheet

Calc Method	Туре	Description
FinancialClass	Interface	Inserts financial class data to use during the initial interface process.
Provider	Interface	Sets up the Provider Block to use during the initial interface process.
Revenue	Interface	Inserts revenue data to use during the initial interface process to insert revenue data.
RVU	Interface	Inserts RVU data to use during the initial interface process.
Statistic	Interface	Inserts Procedure/Statistic data to use during the initial interface process.

Calc Method	Туре	Description
WRVU	Interface	Inserts WRVU data to use during the initial interface process.
Add New Encounter	New	Inserts additional Encounter/Visit lines, if needed, after the initial interface is complete.
Add New FinancialClass	New	Inserts additional Financial Class lines, if needed, after the initial interface is complete.
Add New Procedure	New	Inserts additional Procedure lines, if needed, after the initial interface is complete.
Add New Provider	New	Inserts a new Provider Block.
Add New Revenue	New	Inserts additional Revenue lines, if needed, after the initial interface is complete.
Add New RVU	New	Inserts additional RVU lines, if needed, after the initial interface is complete.
Add New WRVU	New	Inserts additional WRVU lines, if needed, after the initial interface is complete.
Copy From Existing Provider	New	Inserts a new Provider Block and allows the statistical history from an existing Provider to copy into the new Provider block.

# Staffing sheet

Calc Method	Туре	Description
JobCode	Interface	Sets up initial JobCode block on the Staffing tab during the interface process. Do not use when adding blocks to the Staffing tab.
AvgPerPaidHr	Interface	Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours.
AvgPerProdHr	Interface	Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours.

Calc Method	Туре	Description
DeptAvgPerPaidHr	Interface	Calculate other Non-FTE related pay based on the relationship to paid hours in the department. Monthly spread will be based on the spread of paid hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Dept_ InputMonthly	Interface	Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc methid to budget labor dollars at a department level and not a JobCode level.
Dept_InputTotal	Interface	Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month. Only use this calc method to budget labor dollars at a department level and not a JobCode level.
Holiday	Interface	Calculates salary dollars based on YTD holiday pay and spreads by the listed holiday months in the Budget Labor Configuration driver.
Input_Monthly	Interface	Calculates other Non-FTE related pay by typing in the monthly totals.
Input_Total	Interface	Calculates other Non-FTE related pay by typing in the total dollars. The monthly spread will be spread evenly.
Add New JobCode	New	Sets up a new JobCode block on the Staffing tab. This calc method allows the input of FTEs and hourly rate for each labor category. The default hourly rate comes from the Mid Rate column in the Budget Labor Limits driver.
Add New Input Monthly PayType	New	Calculates other Non-FTE related pay by typing in the monthly totals. This Calc Method is only used when adding a new pay type.
Add New Input Total PayType	New	Calculates other Non-FTE related pay by typing in the total dollars. The monthly spread will be even. This calc method is only used when adding a new pay type. The FTEs from Target should have no variance for a budget to be acceptable.

Stat\_Rev (Statistics and Revenue) sheet

Calc Method	Description
Allowance	Calculate deductions based on a percentage of gross revenue.
BadDebt	Calculate bad debt based on a percentage of gross revenue.

Calc Method	Description
Detail	Zeros base revenue calculations.
FixedRevenue	Allows changes to the projected year as well as budget. Usually used for other operating revenue accounts. Select the monthly spread from the drop-down.
GlobalRevenue	Pushes revenue or deduction calculations to the budget plan file from Budget Assumptions. End users cannot change the totals or the spread in the budget plan files. Only users with administrative rights can update the calculations.
GlobalSum	This SPM allows you to budget for an account at a percentage of the total of specific other account(s) on the Stat_Rev tab within the same workbook.
InputMonthly	Month by month input.
IP_Per_Unit	This revenue calc method is now an independent calculation of IP revenue by account using the historical revenue per unit.
IP_Payor	Calculates the total IP revenue, and then allocates it based on the historical percentages by payor. Only use this calc method if the GL gross revenue account structure is by payor.
OP_Per_Unit	This revenue calc method is now an independent calculation of OP revenue by account using the historical revenue per unit.
OP_Payor	This calc method calculates the total IP revenue, and then allocates it based on the historical percentages by payor. Use this calc method only if the GL gross revenue account structure is by payor.
Oth_Per_Unit	This revenue calc method is now an independent calculation of Other Patient revenue by account using the historical revenue per unit.
Oth_Payor	This calc method calculates the total IP revenue, and then allocates it based on the historical percentages by payor. Only use this calc method if the GL gross revenue account structure is by payor.
NoBudget	Brings in historical values into the budget plan file, but the budget for next year will be zero, and cannot be changed.
Statistic	Calculates projected and budget key statistics.
Statistic_Oth	Calculates projected and budget non-key statistics based on their relationship to the key statistic.

Calc Method	Description
Revenue_Stat	This revenue calc method allows you to define the statistic account from the Stat_Rev tab to use as the basis of the per unit calculation and the multiplier for the budget. For example, there my be an Other Department statistic in the OR for implant cases that should be used to drive the Revenue-Implant account.
Add New Detail	Zero-based expense calculations when adding a new account. Inputs are done on the Detail tab in the budget plan file.
Add New Fixed Revenue	Use this new revenue calc method to add a new Fixed Revenue account to the Stat_Rev tab.
Add New Input Monthly	Use this new revenue or statistic calc method to add a new account to the Stat_Rev tab.
Add New Statistic	Use this new statistic calc method to add a new key statistic account to the Stat_Rev tab.
Add New Statistic_Oth	Use this new statistic calc method to add a new Other Statistic account to the Stat_Rev tab.

# Provider Version Only

If your organization purchased the Provider module license, you have access to the following additional calc methods:

Calc Method	Description
ProviderRev	Transfers Revenue calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables.
ProviderStat	Transfers Statistic calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables.

Calc Method	Description		
ProviderComp	Transfers Salary calculations from the Provider tab to the Stat_Rev tab to save to the Financial Data tables.		
	<b>NOTE:</b> Provider Light Version Only: Calc Methods – Stat_Rev Sheet		
	If your organization has purchased the Provider module, you can access the following additional calc methods if using the Provider Light.		
	• <b>Provider_Simple_Rev</b> – Transfers Revenue calculations from the Provider Simple Rev tab to the Stat_Rev tab to save to the Financial Data Tables. If your GL structure has multiple revenue accounts for Provider revenue, then apply the calculation method Provider_Simple_Rev to each revenue account.		
	<ul> <li>Provider_Simple_Stat – Transfers Statistic calculations from the Provider Simple Rev tab to the Stat_Rev tab to save to the Financial Data Tables. Assign this to the key statistic you are using as your driver stat on the Provider tab. For example, when using WRVU as your Driver stat, add Provider_Simple_Stat to the GL acct on the ACCT dimension table for WRVUs.</li> </ul>		

# Budgeting health plans

The HealthPlan Operations utility allows your organization to calculate revenues and expenses based on Membership Per Member Per Month (PMPM)Membership Per Member Per Month (PMPM) calculations, which you can then use to determine the profitability of each health plan and/or insurance product.

**TIP:** The ability to determine profitability depends on the data provided by your organization. The more revenue and expense data you enter into the system, the closer you can get to a true margin ratio.

This utility is primarily for Axiom Budgeting administrators and/or finance liaisons of health plan companies and their key stakeholders.

The following list and image describe the different areas and functions of the utility:

- a. Key Results Summary Summarizes the results of all the health plans included in the utility.
- b. **Insurance Plans** Displays a list of all the health plans and their key metrics for members as well as the PMPM rates for revenue and expenses. The system calculates historical PMPM values for historical periods such as Last Year Actual and Year-to-Date. Projection and monthly budget

values are calculated based on members multiplied by the PMPM rate for revenues and expenses. The header bar for each entity/department displays the entity and department number, the insurance plan product, and the location. For each entity/department, the system shows the number of covered members, the revenue, and the expenses.

- c. **Annual Comparison and Budget** The first half of the sheet displays the Annual Comparison section, which shows values for the current year, including the current fiscal year budget, YTD actuals, and projected actuals and next year budget. The other half of the sheet is the Budget section, which shows the monthly and total budgeted values for the next fiscal year.
- d. Expand/Contract entity/department rows By default, the list of entities/departments is expanded, but you can double-click ↓ to expand or double-click ↑ to contract it. After you save your changes, the system remembers this setting the next time you open the driver.

	HealthPla	n Operatior	าร	С	A							
	Entity	Dent	Incurance Dian	Lacation	Dec YTD	Jan-Jun Projected	FY 2020 Projected	FY 2021	Variance	Variance %	Comments	_
	Linuty	Dept	insurance Plan	Location	Actual	Flojecteu	Flojecteu	Budget	variance	variance %	comments	
÷П	Key Decults Fummer											
1	Covered Members	iy .			3 197 007	2 205 140	4 400 007	4662 107	170.870	4.08/		
	Covered members			Parcent Change	2,107,097	2,295,140	4,402,237	4,002,107	1/9,0/0	4.0%		
	Premium Revenue			Percent change	579 306 119	609 529 076	1 188 835 195	1 237 972 472	49 137 277	4.1%		
	Freihum Revenue			Perionue (PMPM)	264.87	265.57	265 23	265.54	273.18	103.0%		
				Percent Change (PMPM)	204.07	203.31	0.0%	0.1%	213.10	105.076		
	Medical Expenses			researce enalige (FMFM)	336 311 123	353 789 683	690 100 806	720 120 504	30.019.698	4.4%		
	include appended			Expense (PMPM)	153.77	154.15	153.96	154.46	166.90	108.4%		
				Percent Change (PMPM)	199.17	134.13	0.0%	0.3%	100.30	100.476		
				Aedical Expense Ratio (MER)	58.1%	58.0%	58.0%	58.2%	61.1%	105.2%		
1						561015						
Ŧ	2	27200	AARP	HOSP								
÷.,	Covered Members											
		HP Members			519.773	586.067	1.105.840	1.183.855	78.015	7.1%	Test Comment	
				Total Covered Members	519,773	586.067	1,105,840	1,183,855	78.015	7.1%		
				Enrollment Trend			100.0%	.,,				
	Revenue											
		HP Revenue (PMPM)			295.00	295.00	295.00	295.00	0.00	0.0%		
		HP Revenue			153.333.031	172.889.706	326.222.737	349.237.206	23.014.469	7.1%		
				Total Revenue	153.333.031	172,889,706	326,222,737	349,237,206	23.014.469	7.1%		
	Expenses											
		HP_DrugME (PMPM)			45.00	45.00	45.00	45.00	0.00	0.0%		
		HP_DrugME			23,389,784	26,373,006	49,762,790	53,273,472	3,510,682	7.1%		
		HP_HospME (PMPM)			125.00	125.00	125.00	125.00	0.00	0.0%		
		HP_HospME			64,971,623	73,258,350	138,229,973	147,981,867	9,751,894	7.1%		
		HP_OutPTME (PMPM)			-				-	0.0%		
		HP_OutPTME								0.0%		
		-		Total Expenses	88,361,408	99,631,356	187,992,764	201,255,339	13,262,575	7.1%		
				Margin	64,971,623	73,258,350	138,229,973	147,981,867	9,751,894	7.1%		
				Manala Deservations	F7.64	E.B. 644	677.644	E.B. 644		0.001		

**IMPORTANT:** The utility does not allow your organization to enter any health plan data containing patient identifying information.

To budget health and insurance plans:

1. In the Bud AdminBud Admin task pane, in the Budget Files Administration section, double-click Open HealthPlan Utility.



2. In the **Refresh Variables** dialog, do any of the following to filter the list of records that display in the utility, and click **OK**:

- In the Filter by ENTITY field, enter or select one or more entities.
- In the Filter by DEPT.KHABgtMap field, enter or select one or more departments.
- To include all entities and departments, leave the fields blank.
- 3. To enter details for a line item, in the **Comments** column, type information in the blue cells for the appropriate line item.

**NOTE:** The information in the HealthPlan Operations utility is controlled by a series of dimension tables and drivers. See the Managing utility information section below on how to update information and calculations in the utility.

### Using different views

The system provides several different ways to view the sheet information. In the Main ribbon tab, click Change View.



The following table provides a description of the different options.

# Column views

View	Description
Select All	Show all Annual Comparison, Comments, and Budget columns
Deselect All	Hide all Annual Comparison, Comments, and Budget columns
Show Section - Annual Comparison	Hide or show the Annual Comparison columns
Show Comments	Hide or show only the Comments column
Show Section - Budget	Hide or show only the Budget columns

### Row views

View	Description
Select All	Show both the HealthPlan Operations title and Key Results Summary Area
Deselect All	Hide both the HealthPlan Operations title and Key Results Summary area
Show Title	Hide or show the HealthPlan Operations title
Show Section - Key Results Summary	Hide or show the Key Results Summary area

### Sheet views

View	Description
Default	Show both the Annual Comparison, Comments, and Budget rows and columns
Annual	Show only the Annual Comparison and Comments rows and columns
Monthly	Show only the Comments and Budget row and columns

# Managing utility information

The information that displays in the utility comes from several different sources. The following table lists where to update information, as needed:

**NOTE:** To update dimensions specific for health plan budgeting, see Updating dimensions for health plan budgeting. To update dimensions specific for health plan budgeting, see "Updating dimensions for health plan budgeting" in the online help.

Location	Description
LOCATION dimension	Add or edit department locations.
INSCODE dimension	Add or edit healthcare or insurance plans.
DATATYPE dimension	Assign budget types to plan revenue and expense streams.
ACT_HP_20XX table	Add or edit plans and the corresponding actual account data.
Membership Enrollment Trend driver	Enter enrollment percentages for each health plan or insurance product offered by your organization. The purpose of this driver is to determine the membership trend of each product. The trend percentages are then used in the Membership Per Member Per Month (PMPM) driver to adjust the membership statistics.
Membership Per Member Per Month driver	Review member lives, revenue PMPM, and expense PMPM for each health plan.

# Printing the HealthPlan Operations utility

Axiom Budgeting allows you to save the Annual or Monthly version of the HealthPlan Operations utility as a PDF.

To print the HealthPlan Operations utility:

- 1. Open the HealthPlan Operations Utility.
- 2. In the Main ribbon tab, click Publish > Print > Print This Sheet.
- 3. In the **Print Sheet** dialog, do any of the following:
  - **Print Details** Click the **View/Edit** link to edit print view options, scaling, and header/footer information.
  - Print Preview Click the Print Preview link to view a preview of the report.
- 4. Next to the sheet name, click the check box for the report to print, and click **Print**.
## Working with Deductions Modeling

The Deductions Modeling utility is a set of reports that allows organizations to budget for deductions in a separate department, outside of their regular departmental budget plan files.

**IMPORTANT:** Do NOT create a budget workbook for the deductions department when using the Deductions Modeling utility. Doing so will create two different sources for the budget values.

The Deductions Modeling utility combines and summarizes historical and next year departmental detail gross budget data for Cases, Patient Days, Outpatient Visits, and Gross Revenue to serve as the key drivers when computing net revenue by patient type and payor. If the necessary data is not available, you may enter payment assumptions by patient type or payor to compute net revenue.

The utility computes GL allowances as:

(Gross Revenue) – (Net Revenue by Patient Type/Payor)

GL Accounts can be assigned to each patient type/payor allowance computation, after which you can post the resulting allowance to the database for the active budget and include the allowance in all related budget analysis reports.

As budgets and assumptions change, simply refresh data in the Deductions Modeling reports to update and post newly computed allowances for computing net revenue (assuming the payment assumptions remain unchanged).

You may also choose to set up models for different budget groups. To create separate models for different budget groups, you need to save multiple versions of the model using Save As, and then select the desired budget group when refreshing report data.

**NOTE:** The topics following in this section assume a working knowledge of reimbursement principals and are familiar familiarity with the previous version of this utility. Additionally, a working knowledge of Axiom reporting concepts such as Table.Column and report filtering is assumed.

## Setting up the Budget Deductions utility

There are three main areas to configure to set up the Budget Deductions utility.

#### Security roles

The Budgeting Deductions Admin and Budgeting Deductions Analyst roles support allows users to configure and use the Budget Deductions utility. You must first assign one of these roles to an existing user to provide access to the utility. The definitions of the two roles include:

- **Budgeting Deductions Admin:** Grants read/write access to the Budget\_Deductions tab and the DeductionModels tab of the utility.
- Budgeting Deductions Analyst: Grants read/write access to the Budget\_Deductions tab only.

Security Management for HC	PM <sup>-</sup>		
○ Users ● Roles ○ Subsyst <type filter="" here="" list="" to=""></type>	ems X	Assigned Roles	+
<everyone></everyone>	$\sim$	Budgeting Admin	~
Budgeting Admin		Budgeting Deductions Admin	
Budgeting Analyst		Budgeting Local Admin	_
Budgeting CDM			
Budgeting Deductions Admin			
Budgeting Deductions Analyst			
Budgeting Hide Labor			

#### Security filters

This utility works with the existing User Write Filter as established by the Budget Security Update utility for the Financial Table Filter. For example, if my financial table filter is Dept>0, then I can save records in the utility that meet this criteria. If my financial table filter is Dept.BudgetGroup='EMC', then I can only save records that meet this criteria.

#### DeductionModels tab

To configure the report to the values needed, you need to configure the DeductionModels tab. Only users with the Budgeting Deductions Admin role can access this tab. To allow configurable filters for the utility, the administrator must set up each model.

0	Home 🖹	Budget Ded	uctions (R/O) ×			
	A	В	C	D	E	F
21	Dedu	ction	Models			
22				Filters		
23				Discharges		
24	Save / Delete	Code	Description	Discharges Filter	Discharges Filter Grouping Column 1	Discharges Filter Element 1
25		Sample	Sample Desc	Dept.BudgetGroup='Hospital'	Dept.BudgetGroup	Hospital
26						
27						
28		Enter new o	odes below:	Discharges		
29	[Save]					
30	[Save]					
31	[Save]					
32	[Save]					
33	[Save]					
34						
35						
51						
52						
14 4 1	H Instru	ctions 🦯 Buc	iget_Deductions Deduction	onModels 🖉		

#### ACCT dimension

Setting up the ACCT dimension grouping columns is an important step to ensure the report retrieves data correctly for each section. The two primary grouping columns you need to configure are Acct.BPCode and Acct.BPCategory.

**NOTE:** The Budget Deductions Utility no longer uses Acct.FPCode and Acct.FPCategory, so these columns no longer work in this version of Axiom Budgeting and Performance Reporting.

To set up the Budget Deductions utility:

1. Assign either the **Budgeting Deductions Admin** or the **Budgeting Deductions Analyst** roles to the appropriate users.

For instructions on assigning security roles, see Assigning users to roles.

- This utility works with the existing User Write Filter as established by the Budget Security Update utility for the Financial Table Filter. For example, if my financial table filter is Dept>0, then I can save records in the utility that meet this criteria. If my financial table filter is Dept.BudgetGroup='EMC', then I can only save records that meet this criteria.
- 3. In the Bud Admin task pane, in the Budget Financial Tools section, double-click Budget Deductions.

В	ud	get Reporting	^
₽		Budget Analysis	
Ŧ		Budget Utilities	
	Ŧ	Balance Sheet & Deductions	
		Budget Balance Sheet and Cash Flow	
		Budget Deductions	
		MYB_Deductions_FSDetail	
		NYB_Deductions_FSPayor	

4. In the **DeductionModels** tab, complete the following columns for each row:

Code

Type a code name for your model. (For example, EMC.) This code displays as a selection in the utility.



Type a user-friendly model name for your code.

#### Filters

This is an important step in the set up of the data used to query data in the report. Where the prior version of this report used one AQ for the entire report, the current version contains an AQ for each section so a unique filter can be used, if needed. The sections to configure include the following:

- Discharges
- Days
- Visits
- IP Revenue
- OP Revenue
- IP Deductions
- OP Deductions

We recommend that you use the Axiom Filter Wizard to enter the correct syntax. In the following example, the user assigns the filter Dept.BudgetGroup='EMC' to Discharges.

•	Home	🖹 Budget De	ductions (R/O) ×										
	A	В	C	D		E	F			G		Н	T,
21	Dedu	uction	Models	Filters		Filter Wizard     Create a filte	er to place in the cu	rrent cell.				2 2	٩
23	1			Discharges									
24	Save / Delete	Code	Description	Discharges Filter	Discharg Column	View by: Folder	•					Simple Filter	
25		Sample	Sample Desc	Dept.BudgetGroup='Hospita	l'Dept.Bud	Filter <type here="" td="" to<=""><td>o filter list&gt;</td><td>3</td><td>&lt; _ E</td><td>itter </td></type> <td>ter values&gt;</td> <td>×</td> <td></td>	o filter list>	3	< _ E	itter	ter values>	×	
26 27						→ ♣□ DEPT	τ	1		EHS (Health System ELM (Eliminations) EMA (Medical Assoc	n) tiates)		
28	1	Enter new	codes below:	Discharges		Desc	cription			EMC (Nedical Cente EME (Nedical Enter	sr) mrisec)		
29	[Save]	EMC	EMC Madel	DEPT.BudgetGroup = 'EMC'	]	Cost	ty tCenter			ENC (NeuroSurgery EPG (Physician Gro EPN (Provider Netwo	(Clinic) up)		
30	[Save]					Rpb	nap getGroup			NA (Default)			
31	[Save]					Prod	iMap			RCH (Rehabilitation	Care Hospital)		
32	[Save]				$\langle \ $	T VP							
33	[Save]				$\mathbf{X}$	Dire	ctor						
34						Man Divis	sion						
35	1					► 111 KHA	BatTemplate		• sh	owing 10 values (1 se	lected)		
36					- N	Preview:						🧀 X	
37						DEPT.BudgetGroup	= 'EMC'						
38						ulter:		<ul> <li>Replace</li> </ul>	▼ A	ND V OR		🗖 X	
39						DEPT.BudgetGroup	= 'EMC'						
40	-					1							
41											OK	Cancel	
42													1

The system then automatically copies the same Discharges filter to the remaining sections, but you can configure a different filter, if needed.

0	Home [	) Budget Dec	Juctions (R/O) ×							
	A	В	C	D	E	F	G	н	I	
21	Dedu	ction	Models							
22			-	Filters						
23				Discharges					Days	
24	Save / Delete	Code	Description	Discharges Filter	Discharges Filter Grouping Column 1	Discharges Filter Grouping Element 1	Discharges Filter Grouping Column 2	Discharges Filter Grouping Element 2	Days Filter	Jays Colun
25		Sample	Sample Desc	Dept.BudgetGroup='Hospital	'Dept.BudgetGroup	Hospital	DeptBudgetGroup	Hospital	Dept.BudgetGroup= 'Hospital' (	Dept8
26										
27										
28		Enter new	codes below:	Discharges					Days	
29	[Save]	EMC	EMC Model	DEPT.BudgetGroup = 'EMC'					<ul> <li>DEPT.BudgetGroup = 'EMC'</li> </ul>	
30	[Save]									
31	[Save]									
32	[Save]									
33	[Save]									

After you set the filter for a section, you need to manually segregate the filter into Table.Column and Element. This is needed for the SumBy of that AQ for the section so the data is correct. In the following example, Table.Column is Dept.BudgetGroup and Element is EMC. These values should match the syntax used in the filter.

0	Home	Budget Dec	luctions ×									
	A	Б	C	D	E	F	G	Н				
21	Dedu	iction	Models									
22				Filters								
23				Discharges								
24	Save / Delete	Code	Description	Discharges Filter	Discharges Filter Grouping Column 1	Discharges Filter Grouping Element 1	Discharges Filter Grouping Column 2	Discharges Filter Grouping Element 2				
25		Sample Sample Desc DeptBudgetGroup='Hosp		al'Dept.BudgetGroup	Hospital	Dept.BudgetGroup	Hospital					
26												
27												
28		Enter new	codes below:	Discharges				1				
29	[Save]	EMC	EMC Model	DEPT.BudgetGroup = 'EMC'	Dept.BudgetGroup	EMC						
30	[Save]											
31	[Save]											
32	[Save]											
33	[Save]											

For each section, you can configure up to two unique Table.Column and Element to meet more complex requirements. For example, if you need a filter using both Dept and Acct, you would enter the second set of Table.Column and Element containing Acct.FSDetail and S\_Discharges, shown in the following example.

L													
Ŀ	0	Home 📱	Budget De	ductions ×									
Г		A	В	C	D	E	F	G	н				
	21	Dedu	iction	Models									
	22				Filters								
	23				Discharges								
	24	Save / Delete	Code	Description	Discharges Filter	Discharges Filter Grouping Column 1	Discharges Filter Grouping Element 1	Discharges Filter Grouping Column 2	Discharges Filter Grouping Element 2				
2	25		Sample	Sample Desc	DeptBudgetGroup="Hospital"	Dept.BudgetGroup	Hospital	Dept.BudgetGroup	Hospital				
1	26				-								
1	27								-				
	28		Enter new	codes below:	Discharges								
l		[Save]	EMC	EMC Madel	DEPT.BudgetGroup = 'EMC' AND ACCT.FSDetail = 'S_Discharges'	Dept.BudgetGroup	EMC	Acct.FSDetail	S_Discharges				
	29												
	30	[Save]											
	31	[Save]											
Г													

Dept and Acct

This section includes the department and account used to post the contractual adjustment to. This section is essentially the same as previous versions of Axiom Budgeting and Performance Reporting but with some key differences:

- Because each row is configurable, you can use different department and account values for each model, if needed.
- You enter Department and acct values on the row for each model, which the system copies to the Budget\_Deductions tab where it's posted to the BUD20XX table.

6	Home 📔	Budget Dec	ductions ×												
	A	B	C	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW
21	Dedu	iction	Models												
22						Dept and	Acct								
23						Payor 1 IP		Payor Capital IP		Payor 2 IP		Payor 3 IP		Payor 4 IP	
24	Save / Delete	Code	Description	OPDed Filter Grouping Column 2		Dept	Acct	Dept	Acct	Dept	Acct	Dept	Acct	Dept	Acct
25		Sample	Sample Desc	Hospital											
26															
27							<u> </u>								
28		Enter new	codes below:			Payor 1 IP	*	Payor Capital IP		Payor 2 IP		Payor 3 IP		Payor 4 IP	
29	[Save]	EMC	EMC Model			25000	50100			25000	50500				
30	[Save]														
31	[Save]														
32	[Save]														
33	[Save]														

5. After you finish configuring the row, in the Main ribbon tab, click Save.

**NOTE:** The row now displays above the section where it was fist configured. This row is now an active model for use in the utility. You can still make edits to the active model, as needed.

6. Configure the ACCT dimension by doing the following:

#### Acct.BPCode

These codes are used to define the statistics, revenue, and deductions sections of the utility and are defined values as noted:

- Disch Discharges
- IPPD Patient Days
- OPVisits Visits
- IPRev IP Revenue
- OPRev OP Revenue
- DedIP IP Deductions
- DedOP OP Deductions

0	Home 🖹 Bud	get Deductions	ACCT (R/O) X		
	ч в	C D	E	Р	AO
3					
4	Data Type	Integer	String	String	String
5	String Length		100	50	50
6	Description	Account Number			Budget Planning Category
8		ACCT 🚽	Description 👻	BPCode 🚽	BPCategory 🖵
384		31100	IP - Medicare	IPRev	IPRevMedicare
385		31200	IP - Medicaid	IPRev	IPRevMedicaid
386		31300	IP - Blue Cross	IPRev	IPRevBlueCross
387		31400	IP - Commercial	IPRev	IPRevComm
	31				
388		31500	IP - HMO/PPO	IPRev	IPRevComm
388 389		31500 31600	IP - HMO/PPO IP - Self Pay	IPRev IPRev	IPRevComm IPRevOther
388 389 390		31500 31600 31900	IP - HMO/PPO IP - Self Pay IP - Other	IPRev IPRev IPRev	IPRevComm IPRevOther IPRevOther

#### Acct.BPCategory

These are codes used to define payor categories for the statistics, revenue, and deductions sections of the utility. These should be prefixed by BPCode+Payor name. Examples may include the following:

- IPRev IP Revenue
  - IPRevMedicare
  - IPRevMedicaid
  - IPRevBlueCross
  - IPRevComm
  - $\circ$  IPRevOther

🕽 Home	🖹 Budg	et Deductio	ons 🔳	ACCT (R/O) ×			
А	В	С	D	E		Р	AO
Data Type String Length		In	teger	String 100		String 50	String 50
Descri	iption	Account A	: Number	Descriptio	on 🔽	BPCode	Budget Planning Category
			31100	IP - Medicare		IPRev	IPRevMedicare
			31200	IP - Medicaid		IPRev	IPRevMedicaid
			31300	IP - Blue Cross		IPRev	IPRevBlueCross
			31400	IP - Commercial		IPRev	IPRevComm
	3		31500	IP - HMO/PPO		IPRev	IPRevComm
	3		31600	IP - Self Pay		IPRev	IPRevOther
				· · · · · ·			
	Data String	Home Budg	Home Budget Deduction	Home Budget Deductions   A B C   Data Type Integer   String Length Integer   Description Account Number   ACCT    ACCT	Home       Budget Deductions       ACCT (R/O) ×         A       B       C       D       E         Data Type       Integer       String       String         String Length       Account Number       100         Description       Account Number       Description         ACCT       Omega       Description         ACCT       Omega       Description         Image: ACCT       Omega       Description         ACCT       Omega       Description         Image: ACCT       Omega       Description         Image: ACCT       Image: ACCT       Image: ACCT         Image: ACCT       Image: ACCT       Image: ACCT         Image: ACCT       Image: ACCT       Image: ACCT         Image: ACCT       Image: ACCT       <	Home       Budget Deductions       A ACCT (R/O) ×         A       B       C       D       E         Data Type String Length       Integer       String 100         Description       Account Number         ACCT       Description         ACCT       Description         31100       IP - Medicare         31200       IP - Medicaid         31300       IP - Blue Cross         31400       IP - Commercial         31500       IP - HMO/PPO         31600       IP - Self Pay	Home Budget Deductions ACCT (R/O) ×     A B C D     Data Type Integer String   String Length Integer String     Description Account Number     ACCT Description     ACCT Description     ACCT Description     ACCT Description     BPCode     Image: Comparison of the string

When configured, the Budget Deductions Utility summarizes the data by Acct.BPCode and Acct.BPCategory along with the SumBy-level configured on the DeductionModels tab.

IPRev	Inpatient Revenue IPRev	ľ	Default Calc	Enter Historical Data /	FY 18 Projection
IPRevMedicare	Medicare	ľ	Default Calc	176,446,398	117,111,428
IPRe∨Medicaid	Medicaid	1	Default Calc	27,985,000	17,915,354
IPRevComm	Commercial		Default Calc	61,223,284	41,582,617
IPRevMgdCare	Managed Care		Default Calc	0	0
IPRevSelfPay	Self Pay		Default Calc	0	0
IPRevBlueCross	Blue Cross		Default Calc	42,511,391	29,118,622
IPRevOther	Other		Default Calc	18,742,713	12,039,178
IPRevFill In	Payor 8		Default Calc	0	0
IPRevFill In	Payor 9		Default Calc	0	0
IPRevFill In	Payor 10		Default Calc	0	0
IPRevFill In	Payor 11		Default Calc	0	0
IPRevFill In	Payor 12		Default Calc	0	0
IPRevFill In	Payor 13		Default Calc	0	0
IPRevFill In	Payor 14		Default Calc	0	0
IPRevFill In	Payor 15		Default Calc	0	0
IPRevFill In	Payor 16		Default Calc	0	0
IPRevFill In	Payor 17		Default Calc	0	0
IPRevFill In	Payor 18		Default Calc	0	0
IPRevFill In	Payor 19		Default Calc	0	0
IPRevFill In	Payor 20		Default Calc	0	0
	-Total Inpatient			326,908,786	217,767,199

7. Configure your payor groups using the FP Payor form. Configure your payor groups using the FP Payor form. For instructions, see Configuring payor groups.

÷.

## Using the Budget Deductions utility

The Deductions Modeling utility is a set of reports that allows organizations to budget for deductions in a separate department, outside of their regular departmental budget plan files.

The utility includes the following sections:

- Patient Volume
  - Discharges by Payor
  - Patient Days
  - Inpatient Length of Stay
  - Outpatient Visits
- Patient Revenue
  - Inpatient Revenue
  - Outpatient Revenue
- Deductions
- Contractual Allowances
- Revenue Deductions Upload

**NOTE:** Before you can use the Budget Deductions utility, you must identify Payor groupings in the FP Payor table.

To use the Budget Deductions utility:

1. In the Bud Admin task pane, in the Budget Financial Tools section, double-click Budget Deductions.

В	udget Reporting	^
۲	🍌 Budget Analysis	
Ŧ	🍌 Budget Utilities	
	🗢 퉬 Balance Sheet & Deductions	
	Budget Balance Sheet and Cash Flow	
	Budget Deductions	
	NYB_Deductions_FSDetail	
	MYB_Deductions_FSPayor	

2. On the **Budget\_Deductions** tab, from the **Budget Deduction Group** drop-down, select the Budget Deduction model code.

**NOTE:** The model name displays next to the model code. Selecting the model code refreshes the report.

<b>Budget Deductions</b>						
For The Period Ending January 31, 203	18					
Budget Deduction Group =>>	EMC	C Model	Info Only	FY 2018	Projected	Budget
RESET to Default Calculations	EMA EMC		2017	Jan YTD	2018	2019

#### 3. From the **RESET to Default Calculations** drop-down, select one of the following, as needed:

#### Reset

This option is a master reset that changes ALL rows back to the Default Calc setting. This means that each row will use the standard calculation for that row and is used as a starting point for the related row.

For example, the default setting for Inpatient Revenue is to query the financial database for prior and current fiscal year for each payor group (For example, Medicare).

**NOTE:** Use caution when selecting this option since doing so sets all manual changes back to default calculations. For example, you may want to use this setting as the start of a new planning year where all the manual changes in the table need to be reset back to default calculations for a fresh start. After selecting Reset to initialize, remember to change the setting back to Last Saved.

#### Last Saved

This option is most commonly used during the planning cycle. This setting allows for each selectable row to use either Default Calc or Last Saved based on what you selected for the individual row.

For more details, we recommend that you review Example: Resetting to default calculations for budget deductions.

4. Complete the following sections, as needed:

#### Patient Volume

The **Discharges by Payor, Patient Days**, and **Outpatient Visits** sections follow the same basic pattern. Within each section, you will find a section for percentage by payor, followed by a section for entering historical and projected values. Review and adjust historical and projected values as needed, and then return to the % by payor section and scroll to the right to review and adjust monthly distributions.

For The Period Ending December 3	31, 2016									
BudgetGroup ID ==>	EMC									
PKG		Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018
IP Discharge % Change		Monthly Totals from	Global Assumptions							
Total IP Discharges - Globals	Discharges	0	0	0	0	0	0	0	0	
% Discharges by Payor		Revise Monthly %'s	as Appropriate (Base	d upon FY 17 Project	ion)					
Medicare		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.0
Medicaid		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Commercial		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Managed Care		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Self Pay		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Blue Cross		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Other		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Payor 8		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Payor 9		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Payor 10		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Payor 11		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Payor 12		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Payor 13		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Payor 14		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Payor 15		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Payor 16		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Payor 17		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Payor 18		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Payor 19		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Payor 20		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.0
Total %		100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00

**NOTE:** Medicare is the reconciliation payor to ensure distribution sums to 100%.

The **Inpatient Length of Stay** section displays calculated values based on Discharges and Patient Days information. It cannot be adjusted directly.

#### Patient Revenue

The Inpatient Revenue section features rows for each payor group.

									1
Budget Deducti	ons								
For The Period Ending Decen	mber 31, 2016								
BudgetGroup ID ==>	FMC	Info Only	FY 2017	Projected	Budget				
PKC	Lino	2016	Dec VTD	2017	2010		Inf 2017	Aug 2017	Con 2017
PKG	10	2016	Dec YID	2017	2018		Jul-2017	Aug-2017	Sep-2017 C
Inpatient Revenue	IP	Enter Historical Data /	FY 17 Projection			NYB	< Allocate NYB Rever	nue using avg rate per	payor patient day or use NYI
Medicare		0	0	0	0		0	0	0
Medicaid		0	0	0	0	Has Formula	0	0	0
Commercial		0	0	0	0	input	0	0	0
Managed Care		0	0	0	0		0	0	0
Self Pay		0	0	0	0		0	0	0
Blue Cross		0	0	0	0		0	0	0
Other		0	0	0	0		0	0	0
Payor 8		0	0	0	0		0	0	0
Payor 9		0	0	0	0		0	0	0
Payor 10		0	0	0	0		0	0	0
Payor 11		0	0	0	0		0	0	0
Payor 12		0	0	0	0		0	0	0
Payor 13		0	0	0	0		0	0	0
Payor 14		0	0	0	0		0	0	0
Payor 15		0	0	0	0		0	0	0
Payor 16		0	0	0	0		0	0	0
Payor 17		0	0	0	0		0	0	0
Payor 18		0	0	0	0		0	0	0
Payor 19		0	0	0	0		0	0	0
Payor 20		0	0	0	0		0	0	0
-Total Inpatient		0	0	0	0		0	0	0
Outpatient Revenue	OP	Enter Historical Data /	FY 17 Projection			NYB	< Allocate NYB Rever	nue using avg rate per	payor Visit or use NYB from
Medicare	4	0	0	0	0		0	0	0
I I I Budget_Deduct	ions/				•				<u>)</u>

Initial values are calculated based on one of two methods:

- NYB uses the budget amount for the next year
- Compute uses rate multiplied by patient days

T.

Select between these methods using the drop-down at the top of the section.

#### **Budget Deductions**

For The Period Ending Decer	nber 31, 2016								
BudgetGroup ID ==>	EMC	Info Only	FY 2017	Projected	Budget				
PKG		2016	Dec YTD	2017	2018		Jul-		
Inpatient Revenue	IP	Enter Historical Data ,	inter Historical Data / FY 17 Projection						
Medicare		0	0	0	0	NYB Compute			

The **Outpatient Revenue** is handled similarly, except that compute uses rate multiplied by outpatient visits.

#### Deductions

The **Inpatient Deductions** and **Outpatient Deductions** section display Next Year Budget data based on Net Revenue computations. You may adjust the calculated values, if desired.

016							
EMC	Info Only	FY 2017	Projected	Budget			
	2016	Dec YTD	2017	2018		Jul-2017	Aug-20
DEDIP							
1	0	0	0	c	Has Formula	0	
2	0	0	0	C	Input	0	
3	0	0	0	C		0	
4	0	0	0	C		0	
5	0	0	0	C		0	
6	0	0	0	C		0	
	D16 EMC DEDIP 1 2 3 4 5 6	Info Only           EMC         Info Only           2016            DEDIP            1         0           2         0           3         0           4         0           5         0           6         0	Info Only         FY 2017           2016         Dec YTD           2016         Dec YTD           1         0         0           2         0         0           3         0         0           4         0         0           5         0         0	Info Only         FY 2017         Projected           2016         Dec YTD         2017           DEDIP	D16         Info Only         FY 2017         Projected         Budget           2016         Dec VTD         2017         2018           DEDIP	EMC         Info Only         FY 2017         Projected         Budget           2016         Dec YDD         2017         2018           DEDIP	EMC         Info Only         FY 2017         Projected         Budget         Jul-2017           2016         Dec YD         2017         2018         Jul-2017           DEDIP          0         Mas Formula         0           2         0         0         0         Input         0           3         0         0         0         0         0           4         0         0         0         0         0           5         0         0         0         0         0

#### Contractual Allowances

The Contractual Allowances section contains Reimbursement sub-sections for each payor group.

Budget Deductions For The Period Ending December 31, 2	2016								
BudgetGroup ID ==>	EMC	Info Only	FY 2017	Projected	Budget				
PKG		2016	Dec YTD	2017	2018		Jul-2017	Aug-2017	Sep-2017
Total Patient Deductions		0	0	0	0		0	0	0
Contractual Allowances									
Medicare - Reimbursement									
Medicare Discharges		0	0	0	0		0	0	0
Medicare Discharges Medicare Inpatient Reimbursement		0	0	0	0		0	0	0
Medicare Discharges Medicare Inpatient Reimbursement DRG Reimbursement		• Enter Historical Data ,	0 / FY 17 Projection	0	0	Enter	0 Monthly Data	0	0
Medicare Discharges Medicare Inpatient Reimbursement DRG Reimbursement Change in Base DRG Rate		• Enter Historical Data ,	0 / FY 17 Projection	0	0	Enter	0 Monthly Data	0	0
Medicare Discharges Medicare Inpatient Reimbursement DRG Reimbursement Change in Base DRG Rate Base DRG Rate		0 Enter Historical Data , \$0	0 / FY 17 Projection \$0	0	0	Enter	0 Monthly Data \$0	0 \$0	0 \$0
Medicare Discharges Medicare Inpatient Reimbursement DRG Reimbursement Change in Base DRG Rate Base DRG Rate Case Mix Index		0 Enter Historical Data , \$0 1.00	0 / FY 17 Projection \$0 1.00	0 \$0 1.00	0 \$0 \$0	Enter	0 Monthly Data \$0 1.00	0 \$0 1.00	0 \$0 1.00
Medicare Discharges Medicare Inpatient Reimbursement DRG Reimbursement Change in Base DRG Rate Base DRG Rate Case Mix Index CMI Weighted DRG Rate		Enter Historical Data , \$0 1.00 \$0.00	0 / FY 17 Projection \$0 1.00 \$0.00	0 \$0 1.00 \$0	0 \$0 \$0 \$0 \$0	Enter	0 Monthly Data \$0 1.00 \$0	0 \$0 1.00 \$0	0 \$0 1.00 \$0
Medicare Discharges Medicare Inpatient Reimbursement DRG Reimbursement Change in Base DRG Rate Base DRG Rate Case Mix Index CMI Weighted DRG Rate		Enter Historical Data , \$0 1.00 \$0.00	0 / FY 17 Projection \$0 1.00 \$0.00	0 \$0 1.00 \$0	0 \$0 \$0 \$0	Enter	0 Monthly Data \$0 1.00 \$0	0 \$0 1.00 \$0	0 \$0 1.00 \$0
Medicare Discharges Medicare Inpatient Reimbursement DRG Reimbursement Change in Base DRG Rate Base DRG Rate Case Mix Index CMI Weighted DRG Rate % of Outlier Payments (& Other)		0 Enter Historical Data , \$0 1.00 \$0.00	0 / FY 17 Projection \$0 1.00 \$0.00	0 50 1.00 50 0.00%	0 \$0 \$0 \$0 0.00%	Enter	0 Monthly Data \$0 1.00 \$0 0.00%	0 \$0 1.00 \$0 0.00%	0 \$0 1.00 \$0 0.00%
Medicare Discharges Medicare Inpatient Reimbursement DRG Reimbursement Change in Base DRG Rate Base DRG Rate Case Mix Index CMI Weighted DRG Rate % of Outlier Payments (& Other) Outlier Payment per Discharge		Enter Historical Data , \$0 1.00 \$0.00 \$0.00 \$0.00%	0 / FY 17 Projection \$0 1.00 \$0.00 \$0.00 \$0.00	0 50 1.00 50 0.00% \$0.00	0 \$0 \$0 0.00% \$0.00	Enter	0 Monthly Data \$0 \$0 0.00% \$0.00	0 50 1.00 \$0 0.00% \$0.00	0 30 1.00 50 0.00% \$0.00
Medicare Discharges Medicare Inpatient Reimbursement DRG Reimbursement Change in Base DRG Rate Base DRG Rate Case Mix Index CMI Weighted DRG Rate % of Outlier Payment (& Other) Outlier Payment per Discharge Outlier Reimbursement (000%)		0 Enter Historical Data , \$0 1.00 \$0.00% \$0.00%	0 / FY 17 Projection 50 1.00 \$0.00 \$0.00% \$0.00	0 1.00 50 0.00% \$0.00	0 \$0 \$0 \$0 \$0 \$0.00% \$0.00	Enter	0 Monthly Data \$0 \$0 0.00% \$0.00 \$0.00	0 1.00 \$0 0.00% \$0.00 \$0.00	0 1.00 \$0 0.00% \$0.00 \$0.00

#### For the inpatient and outpatient sections of each payor group, do the following:

a. From the drop-down, select the method of reimbursement.

-				
Rude	not D	odu	ction	10
Duu		euu	CUOI	13

For The Period Ending December 3	31, 2016			
BudgetGroup ID ==>	EMC	Info Only	FY 2017	Projected
PKG		2016	Dec YTD	2017
Medicare Net Revenue		0	0	0
Medicaid Reimbursement				
Medicaid - Inpatient	%Chrg	-		
Case Mix Index (req'd for Per Case)	%Chrg Case	1.00	1.00	1.00
Number of Members	Diem PMPM	0	0	0
% of Charges	%Chrg	0.00%	0.00%	0.00%
Per Case	Case	0.00	0.00	0.00
Per Diem	Diem	0.00	0.00	0.00
Per Member Per Month	PMPM	0.00	0.00	0.00
Use Rate (Davs/1000)		0	0	0

All input cells associated with the method display blue and historical rates calculated appropriately.

- b. Enter the appropriate reimbursement parameters.
- c. Scroll right to review and adjust the associated monthly rates for the new year. The original monthly rates will be the same as the projection year until they are manually changed.

The computed reimbursement, gross charges, and associated net revenue display.

#### Revenue Deductions Upload

The **Revenue Deductions Upload** section allows you to save the revenue deductions calculations for each Payor Group to specific department/account combinations.

ı.

Budget Deduction	<b>S</b> 31, 2016		
BudgetGroup ID ==>	EMC	Info Only	FY 2017
PKG		2016	Dec YTD
REVENUE DEDUCTIONS UPLOAD:		Dept	Acct
Medicare	IP		
Medicare Capital Payments (Total)	IP		
Medicaid	IP		
Commercial	IP		
Managed Care	IP		
Self Pay	IP		
Blue Cross	IP		
Other	IP		
Payor 8	IP		
Payor 9	IP		

Enter a Department and Account number for each Patient Type/Payor combination. Code each active row to a GL Dept/Account, even if the deduction amount is zero.

If you enter the same combination in more than one Payor Group, the utility posts the total for all of the designated Payor Groups.

5. In the Main ribbon tab, click Save to post your results.

**IMPORTANT:** Do not post until you have completed your GL Dept/Account mapping. If you do post, and then change your mind on some of this mapping, you will need to zero out the deductions for ProjTtl and months 1-12 of the active Next Year Budget table.

After you complete this process, review the resulting contractual allowances by running the Budget Income Summary or Budget Income Detail reports located in *Explorer > Budgeting Reports > Budget Income Summary* 

# Example: Resetting to default calculations for budget deductions

In the following example, Medicare Inpatient Revenue is set to **Default Calc** in the row selection. This means that the calculation returns values from the ACT tables for prior year and YTD.

	● Home III BPDed 🖹 Budget Deductions (R/O) ×					
-	Budget Deductions					
	For The Period Ending January 31, 2018					
	Budget Deduction Group =>> EMC EMC Mod		Info Only	FY 2018	Projected	Budget
	RESET to Default Calculations Last Saved		2017	Jan YTD	2018	2019
	Outpatient Revenue - Axiom Budget Planning		104,820,295	91,067,651	83,404,699	78,164,397
	Average Charge per Visit		0	0	0	369
	Outpatient Reimbursement		104,820,295	91,067,651	83,404,699	78,164,397
	Average Net per Visit		0	0	0	369
	Net Reimbursement		335,753,100	292,927,798	453,249,445	92,647,605
	Inpatient Revenue IPRev	Default Calc	Enter Historical Data /	FY 18 Projection		
	Medicare	Default Calc	116,632,493	101,479,743	0	94,389,365
	Medicaid	Default Calc	17,848,976	15,472,426	0	1,662,250
	Commercial	Default Calc	18,377,798	16,115,926	0	1,754,597
	Managed Care	Default Calc	23,168,957	20,215,707	0	1,846,944
	Self Pay	Default Calc	7,611,935	6,884,630	0	0
	Blue Cross	Default Calc	29,080,984	25,547,851	0	0
	Other	Default Calc	4,455,540	3,974,422	0	0

Let's assume that I want to change the values of prior year, YTD and Projection for purposes. The row selection drop-down changes to Last Saved (see red arrow). I can enter changes in the blue fields, and then click Save.

**NOTE:** The report displays as read-only (R/O), but the Save option works similar to the driver files, in which the system saves the selected options and values to a new table. In this case, the table is named BPDed. The system retrieves all the values from DPDed and places them into the report, as shown in the following example.

📀 Home 🔳 BPDed 🖹 Budget Deduction	ns (R/O) X					
Budget Deductions						
For The Period Ending January 31, 2018						
Budget Deduction Group =>> EMC	EMC Model		Info Only	FY 2018	Projected	Budget
RESET to Default Calculations Last Sar	ved		2017	Jan YTD	2018	2019
Outpatient Revenue - Axiom Budget Planning			104,820,295	91,067,651	83,404,699	78,164,397
Average Charge per Visit			0	0	0	36
Outpatient Reimbursement			104,820,295	91,067,651	83,404,699	78,164,397
Average Net per Visit			0	0	0	365
Net Reimbursement			335,753,100	292,927,798	343,249,445	92,647,605
Inpatient Revenue	JPRev	Default Calc	Enter Historical Data /	r 1 18 Projection		
Medicare		Last Saved	116,000,000	102,000,000	110,000,000	94,389,36
Medicaid		Default Calc	17,848,976	15,472,426	0	1,662,250
Commercial		Default Calc	18,377,798	16,115,926	0	1,754,597
Managed Care		Default Calc	23,168,957	20,215,707	0	1,846,944
Self Pay		Default Calc	7,611,935	6,884,630	0	(
Blue Cross		Default Calc	29,080,984	25,547,851	0	(
Other		Default Calc	4,455,540	3,974,422	0	(
🚯 Home 🖽 BPDed 🗴 🖹 Budget Deductions (f	8/0)					

	P	ч в	U D	E	F	G	н		J	ĸ	
	4										-
-	4	Data Type	String	String	String	Numeric	Numeric	String	Numeric	Numeric	
	5	String Length	50	25	25			25			
	6	Description	Budget Deductions Code	Reimbursement Model Dropdown value	Source of data for rebuild	Last Year Actual Total	Current Year Actual Year to Date	Allocation Dropdown	Projected Total	Budget Total	P d
	8	Delete Row	BDCode	ReimbModelDD	SourceDD -	LYATot 👻	CYAYTD 👻	AllocDD 👻	ProjTtl 👻	BudTtl 👻	
	9		EMCIPRev_Payor01		Last Saved	116000000.00	102000000.00		110000000.00	94389365.46	3
	10			T -							

To replicate returning at a later time to continue working on the report, I exit and reopen it. Because multiple models could exist for other users, the first step I need to perform is to select the desired model.

💿 Home 🖽 BPDed 🖺 Budget	Deductions (R/O) ×
<b>Budget Deductions</b>	
For The Period Ending January 31, 20	018
Budget Deduction Group =>>	▼ 0
RESET to Default Calculations	EMA EMC

After I select the model (EMC), Medicare Inpatient Revenue still shows Default Calc instead of Last Saved, which is where I set it earlier. That is because I need to refresh the utility. Even though we selected the model, refreshing the data means that the system will retrieve the last saved values.

🤨 Home 🖽 BPDed 🖹 Budget D	Deductions (	R/O) ×								
<b>Budget Deductions</b>										
For The Period Ending January 31, 201	.8									
Budget Deduction Group =>>	EMC	EMC Model		Info Only	FY 2018	Projected	Budget			
RESET to Default Calculations	Last Saved			2017	Jan YTD	2018	2019			
Outpatient Reimbursement				104,820,295	91,067,651	83,404,699	78,164,397			
Average Net per Visit		0	0	0	369					
Net Reimbursement				335,753,100	292,927,798	453,249,445	92,647,605			
Inpatient Revenue		IPRev	Default Calc Enter Historical Data / FY 18 Projection							
Medicare			Default Calc	128,359,839	111,794,574	0	94,389,365			
Medicaid			Default Calc	17,848,976	15,472,426	0	1,662,250			
Commercial			Default Calc	18,445,594	16,183,722	0	1,754,597			
Managed Care			Default Calc	23,698,845	20,745,595	0	1,846,944			
Self Pay			Default Calc	7,696,295	6,926,889	0	0			
Blue Cross	Default Calc	30,112,259	26,447,063	0	0					
Other	Default Calc	4,770,996	4,289,878	0	0					

The Last Saved selection and values are now viable in the report. This is true for each row, so the general rule is if you modify a specific row, you need change the row selection to **Last Saved**.

🚯 Home 🔳 BPDed 📄 Budget D	eductions	(R/O) ×					
Budget Deductions							
For The Period Ending January 31, 201							
Budget Deduction Group =>>	EMC	EMC Model		Info Only	FY 2018	Projected	Budget
RESET to Default Calculations	Last Saved			2017	Jan VTD	2018	2019
Outpatient Reimbursement				104,820,295	91,067,651	83, 404, 699	78,164,397
Average Net per Visit		0	0	0	369		
Net Reimbursement		335,753,100	292,927,798	343,249,445	92,647,605		
Inpatient Revenue		IPRev	Default Calc	Enter Historical Data /	FY 18 Projection		_
Medicare			Last Saved	116,000,000	102,000,000	110,000,000	94,389,365
Medicaid			Default Calc	17,848,976	15,472,426	0	1,662,250
Commercial			Default Calc	18,377,798	16,115,926	0	1,754,597
Managed Care			Default Calc	23,168,957	20,215,707	0	1,846,944
Self Pay	Default Calc	7,611,935	6,884,630	0	0		
Blue Cross			Default Calc	29,080,984	25,547,851	0	0

Finally, to demonstrate the master Reset option, note that making the section automatically changes every row selection back to Default Calc. If the report is saved in this condition, the system sets all of the values in the BPDed and BUD20XX tables to the resulting calculation of the default.

🚯 Home 🖽 BPDed 🖹 Budget Deductions (R/O) 🗴											
Budget Deductions											
For The Period Ending January 31, 2018											
Budget Deduction Group =>> EM	EMC Model		Info Only	FY 2018	Projected	Budget					
RESET to Default Calculations Res	et 🖵		2017	Jan YTD	2018	2019					
Outpatient Reimbursement	$\overline{}$		104,820,295	91,067,651	83,404,699	78,164,397					
Average Net per Visit			0	0	0	369					
Net Reimbursement			335,753,100	292,927,798	453,249,445	92,647,605					
Inpatient Revenue	IPRev	Default Calc	Enter Historical Data /	FV 18 Projection							
Medicare		Default Calc	116,632,493	101,479,743	0	94,389,365					
Medicaid		Default Calc	17,848,976	15,472,426	0	1,662,250					
Commercial		Default Calc	18,377,798	16,115,926	0	1,754,597					
Managed Care		Default Calc	23,168,957	20,215,707	0	1,846,944					
Self Pay		Default Calc	7,611,935	6,884,630	0	0					
Blue Cross		Default Calc	29,080,984	25,547,851	0	0					
Other		Default Calc	4,455,540	3,974,422	0	0					

## Running the FSDetail and FSPayor reports

Use the FSDetail report when the gross revenue breakdown by payor is not available from the GL account detail. Instead, payor mix percentages are input to allocate the gross revenue to each Payor Group.

Use the FSPayor report when the gross revenue breakdown by payor is available from the GL account detail. In this case, the Acct.FSPayor column is used to allocate gross revenue to each Payor Group.

#### Configuring the FSDetail report

This report uses the Acct.FSDetail grouping column to define Gross Revenue and Contractual Allowance categories.

To configure the FSDetail report:

1. In the Bud Admin task pane, in the Budget Reporting section, click Budget Utilities > Balance Sheet & Deductions, and double-click NYB\_Deductions\_FSDetail.

Bu	udget Reporting	1
+	📙 Budget Analysis	
-	Budget Utilities	
	👻 퉬 Balance Sheet & Deductions	
	Budget Balance Sheet and Cash Flow	
	Budget Deductions	
	NYB_Deductions_FSDetail	
	NYB_Deductions_FSPayor	

2. Identify the Payor Groupings to use in the Patient Revenue by Payor column.

	NYB CONTRAC PKG FY18 Annual Budget	TUAL ALLOWANCE WORKSHEET						_
			Revenue	e		Current	Current	Rest of
	Payor	Description	Driver		Last Year	Budget	YTD	Year
		PATIENT REVENUE By Payor						
	Enter Payor Description>>						160,864,855	12
	Enter Payor Description > >						0	
	Enter Payor Description>>						0	
	Enter Payor Description>>						0	
	Enter Payor Description>>						0	
	Enter Payor Description>>						0	
	Enter Payor Description>>						0	
	Total IP	Total Inpatient Revenue			326,908,785	311,433,252	160,864,855	12
	Enter Payor Description>>						74,093,316	6
	Enter Payor Description > >						0	
	Enter Payor Description > >						0	
	Enter Payor Description > >						0	
	Enter Payor Description>>						0	
	Enter Payor Description > >						0	
	Enter Payor Description > >						0	
	Total OP	Total Outpatient Revenue			148,776,750	142,392,532	74,093,316	6
	Enter Payor Description>>						5,859,738	
	Enter Payor Description > >						0	
	Enter Payor Description>>						0	
	Enter Payor Description>>						0	
	Enter Payor Description>>						0	-
14 .	Instructions NYB_Deductions	ons_FSDetail /	4					•

3. Input your payor mix allocation percentages for Inpatient, Outpatient, and Other revenue in the **YTD**, **Rest of Year**, and **Projected Next Year Budget** columns.

**NOTE:** YTD generally comes from the decision support or billing system.

- 4. Initialize the report by pressing **F9**.
- 5. In the Refresh Variables dialog, do the following:
  - From the **Select BudgetGroup (Leave blank for ALL) (optional)** field, select a Budget Group, if applicable (or leave the field blank for all departments).
  - From the Select FSDetail grouping used for Bad Debt (optional) drop-down, select the group.
- 6. In the **Contractuals** section, identify the Revenue Driver for each contractual allowance account by selecting a category for each account.

NYB CONT	RACT	JAL ALLOWAN	CE WORKSHEET					-
FY18 Annual Budge	t							
				Pauapua		Current	Current	Port of
Pavor		Description		Driver	Last Year	Budget	YTD	Year
	Acct	Dept CONTRACTUALS						
	40000	107060 Capitation Adjustm	ent - EMA Laboratory	Total Gross	1,133,354	0	407,061	
	50000	25000 Medicare Allowance	Adjustment - EMC Deductions from Revenue	Total Gross	1,583,038	3,132,039	1,918,964	
	50050	25000 Home Health Disco	unt - EMC Deductions from Revenue	Total Gross	(390,467)	(562,551)	(332,098)	
	50100	25000 Mcare - Inpatient D	iscount - EMC Deductions from Revenue	Total Gross	109,305,859	134,048,815	53,659,967	
	50150	25000 Mcare - Outpatient	Discount - EMC Deductions from Revenue	Total Gross	32,655,814	23,060,272	16,142,607	
	50164	25000 Mcare - Other Disc	ount - EMC Deductions from Revenue	Total Gross	0	2,059	0	
	50170	25000 Mcare - Administra	ive Discount - EMC Deductions from Revenue	Total Gross	10	0	0	
	50190	25000 Mcare - SNF Discou	nt - EMC Deductions from Revenue	Total Gross	0	3,580	0	
	50500	25000 Medicaid Allow Adj	ustment - EMC Deductions from Revenue	Total Gross	2,948,869	99,993	670,831	
	50505	25000 Mcaid - Home Heal	th Discount - EMC Deductions from Revenue	Total Gross	373,869	1,136,898	129,045	
	50520	25000 Mcaid - Inpatient D	scount - EMC Deductions from Revenue	Total Gross	14,383,661	6,434,442	7,819,186	
	50530	25000 Mcaid - Outpatient	Discount - EMC Deductions from Revenue	Total Gross	6,112,709	3,697,043	3,410,071	
	50532	25000 Mcaid - Other Disc	unt - EMC Deductions from Revenue	Total Gross	44,264	113,606	33,843	
	51009	25000 BC - Allow Adjustm	ent - EMC Deductions from Revenue	Total Gross	1,591,660	1,696,679	674,679	
	51010	25000 BC - Inpatient Disco	unt - EMC Deductions from Revenue	Total Gross	14,944,982	22,964,886	7,338,867	
	51014	25000 BC - Other Discoun	- EMC Deductions from Revenue	Total Gross	18,422	63,390	10,164	
	51020	25000 BC - Outpatient Dis	count - EMC Deductions from Revenue	Total Gross	12,840,949	7,092,682	6,329,947	
	51025	25000 Medicare Select Dis	count - EMC Deductions from Revenue	Total Gross	330,968	309,309	171,789	
	51050	25000 PPO Contractual Al	owance - EMC Deductions from Revenue	Total Gross	6,802,826	4,444,211	3,308,131	
	51050	28420 PPO Contractual Al	owance - EMC Nutrition Center	Total Gross	0	590	0	
	51050	107060 PPO Contractual Al	owance - EMA Laboratory	Total Gross	805,476	0	304,977	
I I Instructions NY	B_Deductions_	FSDetail		•	'			•

- 7. After you complete the Revenue Driver assignment, press **F9** to update the relationships.
- 8. Scroll to the right and enter any desired adjustments for each account as dollar amounts or percentages.
- 9. In the **Net Revenue** section, review the results of the calculations.
- 10. To post the results to the database, in the Main ribbon tab, click Save.
- 11. Update the report and re-post whenever gross revenue or reimbursement assumptions change.
- 12. Run your Budget Income Summary report located at *Explorer > Budgeting Reports > Budget Income Summary*

#### Configuring the FSPayor report

This report uses the Acct.FSPayor grouping column to define Gross Revenue and Contractual Allowance categories.

To configure the FSPayor report:

1. In the Bud Admin task pane, in the Budget Reporting section, click Budget Utilities > Balance Sheet & Deductions, and double-click NYB\_Deductions\_FSPayor.

В	udget Reporting	1
۲	🍌 Budget Analysis	
-	🎍 Budget Utilities	
	👻 퉬 Balance Sheet & Deductions	
	Budget Balance Sheet and Cash Flow	
	Budget Deductions	
	NYB Deductions FSDetail	
	NYB_Deductions_FSPayor	

2. Identify the Payor Groupings to use in the FSPayor column. Update the coding in Acct.FSPayor to correspond to the payor categories defined for gross revenue as well as contractual allowance accounts.

G 18 Annual Budget							
							_
	Description	Rev	renue	Last Vear	Current	Current	
ayor	Description		iver	Last real	budget	TID	_
Select FSPavor >>	Double-click for ESPayor		-	-	0	0	
Select FSPavor >>	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	
Select FSPayor > >	Double-click for FSPayor			0	0	0	
Select FSPayor > >	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	
Select FSPayor >>	Double-click for FSPayor			0	0	0	

- 3. Initialize the report by pressing F9
- 4. In the Refresh Variables dialog, do the following:
  - From the Select BudgetGroup (Leave blank for ALL) (optional) field, select a Budget Group, if applicable (or leave the field blank for all departments).
  - From the Select FSDetail grouping used for Bad Debt (optional) drop-down, select the group.
  - From the Reset drivers to original, clear inputs drop-down, select Yes or No.
- 5. In the **Contractuals** section, identify the Revenue Driver for each contractual allowance account by selecting a category for each account.
- 6. After you complete the the Revenue Driver assignment, press **F9** to update the relationships.
- 7. Scroll to the right and enter any desired adjustments for each account as dollar amounts or percentages.

- 8. Review the results of the calculations in the Net Revenue section.
- 9. To post the results to the database, from the Main ribbon tab, click Save.
- 10. Update the report and re-post whenever gross revenue or reimbursement assumptions change.
- 11. Run your Budget Income Summary report located at *Explorer > Budgeting Reports > Budget Income Summary*.

## Comparing deductions models

There are three reports available for deductions modeling: Budget Deductions, FSDetail, and FSPayor. Use the following table to help you determine the most appropriate option.

Category	Budget Deductions	FSDetail	FSPayor		
Volumes by Payor	Yes	No	No		
Gross Revenue by Payor	Database or allocation	Allocation of total from input	Summarized from database		
Reimbursement	Multiple options	Gross less Contractual	Gross less Contractual		
Contractuals	Gross less Net Reimbursement	% of gross charges w/adjustment	% of gross charges w/adjustment		
Monthly Spread	Driven by monthly volume, revenue, or input	Driven by gross revenue spread	Driven by gross revenue spread		
GL Accounts	Summarized by Payor	Match to GL structure	Match to GL structure		

## Working with Current Year Forecasting

Axiom Budgeting and Performance Reporting 2020.3 provides reports and utilities that allow you to forecast the remaining periods of the current year based on actuals to date.

Review to verify that all computations on report are as you expected.

The final forecast will be the original forecast calculated by the Monthly Forecast plus any manual changes made in Monthly Forecast Adjustments. All changes are posted to **CYF20XX**.

## Configuring dimensions for current year forecasting

Before taking advantage of the Current Year Forecasting reports, populate the following columns in the dimension tables:

- CYFMethod column in the ACCT dimension table This column determines which forecasting method is applied to each account. Refer to the Monthly Forecast Utility report for a list of account types and the methods most commonly used for each of them.
- CYFDimGrp column in the DEPT dimension table This column determines which CYFMethod column each department uses to forecast accounts.

After you complete your changes to the ACCT dimension table, save your changes by clicking **Save** in the **Main** ribbon tab. To apply different sets of methods for different departments, create an additional column, and enter a method for each account. You determine which column each department refers to in the CYFDimGrp column of the DEPT dimension table.

Use the Dimension Maintenance utility to edit the ACCT and DEPT dimension tables.

## Configuring drivers on the Monthly Forecast Utility

After configuring dimensions for current year forecasting, you need to configure settings and key statistics on the **PROJDriver** tab of the Monthly Forecast Utility.

To configure drivers on the Monthly Forecast utility:

1. In the Bud Admin task pane, in the Financial Reporting section, click Financial Utilities > Current Year Forecast > Forecast Processing, and double-click Monthly Forecast Utility.



2. In the **PROJDriver** tab, define the high-level statistical drivers to apply when calculating the individual departmental forecast volumes.

Forecast	Volume Drivers										
		July	August	September	October	November	December	January	February	March	April
	Statistical Drivers:										
Code	Description		•								
PTDays	Patient Days	0	0	0	0	0	0	0.00%	0.00%	(2.00%)	(2.00%)
Admits	Admissions	0	0	0	0	0	0	0.00%	0.00%	(1.00%)	(1.00%)
Imaging	Diagnostic Imaging Tests	0	0	0	0	0	0	0.00%	0.00%	3.00%	3.00%
OPVisits	Out Patient Visits	0	0	0	0	0	0	0.00%	0.00%	2.00%	3.00%
		0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%
		0	0	0	0	0	0	0.00%	0.00%	0.00%	0.00%
* Note: If making cha Entity Code	inges to this tab, save the report and then refresh again and s Department Description	eve Dept data again IP Driver	o	OP Driver	0	Other Stat Driver	0				
	Default Entity Driver Assignments										
Default	Global Driver	Admits		OPVisits		PTDays					
	Entity Exceptions Enter Entity Code in C26 Global Driver	Admits		OPVisits		PTDays					
Dept	Departmental Exceptions										
	< Enter Dept Code										
	< Enter Dept Code										
	Enter Entity Code in C32										
	Global Driver										
Dept	Departmental Exceptions										
	< Enter Dept Code										
	< Enter Dept Code										
	< Enter Dept Code										
u a s sh Instructi	an Grantet Mathod? DOTDisor Albis Feet (1989).										

3. After you set up the drivers, in the Main ribbon tab, click Save.



## Processing the monthly forecast

The Monthly Forecast Utility runs the report by KHABgtCode in DEPT in dimensions. Results post to the CYF20XX table (where *20XX* is the current year) for each department and account using the projection methods that you selected.

**NOTE:** This is a custom report not designed to work with Quick Filter or Multipass.

To process the monthly forecast:

1. In the Bud Admin task pane, in the Financial Reporting section, click Financial Utilities > Current Year Forecast > Forecast Processing, and double-click Monthly Forecast Utility.



2. To view the current totals, click the Mthly\_Fcst\_Utility tab.

						1						
M	onthly	Fo	recast Utility									
PKG	ontiny	10	recuse officey									
For	he Period	Endin	a December 31, 2016									
2000	0-EMC Bala	ance	Sheet									
Initia	tive			Forecast	Budget							
ID	Acct		Description	Method	Туре	July	August	September	October	November	December	January
			Statistics									
	1	110	IP Procedures	Trend	KevIP	0	0	0	0	0	0	0
	1	110	IP Procedures	Trend	KeyOP	352	363	280	296	317	291	319
	1	213	OP Cases	Trend	KeyOP	100	133	106	100	151	167	136
	1	300	Calendar Days	Trend	KeyOth	372	372	360	372	360	372	372
	1	308	Items	Trend	KeyOth	5,815	6,608	5,870	6,141	6,323	5,709	6,061
			Total Statistics			6,639	7,476	6,616	6,909	7,151	6,539	6,888
			Revenues									
			Inpatient Revenue									
	1	31100	IP - Medicare	IP_Per_Unit		124,263	179,840	156,783	179,436	171,145	166,522	36,610,071
	1	31200	IP - Medicaid	IP_Per_Unit		3,615	11,658	9,973	12,030	13,638	17,309	2,553,882
	1	31300	IP - Blue Cross	IP_Per_Unit		12,278	11,176	26,235	9,029	7,380	11,804	2,916,215
	1	31400	IP - Commercial	IP_Per_Unit		1,562	4,193	856	17,563	4,740	2,464	1,174,581
	1	31500	IP - HMO/PPO	IP_Per_Unit		4,220	3,661	5,450	1,382	7,793	2,390	931,921
	1	31600	IP - Self Pay	IP_Per_Unit		2,880	620	4,332	990	422	10,232	729,062
	1	31900	IP - Other	IP_Per_Unit		22,528	17,896	37,529	11,519	19,302	27,719	5,109,515
			Total Inpatient Revenue			171,345	229,045	241,158	231,949	224,421	238,440	50,025,248
			Outpatient Revenue									
	1	32100	OP - Medicare	OP_Per_Unit		5,978	5,508	374	3,316	976	4,369	768,163
	1	32200	OP - Medicaid	OP_Per_Unit		0	0	0	0	0	136	5,091
	1	32300	OP - Blue Cross	OP_Per_Unit		306	442	408	1,139	160	1,020	130,081
	1	32400	OP - Commercial	OP_Per_Unit		0	0	0	0	102	(102)	0
	1	32500	OP - HMO/PPO	OP_Per_Unit		272	0	544	408	340	1,904	129,821
	1	32600	OP - Self Pay	OP_Per_Unit		0	0	0	0	408	(136)	10,182
	1	32900	OP - Other	OP_Per_Unit		82,431	51,700	72,106	42,768	65,619	48,580	13,596,165
	1	33100	ER - Medicare	OP_Per_Unit		0	0	0	0	136	0	5,091
14 4 5	1 N Instructio	33200	ER - Medicaid	OP_Per_Unit		0	0	0	0	0	0	0
			(Hunt) concounty									

- 3. To view the report, click the **Report** tab.
- 4. Review the results to verify that all computations on report are as you expected.

If the data seems to be in order, then the forecast data is now available to use. Practical uses of CYF20XX include but are not limited to:

- Budget Variance reports-Monthly projection section
- Budget integration with Financial Planning
- Projected Income Statement reporting

## Adjusting current year forecasts

There are two reports that allow you to enter overrides for current- year forecasts:

- Monthly Forecast Adjustments Allows for overrides at an income statement category level
- Dept. Specific Forecast Adjustments Allows for overrides for a specific dept/acct level

#### Processing monthly forecast adjustments

Use this report to changes the monthly forecast at an Income Statement Summary level. The report runs by KHABgtCode in DEPT in dimensions. It posts the results by department and account using the projection methods that you selected earlier to a table named CYF20XX, where *20XX* is the current year.

**To Process Monthly Forecast Adjustments:** 

1. In the Bud Admin task pane, in the Financial Reporting section, click Financial Utilities > Current Year Forecast > Forecast Adjustments, and double-click Monthly Forecast Adjustments.



2. In the **MonthlyFcstAdju** tab, enter changes in the blue cells for future months by positive or negative percent or whole number by each category.

Summary Forecast Adjustment Utility								
PKG								
For The Period Ending December 2017	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast
Consolidated	July	August	September	October	November	December	January	February
Revenues								
W 11 12								
Inpatient Revenue	29,414,756	29,714,316	28,441,698	28,795,099	29,821,151	28,425,988	0	0
% Adjustment							0.00%	0.00%
Amount Adjustment	0	0	0	0	0	0	0	0
Total Inpatient Revenue	29,414,756	29,714,316	28,441,698	28,795,099	29,821,151	28,425,988	0	0
Outpatient Revenue	12,868,134	14,851,177	13,308,008	13,855,068	13,828,683	13,127,527	0	0
% Adjustment							0.00%	0.00%
Amount Adjustment	0	0	0	0	0	0	0	0
Total Outpatient Revenue	12,868,134	14,851,177	13,308,008	13,855,068	13,828,683	13,127,527	0	0
Other Patient Revenue	19,677,338	18,950,831	22,829,058	20,558,124	20,853,578	21,317,519	0	0
% Adjustment							0.00%	0.00%
Amount Adjustment	0	0	0	0	0	0	0	0
Total Other Patient Revenue	19,677,338	18,950,831	22,829,058	20,558,124	20,853,578	21,317,519	0	0
Total Patient Revenue	61,960,228	63,516,323	64,578,764	63,208,292	64,503,411	62,871,034	0	0

3. To apply the adjustments to categories, you must first create a dummy department/account combination for each category in the dimensions, and then enter the dummy department/account combinations on the **Control** tab.

Report Control			
Optional Report Filter:			
Statement Area	DEPT	ACCT	Line Item Filters
Revenues			
Inpatient Revenue	0	0	Default - Default ACCT
Outpatient Revenue	0	0	Default - Default ACCT
Other Patient Revenue	0	0	Default - Default ACCT
Total Patient Revenue			
Deductions From Revenue			
Contractual Allowances	0	0	Default - Default ACCT
Other Discounts	0	0	Default - Default ACCT
Charity Services	0	0	Default - Default ACCT
Bad Debt	0	0	Default - Default ACCT
Total Deductions			
Net Detient Bevenue			
Net Patient Revenue			
Other Operating Revenue	0	0	Default - Default ACCT
outer operating levenue	Ū	0	benan benan see
Total Revenues			
Expenses			
Salaries & Wages	0	0	Default - Default ACCT
Benefits	0	0	Default - Default ACCT
Contract Labor	0	0	Default - Default ACCT
Professional Fees	0	0	Default - Default ACCT
Purchased Services	0	0	Default - Default ACCT
Medical Supplies	0	0	Default - Default ACCT
Drugs	0	0	Default - Default ACCT
Other Supplies	0	0	Default - Default ACCT
I + + H Instructions Control Summary MonthlyFcstAdj			4

- 4. Refresh the data to make sure you have the latest information by doing one of the following:
  - In the Main ribbon tab, in the Workbook Options group, click Refresh Data.



- Press F9.
- 5. In the Main ribbon tab, in the File Output group, click Publish > File Processing > Process File.

ditions Quick Filter	→ GoTo	<ul> <li>Freeze Panes</li> <li>Formula Bar</li> <li>Headings</li> </ul>	Publ	ish Reports Repo	rt	() Help	Security Manager	Close Axiom SW
ptions		Display	1	Print	-	Help	Security	Exit
🔕 KH Hon	ne 🗈	Monthly Forecast	Ac 📴	Email Workbook				
E12			=	Snapshot Workbook				
	<b>_</b>		- 🐻	File Processing	•	Process	s File	$\rightarrow$
Report	Con	trol	R	Save As	Q	Process	File Multipas	

- 6. Review the report to verify that all computations on report are as you expected.
- 7. After the reports runs, to save your changes, in the Main ribbon tab, click Save.



#### Processing Dept Specific Forecast Adjustments

Use this report to change the monthly forecast at a department/account level.

**To Process Dept Specific Forecast Adjustments:** 

1. In the Bud Admin task pane, in the Financial Reporting section, click Financial Utilities > Current Year Forecast > Forecast Adjustments, and double-click Dept Specific Forecast Adjustments.



- 2. Refresh the data to make sure you have the latest information by doing one of the following:
  - In the Main ribbon tab, in the Workbook Options group, click Refresh Data.



- Press F9.
- 3. In the DeptSpecificFcstAdj tab, make the appropriate changes in the blue cells.

Dept Sp	ecific Forecast Adj	ustments											
For The Period	Ending December 31, 2016												
17879-EPG Clinic	Administration		Forecast	Budget									
Acct	Description	CYFDimGrp	Method	Type	July	August	September	October	November	December	January	February	March
	Total Benefits				0	0	0	0	0	0	0	0	0
	Supplies												
	Total Supplies				0	0	0	0	0	0	0	0	0
	Other Expenses												
63120	Fees - Management	CYFMethod	Rolling12	OtherExp	25,000	25,000	25,000	25,000	25,000	15,000	0	0	0
68200	Advertising	CYFMethod	Annual	OtherExp	650	650	1,300	0	1,300	0	0	0	0
69700	Insurance	CYFMethod	Annual	OtherExp	0	0	0	0	27,220	0	0	0	0
69900	Miscellaneous	CYFMethod	Annual	OtherExp	0	107	0	0	0	0	0	0	0
69950	Rebates/Repayments	CYFMethod	RemBud	OtherExp	0	0	0	0	0	0	0	0	0
	Total Other Expenses				25,650	25,757	26,300	25,000	53,520	15,000	0	0	0
	Total Expenses				25,650	25,757	26,300	25,000	53,520	15,000	0	0	0
	Excess Revenues Over Expenses fro	om Operations			(25,650)	(25,757)	(26,300)	(25,000)	(53,520)	(15,000)	0	0	0

- 4. Do one of the following:
  - To process only selected departments, in the Main ribbon tab, in the File Output group, click Publish > File Processing > Process File.

ditions Quick Go Filter	Freeze Panes     Formula Bar     Headings	Publ	ish Reports	Report Tips	() Help	Security Manager	Close Axiom SW
ptions	Display		Print	•	Help	Security	Exit
KH Home	Monthly Forecast A	1	Email Workbool	¢ I			
E12	•		Snapshot Work	book F			
<u>  </u>		- 🙀	File Processing	•	Process	File	
Report C	ontrol	2	Save As	1	Process	File Multipas	

 To process for all the departments, click Publish > File Processing > Process File Multipass.

## Working with Flexible Budgeting

The Flexible Budgeting utility analyzes the impact of volume changes on the budgets for accounts that normally flex or change in proportion to volume changes.

Often, it does not make sense to hold managers accountable for meeting fixed, overall budget targets when their department can be severely impacted by volume, a variable out of their control. Hence, Flexible Budgeting seeks to correct departmental targets for volume variances, allowing managers to focus on rate and efficiency variances ("How much does it cost to provide services on a per-unit basis?").

#### Defining volume statistics

Before we can correct for volume, we must first define how volume is to be measured. Different organizations and departments measure volume differently, so as part of the Flex Budgeting setup process, you need to specify which statistics in the Axiom Budgeting and Performance Reporting database you will use to measure volume for each department and account.

Commonly used statistics include patient days, revenue, square footage, visits, encounters, and so on.

#### Target setting for flexible budgets

The Flex Budget for a department/account equals the Budget Amount (how much the department is expected to spend) divided by the key volume statistic (how much volume the department expects to handle), multiplied by actual volume for the period.

Refer to individual report instructions to see whether and how flexible budget data can be used.

## Setting up flexible budgets

To compute a flexible budget, you must set up flexible budgets by doing the following:

- Modify columns in your ACCT and DEPT dimension tables to reflect how and how much various departments and accounts should flex.
- Specify any exceptions using the Flex Budget Setup utility.
- Process the FlexCalculator by Month report utility.

Set up columns in your DEPT and ACCT dimension tables to specify how and how much various department and account budgets will flex.

#### Modify the ACCT and DEPT dimension tables

Change the ACCT and DEPT dimension tables to reflect how departments and accounts should flex.

To modify the ACCT and DEPT dimension tables:

- 1. Use the Dimension Maintenance utility to open the DEPT and ACCT dimension tables.
- 2. In the DEPT dimension table, make changes to the following columns:
  - FlexGroup Used to identify groups of departments for flex budget exceptions. Valid entries are either a group name or NA.
  - FlexDept Used to indicate if a department should be flexed or not. Valid entries are Yes or No.

If there are multiple departments in your organization that should flex in the same manner, you can assign a group name in the FlexGroup column of the DEPT dimension table. In the following example below, the departments in the Imaging flex group will all flex per the same settings:

E	DEPT X								
D9	~ 10	000	6	110					
	A B	C D	E	AA	AB	AC	AD	AE	^
2 3 4 5	Data Type String Length	Integer	String 100	String 50	String 25	String 25	String 25	String 25	
678	Description	DEP	Description	FPNode <b>T</b>	FРТүр€▼	FlexGroup	FlexDep <b>•</b>	CYFDimGr <b>•</b>	ShowC
105		27200	EMC Radiology - MRI (JobCode)	MHS_MMC	Ancillary	Imaging	Yes	CYFMethod	
106		27210	EMC Radiology - CT Scan	MHS_MMC	Ancillary	Imaging	Yes	CYFMethod	
107		27220	EMC Radiology - Nuc Med (JobCode Target)	MHS_MMC	Ancillary	Imaging	Yes	CYFMethod	
108		27230	EMC Radiology - Vascular Procedure	MHS_MMC	Ancillary	Imaging	Yes	CYFMethod	
109		27240	EMC Radiology - Diagnostics	MHS_MMC	Ancillary	Imaging	Yes	CYFMethod	
111		27270	EMC Radiology - OP	MHS_MMC	Ancillary	Imaging	Yes	CYFMethod	
112		27280	EMC Radiology - Ultrasound	MHS_MMC	Ancillary	Imaging	Yes	CYFMethod	
310									
311									

- 3. In the ACCT dimension table, as part of the budget process, each department should have key statistics that define the department's key budget drivers. For this step, assign each account with what variety of statistic should be the variable driver for that account. A few examples:
  - Inpatient Revenue would use KeyIP as a default type of statistic.
  - Medical Supplies would use KeyToT to represent the combined inpatient/outpatient statistics.

	ACCT X									
D9	~ 10	0								
	A B	C D	E	0	Р	Q	R	S	т	^
23				-11			11	9		6
4	Data Type	Integer	String	String	Numeric	String	Integer	String	String	
5	String Length		100	25		25		25	25	
		Account								
6	Description	Number								
8	Delete Rows	ACCT 🔻	Description	FlexSta 🔻	FlexPercen 🔻	FlexGrout 🔻	KHABgtCode 🔻	KHAIn 🔻	BudgetTyp	
9		100	Patient Days	KeylP	1.00	Statistic	100	Stat Rev	KeylP	-0
10		105	Nursery Days	KeylP	1.00	Statistic	105	Stat_Rev	KeyIP	
11		106	Deliveries	KeylP	1.00	Statistic	106	Stat_Rev	KeyIP	
12		110	IP Procedures	KeylP	1.00	Statistic	110	Stat_Rev	KeylP	
13		111	IP Units	KeylP	1.00	Statistic	111	Stat_Rev	KeyIP	
14		112	IP Visits	KeylP	1.00	Statistic	112	Stat_Rev	KeyIP	
15		113	IP Cases	KeylP	1.00	Statistic	113	Stat_Rev	KeyIP	
16		114	IP Minutes	KeylP	1.00	Statistic	114	Stat_Rev	KeyIP	
17		115	IP Meals	KeylP	1.00	Statistic	115	Stat_Rev	KeyIP	
18		120	IP RVUs	120	1.00	Statistic	120	Stat_Rev	OthStat	
19		200	Observation Days	KeyOP	1.00	Statistic	200	Stat_Rev	KeyOP	
20		210	OP Procedures	KeyOP	1.00	Statistic	210	Stat_Rev	KeyOP	
21		211	Visits	КеуОР	1.00	Statistic	211	Stat_Rev	KeyOP	
22		212	Visits	КеуОР	1.00	Statistic	212	Stat_Rev	KeyOP	
23		213	OP Cases	KeyOP	1.00	Statistic	213	Stat_Rev	KeyOP	$\sim$
14	► H ACCT				<				>	

Review and modify the following columns, as necessary:

• FlexStat – Use to assign the default type of statistic account to use as the variable driver for each account.

**NOTE:** The **BudgetType** column also identifies each account's statistic type as KeyIP, KeyOP, or KeyOth.

#### Allowable values are:

Value	Definition
KeyTot	Total key statistic for the department
KeyIP	Inpatient revenue key statistic
КеуОР	Outpatient revenue key statistic
KeyOth	Other key statistics
Stat Acct Number	For any statistic account or any account driven by a specific statistic account
NA	Any account to be excluded from the flex calculations

- FlexPercent Use this to identify fixed or variable percent. You must enter these as a percentage. Set all variable accounts to between 0 and 100%.
- **FlexGroup** Use this to identify Flex Budget groups for flexible budget exceptions. Use the group name(s) created by you, except for all statistics which should be assigned as *Statistic*. The default value is *NA*.

#### Define flex budget parameters

The Flex Budget Setup utility allows you to configure exceptions to override the Dept and Acct flex settings:

- Dept.FlexGroup/Account override
- Dept/Acct.FlexGroup override
- Dept/Acct override

				Ж	1
Flexible Budget Setup				Save	
✓ Show Time Series					
➤ Show Flex Parameters					
Department Range Exceptions					
This is an exception table for groups of Depts defined in the o	dimension for an Account				
Department FlexGrou	p Acct	FlexStatistic	FlexPercent		
+ Add Department Range Exception					
Radiology-Supplies - General Radiology	62100	KeyTot	50.00%		
Dept / Account Range Exceptions					
This is an exception table for Groups of Accounts for a Depar	rtment				
Department Dept	FlexGroup	FlexStatistic	FlexPercent		
+ Add Dept / Account Range Exception					
EMC Radiology - MRI (JobCode)-Supplies 27200	Supplies	KeyTot	40.00%		
Dept / Account Exceptions					
This is an exception table for a specific Dept / Account					
🗊 Department Dept	Acct	FlexStatistic	FlexPercent		
+ Add Dept / Account Exception					
27280-Salaries - Regular 27280	60100	KeyTot	80.00%		

To define flex budget parameters:

1. In the Bud Admin task pane, in the Financial Reportingsection, click Financial Utilities > Flex Budget, and double-click FlexBudgetSetup.

Fi	ina	ncial Reporting							
*		📙 Financial Reporting							
*		Financial Utilities							
		🎍 Alerts							
	•	🎍 Current Year Forecast							
	•	🅌 Data Audit							
		Data Input							
		🌽 Data Reconciliation							
		Dimension System Structure Reports							
		Dimension Update Utilities							
	Ŧ	🕌 Flex Budget							
		Flex Budget Setup							
		FlexBudgetSetup							
		FlexCalculator by Month							

2. In the Time Series section, complete the following:

**NOTE:** By default, the TimeSeries fields are updated automatically based on your system period.

Option	Description
Actual TimeSeries	The time series for actual.
<b>Budget TimeSeries</b>	The time series for budget.
Flexible Budget TimeSeries	The time series for flex budget.

3. In the Flex Parameters section, complete the following:

**NOTE:** This section uses the column names that currently exist in the DEPT and ACCT dimension tables. You should only have to change these if you use another column name to store this information in the dimensions. The default data on this form are the recommended Kaufman Hall settings. Before making any changes to the default values using the following table, please consult your Kaufman Hall Implementation Consultant or Customer Success Representative.

Option	Description
Group Column for Dept Exceptions	The column name in the DEPT dimension used to identify Flex Budget groups for flexible budget exceptions. The default value is FlexGroup.
Group Column for Acct Exceptions	The column name in the DEPT dimension used to identify Flex Budget groups for flexible budget exceptions. The default value is FlexGroup.

Option	Description
Group Column for Stat Code	The column in the ACCT dimension used to assign the default type of statistic account to use as the variable driver for each account. The default value is FlexStat.
Group Code for Flex %	The column in the ACCT dimension used to identify fixed or variable percent. The default value is FlexPercent.
Defining Key Statistic Dimension	The dimension where the Acct Key Statistic types reside: ACCT or DEPT. The default value is Acct.
Acct Key Statistic Type Filter	<ul> <li>GroupCode - The column in the ACCT dimension used to identify each statistic account's statistic type.</li> <li>Element - The account's statistic type.</li> <li>The default value is BudgetType.</li> </ul>

4. To make exceptions, do the following:

#### Department Range Exceptions

Configure exceptions for groups of departments defined in the dimension for an account.

- a. Click + Add Department Range Exception.
- b. In the Add Department Range Exceptions dialog, in the FlexGroup field, type the name of the group from the DEPT dimension for which you would like to create an exception.
- c. In the Acct field, type the number of the account for which you would like to create an exception within the group.
- d. In the **FlexStatistic** field, type the column to use to calculate volume for the group.
- e. In the **FlexPercent** field, type the percentage of the budget that will flex in proportion to the selected FlexStatistic.
- f. Click Save.

#### Dept/Account Range Exceptions

Configure exceptions for groups of accounts for a department.

- a. Click + Add Dept/Account Range Exception.
- b. In the Add Dept/Account Range Exceptions dialog, in the Deptfield, type the department number for which you would like to create an exception.
- c. In the **FlexGroup** field, type the FlexGroup name from the ACCT dimenson.
- d. In the **FlexStatistic** field, type the column to use to calculate volume for the group.
- e. In the **FlexPercent** field, type the percentage of the budget that will flex in proportion to the selected FlexStatistic.
- f. Click Save.

### Dept/Account Exceptions

Configure exceptions for a specific department/account.

- a. Click + Add Dept/Account Exception.
- b. In the Add Dept/Account Range Exceptions dialog, in the Deptfield, type the department number for which you would like to create an exception.
- c. In the Acct field, type the account number.
- d. In the **FlexStatistic** field, type the column to use to calculate volume for the group.
- e. In the **FlexPercent** field, type the percentage of the budget that will flex in proportion to the selected FlexStatistic.
- f. Click Save.
- 5. After making your changes, click **Save** in the upper right corner of the page.

Flexible	e Budget Setup	)				$\rightarrow$	Save
<ul><li>Show Tin</li><li>Show Fle</li></ul>	ne Series x Parameters						
Department	Range Exceptions						
This is an ex	ception table for groups of D	epts defined in the dime	nsion for an Account				
Û	Department	FlexGroup	Acct	FlexStatistic	FlexPercent		
+ Add Depar	rtment Range Exception						
Radiolo	ogy-Supplies - General	Radiology	62100	KeyTot	50.00%		

### Process flexible budget data

The FlexCalculator by Month report computes the flexible budget by department and account when run as a multipass process.

FLEXIBL	E BUDGET CALCULA	TOR												
			Driver	Init		Flex	Acct	Default		Dept Range		Acct Range		Dept / Acct
teresti terminist										Exception		Exception		Exception
26310 - EMC 3	East	Driver	Row	ID	Туре	Percent	FlexGroup	Driver	%	Driver	%	Driver	%	Driver
	Kay Statistics													
	key statistics													
	Key Inpatient Statistic	KeyIP												
	Key Outpatient Statistic	KeyOP												
	Key Other Statistic	KeyOth												
KeyTOT	Total Key Statistics	КеуТОТ												
				_										
	Account Flex Calculations													
			_											
	Expenses													
	a advice Brouler	11			a la dia dia dia dia dia dia dia dia dia di	75.000		11	75.000	Not Defined		Not Defined		Not Defend
6010	o Salaries - Regular	Keylot	31	1.3	salaries	75.0%	NA	KeyTot	75.0%	Not Defined		Not Defined		Not Defined
6011	0 Salaries - Overtime	Keylot	31	1	salaries	75.0%	NA	Keylot	75.0%	Not Defined		Not Defined		Not Defined
6012	0 Salaries - Non-Productive	Keylot	31		salaries	/5.0%	NA	Keylot	/5.0%	Not Defined		Not Defined		Not Defined
6110	o Employee Annuity	Keylot	31		senetits	0.0%	NA	KeyTot	0.0%	Not Defined		Not Defined		Not Defined
6120	0 Medical Insurance	Keylot	31	11	senetits	0.0%	NA	Keylot	0.0%	Not Defined		Not Defined		Not Defined
6122	o Group Term Life	Keylot	31		Benefits	0.0%	NA	Keylot	0.0%	Not Defined		Not Defined		Not Defined
6123	Disability insurance	Keylot	31		Benefits	0.0%	NA	KeyTot	0.0%	Not Defined		Not Defined		Not Defined
6150	C Fick - Social Security	KeyTot	31	1	Benefits	0.0%	NA	KeyTot	0.0%	Not Defined		Not Defined		Not Defined
6151	0 Employee Benefits - PDO	KeyTot	31		Supplies	75.00	NA	KeyTot	75.00	Not Defined		Not Defined		Not Defined
6210	o supplies deleral	KeyTot	31		supplies	73.0%	NA	KeyTot	75.0%	Not Defined		Not Defined		Not Defined
6210	Supplies - Uniforms	KeyTot	31	1 1	supplies	75.0%	NA	KeyTot	75.0%	Not Defined		Not Defined		Not Defined
0213	o supplies - Med Surg Nonbilable	KeyTot	31		supplies	75.0%	supplies	Keyfot	75.0%	Not Defined		Not Defined		Not Defined
6214	o supplies - Med Surg Billable	Keylot	31	1	supplies	/5.0%	supplies	KeyTot	/5.0%	Not Defined		Not Defined		Not Defined
6232	o Supplies - Food/Catering	Keylot	31	1	Supplies	/5.0%	NA	KeyTot	/5.0%	Not Defined		Not Defined		Not Defined
6314	o rees other	Keylot	31		otherExp	0.0%	NA	Reylot	0.0%	Not Defined		Not Defined		Not Defined
6410	o Telephone	Keylot	31	1 1	OtherExp	0.0%	NA	Keylot	0.0%	Not Defined		Not Defined		Not Defined
6620	u Telephone	KeyTot	31	1 1	UtherExp	0.0%	NA	Keylot	0.0%	Not Defined		Not Defined		Not Defined
H + + H Instructio	ns Report	and at				13 1362			•					•

To process the FlexCalculator by Month report:

1. In the Bud Admin task pane, in the Financial Reportingsection, click Financial Utilities > Flex Budget, and double-click FlexCalculator by Month.



 In the Main ribbon tab, in the File Output group, click Publish > File Processing > Process File Multipass.

Itions Quick GoTo Filter → Headings	Publish	Reports Rep	ort	? Help	Security Manager	Close Axiom SW
Attions     Display       Image: Construction of the second se	oy Mi 💆 E	rint mail Workbook	1	Help	Security	Exit
K33 •	=== I 📑 S	napshot Workbook ile Processing	•	Process	s File	
	S S	ave As	Q	Process	s File Multipas	

**NOTE:** In addition to this report, the flex amounts resulting from the flex budgeting calculations reside in a table named **FLX20XX**, where *XX* is the current year.

# Using flexible budget data in reports

You can use flexible budget data in place of regular budget data in various reports. Two of the many examples include:

• Budget Variance by Dept. – his report prompts you to select Flex or regular budget data when refreshed. You can find this report in the Financial Reporting section of the Bud Admin task pane. Navigate to Financial Reporting > Report Packages > Manager > Budget Variance by Dept.

Select Deparment (Dept.RptMap)	
Choose a value for DEPT.	Choose Value.
Select Fixed (BUD) or Flexible Budget	(FLX) to compare:
FLX	Ŷ
Select periods to populate remaining r	nos of monthly trend s
BUD	

- Variance Comments Collection To use flex budgeting values rather than current year budget values for comparisons in Variance Comments Collection, do the following:
  - In the Bud Admin task pane, in the Financial Reporting section, click Financial Utilities > System Setup, and double-click VCC\_Threshold.
  - 2. From the Comparison Time Series drop-down, select Flex.

Tole	rance Level for Alerts		
C	ustom Filter for Alert Processing:	(Dept.Manager='Chris Sparks' o	r Dept=101010)
C	omparison Time Series	Flex	•
R	evenue & Usage Comparison	Budget	
FI	ag Max Positive Variances as Required	Flex	
		Three Month Average	
0	se H_JCHours for Paid Hours filter	Last Month	
A	ctivate Variance Comments Collection tab on Month End Review Dashboard	Same Month Last Year	

For more information on configuring tolerance levels for Variance Comments Collection, see Setting variance thresholds.

Refer to individual report instructions to see whether and how flexible budget data can be used.

# **Managing Plan Files**

The topics in this section address how to purge and restore budget plan files.

To archive plan files, see Archiving current year plan files.

# Managing restore points

You can create custom restore points and you can delete existing restore points that are no longer needed. For example, you may be preparing to open the file group for end user input, and you want to manually create a restore point before users start editing plan files.

To manage restore points:

- 1. In the Explorer task pane, in the File Groups section, right-click the budget to manage the restore points for, and click Manage Restore Points.
- 2. Do any of the following:
  - To create a new restore point, click **New**. Enter a description for the new restore point, and then click **OK**. The date/time for the new restore point will be the current date/time.
  - To delete a restore point, select the restore point, and then click **Delete**. This action simply deletes the restore point so that it is no longer available for selection; it does not delete the associated plan file versions from the database audit history.

**NOTE:** Restore points are automatically deleted when the plan file versions associated with the restore points are no longer available in the database audit history.

The availability of restore points and the associated plan files depend on your system purge settings, as defined in the Scheduler system job System.SystemDataPurge.

The setting Audit History: Number of days to keep system history determines how long old plan file versions are stored in the database. For example, if this option is set to 15 days (the default setting), then you can only restore plan files from the last 15 days; anything older than that has been purged from the database. Therefore, Axiom Software also uses this setting to automatically delete old restore points from the same time frame, since those restore points no longer have any plan files available to restore.

For more information, see Configuring plan file purging.

# Restoring archived plan files

**NOTE:** For instructions on archiving, see Archiving current year plan files.

You can reverse the archive process by restoring the previous versions of plan files using the restore point created by the Archive Current Year Plan Files command. However, the previous versions of the plan files are only available until they are deleted by the system Scheduler job Purge System Data, which by default runs nightly and deletes old items based on a configured time frame. The restore point is only intended as a safeguard for a situation where the command is run accidentally, so that the plan files can be restored immediately. It is not intended to be used to convert the plan files back to "live" plan files at a later date. The archive process is permanent except for this short-term safeguard.

This feature is limited to administrators and to users with one of the following security permissions: Administer File Groups (for all file groups) or Modify File Group (for specific file groups). Users with the Administer File Groups permission can restore all plan files for all file groups, even if the user does not otherwise have access to those files. Users with the Modify File Group permission can only restore plan files for which the user has read/write access.

**NOTE:** If a plan file is deleted, it cannot be restored using restore points. Restore points can only restore earlier versions of existing plan files.

When restoring plan files, you first select a restore point and then you select the plan files to restore.

To restore archived plan files:

- 1. In the Explorer task pane, in the File Groups section, right-click the budget for the file to restore, and click Restore Plan Files.
- 2. On the first screen of the Restore Plan Files dialog, select the restore point to use, and then click **Next**. Restore points are identified by date/time and description.
- 3. On the second screen of the dialog, select the plan files to restore, and then click **Finish**.

This screen only lists the plan files that have been changed since the date/time of the selected restore point. You can select individual plan files or you can select the check box in the header to restore all of the plan files. You can use Axiom grid features to sort and filter the list.

If no plan files have been changed since the selected restore point, a message displays to inform you of this.

The restore process creates a new plan file version that is a copy of the version from the selected restore point, and that new version becomes the active version. For example, imagine that the current plan file version is version 10, and you want to restore version 9. The system creates version 11 of the plan file, which is a copy of version 9. Both version 9 and 10 still exist as independent versions in the document history for the plan file.

# Configuring plan file purging

When setting the number of days to purge, we recommend keeping the number of days to a minimum because it can affect the system performance as a result of storing plan file copies for an extended period of time.

To configure plan file purging:

1. In the Admin ribbon tab, click Scheduler.



2. In the Schedule Jobs tab, double-click System.SystemDataPurge.

Job Se	ervice						
Scheduled Jobs	Event Remote Data Job Handlers Connections Results	Refresh					
	Service View	Actions					
😰 Schedu	led Jobs						
ID	Job	User	Status	Server	Priority	Start Time	Due
1552049	System.SMTPMessageDelivery	System	Working	SKHCSB02-System	Scheduled Job	6/8/2018 09:00	
1551991	51991 System.ProcessNotification System		Working	SKHCSB02-System	Scheduled Job	6/8/2018 09:01	
1552174	i2174 System.SystemDataPurge System		Pending		Scheduled Job	6/12/2018 22:00	8.94 hours
1552175	System IndexMaintenance	System	Pendina		Scheduled Job	6/13/2018 03:15	14.19 hou

3. On the left side of the screen, click Tasks > SystemDataPurgeTask.

Job Se	ervice									
			<b>^</b>		÷	1		×		
New O	)pen	Save	Close	Run Once	Add	Move Up	Move Down	Remove Selected	Clear All	
		Job					Tasks			
🕼 Schedul	led Job	s 🗋	) System	.SystemD	ataPurge					
Genera	al			> Task	Control					
Job Var	riables			🗸 Task	Details					
Schedu Event H Notifica	uling R Handle ation	ules rs		<u>а</u> т	he system	n will au	tomatic	ally purg	e data re	cords that are older than the specified threshold values.
▲ Tasks Sys Job Re:	stemDa sults	DataPurgeTask Scheduler Results								
	,	T		Number of days to keep result history 15						
		-		SMTP	Message	s				

4. In the Number of days to keep result history field, type the number of days to keep the archived file, and click Save.

Job Service	
New Open Save Close	Run Add Move Move Remove Clear
loh K	Once - Up Down Selected All
Scheduled Jobs	n.SystemDataPurge
General	> Task Control
Job Variables	✓ Task Details
Scheduling Rules Event Handlers Notification 4 Tasks	The system will automatically purge data records that are older than the specified threshold values.
Scheduling Rules Event Handlers Notification Tasks SystemDataPurgeTask Job Results	The system will automatically purge data records that are older than the specified threshold values.      Scheduler Results     Number of days to keep result history

# Working with Reports

Reports use Axiom file functionality to bring in data from the database, and if desired, to save data back to the database. You can use any Axiom file feature in a report except calc method libraries.

Report files, unlike other Axiom files, are not associated with any file group. You can bring in data from any table. For example, if you have two file groups that are configured to save data back to two different tables (or to different columns in the same table), you can use a report to compare the data.

### Report structure

Axiom reports are free-format. When you create a new report, you can use various query options to bring data anywhere into the report, and you can use spreadsheet functionality to format the report and calculate values such as subtotals and percentages.

Reports can have any number of sheets. Each sheet can be configured to bring in data from the database, and, if desired, save data back to the database. If you want to use an Axiom query on a sheet, or save data to the database from a sheet, that sheet must be configured on the Control Sheet. Other Axiom file functionality, such as Axiom functions or GoTo bookmarks, do not require the sheet to be configured on the Control Sheet.

### Reports Library

Report files are stored in the Axiom Software database. To make it easy to access and organize reports, Axiom Software supports a virtual folder structure known as the Reports Library.

Each report is assigned to a folder in the Reports Library. When you open reports, you can navigate through the Reports Library structure to quickly locate the report that you want to open.

The Reports Library is managed by using Axiom Explorer. If you are an administrator, or if you have Administer Axiom Explorer rights, then you can use Axiom Explorer to create report folders, move reports between folders, and delete existing reports.

You can also save reports outside of the Axiom Software database—for example, to your local computer or to a network folder. In this case the file is considered to be a non-managed file. It is recommended to maintain all reports as managed files unless you have a compelling reason to use a non-managed file.

### Report output and distribution

In addition to the standard output options for Axiom files—such as the ability to take a snapshot of an Axiom file—report files can use the File Processing feature.

Using file processing, you can refresh a report file and perform output and distribution actions such as saving a snapshot copy of the file, emailing a snapshot copy of a file, or exporting data to a CSV/TXT file. You can process the file "as is," or perform Multipass processing on the file, where the file is processed multiple times using a unique filter for each pass.

### Saving data to the database

In addition to viewing data, you can also use reports to calculate data and save data back to the database. In certain circumstances, it may be more appropriate to use a report to save data rather than plan files or driver files. If a report file has been configured to save to the database, you can use the Save button in the File Options group to save data.

Contact Kaufman Hall Support if you are unsure about the best way to manage a certain set of data.

# **Budgeting reports**

Axiom Budgeting and Performance Reporting 2020.3 comes with a variety of standard budget reports, organized within the following folders and subfolders.

**TIP:** In some reports, you can drill down to specific data to view how the values were calculated. For more information, see Drilling data: Using Drill Down.

### Budgeting Analysis reports

The following reports allow you to view general budget data. For examples of these reports, see Analysis reports.

Report	Description
Budget Account Analysis	Use to analyze the proposed budget compared to last year actual, current year budget, and current year projected for an individual account by department. Comments entered into the budget plan files also show on the report to assist with the analysis.
Budget FTE Comparison	Use to analyze the proposed budget for FTE compared to last year actual, current year budget, year-to-date actual, and current year projected by department.

Report	Description
Budget Key Statistics By Department	Use to view highlighted key statistic trends across multiple fiscal years.
Budget Per Unit Analysis	Use to analyze per-unit amounts by comparing the current year projection to next year's budget for Patient Revenue, Salaries, Supplies, and Other Expenses.
Budget Plan Questions	Use to report on inputs from the Plan tab in plan files.
Budget Red Flag Analysis	Use to review the comments and explanations for accounts flagged in the budget plan files because they exceeded the defined red-flag threshold. The report shows year-to-date actual and current year projection compared to the proposed budget request. The report also includes fields for the adjustments and comments posted from the budget workbook for each account.
Budget Salary Comparison	Use to analyze salary variances for the proposed budget compared to the current year projection. The report also includes prior year and current year actual history to use for comparison.
Budget Salary Rate Analysis	Use to analyze departmental average hourly-rate variances in the proposed budget. The report shows prior year and current year actual history and projection compared to the new budget. The variance is broken out into two different categories—FTE and Rate Effect.
Budget Summary by Department	Use to analyze total-expense variances by department, comparing the proposed budget to the current-year projection. The report shows prior-year actual, current- year actual, and current-year budget history.
Budget Threshold Analysis	Use to analyze account categories by applying a low and high threshold for variances. Historical data for last-year actual and current-year budget are also included.
Budget Workbook Changes for CYB and NYB	Use to view highlighted areas where users made inputs in the yellow cells in budget plan files.

## Budgeting Statement reports

The following reports are designed for budget analysis. For examples of these reports, see Statement reports.

Report	Description
Budget Income Detail	Use to analyze the proposed budget-by-income statement category compared to last-year actual, current-year budget, current-year projected, year-to-date actual, and current-year annualized. Each category shows all values for all accounts in that category.
Budget Income Financial Plan	Use to view annuals income statement comparisons across multiple scenarios.
Budget Income Scenarios	Use to analyze the proposed budget by FSDetail category compared to the Baseline Budget, NYBScenario1, and NYBScenario2. BudScenario1 and BudScenario2 are fields in the database used to store the results of different sets of driver files. You can use this report to compare passes of the budget (BudPass1, BudPass2).
Budget Income Summary	Use to summarize the proposed budget by FSDetail category compared to last-year actual, current-year budget, current-year annualized, and current-year projected.
Budget Monthly Dept P&L	Use to review the monthly spread by account for the proposed budget by Budget Type category for an individual department. This report is often used to provide the department manager with a final copy of their month- by-month budget.

### Initiative Analysis reports

The following reports are designed for budget analysis of new initiatives. For examples of these reports, see Initiative Analysis reports.

Report	Description
Budget Income Summary-Initiative	Use to review new initiatives by Income Statement category.
Budget Income Summary-Initiative Monthly	Use to review new initiatives by Income Statement category by month.
Income Statement by Initiative ID	Use to review new initiatives side-by-side for multiple initiatives.
Initiative Summary	Use to review new initiatives by department by category, with monthly FTEs.

## Payroll Analysis reports

The following reports are designed for payroll budget analysis. For examples of these reports, see Payroll Analysis reports.

Report	Description
FTE Additions and Changes by JobCode	Use to review the FTE summary by department by JobCode, highlighting changes made to the projected year and budget in the plan files.
FTEs by Department	Use to review the FTE summary by department, including prior-year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget.
FTEs by Department by JobCode	Use to review FTE report by department by job code, including prior-year actual, current-year budget, and year- to-date actual. The proposed budget is compared to year- to-date actual as well as the current-year budget.
FTEs by JobCode	Use to review the FTE report by job code, including prior- year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget.
Monthly FICA by Department	Use to show monthly total FICA expense by department for both current-year projected and next-year budget. Monthly expense shows for next-year budget. Designed for use by clients who budget FICA in a central department or to review the overall monthly spread of FICA expense.
Monthly FTE Target Variance by Department	Use to review a department summary of the FTE variance by month for next year's budget to the department target.
Monthly FTEs by Department	Use to review a department summary of total FTEs by month for next year's budget. Designed to be used to review the monthly spread of total FTEs as well as by department.
NYB Hours and Dollars by Employee	Use to review hours and dollars by employee, job code, paytype, and department. To use this report, the department must use the employee labor option in plan files.
Worked Hours Per Unit by Department by JobCode	Use to compare the projected and NY Budget by Provider to the current year by selected DataType.

### Provider Budget Analysis reports (optional feature)

The following reports are designed for physician analysis. For examples of these reports, see Running Provider Budget Analysis reports.

**NOTE:** You can also find these same reports in the Financial Reporting section > Financial Reporting > Provider Analysis.

Report	Description
Current Period vs Previous Comparison	Use to compare current period vs previous period information by provider as well as last year actual. You can select the data type to analyze in the report.
Current Period vs Previous Comparison_CPT	Use to compare current period vs previous period information by CPT or CPT Summary category and last year actual. You can select the data type to analyze in the report.
CY Actual vs Budget Comparison	Use to compare current period and year-to-date actual vs budget information by provider and last year actual. You can select the data type to analyze in the report.
CY Actual vs Budget Comparison_CPT	Use to compare current period and year-to-date actual vs budget information by CPT or CPT Summary code and last year actual. You can select the data type to analyze in the report.
NY Budget Comparison	Use to compare current year projections with next year's budget.
NY Budget Comparison_CPT	Use to compare current year projections with next year's budget by CPT or CPT Summary category.
Provider Key Indicators By Month	Use to compare month-by-month values for last year, current year, and target by data type.
Provider Key Indicators By Month_ Rolling 12	Use to compare month-by-month values for the most recent 12 months by data type.
Provider Revenue Per Encounter	Use to compare the current month to the prior three- month average for different years for revenue per encounter.
Provider Revenue Per RVU	Use to compare the current month to the prior three- month average for different years for revenue per RVU.
Provider Revenue Per WRVU	Use to compare the current month to the prior three- month average for different years for revenue per WRVU.

Report	Description
Provider Volume by Specialty	Use to compare actual vs budget volume by data type for the current period and year-to-date, subtotaled by provider specialty.
Provider Volume by Specialty_ Monthly	Use to show monthly totals by provider, for a chosen data type and year, subtotaled by provider specialty.
Provider Compensation Benchmark	Use to compare the proposed budget salary to a salary target for each provider. The target is factored for the budget FTE.
Provider Compensation Comparison	Use to compare the calculated budget salary under each of the available compensation methods, by provider, to evaluate the cost of moving providers to another model or standardizing the compensation model. There is also a comparison of the current year vs proposed budget salary cost per work RVU to test if the compensation is changing +\- the Hold Harmless percentage.

Provider Budget Compensation reports (optional feature)

The following reports are designed for payroll/provider budget analysis. For examples of these reports, see .

Report	Description
Provider Compensation Benchmark	Use to compare the proposed budget salary to a salary target for each provider. The target is factored for the budget FTE.
Provider Compensation Comparison	Use to compare the calculated budget salary under each of the available compensation methods, by provider, to evaluate the cost of moving providers to another model or standardizing the compensation model.

## Analysis reports

These reports are designed for budget analysis.

### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Budget Analysis.** For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Budget Reporting section, click Budget Analysis > Budget Analysis.

#### Budget Reporting

- 🕶 퉬 Budget Analysis
  - \_My Report

		ji _iviy Reports
	-	퉬 Budget Analysis
		Budget Account Analysis
		🔊 Budget FTE Comparison
		🔊 Budget Key Statistics By Department
		🔊 Budget Per Unit Analysis
		🔊 Budget Plan Questions
		🖾 Budget Red Flag Analysis
		🖾 Budget Salary Comparison
		🖾 Budget Salary Rate Analysis
		🖾 Budget Summary by Dept
		🖾 Budget Threshold Analysis
		🖾 Budget Workbook Changes For CYB and NYB
	►	🍌 Budget Statements
	►	🍌 Custom Reports
	►	🍌 FTE Reports
	►	🎍 Initiatives Analysis
	►	🎍 Payroll Analysis
	•	퉬 Provider Budget
•		Budget Utilities

Budget Income Detail

Use to analyze the proposed budget compared to last year actual, current year budget, and current year projected for an individual account by department. Comments entered into the budget plan files also show on the report to assist with the analysis.

Budget Account Analysis KHA Health For The Budget Year 2018							
Account 60100- Salaries - Regular							
Dept Description	2016 Last Yr Actual	2017 Current Yr Budget	2017 Current Yr Projected	2018 Proposed Budget	Projected Yr Variance	Projected Var %	Comments
10000 EHS Business Development	16,577	0	0	0	0	0.00%	
17840 EHS Sports Medicine	240,262	190,381	196,604	211,461	(14,857)	(7.56%)	
17880 EPG Phys Clinic-Occ Hith Midtown	505,175	409,225	550,629	791,511	(240,882)	(43.75%)	
17885 EPG Phys Clinic-Occ Hlth/West	366,469	635,492	556,668	771,926	(215,258)	(38.67%)	
17891 EPG Phys Clinic-Uptown	815,199	1,074,381	1,319,837	1,448,578	(128,741)	(9.75%)	
17895 EPG Phys Clinic-West	287,349	180,000	39,003	185,920	(146,917)	(376.69%)	_
19000 EHS Trust	2,484,722	4,530,968	2,337,303	2,562,407	(225,105)	(9.63%)	
19060 EHS Corporate Communications	330,245	384,192	314,784	323,277	(8,494)	(2.70%)	_
19080 EHS Teleservices	218,988	227,883	231,861	240,994	(9,133)	(3.94%)	
19100 EHS Accounting Operations (Employee)	392,554	333,424	329,009	347,728	(18,719)	(5.69%)	
19105 EHS Payroll	41,428	116,193	113,168	119,629	(6,461)	(5.71%)	
19110 EHS Administrative Finance	156,170	162,710	188,024	240,354	(52,330)	(27.83%)	
19150 EHS Information Services	1,091,056	1,113,324	1,127,213	1,174,863	(47,649)	(4.23%)	
19160 EHS Audit Services	67,855	56,692	51,506	55,419	(3,914)	(7.60%)	
19170 EHS Medical Information Network	510,105	551,946	656,475	678,020	(21,545)	(3.28%)	
19185 EHS Corporate Health Services	160,259	167,207	155,270	160,895	(5,626)	(3.62%)	
19220 EHS Human Resources	409,116	445,360	449,144	465,855	(16,711)	(3.72%)	
19250 EHS Performance Improvement	70,682	78,076	63,502	70,102	(6,600)	(10.39%)	-
19370 EHS Risk Management And Safety	137,053	142,729	150,760	158,423	(7,663)	(5.08%)	-

### Budget FTE Comparison

Use to analyze the proposed budget for FTE compared to last year actual, current year budget, year-todate actual, and current year projected by department.

### Paid FTE Comparison

KHA Health For The Budget Year 2018

		2016	2017	2017	2017	Projected	2018	Projected	
		Actual	Budget	YTD	Projected	YTD	Budget	Budget	Variance
Dept	Description	FTEs	FTEs	FTEs	FTEs	Variance	FTEs	Variance	Percent
10000	EHS Balance Sheet	0.71	1.03	0.00	0.00	0.00	0.00	0.00	0.0%
17840	EHS Sports Medicine	7.04	6.85	6.84	6.83	(0.01)	6.80	0.02	0.4%
17880	EPG Phys Clinic-North	6.12	7.23	6.71	10.22	3.51	10.91	(0.69)	(6.7%)
17885	5 EPG Phys Clinic-East	1.99	3.97	3.39	5.47	2.09	5.76	(0.29)	(5.3%)
17891	EPG Phys Clinic-South	3.56	4.06	4.04	4.04	0.01	4.05	(0.01)	(0.2%)
17895	5 EPG Phys Clinic-West	1.79	0.00	1.01	1.01	(0.00)	1.00	0.00	0.3%
19000	EHS Administration	25.89	23.60	26.81	26.65	(0.17)	26.32	0.33	1.2%
19060	EHS Corporate Communications	8.68	10.04	8.32	8.30	(0.01)	8.27	0.03	0.4%
19080	EHS Teleservices	5.86	6.25	6.17	6.16	(0.01)	6.14	0.02	0.3%
19100	EHS Accounting Operations (Employee)	11.07	10.13	9.15	9.14	(0.02)	9.10	0.03	0.4%
19105	5 EHS Payroll	0.97	3.04	3.08	3.08	(0.00)	3.07	0.01	0.3%
19110	EHS Administrative Finance	3.30	3.41	3.34	4.22	0.88	4.33	(0.11)	(2.5%)
19150	EHS Information Services	22.90	17.63	23.23	23.14	(0.09)	22.96	0.18	0.8%

### Budget Key Statistics By Department

### Use to view highlighted key statistic trends across multiple fiscal years.

### Key Statistic Summary

KHA Health For The Budget Year 2018

			2016	2017	2017	2017	2017	2018	Projection	Budget
Department	Name	Statistic Name	Actual	Budget	YTD	Annualized	Projected	Budget	Variance	Variance
	THE Belleves cheet	Columbus Davis	0.005	6 600	5 500	0.004			0.004	
10000	EHS Balance Sneet	Calendar Days	8,395	2,289	2,269	8,384	0	0	8,384	0
17840	EHS Sports Medicine	Calendar Days	365	243	243	365	365	364	0	1
17880	EPG Phys Clinic-North	Calendar Days	1,095	729	729	1,094	1,096	1,134	(3)	(38)
17885	EPG Phys Clinic-East	Calendar Days	730	486	486	729	730	755	(1)	(25)
17891	EPG Phys Clinic-South	Calendar Days	730	486	486	729	729	727	0	2
17895	EPG Phys Clinic-West	Calendar Days	365	243	243	365	365	364	0	1
19000	EHS Administration	Calendar Days	1,096	729	729	1,094	729	727	365	2
19060	EHS Corporate Communications	Calendar Days	365	243	243	365	365	364	0	1
19080	EHS Teleservices	Calendar Days	365	243	243	365	365	364	0	1
19100	EHS Accounting Operations (Employee)	Calendar Days	365	243	243	365	365	365	(1)	0
19105	EHS Payroll	Calendar Days	365	243	243	365	365	364	0	1
19110	EHS Administrative Finance	Calendar Days	365	243	243	365	365	366	(1)	(1)
19150	EHS Information Services	Calendar Days	365	243	243	365	365	364	0	1
19160	EHS Audit Services	Calendar Days	365	243	243	365	365	364	0	1
19170	EHS Medical Information Network	Calendar Days	365	243	243	365	365	364	0	1

### Budget Per Unit Analysis

Use to analyze per-unit amounts by comparing the current year projection to next year's budget for Patient Revenue, Salaries, Supplies, and Other Expenses.

#### BUDGET PER UNIT ANALYSIS

KHA Health For The Budget Year 2

For The Bu	dget Year 2018																
					Patient Revenue		Salaries				Supplies			Other Expense			
			Projected	Budget	2017	2018		2017	2018		2017	2018		2017	2018		
	Dept Description	KeyStatDesc	KeyStat	KeyStat	Projected	Budget	Variance	Projected	Budget	Variance	Projected	Budget	Variance	Projected	Budget	Variance	
	17840 EHS Sports Medicine	Calendar Days	365	364	0.00	0.00	0.00%	687.46	728.64	5.99%	6.44	6.44	(0.00%)	206.38	206.95	0.27%	
	17880 EPG Phys Clinic-North	Calendar Days	1,096	1,134	1,097.49	1,097.49	0.00%	591.87	794.62	34.25%	51.18	53.21	3.97%	1,104.32	101.58	(90.80%)	
	17885 EPG Phys Clinic-East	Calendar Days	730	755	1,064.69	1,064.69	0.00%	887.72	1,146.87	29.19%	80.93	84.17	4.00%	1,123.81	180.40	(83.95%)	
	17891 EPG Phys Clinic-South	Calendar Days	729	727	3,495.93	3,495.93	(0.00%)	1,911.11	2,123.70	11.12%	0.09	0.09	0.00%	2,517.97	2,489.39	(1.13%)	
	17895 EPG Phys Clinic-West	Calendar Days	365	364	140.27	140.27	0.00%	152.53	548.26	259.45%	0.00	0.00	0.00%	831.59	833.58	0.24%	
	19000 EHS Administration	Calendar Days	729	727	0.00	0.00	0.00%	8,349.48	5,308.77	(36.42%)	463.57	463.57	0.00%	(24,532.61)	(29,417.34)	19.91%	
	19060 EHS Corporate Communications	Calendar Days	365	364	0.00	0.00	0.00%	1,163.59	1,211.64	4.13%	73.03	73.03	0.00%	5,066.51	5,074.35	0.15%	
	19080 EHS Teleservices	Calendar Days	365	364	0.00	0.00	0.00%	846.31	924.51	9.24%	25.31	25.31	0.00%	84.60	74.49	(11.95%)	
	19100 EHS Accounting Operations (Employee)	Calendar Days	365	365	0.00	0.00	0.00%	1,359.40	1,532.06	12.70%	42.92	44.64	4.00%	105.78	106.80	0.96%	
	19105 EHS Payroll	Calendar Days	365	364	0.00	0.00	0.00%	509.83	609.61	19.57%	38.03	38.03	0.00%	78.74	78.95	0.27%	
	19110 EHS Administrative Finance	Calendar Days	365	366	0.00	0.00	0.00%	715.15	884.78	23.72%	11.75	12.22	4.00%	210.16	9.30	(95.57%)	
	19150 EHS Information Services	Calendar Days	365	364	0.00	0.00	0.00%	4,263.55	4,449.91	4.37%	185.25	185.25	0.00%	12,149.78	12,183.06	0.27%	
	19160 EHS Audit Services	Calendar Days	365	364	0.00	0.00	0.00%	212.71	219.14	3.03%	0.51	0.51	0.00%	19.39	19.44	0.27%	
	19170 EHS Medical Information Network	Calendar Days	365	364	0.00	0.00	0.00%	2,547.34	2,613.92	2.61%	59.90	59.90	0.00%	950.39	845.59	(11.03%)	
	19185 EHS Corporate Health Services	Calendar Days	365	364	0.00	0.00	0.00%	571.95	598.04	4.56%	12.53	12.53	0.00%	173.87	156.97	(9.72%)	
	19220 EHS Human Resources	Calendar Days	365	364	0.00	0.00	0.00%	1,646.54	1,688.34	2.54%	44.11	44.11	0.00%	1,093.65	1,083.51	(0.93%)	
	19250 EHS Performance Improvement	Calendar Days	365	364	0.00	0.00	0.00%	283.48	304.89	7.55%	0.56	0.56	0.00%	254.41	255.10	0.27%	

### Budget Plan Questions

Use to report on inputs from the Plan tab in plan files.

Budget Pla KHA Health	n Questions								
Dept	Description	item Number	Objectives	Risk Factors	Factors That May Aid In Accomplishing The Objectives	Provide Any Operational Factors That Will Not Occur Next Year	Provide Any New Operational Factors That May Occur Next Year	Quality Improvement Plan	Labor Productivity Plan
27200	EMC Radiology - MRI (JobCode)	1	To develop a budget that meets all the	Unknown contract rates for	Managing FTE's and keeping labor in line with our strict	None that I am aware.	Increased hiring of physicians and opening multiple clinices.	Implementating a LEAN	

### Budget Red Flag Analysis

Use to review the comments and explanations for accounts flagged in the budget plan files because they exceeded the defined red-flag threshold. The report shows year-to-date actual and current year projection compared to the proposed budget request. The report also includes fields for the adjustments and comments posted from the budget workbook for each account.

Budget Red Flag Analysis												
KHA Health												
For The Budget Year 2018												
			Last Yr	Current Yr	YTD	Current Yr Projection	Current Yr Projection	Proposed Current Yr	Budget Percentage	Budget Amount	Proposed	
Department Description	Account	Description	Actual	Budget	Actual	Calculated	Adjustments	Projection	Adjustments	Adjustments	Budget	Variance
		1										
17840 EHS Sports Medicine	60100	Salaries - Repular	240.262	190 381	127 487	69.117		196.604	0.00%		211.461	(14.857)
17840 EHS Sports Medicine	60120	Salaries - Non-Productive	8.376	21 152	6.256	1 577		7.832	0.00%		4.825	3.008
17880 EPG Phys Clinic-North	60100	Salaries - Regular	505.175	409.225	290,993	259.636	0	550.629	0.00%	0	791.511	(240,882)
17880 EPG Phys Clinic-North	60120	Salaries - Non-Productive	52.331	45.470	12.883	9,308	0	22.191	0.00%	0	28.375	(6.184)
17880 EPG Phys Clinic-North	61200	Medical Insurance	20.458	23,400	18 046	9.964	0	28.011	0.00%	0	11	27.999
17880 EPG Phys Clinic-North	61230	Disability Insurance	3,495	3.690	1 959	1.082	0	3.041	0.00%	0	11	3 030
17980 EPG Phys Clinic-North	61300	FICA - Social Security	31.689	31.715	19 700	23 173		42.874	0.00%	0	51.512	(8.638)
17880 EPG Phys Clinic-North	61510	Employee Benefits - PDO	10.846	2,735	(13,741)	5,239	0	(8,502)	0.00%	0	16.450	(24,952)
17885 EPG Phys Clinic-East	60100	Salaries - Regular	366.469	635.492	301.912	254,757	0	556.668	0.00%	0	771,926	(215,258)
17885 EPG Phys Clinic-East	60120	Salaries - Non-Productive	13.354	70.609	22,106	4.050	0	26.155	0.00%	0	12.331	13.825
17885 EPG Phys Clinic-East	61200	Medical Insurance	15.660	31,188	14.860	8.035	0	22,896	0.00%	0	6	22,890
17885 EPG Phys Clinic-East	61300	FICA - Social Security	16.662	49,909	17,764	18,995	0	36,759	0.00%	0	44.328	(7.569)
17885 EPG Phys Clinic-East	61510	Employee Benefits - PDO	14.803	2.793	(11.150)	10.087	0	(1.054)	0.00%	0	31,482	(32,546)
17891 EPG Phys Clinic-South	60100	Salaries - Regular	815,199	1,074,381	841,090	478,747	0	1,319,837	0.00%	0	1,448,578	(128,741)
17891 EPG Phys Clinic-South	61200	Medical Insurance	28.829	44,871	24,790	14,110	0	38,900	0.00%	0	42,695	(3.794)
17891 EPG Phys Clinic-South	61300	FICA - Social Security	35.669	53,289	35.543	(6.616)	0	28.927	0.00%	0	46,603	(17.676)
17895 EPG Phys Clinic-West	60100	Salaries - Regular	287,349	180,000	(21,328)	60.331	0	39.003	0.00%	0	185,920	(146.917)
17895 EPG Phys Clinic-West	61300	FICA - Social Security	33,604	0	(2,667)	16,513	0	13,846	0.00%	0	9,206	4,640
19000 EHS Administration	60100	Salaries - Regular	2,484,722	4,530,968	1,497,924	839,379	0	2,337,303	0.00%	0	2,562,407	(225,105)
19000 EHS Administration	60120	Salaries - Non-Productive	459,650	502,065	90,868	22,500	0	113,368	0.00%	0	68,755	44,613
19000 EHS Administration	60900	Salaries - Emp Incentive	2,300,000	0	1,802,000	0	0	1,802,000	0.00%	0	0	1,802,000
19000 EHS Administration	61100	Employee Annuity	65,315	(30,712)	(35,807)	10,743	0	(25,064)	0.00%	0	32,797	(57,861)
19000 EHS Administration	61200	Medical Insurance	390,670	544,696	213,431	54,394	0	267,825	0.00%	0	166,053	101,771
19000 EHS Administration	61220	Group Term Life	4,270	4,116	7,349	1,873	0	9,222	0.00%	0	5,717	3,504
19000 EHS Administration	61240	WC Insurance	726,646	668,494	488,457	124,485	0	612,943	0.00%	0	380,030	232,913

### Budget Salary Comparison

Use to analyze salary variances for the proposed budget compared to the current year projection. The report also includes prior year and current year actual history to use for comparison.

#### Budget Salary Comparison

KHA Health

For The Budget Year 2018

		2016 Actual	2017 YTD	2017 Annualized	2017 Projected	Proj-Annual	2018 Budget	Bud-Proj	Variance	
Dept	Description	Dollars	Dollars	Dollars	Dollars	Variance	Dollars	Variance Dollars	Percent	
10000	EHS Balance Sheet	19,169	. 0	0	0	0	0	0	0.0%	
17840	EHS Sports Medicine	248,640	133,742	200,614	204,436	(3,823)	216,286	(11,850)	(5.8%)	1
17880	EPG Phys Clinic-North	559,957	306,967	460,450	577,441	(116,991)	824,539	(247,098)	(42.8%)	R
17885	EPG Phys Clinic-East	379,823	324,017	486,026	582,824	(96,798)	784,257	(201,433)	(34.6%)	Re
17891	EPG Phys Clinic-South	1,180,783	841,090	1,261,635	1,319,837	(58,202)	1,448,578	(128,741)	(9.8%)	ł.
17895	EPG Phys Clinic-West	592,240	(21,328)	(31,992)	39,003	(70,995)	185,920	(146,917)	(376.7%)	R
19000	EHS Administration	5,267,636	3,399,715	5,099,573	4,266,153	833,420	2,645,049	1,621,104	38.0%	Re
19060	EHS Corporate Communications	368,300	228,571	342,857	346,026	(3,169)	359,589	(13,563)	(3.9%)	1
19080	EHS Teleservices	242,225	169,606	254,410	256,434	(2,024)	268,092	(11,658)	(4.5%)	1
19100	EHS Accounting Operations (Employee)	444,908	242,539	363,808	367,013	(3,205)	385,357	(18,344)	(5.0%)	1
19105	EHS Payroll	47,376	91,440	137,160	137,955	(796)	141,767	(3,811)	(2.8%)	1
19110	EHS Administrative Finance	168,661	129,105	193,657	214,735	(21,078)	264,147	(49,411)	(23.0%)	R
19150	EHS Information Services	1,287,747	881,753	1,322,630	1,317,374	5,256	1,336,095	(18,721)	(1.4%)	ł.
19160	EHS Audit Services	81,859	43,043	64,565	64,501	64	66,288	(1,788)	(2.8%)	ł.
19170	EHS Medical Information Network	571,221	482,058	723,086	724,213	(1,127)	740,956	(16,742)	(2.3%)	ł.
19185	EHS Corporate Health Services	177,978	118,175	177,263	178,169	(906)	184,006	(5,837)	(3.3%)	1
19220	EHS Human Resources	451,303	333,219	499,828	499,493	335	508,533	(9,040)	(1.8%)	ł.
19250	EHS Performance Improvement	82,276	55,393	83,090	85,135	(2,045)	90,650	(5,515)	(6.5%)	ł.

### Budget Salary Rate Analysis

Use to analyze departmental average hourly-rate variances in the proposed budget. The report shows prior year and current year actual history and projection compared to the new budget. The variance is broken out into two different categories—FTE and Rate Effect.

Budget Salary Rate Analysis										
KHA Health										
For The Period Ending February 28, 2017										
	Last Year	Current	Projected	Budget	Proj-Current	Bud-Current	Bud-Proj	FTE	FTE Rate	Total Bud-Proj
Dept Description	Aug Rate	Avg Rate	Aug Rate	Avg Rate	% Var	% Var	% Var	Efficiency	Effect	Variance
10000 EHS Balance Sheet	\$13.13	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%	50	\$0	50
17840 EHS Sports Medicine	\$20.29	\$17,25	\$17.64	\$18.71	2.28%	8.51%	6.09%	(\$970)	\$15,201	\$14,230
17880 EPG Phys Clinic-North	\$49.29	\$36.15	\$30.52	\$39.72	(15.58%)	9.88%	30.16%	\$56,756	\$208,797	\$265,553
17885 EPG Phys Clinic-East	\$103.16	\$74.52	\$56.94	\$72.26	(23.60%)	(3.04%)	26.91%	\$43,457	\$183,608	\$227,065
17891 EPG Phys Clinic-South	\$167.97	\$161.06	\$165.69	\$183.17	2.37%	13.17%	10.55%	\$3,798	\$147,315	\$151,113
17895 EPG Phys Clinic-West	\$170.82	(\$16.21)	\$26.58	\$95.55	(263.99%)	(689.48%)	259.45%	(\$546)	\$143,850	\$143,304
19000 EHS Administration	\$136.21	\$128.31	\$109.81	\$70.50	(14.41%)	(45.05%)	(35-80%)	(\$48,295)	(\$2,152,023)	(\$2,200,318)
19060 EHS Corporate Communications	\$24.22	\$24.24	\$24.55	\$25.59	1.32%	5.60%	4.23%	(\$1,629)	\$17,872	\$16,242
19080 EHS Teleservices	\$34.08	\$23.21	\$24.08	\$26.31	3.76%	13.36%	9,25%	(\$944)	\$28,447	\$27,508
19100 EHS Accounting Operations (Employee)	\$22.59	\$23.41	\$26.11	\$29.53	11.50%	26.11%	13.10%	(\$1,992)	\$64,782	\$62,789
19105 EHS Payroll	\$35.19	\$26.37	\$29.05	\$34.74	10.15%	31.73%	19.59%	(\$632)	\$36,294	\$35,662
19110 EHS Administrative Finance	\$29.98	\$33.68	\$29.75	\$15.99	(11.67%)	6.87%	21.00%	\$7,990	\$56,197	\$64,106
19150 DHS Information Services	\$31.64	\$31.76	\$32.29	\$33.87	1.66%	6.63%	4.90%	(\$12,581)	\$75,491	\$62,910
19160 EHS Audit Services	\$30.79	\$36.37	\$36.45	\$37.57	0.21%	3.28%	3.06%	(5247)	\$2,367	\$2,120
19170 EHS Medical Information Network	\$24.11	\$28.53	\$28.57	\$29.14	0.17%	2.17%	2.00%	\$1,099	\$10,627	\$21,726
19185 EHS Corporate Health Services	\$20.58	\$20.78	\$21.01	\$22.00	1.10%	5.88%	4.73%	(5939)	\$9,810	\$8,870
19220 EHS Human Resources	\$23.95	\$25.71	\$26.04	\$26.75	1,28%	4.06%	2.74%	(52,875)	\$16,354	\$13,479
19250 EHS Performance Improvement	\$23.34	\$23.25	\$24.14	\$25.97	3.80%	11.69%	7.61%	(\$358)	\$7,833	\$7,475
19370 EHS Risk Management And Safety	\$29.62	\$28.92	\$30.40	\$33.92	5.14%	17.30%	11.57%	(5833)	\$22,999	\$22,166
20000 EMC Balance Sheet	\$58.55	\$0.00	\$0.00	\$0.00	0.00%	0.00%	0.00%	50	\$0	50
26100 EMC Nursing Administration	\$27.70	\$29.31	\$29.66	\$30.62	1.17%	4,46%	3.25%	(\$4,523)	\$39,860	\$35,337
26140 EMC Emergency Room (CDM)	\$23.26	\$25.53	\$26.02	\$27.63	1.91%	8,24%	6.21%	\$100,948	\$243,664	\$344(612
26230 EMC CV5	\$27.34	\$27.46	\$27.83	\$28.88	1.34%	5.17%	3.78%	(\$13,566)	\$51,611	\$38,045
26310 EMC 3 East	\$20.23	\$21.94	\$22.36	\$23.61	1.90%	7.63%	5.62%	(\$17,960)	\$151,070	\$133,110
26320 EMC 3 West	\$20.47	\$21.50	\$21.39	\$21.25	(0.47%)	(1.16%)	(0.68%)	\$2,527	(\$17,423)	(\$14,896)
26340 EMC CCU (Staffing)	\$27.55	\$28.95	\$30.67	\$31.45	5.96%	8.64%	2.53%	\$265,069	\$47,596	\$312,666
26350 EMC AICU	\$26.29	\$26.06	\$26.95	\$27.51	0.32%	2,42%	2.09%	\$36,022	\$70,796	\$106,818
26430 EMC Well Baby Nursery	\$27.84	\$30.08	\$30.86	\$12.96	2.61%	9.58%	6.79%	(\$4,478)	\$15,990	\$11,512
26440 EMC Mother/Baby	\$21.77	\$22.12	\$22.39	\$23.20	1,21%	4.90%	3.64%	\$88,917	\$92,886	\$181,003
26450 EMCNICU	\$30.25	\$33.30	\$32.72	\$32.33	(1.72%)	(2.91%)	(1.22%)	\$934,702	(\$41,822)	\$892,880

### Budget Summary by Department

Use to analyze total-expense variances by department, comparing the proposed budget to the currentyear projection. The report shows prior-year actual, current-year actual, and current-year budget history.

### Budget Total Expense Summary by Dept

KHA Health

For The Period Ending February 28, 2017

		Actual	Budget	dget YTD-Actual Annualized Project		Projected	Budget	Projection	Annualized
Dept	Description	2016	2017	2017	2017	2017	2018	Variance	Variance
10000	EHS Balance Sheet	18,110,306	20,830,204	12,870,231	19,305,347	0	0	0	19,305,347
17840	EHS Sports Medicine	354,659	323,216	212,155	318,233	328,154	342,434	(14,280)	(24,202)
17880	EPG Phys Clinic-North	1,838,384	1,923,628	1,184,414	1,776,621	1,915,123	1,076,625	838,498	699,997
17885	EPG Phys Clinic-East	1,484,700	2,460,228	982,150	1,473,225	1,527,497	1,065,635	461,861	407,589
17891	EPG Phys Clinic-South	2,890,503	3,297,572	2,147,569	3,221,353	3,228,860	3,353,821	(124,961)	(132,468)
17895	EPG Phys Clinic-West	1,469,122	266,184	36,047	54,070	358,709	502,305	(143,597)	(448,235)
19000	EHS Administration	(4,411,667)	(15,164,945)	(9,197,180)	(13,795,770)	(11,459,565)	(17,190,111)	5,730,546	3,394,341
19060	EHS Corporate Communications	2,696,540	2,708,568	1,527,548	2,291,322	2,297,491	2,311,529	(14,038)	(20,207)
19080	EHS Teleservices	334,730	333,813	225,614	338,421	348,542	372,342	(23,800)	(33,921)
19100	EHS Accounting Operations (Employee)	588,070	511,024	332,663	498,995	550,457	614,475	(64,018)	(115,480)
19105	EHS Payroll	89,662	165,921	130,931	196,396	228,391	264,119	(35,728)	(67,723)
19110	EHS Administrative Finance	231,492	234,914	209,069	313,603	342,024	331,705	10,318	(18,102)
19150	EHS Information Services	6,110,175	6,341,677	4,162,540	6,243,809	6,050,183	6,113,496	(63,312)	130,314
19160	EHS Audit Services	103,039	81,642	56,494	84,741	84,786	86,913	(2,127)	(2,171)
19170	EHS Medical Information Network	1,012,980	1,023,163	845,733	1,268,600	1,296,758	1,279,319	17,439	(10,719)

### Budget Threshold Analysis

Use to analyze account categories by applying a low and high threshold for variances. Historical data for last-year actual and current-year budget are also included.

### Budget Threshold Report

-										
KHA Health										
For The Budg	get Year 2018			500 High Threshold						
				(500) Low Threshold						
Acct.FSSumm	ary = 'E_Salaries' AND INITIATIVEID.INITIATIVEID	= 1			Last Year	Current	Current	Proposed		
DEPT	Description	Acct	Туре	Account	Actual	Budget	Projection	Budget	Variance	Var %
17840	0 EHS Sports Medicine	60100	Expense	Salaries - Regular	240,262	190,381	196,604	211,461	(14,857)	(7.6%)
17880	0 EPG Phys Clinic-North	60100	Expense	Salaries - Regular	505,175	409,225	550,629	791,511	(240,882)	(43.7%)
1788	5 EPG Phys Clinic-East	60100	Expense	Salaries - Regular	366,469	635,492	556,668	771,926	(215,258)	(38.7%)
1789	1 EPG Phys Clinic-South	60100	Expense	Salaries - Regular	815,199	1,074,381	1,319,837	1,448,578	(128,741)	(9.8%)
1789	5 EPG Phys Clinic-West	60100	Expense	Salaries - Regular	287,349	180,000	39,003	185,920	(146,917)	(376.7%)
19000	0 EHS Administration	60100	Expense	Salaries - Regular	2,484,722	4,530,968	2,337,303	2,562,407	(225,105)	(9.6%)
19060	0 EHS Corporate Communications	60100	Expense	Salaries - Regular	330,245	384,192	314,784	323,277	(8,494)	(2.7%)
19080	0 EHS Teleservices	60100	Expense	Salaries - Regular	218,988	227,883	231,861	240,994	(9,133)	(3.9%)
1910	0 EHS Accounting Operations (Employee)	60100	Expense	Salaries - Regular	392,554	333,424	329,009	347,728	(18,719)	(5.7%)
1910	5 EHS Payroll	60100	Expense	Salaries - Regular	41,428	116,193	113,168	119,629	(6,461)	(5.7%)
19110	0 EHS Administrative Finance	60100	Expense	Salaries - Regular	156,170	162,710	188,024	240,354	(52,330)	(27.8%)
19150	0 EHS Information Services	60100	Expense	Salaries - Regular	1,091,056	1,113,324	1,127,213	1,174,863	(47,649)	(4.2%)
1916	0 EHS Audit Services	60100	Expense	Salaries - Regular	67,855	56,692	51,506	55,419	(3,914)	(7.6%)
19170	0 EHS Medical Information Network	60100	Expense	Salaries - Regular	510,105	551,946	656,475	678,020	(21,545)	(3.3%)

Budget Workbook Changes for CYB and NYB

Use to view highlighted areas where users made inputs in the yellow cells in budget plan files.

#### Changes to Projection and Budget from Workbook

KHA Health												
For The Budget	Year 2018					Current Yr	Current Yr	Proposed	Budget	Budget		
User Selection: 1	7840 - EHS Sports Medicine		Last Yr	Current Yr	YTD	Projection	Projection	Current Yr	Percentage	Amount	Proposed	
Dep	Description	Acct Description	Actual	Budget	Actual	Calculated	Adjustments	Projection	Adjustments	Adjustments	Budget	Variance
1784	0 EHS Sports Medicine	60100 Salaries - Regular	240,262	190,381	127,487	69,117	0	196,604	0.00%	0	211,461	(14,857)
1784	0 EHS Sports Medicine	60110 Salaries - Overtime	2	(68)	0	0	0	0	0.00%	0	0	0
1784	0 EHS Sports Medicine	60120 Salaries - Non-Productive	8,376	21,152	6,256	1,577	0	7,832	0.00%	0	4,825	3,008 _
1784	0 EHS Sports Medicine	61100 Employee Annuity	4,445	4,330	2,060	1,089	0	3,149	0.00%	0	3,331	(183) _
178-	0 EHS Sports Medicine	61200 Medical Insurance	14,712	21,128	14,156	7,483	0	21,639	0.00%	0	22,893	(1,254) _
1784	0 EHS Sports Medicine	61220 Group Term Life	283	206	170	90	0	259	0.00%	0	274	(15) _
1784	0 EHS Sports Medicine	61230 Disability Insurance	555	456	499	264	0	762	0.00%	0	806	(44) _
1784	0 EHS Sports Medicine	61300 FICA - Social Security	18,673	18,273	9,846	6,019	0	15,865	0.00%	0	16,546	(681)
178-	0 EHS Sports Medicine	61510 Employee Benefits - PDO	10,684	9,686	2,924	1,546	0	4,469	0.00%	0	4,728	(259) _
1784	0 EHS Sports Medicine	62100 Supplies - General	1,727	3,466	1,566	783	0	2,349	0.00%	0	2,342	6 _
178-	0 EHS Sports Medicine	63140 Fees - Other	50,000	50,004	25,000	16,667	0	41,667	0.00%	0	41,667	۰ _
178-	0 EHS Sports Medicine	64100 Repairs	0	0	731	365	0	1,095	0.00%	0	1,096	۰ _
1784	0 EHS Sports Medicine	66200 Telephone	2,593	2,642	1,078	810	0	1,888	0.00%	0	1,888	۰ _
1784	0 EHS Sports Medicine	69100 Travel - General	24,728	0	18,973	9,487	0	28,460	0.00%	0	28,460	0_
1784	0 EHS Sports Medicine	69120 Institutes And Education	424	0	0	0	0	0	0.00%	0	0	0
1784	0 EHS Sports Medicine	69200 Dues And Subscriptions	212	1,560	1,410	705	0	2,115	0.00%	0	2,115	۰_
178-	0 EHS Sports Medicine	69950 Rebates/Repayments	(23,309)	0	0	0	0	0	0.00%	0	0	0
178-	0 EHS Sports Medicine	71100 Depreciation - Equipment	294	0	0	0	0	0	0.00%	0	0	0
	Total		354,659	323,216	212,155	115,999	0	328,154		0	342,434	(14,280)

### Statement reports

These reports are designed for budget analysis.

### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Budget Statements**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Analysis > Budget Statements**.

Budget Reporting	
🕶 퉬 Budget Analysis	
🕨 🍌 _My Reports	
🕨 鼬 Budget Analysis	
👻 퉬 Budget Statements	
🖾 Budget Income Detail	
🖾 Budget Income Financial Plan	
🕘 Budget Income Financial Plan_Demo	
🖾 Budget Income Scenarios	
🖾 Budget Income Scenarios 2	
🛀 Budget Income Summary	
🖳 Budget Monthly Dept P&L	
🖾 Budget Monthly Detail	
🕨 🍌 Custom Reports	
🕨 🍌 FTE Reports	
🕨 鼬 Initiatives Analysis	
🕨 🎍 Payroll Analysis	
🕨 🍌 Provider Budget	
🕨 Ы Budget Utilities	

### Budget Income Detail

Use to analyze the proposed budget-by-income statement category compared to last-year actual, current-year budget, current-year projected, year-to-date actual, and current-year annualized. Each category shows all values for all accounts in that category.

KHA Health	1									
For The Bu	dget Year 2018									
		Last Year	Current Year	Current Year	Current Year	Current Year	Next Year	Projected Yr	Projected	CY Budget
Account	Description	Actual	Budget	Projected	YTD	Annualized	Budget	Variance	Var %	Var %
Patient Rev	renue									
	Inpatient Gross Revenue									
31100	0 IP - Medicare	162,981,910	208,824,028	182,863,552	128,359,839	192,539,759	202,886,142	20,022,590	10.9%	(2.8%)
31200	0 IP - Medicaid	17,977,136	17,709,210	26,879,734	17,848,976	26,773,465	31,431,317	4,551,583	16.9%	77.5%
31300	0 IP - Blue Cross	38,281,648	40,042,068	44,348,749	30,112,259	45,168,388	49,992,055	5,643,306	12.7%	24.8%
31400	0 IP - Commercial	26,029,597	27,492,443	27,702,313	18,445,594	27,668,391	31,609,190	3,906,877	14.1%	15.0%
31500	IP - HMO/PPO	26,079,948	28,571,460	35,296,863	23,698,845	35,548,268	40,627,037	5,330,174	15.1%	42.2%
31600	0 IP - Self Pay	10,480,702	12,950,129	11,551,346	7,696,295	11,544,443	12,827,413	1,276,067	11.0%	(0.9%)
31900	0 IP - Other	6,953,203	7,354,915	6,632,373	4,770,996	7,156,493	7,332,626	700,253	10.6%	(0.3%)
	Total - Inpatient Gross Revenue	288,784,145	342,944,253	335,274,930	230,932,805	346,399,207	376,705,781	41,430,850	12.4%	9.8%
	Outpatient Gross Revenue									
32100	0 OP - Medicare	40,846,364	56,540,399	51,866,330	33,161,687	49,742,530	53,282,248	1,415,918	2.7%	(5.8%)
32200	0 OP - Medicaid	5,925,935	6,419,968	8,205,569	5,172,631	7,758,947	8,415,279	209,710	2.6%	31.1%
32300	O OP - Blue Cross	23,597,634	27,153,138	30,161,525	19,478,880	29,218,320	30,994,695	833,171	2.8%	14.1%
32400	O OP - Commercial	12,592,272	15,301,982	13,802,622	8,905,033	13,357,550	14,272,665	470,043	3.4%	(6.7%)
32500	O OP - HMO/PPO	16,909,578	19,349,478	22,681,532	14,455,339	21,683,009	23,164,881	483,349	2.1%	19.7%
32600	O OP - Self Pay	4,046,034	4,343,943	4,209,594	2,648,411	3,972,617	4,250,748	41,154	1.0%	(2.1%)
32900	0 OP - Other	9,850,831	10,310,334	7,503,058	6,145,973	9,218,960	7,640,117	137,059	1.8%	(25.9%)
33100	0 ER - Medicare	3,913,778	5,648,664	5,288,277	3,148,003	4,722,005	4,708,590	(579,688)	(11.0%)	(16.6%)

### Budget Income Statement Detail

### Budget Income Financial Plan

Use to view annuals income statement comparisons across multiple scenarios.

Budget Financial Plan Comparison					
KHA Health					
For The Period Ending February 28, 2018					
	2018	2018	2019	2019	Variance
	YTD	Annualized	Budget	Financial Plan	From Fin Plan
Patient Revenue					
Inpatient	233,128,493	349,692,740	375,735,914	338,317,596	37,418,318
Outpatient	103,399,882	155,099,822	161,733,994	157,028,658	4,705,337
Other Patient Revenue	152,686,491	229,029,737	30,914,548	10,970,890	19,943,659
Total Patient Revenue	489,214,866	733,822,300	568,384,457	506,317,144	62,067,313
Deductions From Revenue					
Charity Services	8,102,525	12,153,788	13,174,773	12,869,194	(305,579)
Contractual Allowances	254,098,679	381,148,019	386,805,888	228,433,970	(158,371,918)
Other Discounts	3,214,134	4,821,201	14,287,420	3,684,166	(10,603,254)
Bad Debt	8,259,384	12,389,076	12,302,915	14,353,757	2,050,842
Total Deductions	273,674,723	410,512,084	426,570,995	259,341,087	(167,229,908)
Net Patient Revenue	215,540,144	323,310,216	141,813,462	246,976,057	(105,162,595)
Other Operating Revenue	52,975,338	79,463,007	33,627,953	22,652,593	10,975,360
Total Operating Revenue	268,515,482	402,773,222	175,441,415	269,628,650	(94,187,235)
Operating Expenses					
Salaries & Wages	98,240,683	147,361,024	112,732,435	102,285,737	(10,446,697)
Benefits	23,882,796	35,824,194	25,526,936	18,506,244	(7,020,692)
Contract Labor	1,493,126	2,239,690	1,299,143	116,719	(1,182,424)

### Budget Income Scenarios

Use to analyze the proposed budget by FSDetail category compared to the Baseline Budget, NYBScenario1, and NYBScenario2. BudScenario1 and BudScenario2 are fields in the database used to store the results of different sets of driver files. You can use this report to compare passes of the budget

### (BudPass1, BudPass2).

# Budget Scenario Comparison

KHA Health For The Budget Year 2018

Tor the budget real 2010				
	2018	2018	2018	2018
	Prelim	Scenario1	Scenario2	Proposed Budget
Patient Revenue				
Outpatient	162,504,583	0	0	161,734,874
Other Patient Revenue	38,481,190	. 0	0	19,056,130
Total Patient Revenue	477,973,687	0	0	557,496,784
Deductions From Revenue				
Charity Services	11,951,014	0	0	13,166,784
Contractual Allowances	252,286,182	0	0	375,327,650
Other Discounts	4,686,891	0	0	5,168,035
Bad Debt	11,196,438	0	0	12,192,382
Total Deductions	280,120,526	0	0	405,854,851
Net Patient Revenue	197,853,162	0	0	151,641,933
Other Operating Revenue	33,088,047	0	0	33,623,053
Total Operating Revenue	230,941,209	0	0	185,264,986
	1			

### Budget Income Summary

Use to summarize the proposed budget by FSDetail category compared to last-year actual, current-year budget, current-year annualized, and current-year projected.

Budget Income Summary									
KHA Health									
For the budget fear 2016	Last Yr	Current Yr	Current Yr	Current Yr	Current Vr	Proposed	Projected Yr	Projected	CY Budget
	Actual	Budget	YTD	Annualized	Projected	Budget	Variance	Var %	Var %
Patient Revenue									
Inpatient	288,784,145	342,944,253	230,932,805	346,399,207	335,274,930	376,705,781	41,430,850	12.4%	9.8%
Outpatient	130,210,589	158,762,584	103,344,156	155,016,235	160,638,834	161,734,874	1,096,040	0.7%	1.9%
Other Patient	231,241,865	227,939,308	152,686,491	229,029,737	38,421,390	19,056,130	(19,365,260)	(50.4%)	(91.6%)
Total Patient Revenue	650,236,598	729,646,146	486,963,453	730,445,179	534,335,154	557,496,784	23,161,630	4.3%	(23.6%)
Deductions From Revenue									
Charity Services	10,945,089	13,102,222	8,102,525	12,153,788	11,951,290	13,166,784	(1,215,494)	(10.2%)	(0.5%)
Deductions From Revenue	315,061,954	354,583,898	245,372,927	368,059,390	350,094,164	375,327,650	(25,233,487)	(7.2%)	(5.9%)
Other Discounts	5,393,471	12,844,577	3,214,134	4,821,201	4,686,999	5,168,035	(481,036)	(10.3%)	59.8%
Bad Debt	11,722,981	15,645,038	8,259,384	12,389,076	11,196,692	12,192,382	(995,689)	(8.9%)	22.1%
Total Deductions From Revenue	343, 123, 495	396, 175, 735	264,948,970	397,423,455	377,929,145	405,854,851	(27,925,706)	(7.4%)	(2.4%)
Net Patient Revenue	307,113,103	333,470,411	222,014,483	333,021,724	156,406,009	151,641,933	(4,764,077)	(3.0%)	(54.5%)
Other Operating Revenue	91,537,493	81,462,542	52,975,338	79,463,007	32,251,632	33,623,053	1,371,421	4.3%	(58.7%)
Total Operating Revenue	398,650,596	414,932,953	274,989,820	412,484,730	188,657,641	185,264,986	(3,392,655)	(1.8%)	(55.4%)

### Budget Monthly Dept P&L

Use to review the monthly spread by account for the proposed budget by Budget Type category for an individual department. This report is often used to provide the department manager with a final copy of their month-by-month budget.

Month	ly Departmental Budget Report													
KHA Health														
For The Bud	pet Year 2018													
17840 - EHS S	ports Medicine													
Acct	Description	July	August	September	October	November	December	January	February	March	April	May	June	Total
Statistics														
	300 Calendar Days	31	31	30	31	30	31	31	28	31	30	31	30	364
	Total Statistics	31	31	30	31	30	31	31	28	31	30	31	30	364
Expenses														
	Salaries													
60	100 Salaries - Regular	17,660	17,758	17,206	17,780	17,309	17,982	17,982	16,242	17,982	17,611	18,269	17,679	211461
60	120 Salaries - Non-Productive	402	404	391	404	396	411	411	371	411	401	418	404	4825
	Total Salaries	18,062	18,162	17,597	18,184	17,705	18,393	18,393	16,613	18,393	18,012	18,687	18,084	216,286
	Benefits													
61	100 Employee Annuity	278	280	271	280	273	283	283	256	283	277	288	279	3331
61	200 Medical Insurance	1,912	1,922	1,863	1,925	1,874	1,947	1,947	1,758	1,947	1,905	1,978	1,914	22893
61	220 Group Term Life	23	23	22	23	22	23	23	21	23	23	24	23	274
61	230 Disability Insurance	67	68	66	68	66	69	69	62	69	67	70	67	806
61	300 FICA - Social Security	1,382	1,389	1,346	1,391	1,354	1,407	1,407	1,271	1,407	1,378	1,430	1,383	16546
61	510 Employee Benefits - PDO	395	397	385	398	387	402	402	363	402	394	409	395	4728
	Total Benefits	4,057	4,079	3,952	4,084	3,977	4,131	4,131	3,731	4,131	4,046	4,197	4,062	48,579
	Supplies													
63	100 Supplies - General	199	199	193	199	193	199	199	180	199	193	199	193	2342
	Total Supplies	199	199	193	199	193	199	199	180	199	193	199	193	2,342

### Initiative Analysis reports

These reports are designed for budget analysis of new initiatives.

### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Initiatives Analysis**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Budget Reporting section, click Budget Analysis > Initiatives Analysis.



Budget Income Summary - Initiative

Use to review new initiatives by Income Statement category.

# Budget Income Summary-nitiative Review

KHA Health For The Budget Year 2018		Initiative ID: Description: Initiative Status:	2 New MRI Machine Approve
	Proposed		
	Budget		
Patient Revenue		]	
Inpatient	1,200,000	•	
Total Patient Revenue	1,200,000		
Deductions From Revenue			
Deductions From Revenue	720,000		
Total Deductions From Revenue	720,000		
Net Patient Revenue	480,000	1	
Total Operating Revenue	480,000	[	
Operating Expenses			
Salaries & Wages	114,714		
Benefits	15,711		
Medical Supplies	60,000		
Other Supplies	13,200		
Depreciation and Amortization	49,560		
Total Operating Expenses	253,186		
Excess of Revenue Over Expenses from Operations	226,814	[	
Excess of Revenue Over Expenses	226,814		

Budget Income Summary - Initiative Monthly

Use to review new initiatives by Income Statement category by month.

#### Budget Income Summary-Initiative Review-Monthly

KHA Health For The Budget Year 2018	Initiative ID: Description: Initiative Status:	2 New MRI Machine Approve					
	Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018
	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Patient Revenue							
Inpatient	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Patient Revenue	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Deductions From Revenue							
Deductions From Revenue	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Total Deductions From Revenue	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Net Patient Revenue	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Total Operating Revenue	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Operating Expenses							
Salaries & Wages	9,743	9,743	9,429	9,743	9,429	9,743	9,743
Benefits	1,332	1,332	1,293	1,332	1,293	1,332	1,332
Medical Supplies	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other Supplies	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Depreciation and Amortization	4,130	4,130	4,130	4,130	4,130	4,130	4,130
Total Operating Expenses	21,305	21,305	20,951	21,305	20,951	21,305	21,305
Excess of Revenue Over Expenses from Operations	18,695	18,695	19,049	18,695	19,049	18,695	18,695
Excess of Revenue Over Expenses	18,695	18,695	19,049	18,695	19,049	18,695	18,695

### Income Statement by Initiative ID

Use to review new initiatives side-by-side for multiple initiatives.

# Income Summary By Initiative ID

KHA Health				
For The Budget Year 2018	Approve			
		Initiative	Approved	Exclude
InitiativeID.InitiativeID IN (2)	New MRI Machine	TOTAL	TOTAL	TOTAL
Patient Revenue				
Inpatient	1,200,000	1,200,000	1,200,000	0
Total Patient Revenue	1,200,000	1,200,000	1,200,000	0
Deductions From Revenue				
Deductions From Revenue	720,000	720,000	720,000	0
Total Deductions From Revenue	720,000	720,000	720,000	0
Net Patient Revenue	480,000	480,000	480,000	0
Total Operating Revenue	480,000	480,000	480,000	0
Operating Expenses				
Salaries & Wages	114,714	114,714	114,714	0
Benefits	15,711	15,711	15,711	0
Medical Supplies	60,000	60,000	60,000	0
Other Supplies	13,200	13,200	13,200	0
Depreciation and Amortization	49,560	49,560	49,560	0
Total Operating Expenses	253,186	253,186	253,186	0
Excess of Revenue Over Expenses from Operations	226,814	226,814	226,814	0
Excess of Revenue Over Expenses	226,814	226,814	226,814	0

### Initiative Summary

Use to review new initiatives by department by category, with monthly FTEs.

Initiative KHA Health For The Budget	Year 2018	n <mark>mary</mark>											
							Patient			Other	Jul-2017	Aug-2017	Sep-2017
Initiative ID	RecordID	Department	Department Description	Initiative Description	Volume	FTEs	Revenue	Salaries	Supplies	Expenses	FTEs	FTEs	FTEs
2	0	27	200 EMC Radiology - MRI (JobCode)	New MRI Machine	1,200	2.01	1,200,000	130,426	73,200	49,560	2.01	2.01	2.01
4	0	101	020 EMA Internal Medicine (Provider Sur	nn New IM Physicians	3,990	1.50	698,250	290,655	18,000	0	0.00	0.00	0.00
				Total		3.51	1,898,250	421,081	91,200	49,560	2.01	2.01	2.01

### Initiative Analysis reports

These reports are designed for budget analysis of new initiatives.

### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Initiatives** Analysis. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Budget Reporting section, click Budget Analysis > Initiatives Analysis.



Budget Income Summary - Initiative

Use to review new initiatives by Income Statement category.

# Budget Income Summary-nitiative Review

KHA Health For The Budget Year 2018		Initiative ID: Description: Initiative Status:	2 New MRI Machine Approve
	Proposed		
	Budget		
Patient Revenue		]	
Inpatient	1,200,000	•	
Total Patient Revenue	1,200,000		
Deductions From Revenue			
Deductions From Revenue	720,000		
Total Deductions From Revenue	720,000		
Net Patient Revenue	480,000		
Total Operating Revenue	480,000		
Operating Expenses			
Salaries & Wages	114,714		
Benefits	15,711		
Medical Supplies	60,000		
Other Supplies	13,200		
Depreciation and Amortization	49,560		
Total Operating Expenses	253,186		
Excess of Revenue Over Expenses from Operations	226,814		
Excess of Revenue Over Expenses	226,814		

Budget Income Summary - Initiative Monthly

Use to review new initiatives by Income Statement category by month.

#### Budget Income Summary-Initiative Review-Monthly

KHA Health For The Budget Year 2018	Initiative ID: Description: Initiative Status:	2 New MRI Machine Approve					
	Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018
	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Patient Revenue							
Inpatient	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Patient Revenue	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Deductions From Revenue							
Deductions From Revenue	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Total Deductions From Revenue	60,000	60,000	60,000	60,000	60,000	60,000	60,000
Net Patient Revenue	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Total Operating Revenue	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Operating Expenses							
Salaries & Wages	9,743	9,743	9,429	9,743	9,429	9,743	9,743
Benefits	1,332	1,332	1,293	1,332	1,293	1,332	1,332
Medical Supplies	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Other Supplies	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Depreciation and Amortization	4,130	4,130	4,130	4,130	4,130	4,130	4,130
Total Operating Expenses	21,305	21,305	20,951	21,305	20,951	21,305	21,305
Excess of Revenue Over Expenses from Operations	18,695	18,695	19,049	18,695	19,049	18,695	18,695
Excess of Revenue Over Expenses	18,695	18,695	19,049	18,695	19,049	18,695	18,695

### Income Statement by Initiative ID

Use to review new initiatives side-by-side for multiple initiatives.

# Income Summary By Initiative ID

KHA Health				
For The Budget Year 2018	Approve			
		Initiative	Approved	Exclude
InitiativeID.InitiativeID IN (2)	New MRI Machine	TOTAL	TOTAL	TOTAL
Patient Revenue				
Inpatient	1,200,000	1,200,000	1,200,000	0
Total Patient Revenue	1,200,000	1,200,000	1,200,000	0
Deductions From Revenue				
Deductions From Revenue	720,000	720,000	720,000	0
Total Deductions From Revenue	720,000	720,000	720,000	0
Net Patient Revenue	480,000	480,000	480,000	0
Total Operating Revenue	480,000	480,000	480,000	0
Operating Expenses				
Salaries & Wages	114,714	114,714	114,714	0
Benefits	15,711	15,711	15,711	0
Medical Supplies	60,000	60,000	60,000	0
Other Supplies	13,200	13,200	13,200	0
Depreciation and Amortization	49,560	49,560	49,560	0
Total Operating Expenses	253,186	253,186	253,186	0
Excess of Revenue Over Expenses from Operations	226,814	226,814	226,814	0
Excess of Revenue Over Expenses	226,814	226,814	226,814	0

### Initiative Summary

Use to review new initiatives by department by category, with monthly FTEs.

Initiatives Summary KHA Health For The Budget Year 2018										
				Patient			Other	Jul-2017	Aug-2017	Sep-2017
Initiative ID RecordID Department Department Description In	nitiative Description	Volume	FTEs	Revenue	Salaries	Supplies	Expenses	FTEs	FTEs	FTEs
2 0 27200 EMC Radiology - MRI (JobCode) N	lew MRI Machine	1,200	2.01	1,200,000	130,426	73,200	49,560	2.01	2.01	2.01
4 0 101020 EMA Internal Medicine (Provider Sumn N	lew IM Physicians	3,990	1.50	698,250	290,655	18,000	0	0.00	0.00	0.00
	Total		3.51	1,898,250	421,081	91,200	49,560	2.01	2.01	2.01

## **Payroll Analysis reports**

These reports are designed for payroll budget analysis.

### Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Budgeting Reports\Payroll Analysis. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Budget Reporting section, click Budget Analysis > Payroll Analysis.



### FTE Additions and Changes by Jobcode

Use to review the FTE summary by department by JobCode, highlighting changes made to the projected year and budget in the plan files.

FTE Add KHA Health For The Budge	litions and Changes t Year 2018	by JobC	Code												
				Fixed/Variable	YTD FTEs	Current Year Projection		Changes To	Total	New Year Budget		Changes To	Total	Variable	Variable %
				From	From	Program	Program	Existing	Projected	Program	Program	Projected	Budgeted	From	From
JobCode	Description	Department	Description	Dimensions	Budget	Additions	Changes	FTEs	FTEs	Additions	Changes	FTEs	FTEs	Budget	Budget
J00002	Executive Vice President	19000	EHS Administration	Fixed	9.81	0.00	0.00	0.00	9.81	0.00	0.00	0.00	9.81	Fixed	0.00%
300002	Executive Vice President	19220	EHS Human Resources	Fixed	0.89	0.00	0.00	0.00	0.89	0.00	0.00	0.00	0.89	Fixed	0.00%
100002	Executive Vice President	26780	EMC Heart Services	Fixed	0.89	0.00	0.00	0.00	0.89	0.00	0.00	0.00	0.89	Fixed	0.00%
300002	Executive Vice President	29030	EMC Medical Staff Services	Fixed	0.89	0.00	0.00	0.00	0.89	0.00	0.00	0.00	0.89	Fixed	0.00%
100005	Receptionist-Admin	19000	EHS Administration	Fixed	6.35	0.00	0.00	0.00	6.35	0.00	0.00	(0.00)	6.35	Fixed	0.00%
300006	Receptionist	17880	EPG Phys Clinic-North	Fixed	1.58	0.00	0.00	0.00	1.58	0.00	0.00	0.00	1.58	Fixed	0.00%
300006	Receptionist	19000	EHS Administration	Fixed	1.01	0.00	0.00	0.00	1.01	0.00	0.00	0.00	1.01	Fixed	0.00%
300006	Receptionist	19220	EHS Human Resources	Fixed	0.99	0.00	0.00	0.00	0.99	0.00	0.00	0.00	0.99	Fixed	0.00%
300006	Receptionist	26100	EMC Nursing Administration	Fixed	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	Fixed	0.00%
300006	Receptionist	27060	EMC Laboratory	Fixed	0.98	0.00	0.00	0.00	0.98	0.00	0.00	0.00	0.98	Fixed	0.00%
300006	Receptionist	27070	EMC Pathology Support	Fixed	0.85	0.00	0.00	0.00	0.85	0.00	0.00	0.00	0.85	Fixed	0.00%
300006	Receptionist	27380	EMC Rehab Svcs-Midtown	Fixed	1.05	0.00	0.00	0.00	1.05	0.00	0.00	0.00	1.05	Fixed	0.00%
300006	Receptionist	27381	EMC Rehab Svcs-East	Fixed	1.03	0.00	0.00	0.00	1.03	0.00	0.00	0.00	1.03	Fixed	0.00%
300006	Receptionist	27800	EMC Recovery Services	Fixed	1.36	0.00	0.00	0.00	1.36	0.00	0.00	0.00	1.36	Fixed	0.00%
300006	Receptionist	27810	EMC Partial Program	Fixed	0.98	0.00	0.00	0.00	0.98	0.00	0.00	0.00	0.98	Fixed	0.00%
300006	Receptionist	29030	EMC Medical Staff Services	Fixed	1.01	0.00	0.00	0.00	1.01	0.00	0.00	0.00	1.01	Fixed	0.00%
300006	Receptionist	101010	EMA Internal Medicine (Provider Detail)	Fixed	0.33	0.00	0.00	0.00	0.33	0.00	0.00	0.00	0.33	Fixed	0.00%
300008	Management Engineer	19250	EHS Performance Improvement	Fixed	2.05	0.00	0.00	0.00	2.05	0.00	0.00	0.00	2.05	Fixed	0.00%
300010	President For The Trust	19000	EHS Administration	Fixed	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	Fixed	0.00%
J00012	Architect	19000	EHS Administration	Fixed	1.01	0.00	0.00	0.00	1.01	0.00	0.00	0.00	1.01	Fixed	0.00%

### FTEs by Department

Use to review the FTE summary by department, including prior-year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget.

#### FTEs By Department

KHA Health For The Budget Year 2018

en me bobyer nee zono										
		2016	2017	2017	2017	Projected-	2018	Projected-		
		Actual	Budget	YTD	Projected	YTD	Budget	Budget		
DEPT	Description	FTEs	FTEs	FTEs	FTEs	Variance	FTEs	Variance	Percent	
17840	EHS Sports Medicine	7.04	6.85	6.79	6.79	0.00	6.80	(0.02)	(0.3%)	
17880	EPG Phys Clinic-North	6.12	7.16	10.84	10.85	(0.01)	10.91	(0.06)	(0.5%)	
17885	EPG Phys Clinic-East	1.99	3.97	5.73	5.73	0.00	5.76	(0.03)	(0.5%)	
17891	EPG Phys Clinic-South	3.56	4.06	4.04	4.04	0.00	4.05	(0.01)	(0.3%)	
17895	EPG Phys Clinic-West	1.79	0.00	1.00	1.00	0.00	1.00	(0.00)	(0.3%)	
19000	EHS Administration	25.97	23.60	26.25	26.25	0.00	26.32	(0.07)	(0.3%)	
19060	EHS Corporate Communications	8.68	10.04	8.25	8.25	0.00	8.27	(0.02)	(0.2%)	
19080	EHS Teleservices	5.86	6.25	6.12	6.12	0.00	6.14	(0.02)	(0.3%)	
19100	EHS Accounting Operations (Employee)	11.07	10.13	10.05	10.06	0.00	9.10	0.96	9.5%	
19105	EHS Payroll	0.97	3.04	3.06	3.06	0.00	3.07	(0.01)	(0.3%)	
19110	EHS Administrative Finance	3.30	3.41	4.30	4.30	0.00	4.33	(0.02)	(0.5%)	
19150	EHS Information Services	22.90	17.63	22.90	22.90	0.00	22.96	(0.06)	(0.3%)	
19160	EHS Audit Services	1.49	1.00	1.02	1.02	0.00	1.02	(0.00)	(0.3%)	
19170	EHS Medical Information Network	13.58	21.08	15.63	15.63	0.00	15.67	(0.04)	(0.3%)	
19185	EHS Corporate Health Services	4.84	5.02	4.74	4.74	0.00	4.72	0.02	0.5%	
19220	EHS Human Resources	10.70	11.07	11.00	11.00	0.00	11.03	(0.03)	(0.3%)	
19250	EHS Performance Improvement	2.00	2.01	2.05	2.05	0.00	2.05	(0.01)	(0.3%)	
19370	EHS Risk Management And Safety	3.07	3.02	3.13	3.13	0.00	3.14	(0.01)	(0.3%)	
26100	EMC Nursing Administration	17.65	39.12	19.88	19.86	0.01	19.91	(0.04)	(0.2%)	
26140	EMC Emergency Room (CDM)	62.75	73.47	69.16	72.92	(3.75)	72.51	0.41	0.6%	
26230	EMC CVS	21.54	23.94	23.62	23.62	0.00	23.58	0.05	0.2%	
26310	EMC 3 East	57.87	59.57	57.69	57.69	0.00	57.81	(0.12)	(0.2%)	
26320	EMC 3 West	56.23	62.17	56.65	56.65	0.00	57.22	(0.57)	(1.0%)	

### FTEs by Department by Jobcode

Use to review FTE report by department by job code, including prior-year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget.

FTEs By	Department By JobCode										
KHA Health											
For The Budget	t Year 2018										
				2016	2017	2017	2017	Projected-	2018	Projected-	
				Actual	Budget	YTD	Projected	YTD	Budget	Budget	
DEPT	Description J	obCode	Description	FTEs	FTEs	FTEs	FTEs	Variance	FTEs	Variance	Percent
17840	EHS Sports Medicine	J00287	Team Leader	1.05	1.00	1.01	1.01	0.00	1.01	(0.00)	(0.3%)
17840	EHS Sports Medicine	J00604	Nurse Practitioner	0.06	(0.00)	0.06	0.06	0.00	0.06	(0.00)	(0.3%)
17840	EHS Sports Medicine	J00785	Athletic Trainer	5.93	5.85	5.72	5.72	0.00	5.74	(0.02)	(0.3%)
17840	EHS Sports Medicine	J00191	Staff RN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
17880	EPG Phys Clinic-North	J00006	Receptionist	0.71	1.02	1.58	1.58	0.00	1.58	(0.01)	(0.5%)
17880	EPG Phys Clinic-North	J00191	Staff RN	0.04	(0.00)	0.04	0.04	(0.00)	0.04	(0.00)	(0.5%)
17880	EPG Phys Clinic-North	J00323	LPN	0.72	1.00	1.59	1.60	(0.00)	1.60	(0.01)	(0.5%)
17880	EPG Phys Clinic-North	J00374	Technical Assistant	0.53	1.05	1.48	1.48	(0.00)	1.49	(0.01)	(0.5%)
17880	EPG Phys Clinic-North	J00491	Staff Radiologic Tech	0.48	1.02	1.44	1.44	(0.00)	1.45	(0.01)	(0.5%)
17880	EPG Phys Clinic-North	J00604	Nurse Practitioner	0.78	1.07	1.63	1.63	0.00	1.64	(0.01)	(0.5%)
17880	EPG Phys Clinic-North	J00655	Physician	2.85	2.01	3.08	3.08	0.00	3.10	(0.02)	(0.5%)
17885	EPG Phys Clinic-East	J00604	Nurse Practitioner	0.64	1.96	2.65	2.65	0.00	2.66	(0.01)	(0.5%)
17885	EPG Phys Clinic-East	J00655	Physician	1.35	2.01	3.08	3.08	0.00	3.10	(0.02)	(0.5%)
17891	EPG Phys Clinic-South	J00604	Nurse Practitioner	0.25	0.34	0.34	0.34	0.00	0.34	(0.00)	(0.3%)
17891	EPG Phys Clinic-South	J00655	Physician	3.31	3.71	3.70	3.70	0.00	3.71	(0.01)	(0.3%)
17895	EPG Phys Clinic-West	J00655	Physician	1.79	0.00	1.00	1.00	0.00	1.00	(0.00)	(0.3%)
19000	EHS Administration	J00002	Executive Vice President	9.66	11.04	9.81	9.81	0.00	9.83	(0.03)	(0.3%)
19000	EHS Administration	J00005	Receptionist-Admin	6.06	6.40	6.35	6.35	0.00	6.37	(0.02)	(0.3%)

### FTEs by Jobcode

Use to review the FTE report by job code, including prior-year actual, current-year budget, and year-todate actual. The proposed budget is compared to year-to-date actual as well as the current-year budget.

### FTEs By JobCode

KHA Health For The Budget Year 2018

For the budget rear 2018								
	2016	2017	2017	2017	Projected-	2018	Projected-	
	Actual	Budget	YTD	Projected	YTD	Budget	Budget	
Description	FTEs	FTEs	FTEs	FTEs	Variance	FTEs	Variance	Percent
Executive Vice President	12.01	14.05	12.47	12.47	0.00	12.51	(0.03)	(0.3%)
Receptionist-Admin	6.06	6.40	6.35	6.35	0.00	6.37	(0.02)	(0.3%)
Receptionist	2.30	2.05	12.17	12.17	0.00	12.21	(0.04)	(0.3%)
Management Engineer	2.00	2.01	2.05	2.05	0.00	2.05	(0.01)	(0.3%)
President For The Trust	1.10	0.00	1.00	1.00	0.00	1.00	(0.00)	(0.3%)
Architect	0.96	1.04	1.01	1.01	0.00	1.01	(0.00)	(0.3%)
Hospital Services Rep	0.96	0.00	0.68	0.68	0.00	0.69	(0.00)	(0.3%)
Reimbursement Director	1.00	1.00	1.30	1.30	0.00	1.30	(0.01)	(0.5%)
Financial Accountant	1.22	2.01	1.00	1.00	0.00	1.00	(0.00)	(0.3%)
Staff Accountant	2.45	2.01	2.98	2.98	0.00	2.01	0.98	32.7% 阔
Payroll Coordinator	0.33	1.02	1.03	1.03	0.00	1.03	(0.00)	(0.3%)
Financial System Database	0.94	1.00	1.00	1.00	0.00	1.00	(0.00)	(0.3%)
Director	1.49	1.00	18.00	18.00	0.00	18.05	(0.05)	(0.3%)
Assistant Staff Accountant	2.46	2.06	2.02	2.02	0.00	2.03	(0.01)	(0.3%)
	Description Executive Vice President Receptionist-Admin Receptionist Management Engineer President For The Trust Architect Hospital Services Rep Reimbursement Director Financial Accountant Staff Accountant Payroll Coordinator Financial System Database Director Assistant Staff Accountant	2016   Actual   Description   FTEs   Executive Vice President   Receptionist-Admin   6.06   Receptionist   2.30   Management Engineer   President For The Trust   1.10   Architect   0.96   Hospital Services Rep   0.96   Reimbursement Director   1.00   Financial Accountant   2.22   Staff Accountant   2.45   Payroll Coordinator   0.94   Director   1.49   Assistant Staff Accountant	20162017BudgetActualDescriptionFTEsExecutive Vice President12.01Receptionist-Admin6.066.062.017BudgetFTEsPresident Engineer2.00President For The Trust1.10Architect0.96Hospital Services Rep0.960.001.00Financial Accountant1.22Staff Accountant2.45Payroll Coordinator0.33Director1.49Director1.49Director1.49	2010     2016     2017     2017       Actual     FTEs     FUE     FTE     FTE       Executive Vice President     12.01     14.05     12.47       Receptionist-Admin     6.06     6.40     6.35       Receptionist     2.30     2.05     12.17       Management Engineer     2.00     2.01     2.05       President For The Trust     1.10     0.00     1.00       Architect     0.96     1.04     1.01       Hospital Services Rep     0.96     0.00     0.68       Reimbursement Director     1.00     1.00     1.30       Financial Accountant     2.45     2.01     2.98       Payroll Coordinator     0.94     1.00     1.00       Director     1.49     1.00     1.00       Director     1.49     1.00     1.00       Director     1.49     1.00     1.00	Z016     Z017     Z017     Z017     Z017     Z017     Projected       Description     FTEs     FTES	2016     2016     2017     2017     2017     Projected       Actual     Budget     YTD     Projected     YTD     Variance       Description     FTEs     FTEs     FTEs     FTEs     Variance       Executive Vice President     12.01     14.05     12.47     12.47     0.00       Receptionist-Admin     6.06     6.40     6.35     6.35     0.00       Management Engineer     2.00     2.01     2.05     1.00     0.00       President For The Trust     1.10     0.00     1.00     0.00     0.00       Acrhitect     0.96     1.04     1.01     1.01     0.00       Hospital Services Rep     0.96     0.00     0.68     0.68     0.00       Financial Accountant     1.22     2.01     1.00     1.00     0.00       Staff Accountant     2.45     2.01     2.98     0.00     0.00       Derectional System Database     0.94     1.00     1.00     0.00     0.00       Director     1.49	2016     2016     2017     2017     2017     2017     Projected     2018       Description     FTEs     FTEs     FTEs     PTD     Projected     YTD     YTD     YTD     YTD     YTD     YTD     YTD     <	2010     2016     2017     2017     2017     2017     Projected- YTD     2018     Projected- Budget     Projected- YTD     2018     Projected- Budget     Projected- Statust     Projected- Statust

### Monthly FICA by Department

Use to show monthly total FICA expense by department for both current-year projected and next-year budget. Monthly expense shows for next-year budget. Designed for use by clients who budget FICA in a central department or to review the overall monthly spread of FICA expense.

# Monthly FICA by Dept

KHA Health For The Budget Year 2018

	Total Projected	Total Budget	Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018
Dept Description	FICA	FICA	FICA	FICA	FICA	FICA	FICA	FICA	FICA	FICA	FICA	FICA	FICA	FICA
10000 EHS Balance Sheet	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17840 EHS Sports Medicine	16,349	16,546	1,382	1,389	1,346	1,391	1,354	1,407	1,407	1,271	1,407	1,378	1,430	1,383
17880 EPG Phys Clinic-North	42,874	51,512	5,267	4,327	2,486	2,725	2,531	2,585	5,388	5,030	5,356	5,251	5,365	5,202
17885 EPG Phys Clinic-East	36,759	44,328	4,325	1,999	1,935	1,999	1,935	1,999	5,125	4,795	5,125	4,960	5,125	5,005
17891 EPG Phys Clinic-South	46,049	46,603	1,890	1,890	1,844	1,905	1,844	1,905	9,387	8,483	9,435	4,206	1,938	1,875
17895 EPG Phys Clinic-West	9,097	9,206	959	222	222	229	222	229	1,208	1,091	1,208	1,192	1,232	1,192
19000 EHS Administration	152,705	154,540	16,243	7,650	7,427	7,683	7,403	7,462	17,150	15,507	17,186	16,745	17,321	16,762
19060 EHS Corporate Communications	27,182	27,509	2,306	2,306	2,232	2,306	2,232	2,321	2,321	2,104	2,345	2,319	2,397	2,319
19080 EHS Teleservices	20,265	20,509	1,727	1,727	1,671	1,727	1,671	1,734	1,738	1,570	1,738	1,716	1,773	1,716
19100 EHS Accounting Operations (Employee)	44,905	29,626	2,463	2,461	2,408	2,495	2,433	2,587	2,520	2,274	2,528	2,455	2,539	2,464
19105 EHS Payroll	10,716	10,845	904	904	875	912	882	912	912	836	926	914	950	919
19110 EHS Administrative Finance	16,279	20,207	1,680	1,714	1,659	1,714	1,659	1,714	1,714	1,604	1,714	1,659	1,714	1,659
19150 EHS Information Services	100,997	102,211	8,551	8,561	8,301	8,585	8,323	8,660	8,661	7,853	8,695	8,568	8,869	8,583
19160 EHS Audit Services	5,011	5,071	417	430	416	430	416	430	430	388	430	424	438	424
19170 EHS Medical Information Network	56,010	56,683	4,716	4,716	4,596	4,774	4,634	4,791	4,791	4,338	4,821	4,781	4,942	4,783
19185 EHS Corporate Health Services	13,631	13,795	1,154	1,154	1,117	1,162	1,129	1,167	1,167	1,056	1,169	1,154	1,202	1,163
19220 EHS Human Resources	36,263	36,699	3,249	3,259	2,969	2,613	2,529	2,618	3,297	2,978	3,305	3,251	3,370	3,262
19250 EHS Performance Improvement	6,852	6,935	578	578	559	578	559	578	587	538	595	588	607	588
19370 EHS Risk Management And Safety	13,427	13,588	1,126	1,138	1,101	1,138	1,101	1,154	1,154	1,047	1,159	1,144	1,182	1,144
20000 EMC Balance Sheet	0	0	0	0	0	0	0	0	0	0	0	0	0	0
26100 EMC Nursing Administration	76,687	77,608	6,542	6,504	6,371	6,556	6,394	6,267	6,635	5,949	6,595	6,502	6,772	6,522

### Monthly FTE Target Variance by Department

### Use to review a department summary of the FTE variance by month for next year's budget to the department target.

### Monthly FTE Variances to Target by Dept

Kript riealth														
For The Budget Ye	ar 2018													
Summary of FTE Varia	inces to Target by Department													
		July	August	September	October	November	December	January	February	March	April	May	June	Total Budget
Dept	Description	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs	FTEs
26140	EMC Emergency Room (CDM)	(3.32)	(3.32)	(3.13)	(3.32)	(3.13)	(3.34)	(3.33)	(2.69)	(3.32)	(3.13)	(3.33)	(3.13)	(3.21)
26610	EMC 6A (JobCode ADC)	(2.61)	(1.85)	(1.32)	(1.11)	(1.26)	(6.24)	(3.79)	(0.89)	(1.87)	(2.54)	(3.49)	(1.54)	(2.39)
27200	EMC Radiology - MRI (JobCode)	(0.38)	(0.38)	(0.35)	(0.38)	(0.35)	(0.38)	(0.38)	(0.28)	(0.38)	(0.35)	(0.38)	(0.35)	(0.36)
27220	EMC Radiology - Nuc Med (JobCode Target)	(0.17)	(0.16)	(0.17)	(0.15)	(0.18)	(0.15)	(0.16)	(0.18)	(0.15)	(0.16)	(0.17)	(0.18)	(0.16)
27230	EMC Radiology - Vascular Procedure	(1.14)	(1.14)	(1.14)	(1.13)	(1.16)	(1.13)	(1.14)	(1.16)	(1.13)	(1.14)	(1.15)	(1.16)	(1.14)
27240	EMC Radiology - Diagnostics	(0.94)	(0.93)	(0.94)	(0.92)	(0.95)	(0.92)	(0.93)	(0.95)	(0.92)	(0.93)	(0.94)	(0.95)	(0.93)
	Total	(8.56)	(7.78)	(7.04)	(7.00)	(7.02)	(12.16)	(9.73)	(6,15)	(7.77)	(8.25)	(9.45)	(7.31)	(8.21)

### Monthly FTEs by Department

Use to review a department summary of total FTEs by month for next year's budget. Designed to be used to review the monthly spread of total FTEs as well as by department.

Monthly FTEs by Dept KHA Health For The Budget Year 2018 Summary of FTEs by Department													
Dept Description	July FTEs	August	September FTEs	October	FTEs	December FTEs	January FTEs	February FTEs	March	April FTEs	May	June FTEs	Total Budget FTEs
17840 EHS Sports Medicine	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80	6.80
17880 EPG Phys Clinic-North	10.92	10.92	10.68	11.11	10.88	10.73	11.11	11.22	10.73	11.08	10.73	10.78	10.91
17885 EPG Phys Clinic-East	5.75	5.75	5.75	5.75	5.75	5.75	5.75	5.95	5.75	5.75	5.75	5.75	5.76
17891 EPG Phys Clinic-South	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05	4.05
17895 EPG Phys Clinic-West	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
19000 EHS Administration	26.32	26.32	26.32	26.32	26.32	26.32	26.32	26.32	26.32	26.32	26.32	26.32	26.32
19060 EHS Corporate Communications	8.27	8.27	8.27	8.27	8.27	8.27	8.27	8.27	8.27	8.27	8.27	8.27	8.27
19080 EHS Teleservices	6.14	6.14	6.14	6.14	6.14	6.14	6.14	6.14	6.14	6.14	6.14	6.14	6.14
19100 EHS Accounting Operations (Employee)	9.10	9.10	9.10	9.10	9.10	9.10	9.10	9.10	9.10	9.10	9.10	9.10	9.10
19105 EHS Payroll	3.07	3.07	3.07	3.07	3.07	3.07	3.07	3.07	3.07	3.07	3.07	3.07	3.07
19110 EHS Administrative Finance	4.31	4.31	4.31	4.31	4.31	4.31	4.31	4.47	4.31	4.31	4.31	4.31	4.33
19150 EHS Information Services	22.96	22.96	22.96	22.96	22.96	22.96	22.96	22.96	22.96	22.96	22.96	22.96	22.96
19160 EHS Audit Services	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
19170 EHS Medical Information Network	15.67	15.67	15.67	15.67	15.67	15.67	15.67	15.67	15.67	15.67	15.67	15.67	15.67
19185 EHS Corporate Health Services	4.72	4.72	4.72	4.72	4.72	4.72	4.72	4.72	4.72	4.72	4.72	4.72	4.72
19220 EHS Human Resources	11.03	11.03	11.03	11.03	11.03	11.03	11.03	11.03	11.03	11.03	11.03	11.03	11.03
19250 EHS Performance Improvement	2.05	2.05	2.05	2.05	2.05	2.05	2.05	2.05	2.05	2.05	2.05	2.05	2.05
19370 EHS Risk Management And Safety	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14	3.14
26100 EMC Nursing Administration	19.91	19.91	19.91	19.91	19.91	19.91	19.91	19.91	19.91	19.91	19.91	19.91	19.91
26140 EMC Emergency Room (CDM)	71.20	71.24	73.53	71.26	73.54	70.97	71.11	78.68	71.23	73.46	71.13	73.52	72.51
26230 EMC CVS	28.35	18.65	20.68	22.71	26.28	23.62	25.42	22.43	16.17	26.28	25.42	26.98	23.58
26310 EMC 3 East	60.97	57.01	59.29	57.75	61.02	51.94	52.87	61.74	54.29	57.06	58.68	61.72	57.81
26320 EMC 3 West	58.72	56.53	56.48	57.50	60.51	54.29	55.79	58.97	54.72	56.81	56.80	59.85	57.22
26340 EMC CCU (Staffing)	62.46	53.62	64.36	59.14	59.03	57.18	61.72	59.74	52.88	57.26	58.53	62.96	59.05
26350 EMC AICU	64.63	53.64	54.92	59.64	65.92	60.51	64.45	62.23	58.41	56.70	62.20	62.89	60.50

### ▶ NYB Hours and Dollars by Employee

Use to review hours and dollars by employee, job code, pay type, and department. To use this report, the department must use the employee labor option in plan files.

New Ye	ar Budget By E	mployee							
KHA Health									
For The Budge	t Year 2018								
								Budget	Budget
JobCode	Name	PayType	Name	Department	Name	Employee ID	Employee Name	Hours	Dollars
J00017	Financial Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	12345	Not Available	2,086	41,923
J00017	Financial Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	17863	MCCLENDON, MARY E.	2,086	52,514
J00018	Staff Accountant	P0001	Regular	19100	EHS Accounting Operations (Employee)	0		0	4,974
J00018	Staff Accountant	P0001	Regular	19100	EHS Accounting Operations (Employee)	999999999		2,045	30,956
J00018	Staff Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	24828	BRIDEWELL, JAN L.	2,132	42,860
J00018	Staff Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	999998	Not Available	2,086	40,615
J00021	Director	P0001	Regular	19100	EHS Accounting Operations (Employee)	0	JobCode Budget	0	1,906
J00021	Director	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	24649	SIMMONDS, KIMBERLY P.	2,123	97,360
J00022	Assistant Staff Accountant	P0001	Regular	19100	EHS Accounting Operations (Employee)	0		0	(901)
J00022	Assistant Staff Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	18834	PERRITT, FRANCES L.	2,093	37,654
J00022	Assistant Staff Accountant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	25244	HOLLIDAY, PATRICIA S.	2,122	32,340
J00723	Accounting Assistant	P0001	Regular	19100	EHS Accounting Operations (Employee)	0		0	504
J00723	Accounting Assistant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	12628	HAYES, PATRICIA A.	2,108	28,722
J00723	Accounting Assistant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	13712	JOYCE, LAQUITA K.	2,104	29,640
J00723	Accounting Assistant	Z_Employee	Employee Detail	19100	EHS Accounting Operations (Employee)	21272	LEE, MICHELE B.	2,124	28,735
JStat	Productivity Statistic	PSTAT	Biweekly Statistic	19100	EHS Accounting Operations (Employee)	0	Stat	365	0
			Total					23,473	469,802

Worked Hours Per Unit By Department by Jobcode

Use to compare the projected and NY Budget by Provider to the current year by selected DataType.

### Worked Hours Per Unit of Service (WHPUOS)

KHA Health For The Budget Year 2018

				worked hours p	er onit of service
				2017	2018
JobCode	Description	Dept	Dept Description	Actual	Budget
100101	Chulf DN	179.40	EUC Coosts Madirian	0.00	0.00
200191	Scatt Fire	17040	consistence and the second	0.00	0.00
100006	Receptionist/Secretary-WC	1/880	EPG Phys Clinic-Occ Hith Midtown	1.77	1.67
100604	Nurse Practitioner	17885	EPG Phys Clinic-Occ Hlth/West	3.81	5.15
100604	Nurse Practitioner	17891	EPG Phys Clinic-Uptown	1.01	0.98
100655	Physician	17895	EPG Phys Clinic-West	5.71	0.00
J00002	Executive Vice President	19000	EHS Administration	18.59	31.59
J00021	Director-Corporate Communication	19060	EHS Corporate Communications	5.45	5.25
300154	Manager-Community Health	19080	EHS Teleservices	4.95	4.60
J00017	Financial Accountant	19100	EHS Accounting Operations (Employee)	5.22	10.20
J00019	Payroll Coordinator	19105	EHS Payroll	5.17	5.13
,00016	Reimbursement Director	19110	EHS Administrative Finance	5.15	5.03
J00021	Director	19150	EHS Information Services	5.11	5.02
J00021	Director	19160	EHS Audit Services	4.85	4.58
J00021	Director	19170	EHS Medical Information Network	5.22	5.03
J00021	Director-Corp Health Sv	19185	EHS Corporate Health Services	4.99	4.98
100002	Executive Vice President	19220	EHS Human Resources	5.06	5.74
300008	Management Engineer	19250	EHS Performance Improvement	8.90	8.16
100580	Risk Manager	19370	EHS Risk Management And Safety	5.06	4.97
300006	Receptionist	26100	EMC Nursing Administration	4.97	4.98
J00090	Unit Assistant	26140	EMC Emergency Room (CDM)	0.07	0.06
J00031	Clinical Technician	26230	EMC CVS	2.00	2.02
J00031	Clinical Technician III	26310	EMC 3 East	0.39	0.24

## **Running Provider Budget Compensation reports**

These reports are designed for payroll/provider budget analysis.

### Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Budgeting Reports\Provider Budget\Compensation.For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget** Analysis > Provider Budget > Compensation.



Provider Compensation Benchmark

Use to compare the proposed budget salary to a salary target for each provider. The target is factored for the budget FTE.

### **Provider Compensation Benchmark**

KHA Health

For The Period Ending February 28, 2017

			Budget		Budget	Benchmark Salary	Benchmark	NYB Volume
Provider ID	Provider Name S	Specialty	NYB Hours	FTE	Salary	Target	Variance	Encounters
D10528	Champion Richard A MD	м	2,586	1.24	341,495	234,359	(107,137)	1,731.00
D10528	Champion Richard A MD	м		0.00		0	0	1,615.00
D12221	Quintin Maria L MD	м	3,441	1.65	688,758	311,848	(376,910)	3,065.00
D12221	Quintin Maria L MD IN	м		0.00		0	0	2,913.00
D1406	Meenan David MDO IN	м	2,399	1.15	401,500	217,349	(184,151)	2,907.00
D1406	Meenan David MDO IN	м		0.00		0	0	2,417.00
D14201	Racemark Susan MMD	м	3,504	1.68	513,053	317,518	(195,535)	2,230.00
D14201	Racemark Susan MMD	м		0.00		0	0	2,487.00
D14677	Seraman Katherine MD	м	3,358	1.61	573,480	304,288	(269,192)	3,965.00
D14677	Seraman Katherine MD	м		0.00		0	0	3,744.00
D17629	Baumann Robert EMD	м	1,585	0.76	392,725	143,639	(249,085)	4,588.00
D20729	Rosenthal James P MD IN	м	1,773	0.85	358,788	160,649	(198,139)	4,490.00
D25986	Tappolo Susan E MD	м	0	0.00	19,943	0	(19,943)	2,292.00
D5752	Garland Jason L MD	м	0	0.00	26,479	0	(26,479)	2,504.00
D77963	Carbonata Patrick MD	м	0	0.00	9,923	0	(9,923)	1,062.00
D77988	Lee James MD IN	м	0	0.00	36,054	0	(36,054)	2,790.00
D79749	Tharalon Mary J MD IN	м	0	0.00	21,531	0	(21,531)	1,840.00
D8952	Thompson Helen D MD	м	0	0.00	15,502	0	(15,502)	1,471.00

### Provider Compensation Comparison

Use to compare the calculated budget salary under each of the available compensation methods, by provider, to evaluate the cost of moving providers to another model or standardizing the compensation model. There is also a comparison of the current year vs proposed budget salary cost per work RVU to test if the compensation is changing +\- the Hold Harmless percentage.

### Provider Compensation Comparison

KHA Health											
For The Period	Ending February 28, 2017										
				Comp	CYP	NYB	NYB	Hold Harmless	CY	CYP	NY Budget
Dept	Description	Employee ID	Name	Method	Rate{\/R\/U	Rate\V/RVU	% of CYP	Bate	Projection	Volume	Dollars
101010	EMA Internal Medicine (Provider Detail)	15416	Meenan, David M.DO	CompRate	67.45	68.53	1.02	68.53	90,786	1,346	95,400
101010	EMA Internal Medicine (Provider Detail)	16768	Seraman, Katherine MD	Comp3Tier	69.40	71.33	1.03	71.33	133,525	1,924	141,941
101010	EMA Internal Medicine (Provider Detail)	17279	Champion, Richard A. MD	CompStep	74.44	79.08	1.06	79.08	60,293	810	69,278
101010	EMA Internal Medicine (Provider Detail)	18067	Rosenthal James P MD	Guarantee	224.48	106.54	0.47	106.54	483,538	2,154	237,479
101010	EMA Internal Medicine (Provider Detail)	19452	Quintin, Maria L. MD	Guarantee	120.61	129.32	1.07	129.32	178,750	1,482	198,250
101010	EMA Internal Medicine (Provider Detail)	20135	Baumann Robert E MD	Guarantee	143.21	127.09	0.89	127.09	316,355	2,209	290,401
101010	EMA Internal Medicine (Provider Detail)	20532	Racemark, Susan M. MD	Salary	129.81	128.32	0.99	128.32	144,475	1,113	147,696
101020	EMA Internal Medicine (Provider Summ	a 15416	Meenan, David M.DO	CompRate	74.82	77.18	1.03	77.18	175,000	2,339	186,550
101020	EMA Internal Medicine (Provider Summ	a 16768	Seraman, Katherine MD	Comp3Tier	68.31	70.14	1.03	70.14	250,825	3,672	262,600
101020	EMA Internal Medicine (Provider Summ	a 17279	Champion, Richard A. MD	CompStep	85.68	89.22	1.04	85.68	135,463	1,581	144,093
101020	EMA Internal Medicine (Provider Summ	a 19452	Quintin, Maria L. MD	Guarantee	96.69	104.70	1.08	96.69	275,000	2,844	305,000
101020	EMA Internal Medicine (Provider Summ	a 20532	Racemark, Susan M. MD	Salary	63.10	63.36	1.00	63.10	152,564	2,418	157,564
	Total								2,396,574	23,892	4,601,040
# **Budgeting utilities**

Axiom Budgeting and Performance Reporting 2020.3 comes with a variety of standard budget utilites, organized within the following folders and subfolders.

**TIP:** In some reports, you can drill down to specific data to view how the values were calculated. For more information, see Drilling data: Using Drill Down.

#### Balance Sheet and Deductions

The following utilities are designed for budget balance sheet calculation and deductions modeling to post the results to the database. For examples of these reports, see Balance Sheet and Deductions utilities.

Report	Description
Budget Balance Sheet and Cash Flow	Use this save-to-database report to project the balance sheet for the remainder of the current year and next year's budget by category.
Budget Deductions	All statistics, revenues and deductions are broken out by payer. You can make assumptions for the projection and budget in each payer section.
NYB_Deductions_FSDetail	Use this deductions model to project deductions using the historical relationship to gross revenue for each deduction category.
NYB_Deductions_FSPayor	Use this deductions model to project deductions using the historical relationship to gross revenue by payer.

#### Budget Reconciliation utilities

The following utilities are designed for budget balance sheet calculation and deductions modeling to post the results to the database. For examples of these reports, see Reconciliation utilities.

Report	Description
Budget Department Audit Report	Use to resolve possible mapping errors at the department level by highlighting mapping and process management inconsistencies in the DEPT dimension table before building plan files and starting process management.
Budget Process Management Report	Use to show what stage each budget plan file is in when using process management for budget staging.

Report	Description
Budget Workbook Reconciliation	Use to compare check totals from different columns in the budget workbooks to the summary fields in the database to make sure they are in balance. If the budgets are all in balance, then this report returns no data, which is the desired outcome of this report.
Global Depreciation Reconciliation Report	Use to show the variance between the budgeted depreciation accounts to the same accounts in the general ledger budget for a user-specified budget year.
Global Expense Reconciliation Report	Use to show the variance between the budgeted depreciation accounts to the same accounts in the general ledger budget for a user-specified budget year.
Global Revenue Reconciliation Report	Use to show the variance between the budgeted global revenue accounts to the same accounts in the general ledger budget for a user-specified budget year.
Labor Non-Matched	Use to identify the JobCode/PayType combinations that have no FTE hours for the year.
New Department Utility	Use to create default records for a new department. You can save records to the Financial, Payroll, Provider, or RevUsage tables.
Payroll12 Hours Reconciliation	Use to highlight job codes saved in the Payroll12 data source from the budget workbooks that have hours but no dollars in the budget.
Payroll12 Negative Hours	Use to highlight job codes and pay types that have any negative FTEs budgeted in any month. The report returns all job codes in the database, but only the ones with the Review flag need to be investigated and changed, if necessary.
PayType Mapping Analysis	Use during budget set up for payroll budgeting to show what PayTypes map to which payroll budget category.
Reconcile NYBDetail to Financial	Reconcile values saved in NYBDetail table to those values saved in the Budget Table which could indicate that values in your budget plan files are not saving properly.
Reconcile Payroll12 to Financial- Dollars	Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook.
Reconcile Payroll12 to Financial-FICA	Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook.

Report	Description
Reconcile Payroll12 to Financial-Hours	Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook.
Salaries Do Not Match	Use to identify accounts on the Labors tabs in the plan files that do not have history on the Expense tab and would cause a balancing mismatch.

#### Budget Setup utilities

The following utility is designed to help set up security. For examples of these reports, see Setup utilities.

Report	Description
PayrollGLMapping	To allow mapping of GL accounts and Hours accounts different from the Jobcode dimensions table or Paytype dimensions table as a result of various combinations to match GL accounts.

## Budget Extract from EPM utilities

The following utility is designed to extract budget data from the Axiom database. For examples of this reports, see Extract from EPM utilities.

Report	Description
PayrollGLMapping	To allow mapping of GL accounts and Hours accounts different from the Jobcode Dimensions Table or Paytype Dimensions Table as a result of various combinations to match GL accounts.

#### Budget Provider Utilities - Reconciliation utilities

These utilities are designed to reconcile data to support physician analysis. For examples of these reports, see Provider Reconciliation utilities.

Report	Description
Matching Provider Dept Revenue to Dept Salaries	Use to determine if there are situations where the provider revenue and salaries do not match by department.
Matching Provider Revenue to Salaries	Use to check the net difference between revenue and salaries by provider.

Report	Description
ProviderComp JobCodes	Use to compare the coding in global assumptions to the information in the Payroll27 tables before creating budget plan files.
Reconcile GL Revenue to Provider	Use to reconcile the gross charges in the Financial data source to the gross charges in the Provider data source for both the current period as well as year-to-date.
Review Provider Data	Use to identify situations where there is revenue without matching volume in the historical data that is used for projection and budget purposes.

Budget Provider – Statistics utilities (optional feature)

This utility is designed to reconcile data to support physician analysis. For examples of this reports, see Provider Statistics utilities.

Report	Description
Summarize Provider Statistics to Financial	Use this save-to-database report to summarize provider data into monthly statistics to be used in Financial data tables and reports.

#### Budget Provider – System Setup utilities

This utility is designed to reconcile data to support physician analysis. For examples of this reports, see Provider System Setup utilities.

Report	Description
ProvBenchmark	This table may be used for reports to compare provider compensation to benchmarks.

#### Budget Report Batch utilities

This utility is designed to run multiple reports together. For examples of this report, see Report Batch utilities.

Report	Description
Budget Reconciliation Reports Batch	Use to run multiple budget reconciliation reports for distribution.

#### Budget Security utilities

This utility is designed to run multiple reports together. For examples of this report, see Security utilities.

Report	Description
Budget Driver Security Update	Use to update the Driver security settings and filters for Admin users who have access to update Driver files.
Budget Security Update	Use to update security settings and filters for all users.

# **Balance Sheet and Deductions utilities**

These reports are designed for budget balance sheet calculation and deductions modeling to post the results to the database.

#### Accessing these utilities

The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Balance Sheet & Deductions.** For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, and click **Budget Utilities > Balance Sheet & Deductions**.



#### Budget Balance Sheet and Cash Flow

Use this save-to-database report to project the balance sheet for the remainder of the current year and next year's budget, by category.

The Budget Balance Sheet and Cash Flow utility allows you to project the remainder of the current year and next year budget balance sheet and cash flow numbers. This utility integrates with the budgeted income statement numbers and allows for frequent updates to the budgeted balance sheet and cash flow numbers, if the income statement is updated. The utility's results save back to the database and then become available in the budget data tables and reports for budget analysis.

#### Balance Sheet & Cash Flow Summary

KHA Health Period Ending February 29, 2020

·	Balance as of	Balance as of	Projected as of	Budget as of	Budget	Budget	Budget	Budget
	Jun-2018	Jun-2019	Jun-2020	Jun-2021	Jul-2020	Aug-2020	Sep-2020	Oct-2020
ASSETS	-							
Current Assets:								
Cash and Cash Equivalents	5,029,579	6,156	675,797	(958,640)	(935,978)	(947,728)	(943,114)	(944,699)
Current Assets limited as to use:	6,236,423	0	6,236,423	6,236,423	6,236,423	6,236,423	6,236,423	6,236,423
Net Patient Accounts Receivable	46,387,732	0	6,827,116	6,077,683	8,346,213	7,190,417	6,859,899	6,612,839
Third Party Settlements	502,139	0	73,902	65,790	90,346	77,835	74,257	71,583
Current Receivables	0	0	0	0	0	0	0	0
Inventory	6,775,635	17,362,060	99,898	75,377	92,017	85,200	83,724	82,066
Prepaid Expense	5,404,405	0	354,422	373,342	392,635	382,631	386,560	385,211
Other Current Assets	2,210,383	0	2,210,383	2,210,383	2,210,383	2,210,383	2,210,383	2,210,383
Total Current Assets	72,546,295	17,368,216	16,477,940	14,080,356	16,432,038	15,235,160	14,908,131	14,653,805
Assets Limited as to Use								
Trusteed Assets	113,467,445	0	113,467,445	113,467,445	113,467,445	113,467,445	113,467,445	113,467,445
Board Designated Investments	1,656,662	0	32,546,324	29,309,556	9,095,383	11,971,491	13,996,847	15,856,496
Total Assets Limited as to Use	115,124,107	0	146,013,769	142,777,001	122,562,828	125,438,936	127,464,292	129,323,941
Property and Equipment:								
Net Plant Property & Equipment	133,302,988	1,713,310	151,474,898	150,743,733	151,413,968	151,353,037	151,292,107	151,231,176
Construction In Progress	4,266,443	0	4,266,443	4,266,443	4,266,443	4,266,443	4,266,443	4,266,443
Net Property and Equipment	137,569,431	1,713,310	155,741,341	155,010,176	155,680,410	155,619,480	155,558,550	155,497,619
Other Access								
Nat Einancing Cost	600 848	0	600.848	600.848	600.848	600 848	600 848	600.848
Investments in Palated Parties	14 290 360	0	14 200 360	14 200,040	14 290 360	14 290 360	14 200 360	14 200,840
Noter Deceivable	1 79 / 47 4	0	1 794 464	1784.464	1 784 464	1 794 444	1 794 464	1 784 464
NOTES RECEIVABLE	1,784,464	U	1,784,464	1,/84,464	1,784,464	1,784,464	1,784,464	1,784,464

Running the Budget Balance Sheet and Cash Flow utility

- 1. Open the report.
- 2. In the Refresh Variables dialog, do the following, and click OK:
  - From the Select 'Yes' to add New Income to Fund Balance drop-down, select Yes or No to determine whether to add net income to the fund balance.
  - To select the default departments, where you would like the budget balance sheet numbers to be saved back to, click **Choose Value**, and select a department.
  - In the **Create a Save Tag Value** box, type a save tag (max of 100 characters). This save tag ensures that the data saving back to the database is saved with a save tag that is unique to a specific entity/group that you may want to filter this report for. It also avoids having to create multiple Balance Sheet reports for different entities/groups.
- 3. After the report populates, do the following:
  - At the top of the spreadsheet, make sure that the data in the Net Income row matches the balance sheet to be prepared.
  - Verify historical information for Two Years Ago, Last Year, and Current YTD all balance.
  - In the header section, review to the Balance Check row to confirm that the model is in balance.

	Method	Balance as of Jun-2017	Balance as of Jun Jun-2018	-20 Ai
_	Net Income	3,445	12,870	
	<u>Total Assets</u> <u>Total Liabilities</u>	19,082 19,082 0	19,082 19,082 0	
	Cash Flow	<ul> <li>In Balance</li> </ul>	In Balance	

**TIP:** If the model appears to be out of balance, we recommend that you refresh the report and verify that the Add Net Income to Fund Balance setting was configured properly per your organization's accounting practice.

- 4. In column AD, in the blue input cells, enter the default accounts numbers that you would like the balance sheet numbers to save back to. For example, you may choose to save back the numbers for Board Designated Investments and Other Assets to the same default asset account OR you may choose to use accounts specific to each of these categories.
- 5. Complete the following sections of the utility, as needed:
  - Balance Sheet Assumptions Use this section to enter key balance sheet metrics to calculate various balance sheet numbers. Values for balance sheet categories can be adjusted or keyed in directly in the detailed schedules / inputs section.
  - Assets
  - Liabilities and Net Assets
  - Detailed Schedules Use this section to input detailed schedules for each category.
  - Statement and Cash Flows

**TIP:** Enter inputs incrementally. For example, to change days in AR from 64 to 56, enter 8 and not 56.

**NOTE:** The Budget Balance Sheet utility is configured to always stay in balance. As a result, inputs/adjustments to Balance Sheet metrics will result in the out of balance difference being plugged to either the other assets/other liabilities section.

6. To save your changes to the database, in the Main ribbon tab, click Save.

The Summary tab of the Budget Balance Sheet utility will populate with next year's budgeted balance sheet and cash flow numbers by month for budget analysis purposes.

#### Budget Deductions

This is a deductions modeling tool that is similar to the deductions modeling in Kaufman Hall Financial Planning. All statistics, revenues and deductions are broken out by payer. You can make assumptions for the projection and budget in each payer section. The resulting calculated values post to the database. When using this model, do not create budget workbooks for your deduction department(s).

Budget Deductions												
For The Period Ending February 29, 20	20											
Budget Deduction Group =>>				Info Only	FY 2020	Projected	Budget					
RESET to Default Calculations	Last Saved			2019	Feb YTD	2020	2021	Jul-20	20	Aug-2020	Sep-2020	Oct-2020
IP Discharge % Change								Monthly To	tals from	Global Assumption	5	
Total IP Discharges - Globals		Discharges		0	0	0	0		0	0	0	
Variance-Check Total from Inputs				12,998	12,998							
% Discharges by Payor								Revise Mor	thly %'s	as Appropriate (Base	d upon FY 20 Projec	tion)
Medicare				29.43%	29.43%	0.00%	0.00%		100.00%	100.00%	100.00%	100
Medicaid			Default Calc	18.36%	18.36%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Commercial			Default Calc	11.39%	11.39%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Managed Care			Default Calc	21.04%	21.04%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Self Pay			Default Calc	11.36%	11.36%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Blue Cross			Default Calc	4.85%	4.85%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Other			Default Calc	3.57%	3.57%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Total %				100.00%	100.00%	0.00%	0.00%	1	00.00%	100.00%	100.00%	100.
Discharges by Payor				Enter Historical Data ,	/ FY 20 Projection							
Medicare			Default Calc	3,825	3,825	0	0		0	0	0	
Medicaid			Default Calc	2,386	2,386	0	0		0	0	0	
Commercial			Default Calc	1,480	1,480	0	0		0	0	0	
Managed Care			Default Calc	2,735	2,735	0	0		0	0	0	
Self Pay			Default Calc	1,477	1,477	0	0		0	0	0	
Blue Cross			Default Calc	631	631	0	0		0	0	0	
Other			Default Calc	464	464	0	0		0	0	0	
-Total Inpatient Discharges				12,998	12,998	0	0		0	0	0	
Definet Dave & Change								Mar athle To				
Tatal Datiant Dava Clabala		DatiantDaux		0		0		wontiny re		Global Assumption:		
Total Patient Days - Globals		FatientDays		0		0	0			0	0	
Variance-Check Total from Inputs				66,278	66,278			Pavira Mor	this %'r	as Appropriate (Base	d upon EV 20 Projec	tion)
Medicare				35.40%	35.40%	0.00%	0.00%	Kevise Mol	100.00%	100.00%	100.00%	100
Medicaid			Default Calc	17.03%	17.03%	0.00%	0.00%		0.00%	0.00%	0.00%	00
Commercial			Default Calc	9.84%	9.84%	0.00%	0.00%		0.00%	0.00%	0.00%	0
Commercian			octuant care	5.0476	5.0476	0.00%	0.00.16		0.0078	0.00%	0.00%	U

GL Accounts are summarized by balance sheet categories, and the resulting summary data can be posted back to the database for both the Current Year Projection and Next Year Budget as well as inclusion in all related Budget Analysis reports. If necessary, values for balance sheet categories can be adjusted or keyed in directly.

As budgets and assumptions change, simply refresh data in the Budget Balance Sheet to update and post newly computed balance sheet information for calculating metrics driven by income statement parameters (assuming the balance sheet assumptions remain unchanged).

The Budget Balance Sheet report assigns GL accounts to balance sheet categories per the FSSummary, FSDetail, and FPCode grouping columns in the ACCT dimension table.

The Balance Sheet and Cash Flow Report includes the following sections:

- Balance Sheet Assumptions Key metrics used to drive various balance sheet calculations. Valid entries are listed in the Balance Sheet Assumptions Inputs section.
- Assets
- Liabilities and Net Assets
- Detailed Schedules Contains rows to input detailed schedules for each category.
- Statement of Cash Flows

#### Summary Income Statement

You can filter the report by Entity or group, as defined in dimensions by using the Quick Filter option in the Main ribbon tab. You may make adjustments to the values in any blue cells in the report. After making your changes, review the cash flow statement to make sure it balances to total cash and make sure the summaries match your expectations on the summary tab.

To run the Budget Sheet and Cash Flow report:

- 1. In the Refresh Variables dialog, do the following, and click OK:
  - From the Select 'Yes' to add New Income to Fund Balance drop-down, select Yes or No to determine whether to add net income to the fund balance.
  - To select the default departments to include in the report, click Choose Value, select a department, and click OK.
- 2. Add or enter information in the blue cell, as appropriate.
- 3. After the report populates, verify the following:
  - At the top of the spreadsheet, make sure that the data in the **Net Income** row matches the balance sheet to be prepared.
  - Historical information for Two Years Ago, Last Year, and Current YTD all balance.
  - In the header section, review to the **Balance Check** row to confirm that the model is in balance.

Balance Sheet & Cash Flow (\$ in Thousands PKG For The Period Ending December 31, 2016	)					
pop_unnici_ci		Balance as of	Balance as of	Jun-2016 through	Projection	Projected as of
	Method	Jun-2015	Jun-2016	Dec-2016	Changes	Jun-2017
Net Income	Net Income	(15,955,605)	(6,705,794)	(3,827,103)	28,805,249	24,978,14
Total Assets	Total Assets	377,769,927	386,208,482	385,245,369	(14,684,042)	370,561,32
Total Liabilities & Net Assets	Total Liabilities	357,671,574	363,734,959	364,928,568	(14,465,594)	350,462,97
		20,098,353	22,473,523	20,316,801	(218,447)	20,098,35
Balance Check	Cash Flow	Out of Balance	Out of Balance	Out of Balance	Out of Balance	Out of Balan
		1				

**NOTE:** If the model appears to be out of balance, you might want to refresh the report and verify that the **Add Net Income to Fund Balance** setting was configured properly per your organization's accounting practice

4. To save your changes back to the database, in the Main ribbon tab, click Save.

Balance Sheet assumption inputs

**NOTE:** Enter inputs incrementally. For example, to change days in AR from 64 to 56, enter 8 and not 56.

Cash and cash equivalents	Computed through days of operating cash	
Short-term cash investments	Input Schedule	
Current assets limited as to use	Input Schedule	
Patient Accounts Receivable	Computed from Gross A\R days in gross patient receivables	Configurable sections are netted from the total calculation on the first row.
Physician Accounts Receivable	Input Schedule	
Allowance for Uncollectibles	Calculated from Net A\R Days less Gross receivables	Configurable sections are netted from the total calculation on the first row
Third Party Settlements	Computed from 3rd Party days in Net Patient Receivables	Configurable sections are netted from the total calculation on the first row.
Current Receivables	Input Schedule	
Supply Inventories, at cost	Computed from Days in Supply inventories	Configurable sections are netted from the total calculation on the first row.
		Driven by total supplies expense from the income statement
Prepaid Expenses	Computed from Days in Prepaid Expenses	Configurable sections are netted from the total calculation on the first row.
		Driven by total other expenses from the income statement
Other Current Assets	Input Schedule	
Assets Limited as to use – Trusteed Assets	Input Schedule	

Asset inputs (All inputs should be in whole dollars)

PPE – Land	Input Schedule	Net Capital Acquisitions
		Revaluation amount
PPE – Property and	Input Schedule	Net Capital Acquisitions
Equipment		+\- Revaluation amount
PPE – Accumulated Depreciation	Input Schedule	Depreciation Expense – Automatic flow from Income Statement
		+\- Disposals
PPE – Construction in Progress	Net Capital Acquisitions	+\- Revaluation amount
Unamortized Financing Fees	Input Schedule	
Amortization of existing fees	Input Schedule	
Investment in subsidiaries	Input Schedule	
Notes Receivable	Input Schedule	
Other Long-Term Assets	Input Schedule	Liability Inputs (All inputs should be in whole dollars)
Line of credit	Calculated	
Current maturity of long- term debt	Input Schedule	Est. current portion of long- term debt
		Adj of current portion of long- term debt
Accounts Payable	Computed from A\P days in other expenses	Configurable sections are netted from the total calculation on the first row.
		Driven by total other expenses from the income statement
Accrued Payroll	Computed from Acc Payroll days in salary expenses	Configurable sections are netted from the total calculation on the first row.
		Driven by total other expenses from the income statement

Accrued Expenses	Computed from Accrued Exp days in other expenses	Configurable sections are netted from the total calculation on the first row.
		Driven by total other expenses from the income statement
Third Party Settlements	Computed from 3rd party days in other expenses	Configurable sections are netted from the total calculation on the first row.
		Driven by total other expenses from the income statement
Other Accrued Liabilities	Input Schedule	
Other Long Term Liabilities 1	Input Schedule	
Other Long Term Liabilities 2	Input Schedule	
Long-Term Debt	Input Schedule	Net new loans
		Regular principal payments
Equity inputs (All inputs sho	ould be in thousands)	
Fund Balance	Input Schedule	Net Income – Computed and included in projection if <b>Instructions</b> tab diaplsy Yes to include in Fund Balance. Net Income is automatically added to fund balance for budget.
Temporarily restricted net assets	Input Schedule	
Permanently restricted net assets	Input Schedule	

## ► NYB\_Deductions\_FSDetail

Use this deductions model to project deductions using the historical relationship to gross revenue for each deduction category. This report summarizes categories using the Acct-FSDetail column in dimensions. The resulting calculated values posts to the database. If you are using this model, do not create budget workbooks for your deduction department(s).

NYB CONTRACTUAL KHA Health FY21 Annual Budget	ALLOWANCE WORKSHEET									
		Revenue		Current	Current	Rest of	Projection		Prelim	Budget
Payor	Description	Driver	Last Year	Budget	YTD	Year	Adjustments	Projected	Budget	Adjustments
	PATIENT REVENUE By Payor		1							
			-							
Enter Payor Description >>					172,524,693	10,906,097	0	183,430,790	33,797,364	
Enter Payor Description > >					0	0	0	0	0	
Enter Payor Description >>					0	0	0	0	0	
Enter Payor Description >>					0	0	0	0	0	
Enter Payor Description > >					0	0	0	0	0	
Enter Payor Description >>					0	0	0	0	0	
Enter Payor Description >>					0	0	0	0	0	
Total IP	Total Inpatient Revenue		234,551,863	30,542,149	172,524,693	10,906,097	0	32,708,405	33,797,364	
Enter Payor Description > >					76,946,658	7,769,610	0	84,716,268	20,859,442	
Enter Payor Description >>					0	0	0	0	0	
Enter Payor Description >>					0	0	0	0	0	
Enter Payor Description > >					0	0	0	0	0	
Enter Payor Description >>					0	0	0	0	0	
Enter Payor Description >>					0	0	0	0	0	
Enter Payor Description > >					0	0	0	0	0	
Total OP	Total Outpatient Revenue		106,753,460	16,485,554	76,946,658	7,769,610	0	24,305,533	20,859,442	
Enter Payor Description >>					114,607,896	9,268	0	114,617,164	24,981	
Enter Payor Description > >					0	0	0	0	0	
Enter Payor Description > >					0	0	0	0	0	
Enter Payor Description >>					0	0	0	0	0	
Enter Payor Description > >					0	0	0	0	0	
Enter Payor Description > >					0	0	0	0	0	
Enter Payor Description >>					0	0	0	0	0	
Total Other	Total Other Patient Revenue		170,658,298	4,475,287	114,607,896	9,268	0	9,614,976	24,981	
Total Gross	Total Patient Revenue By Payor		511,963,621	51,502,990	364,079,247	18,684,975	0	66,628,914	54,681,787	
	Total Allowances		284,767,632	15,690,388	203,145,601	0	0	203,145,601	166,719,879	
	Net Revenue		227,195,989	35,812,603	160,933,646	18,684,975	0	(136,516,687)	(112,038,093)	
			44.38%	69.53%	44.20%	100.00%	0.00%	(204.89%)	(204.89%)	
	ALLOWANCE - DETAIL									
Acct	Dept CONTRACTORES		1							

### NYB\_Deductions\_FSPayor

Use this deductions model to project deductions using the historical relationship to gross revenue by payer. This report summarizes categories using the Acct-FSPayor column in dimensions. The resulting calculated values post to the database. If you are using this model, do not create budget workbooks for your deduction department(s).

NYB_Deductions_ KHA Health FY21 Annual Budget	FSPayor									
		Revenue		Current	Current	Rest of	Projection		Preliminary	Budget
FSPayor	Description	Driver	Last Year	Budget	YTD	Year	Adjustments	Projected	Budget	Adjustments
Select FSPayor >>	Double-click for FSPayor		0	0	0	0	0	0	0	
Select FSPayor >>	Double-click for FSPayor		0	0	0	0	0	0	0	
Select FSPayor >>	Double-click for FSPayor		0	0	0	0	0	0	0	
Select FSPayor >>	Double-click for FSPayor		0	0	0	0	0	0	0	
	Total PATIENT REVENUE By Payor		0	0	0	0	0	0	0	
	PATIENT REVENUE BY TYPE									
lotal inpatient	Total inpatient Revenue		234,551,863	30,542,149	172,524,693	(139,816,287)	0	32,708,405	33,678,833	
Total Outpatient	Total Outpatient Revenue		106,753,460	16,485,554	76,946,658	(52,641,125)	0	24,305,533	20,899,443	
Total OtherPatient	Total Other Patient Revenue		170,658,298	4,475,287	114,607,896	(104,992,920)	0	9,614,976	25,045	
Total Gross	Total Patient Revenue		511,963,621	51,502,990	364,079,247	(297,450,333)	0	00,028,914	54,603,321	
	Intal Allowances		276,409,248	15,653,053	197,589,097	#N/A	0	#N/A	#N/A	
	ivet Revenue		235,554,373	35,049,957	166,490,150	#IN/A	0	*N/A	*N/A	
			46.01%	69.61%	45.73%	#N/A	0.00%	#N/A	#N/A	
Acet	ALLOWANCE - DETAIL Dept CONTRACTUALS		46.01%	69.61%	45.73%	#N/A	0.00%	#N/A	#N/A	
<b>Acct</b> 40000	ALLOWANCE - DETAIL Dept CONTRACTUALS 101010 Capitation Adjustment - EMA Internal Medicine (Provider Detail)	Total Gross	46.01%	69.61%	45.73%	#N/A 0	0.00%	#N/A 4,126,861	#N/A 3,382,020	(3,382,020)
<b>Acct</b> 40000 40000	ALLOWANCE - DETAIL Dept CONTRACTUALS 101010 Capitalion Adjustment - EMA Internal Medicine (Provider Detail) 101014 Capitalian Adjustment - EMA Urgent Care Adjut	Total Gross Total Gross	46.D1% 6,118,207 425,262	69.61% 15,382 1,156	45.73% 4,126,861 296,362	#N/A 0 0	0.00%	#N/A 4,126,861 296,362	#N/A 3,382,020 242,873	(3,382,020) (242,873)
Acct 40000 40000 40000	ALLOWANCE - DETAIL Dept CONTRACTUALS 101010 Capitation Adjustment - EMA Internal Medicine (Invoider Detail) 101014 Capitation Adjustment - EMA Ungent Care Adult 1010120 Capitation Adjustment - EMA Unternal Medicine (Invoider Summary)	Total Gross Total Gross % of Patient Revenue	46.01% 6,118,207 425,262 6,118,207	69.61% 15,382 1,156 1,877,039	45.73% 4,126,861 296,362 4,126,861	#N/A 0 #N/A	0.00%	#N/A 4,126,861 296,362 #N/A	#N/A 3,382,020 242,873 #N/A	(3,382,020) (242,873) #N/A
Acct 40000 40000 40000	ALLOWANCE - DETAIL Dept CONTRACTUALS 101010 Capitation Adjustment - EMA Internal Medicine (Provider Detail) 101014 Capitation Adjustment - EMA Urgent Care Adult 101012 Capitation Adjustment - EMA Internal Medicine (Provider Summary) 101100 Capitation Adjustment - EMA Internal Mediations	Total Gross Total Gross % of Patient Revenue Total Gross	46.01% 6,118,207 425,262 6,118,207 2,457,730	69.61% 15,382 1,156 1,877.039 0	45.73% 4,126,861 296,362 4,126,861 1,679,530	#N/A 0 #N/A 0	0.00%	#N/A 4,126,861 296,362 #N/A 1,679,530	#N/A 3,382,020 242,873 #N/A 1,376,398	(3,382,020) (242,873) #N/A (1,376,398)
Acct 40000 40000 40000 40000	ALLOWANCE - DETAIL Dept CONTRACTUALS 101010 Capitation Adjustment - IMA Internal Medicine (trovider Detail) 101014 Capitation Adjustment - IMA Nater Carl Adult 1010102 Capitation Adjustment - IMA Nater Carl Adult 1010102 Capitation Adjustment - IMA Pediatrics 101014 Capitation Adjustment - IMA Pediatrics	Total Gross Total Gross % of Patient Revenue Total Gross Total Gross	46.01% 6,118,207 425,262 6,118,207 2,457,730 2,32,216	69.61% 15,382 1,156 1,877,039 0 0	45.73% 4,126,861 296,362 4,126,861 1,679,530 173,561	#N/A 0 #N/A 0 0	0.00% 0 0 0 0 0 0 0 0	#N/A 4.126,861 296,362 #N/A 1.679,530 173,561	#N/A 3,382,020 242,873 #N/A 1,376,398 1,42,235	(3,382,020) (242,873) #N/A (1,376,398) (142,235)
4000 40000 40000 40000 40000 40000	ALLOWANCE - DETAIL Dept CONTRACTUALS 101010 Capitation Adjustmert - EMA Internal Medicine (Provider Detail) 101014 Capitation Adjustmert - EMA Urgent Care Adult 1010105 Capitation Adjustmert - EMA Pediatios 101104 Capitation Adjustmert - EMA Pediatios 101104 Capitation Adjustmert - EMA Pediatios 101104 Capitation Adjustmert - EMA Deduitos	Total Gross Total Gross % of Patient Revenue Total Gross Total Gross Total Gross	46.01% 6,118,207 425,262 6,118,207 2,457,730 2,352,216 2,819,802	69.61% 15.382 1,156 1,877,039 0 0 0	45.73% 4,126,861 296,362 4,126,861 1,679,530 173,561 1,947,386	#N/A 0 #N/A 0 0 0	0.00%	#N/A 4.126,861 296,362 #N/A 1.679,530 173,561 1,947,386	#N/A 3,382,020 242,873 #N/A 1,376,398 142,235 1,595,910	(3,382,020) (242,873) #N/A (1,376,398) (142,255) (1,595,910)
Act 4000 4000 4000 4000 4000 4000 4000	ALLOWANCE - DETAIL Dept CONTRACTUALS 101010 Capitation Adjustment - EMA Internal Medicine (Provider Detail) 101014 Capitation Adjustment - EMA Urgent Care Adult 101020 Capitation Adjustment - MA Internal Medicine (Provider Summary) 10100 Capitation Adjustment - MA Needinatios 101104 Capitation Adjustment - EMA Urgent Care Pediatrics 101104 Capitation Adjustment - EMA Ou/gynt	Total Gross Total Gross % cP atient Revenue Total Gross Total Gross Total Gross Total Gross	46.01% 6,118,207 425,262 6,118,207 2,457,730 233,216 2,019,802 5,351,541	695.61% 15.382 1,156 1,877,039 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	45.73% 4,126,861 296,362 4,126,861 1,679,530 173,561 1,947,386 3,518,906	#N/A 0 8N/A 0 0 0	0.00%	#N/A 4,126,861 296,362 #N/A 1,679,530 173,561 1,947,386 3,518,906	#N/A 3,382,020 242,873 #N/A 1,376,398 1,42,235 1,595,910 2,883,792	(3,382,020) (242,873) #N/A (1,376,398) (1,595,910) (2,883,792)
4000 40000 40000 40000 40000 40000 40000	ALLOWANCE - DETAIL Dept CONTRACTUALS UD01D Capitation Adjustment - IMA Internal Medicine (Provider Detail) 101014 Capitation Adjustment - IMA Urgent Care Adult 101020 Capitation Adjustment - IMA Merida Medicine (Provider Summary) 101102 Capitation Adjustment - IMA Arediatics 101132 Capitation Adjustment - IMA Arediatics 101202 Capitation Adjustment - IMA Arediatics 101203 Capitation Adjustment - IMA Cardiology 101203 Capitation Adjustment - IMA Arediatics 101204 Capitation Adjustment - IMA Cardiology 101205 Capitation - IMA Cardiology 101205	Total Gross Total Gross % of Patient Revenue Total Gross Total Gross Total Gross Total Gross	46.01% 0,118,207 425,262 0,118,207 2,457,730 2,357,730 2,357,730 2,357,730 2,357,541 316,659	69.61% 15.382 1,156 1,877,039 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	45.73% 4,126,861 296,362 4,126,861 1,679,530 173,561 1,947,386 3,518,906 200,296	#N/A #N/A 0 0 0 0 0 0 0	0.00%	#N/A 4,126,861 296,362 #N/A 1,679,530 173,561 1,947,386 3,518,306 208,296	#N/A 3.382,020 242,873 #N/A 1.376,398 142,235 1.595,510 2,883,792 1170,702	(3.382,020) (242,873) #N/A (1.376,398) (142,235) (1.595,910) (2.883,782) (170,702)
Act 4000 40000 40000 40000 40000 40000 40000 40000	ALLOWANCE - DETAIL Dept CONTRACTUALS ID1010 Capitation Adjustment - LMA Internal Medicine (Provider Detail) ID1010 Capitation Adjustment - LMA Internal Medicine (Provider Summary) ID1020 Capitation Adjustment - LMA Vedentics ID1010 Capitation Adjustment - LMA Vedentics ID1010 Capitation Adjustment - LMA Vedentics ID1010 Capitation Adjustment - LMA Outped Care Polarines ID1010 Capitation Adjustment - LMA Nebelavis ID1010 Capitation - LMA Nebela	Total Gross Total Gross Total Gross Total Gross Total Gross Total Gross Total Gross Total Gross Total Gross	46.01% 6,118.207 425.262 6,118.207 2,847,730 232,216 2,849,802 3,351,541 318,659 2,843,656	69.61% 15.382 1,156 1,877.039 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	45.73% 4,126,861 296,362 4,126,861 1,679,530 173,561 1,947,386 3,518,906 208,296 101,104	#N/A #N/A 0 0 0 0 0 0 0 0 0 0 0 0	0.00% 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	#N/A 4.126.861 296.362 #N/A 1.679.530 173.561 1.947.386 3.518.906 208.296 101.104	#N/A 3.382.020 242.873 #N/A 1.376.398 1.42.235 1.595.910 2.883.792 170.702 132.027	(3,382,020) (242,873) #N/A (1,376,398) (142,235) (1,595,910) (2,883,782) (170,702) (132,027)
Acct 40000 40000 40000 40000 40000 40000 40000 40000	ALLOWANCE - DETAIL Dept CONTRACTUALS Capitation Adjustment - EMA Internal Medicine (Invoider Detail) 101012 Capitation Adjustment - EMA Internal Medicine (Invoider Detail) 101012 Capitation Adjustment - EMA Pediatrics 101020 Capitation Adjustment - EMA Relinosay 101030 Capitation Adjustment - EMA Relinosay 101030 Capitation Adjustment - EMA Relinosay 101030 Capitation Adjustment - EMA Relinosay	Total Gross Total Gross % of Platient Revenue Total Gross Total Gross Total Gross Total Gross Total Gross Total Gross Total Gross Total Gross	46.01% 6,118.207 425.362 6,118.207 2,457,070 2,32,216 2,819,002 3,313,541 318,099 2,43,656 3977,38	69.61% 15.382 1,156 1,877,039 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	45.73% 4,126,861 296,362 4,126,861 1,679,530 173,361 1,947,386 208,296 161,104 272,138	#N/A #N/A 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0.00% 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	#N/A 4,126,861 296,362 #N/A 1,679,530 1,3,679,530 1,9,47,386 3,518,906 2,08,296 161,104 272,138	*N/A 3.382,020 242,873 *N/A 1.376,398 1.42,253 1.59552 2.883,792 170,702 132,027 223,020	(3.382,020) (242,873) #N/A (1,376,398) (142,235) (1,595,910) (2,883,792) (132,027) (132,027) (233,020)
Act 4000 4000 4000 4000 4000 4000 4000 40	ALLOWANCE - DETAIL Dept CONTRACTUALS U1010 Capitation Adjustment - IMA Internal Medicine (Provider Detail) 101012 Capitation Adjustment - IMA Urgent Care Adult 10102 Capitation Adjustment - IMA Urgent Care Adult 10102 Capitation Adjustment - IMA Pediatrics 10114 Capitation Adjustment - IMA Drigent Care Pediatrics 101192 Capitation Adjustment - IMA Cardiology 101302 Capitation Adjustment - IMA Acardiology 101302 Capitation Adjustment - IMA Neumatology 101302 Capitation Adjustment - IMA Neumatology 101303 Capitation Adjustment - IMA Neumatology 101304 Capitation Adjustment - IMA Neumatology 101305 Capitation Adjustment - IMA Neuma	Testi Gross Testi Gross Se de Seiner Revenue Testi Gross Testi Gross Testi Gross Testi Gross Testi Gross Testi Gross Testi Gross Testi Gross Testi Gross	46.01% 6,118.207 435.302 6,118.207 2,427,710 2,82,716 2,82,902 3,337,541 3,165 3,357,541 3,165 3,07,388 906,523	69.61% 15.382 1,156 1,877,039 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	45.73% 4,126,861 266,362 4,120,861 1,679,330 10,47,386 3,518,066 208,296 161,104 272,138 620,210	#N/A #N/A 0 0 0 0 0 0 0 0	0.00% 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	#N/A 4,126,861 296,362 #N/A 1,679,530 173,361 1,947,386 2,08,296 161,104 272,138 630,210	*N/A 3,382,020 242,873 *N/A 1,376,398 1,42,235 1,595,510 2,883,792 170,702 132,027 223,020 508,270	(3.382,020) (242,873) eN/A (1.376,388) (1.42,235) (1.42,235) (1.4595,910) (2.883,782) (170,702) (132,027) (223,020) (508,270)
4000 4000 4000 4000 4000 4000 4000 400	ALLOWANCE - DETAIL Dept CONTRACTUALS Capitation Adjustment - IMA Internal Medicine (Invoider Detail) 101010 Capitation Adjustment - IMA Internal Medicine (Invoider Detail) 101010 Capitation Adjustment - IMA Prediatris 101010 Capitation Adjustment - IMA Prediatris 101020 Capitation Adjustment - IMA Prediatris 101020 Capitation Adjustment - IMA Objevent Cario Petatriss 101020 Capitation Adjustment - IMA Prediatris 101021 Capitation Adjustment - IMA Prediatris 101021 Capitation Adjustment - IMA Prediatriss 101022 Capitation Adjustment - IMA Physical Prediatris 101021 Capitation Adjustment - IMA Physical Prediatris 101021 Capitation Adjustment - IMA Physical Prediatris 101032 Capitation Adjustment - IMA Physical Prediatris 101034 Capitation Adjustment - IMA Physical Prediatris 101034 Capitation Adjustment - IMA Premisology 101035 Capitation Adjustment - IMA Premisology 101036 Capitation Adjustment - IMA Premi	Total Gross Total Gross % of Patter Revenue Total Gross Total Gross Total Gross Total Gross Total Gross Total Gross Total Gross Total Gross Total Gross Total Gross	46.01% 6,118.207 425.262 6,118.207 2,457,02 2,32,16 2,313,241 318,699 2,45,65 397,888 90,529 15,16,62,249	69.61% 15.382 1,156 1,877.039 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	45.73% 4.126,861 296,362 4.126,861 1,679,530 173,561 1,947,386 2,08,296 101,104 272,138 620,210 10,237,478	#N/A #N/A 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0.00% 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	#N/A 4,126,861 296,362 #N/A 1,73,530 173,351 1,947,386 2,98,296 161,104 272,138 632,210 10,237,478	#N/A 3.382,020 242,873 #N/A 1.376,398 142,235 1.595,910 2.883,792 170,702 132,027 223,020 508,270 8.406, 146	(3.382,020) (242,873) #N(A (1.376,388) (1.42,235) (1.595,910) (2.883,792) (132,027) (132,027) (223,020) (596,270) (6.866,146)
4000 40000 40000 40000 40000 40000 40000 40000 40000 40000 40000 40000	ALLOWANCE - DETAIL Dept CONTACTUALS USANDA C Apatation Adjustmert - IMA Internal Medicine (Provider Detail) (10101 C apatation Adjustmert - IMA Internal Medicine (Provider Summary) (10102 Capatation Adjustmert - IMA Arduation (10103 Capatation Adjustmert - IMA Arduation (10104 Capatation Adjustmert - IMA Arduation (10105 Capatation Adjustmert - IMA Arduation (10102 Capatation Adjustmert - IMA Demonship (10103 Capatation Adjustmert - IMA Dematology (10104 Capatation Adjustmert - IMA Oncology (10105 Capatation Adjustmert - IMA Cancology (10106 Capatation Ad	Tetal Cross Tetal Cross N of Patient Revouw Tetal Cross Tetal Cross	46.01% 6,118.207 425.362 4,118.207 2,457,730 2,22,216 2,819,802 2,325,541 3,18,900 2,325,541 3,18,900 2,325,541 3,18,2549 9,65,359 6,5599 6,5599	69.61% 15.382 1,156 1,877,039 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	45.73% 4,126,861 266,362 4,126,861 1,679,500 173,361 19,47,386 2,08,296 101,104 272,138 620,210 102,27,478 41,748	#N/A #N/A 0 0 0 0 0 0 0 0 0 0 0 0 0	0.00% 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	#N/A 4,126,861 296,362 #N/A 1,679,530 173,361 19,47,386 2,08,296 101,104 272,138 630,210 102,27,478 41,748	#N/A 3,382,020 242,873 #N/A 1,376,398 1,42,235 1,595,510 2,883,792 170,702 132,027	(3.382,020) (242,873) (1.376,398) (1.3576,398) (1.355,792) (1.356,3782) (1.356,3782) (1.356,3782) (1.223,020) (1.233,020) (1.2

# **Reconciliation utilities**

These utilities are designed for budget reconciliation to the database.

#### Accessing these reports

The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Budget Reporting section, click Budget Utilities > Budget Reconciliation.



Budget Department Audit report

Use to resolve possible mapping errors at the department level by highlighting mapping and process management inconsistencies in the DEPT dimension table before building plan files and starting process management.

#### Department Dimension Budget Audit Report

KHA Health		🗁 Link To Dimension Maintenance Utility (DMU) No. of Issues										Issues	S Owner= Dept Manager			
My Dimension S	ecurity Filter-DEPT>0	ALL ISSUES SHO	ULD BE RESOLVED BEFORE STARTING TH	E BUDGET PROCESS W	ORK FLOW									Review = Dire	actor or [Skip]	
Budgeting Department	Budget Department Description		Gray Format indicates Budget Mapping to another Department.	KHABgtMap-How is this department mapped for budget	Red indicates an incorrect BudgetGroup	Template Assignment	If Template assigned, this should have a valid TPLOptions Assignment	If Template assigned, this should have a valid Labor Assignment	Only should be TRUE if intending to budget and No configuration issues	Current YTD Revenue Activity	Current YTD Expense Activity	0	82	Approver = V These Colum Each column Mark with [SI	.P. ins manage bo should have a kip] if workflow	
KHABgtCode		Original		KHABgtMap	1				ShowonList	Cur YTD	Cur YTD	Warning	Warning			
Dept	Description	Dept	Description	Dept	BudgetGroup	KHABGTtemplate	TPLOptions	LaborType	Budgeting	Revenue	Expense	BudgetGroup	Template	Owner	Reviewer	
10000	EHS Balance Sheet	10000 EHS Balance Sheet		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	0	0	c	[Skip]	[Skip]	
		1500	0 EHS Deductions from Revenue	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	0	0	C	CCredit	[Skip]	
		1530	0 EHS Other Revenue	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	190,726	0	0	1	CCredit	[Skip]	
		1540	D EHS Other NonOperating Revenue	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	3,014,568	0	0	1	CCredit	[Skip]	
		1787	0 EHS *** Bidg-Med Office/East Hplex	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	49,623	290,392	0	1	PAugusta	CJohnson	
		1787	9 EPG Clinic Administration	10000	EPG	NoBudget	NoBudget	NoBudget	FALSE	0	208,076	0	1	EEast	[Skip]	
		1789	5 EPG Phys Clinic-Peds Afterhour	10000	EPG	NoBudget	NoBudget	NoBudget	FALSE	674,608	651,092	0	1	EEast	[Skip]	
		1856	0 EHS Rental	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	5,955,902	5,879,642	0	1	SSmith	[Skip]	
		1890	0 EHS Parking Lot	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	191,131	145,898	0	1	SSmith	[Skip]	
		1896		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	401,291	545,429	0	1	PAugusta	CJohnson	
		1897)	0 EHS Bldg-Midtown	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	723,653	1,038,702	0	1	PAugusta	CJohnson	
		1897	5 EHS Bldg-Cancer Center	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	50,802	0	1	PAugusta	CJohnson	
		1898		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	1,529,207	1,813,990	0	1	PAugusta	CJohnson	
		1898		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	259,090	291,403	0	1	PAugusta	CJohnson	
		1898.	3 EHS Bldg-SW	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	66,091	62,868	0	1	PAugusta	CJohnson	
		1898-		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	20,902	9,495	0	1	PAugusta	CJohnson	
		1898	5 EHS Bldg-Radiology	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	355,983	312,727	0	1	PAugusta	CJohnson	
		1898	5 EHS Bldg-Lakeside	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	211,375	242,774	0	1	PAugusta	CJohnson	
		1898		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	111,639	269,285	0	1	PAugusta	CJohnson	
		1898		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	59,878	14,539	0	1	PAugusta	CJohnson	
		1898		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	37,963	19,486	0	1	PAugusta	CJohnson	
		1899		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	201,392	304,803	0	1	PAugusta	CJohnson	
		1899		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	15,728	117,806	0	1	PAugusta	CJohnson	
		1899		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	369,296	592,510	0	1	PAugusta	CJohnson	
		1899	3 EHS Bldg+NW	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	0	0	c	PAugusta	CJohnson	
		1907	0 EHS Planning	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	165	0	1	CCredit	[Skip]	
		1909		10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	7,598	0	1	CCredit	[Skip]	
		1917:	5 EHS Medicare Select Sales	10000	EHS	NoBudget	NoBudget	NoBudget	FALSE	0	748	0	1	CCredit	[Skip]	
17840	EHS Sports Medicine	1784	0 EHS Sports Medicine	17840	EHS	Master	Master	JobCode	FALSE	0	212,155	0	c	PHerbert	[Skip]	
17880	EPG Phys Clinic-North	1788	0 EPG Phys Clinic-North	17880	EPG	Master	Master	JobCode	FALSE	252,904	426,586	0	C	EEast	(Skip)	
		1788		17880	EPG	Master	Master	JobCode	FALSE	399,301	518,492	0	c	EEast	[Skip]	
		1788	3 EPG Phys Clinic-Occ Hith Midtown	17880	EPG	Master	Master	JobCode	FALSE	199,864	239,337	0	0 0 EEast [5		[Skip]	
17885	EPG Phys Clinic-East	1788	5 EPG Phys Clinic-East	17885	EPG	Master	Master	JobCode	PALSE	516,437	862,465	0	c	EEast	[Skip]	
		1788	5 EPG Phys Clinic-Occ Hith/West	17885	EPG	Master	Master	JobCode	FALSE	1,000	119,685	0	0	EEast	[Skip]	
17891	EPG Phys Clinic-South	1789	1 EPG Phys Clinic-South	17891	EPG	Master	Master	JobCode	FALSE	1,369,241	1,595,913	0	c	EEast	[Skip]	
		1789-	4 EPG Phys Clinic-Uptown	17891	EPG	Master	Master	JobCode	FALSE	329,780	551,655	0	C	EEast	[Skip]	

## Budget Process Management report

Use to show what stage each budget plan file is in when using process management for budget staging.

Budget Prod KHA Health Budget 2018-Budget	cess Management Repo	ort									
				Base Bud	lget Build	Budget	Owner Input	Budget R	eview	Budget	t Approval
Department	Description	Current Step	Current Step Name	Step 1 Owner	Due Date	Step 2 Owner	Due Date	Step 3 Owner	Due Date	Step 4 Owner	Due
19100	EHS Accounting Operations (Employee)	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value "D	S (no due date)	Assignment value 'CC	r (no due date)	Assignment value	'HBu (no due
26140	EMC Emergency Room (CDM)	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value "N	/E (no due date)	<skip></skip>	(no due date)	Assignment value	'SKle (no due
26340	EMC CCU (Staffing)	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value 'N	/S (no due date)	Assignment value 'BC	l: (no due date)	Assignment value	'SKle (no due
26610	EMC 6A (JobCode ADC)	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value "Y	D (no due date)	<skip></skip>	(no due date)	Assignment value	'SKle (no due
26611	EMC Home Health	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value 'A	ie (no due date)	Jeff Goldstein	(no due date)	Rod Nyberg	(no due
27200	EMC Radiology - MRI (JobCode)	1	Base Budget Build	Rod Nyberg, Bud Admir	2/5/2018	Chris Sparks	(no due date)	Assignment value 'DP	a (no due date)	Assignment value	'SJoł (no due
101010	EMA Internal Medicine (Provider Detail)	1	Base Budget Build	Rod Nyberg,Bud Admir	2/5/2018	Assignment value 'E	E; (no due date)	<skip></skip>	(no due date)	Assignment value	'DJo (no due
101020	EMA Internal Medicine (Provider Summary)	1	Base Budget Build	Rod Nyberg, Bud Admir	2/5/2018	Assignment value "E	Ei (no due date)	<skip></skip>	(no due date)	Assignment value	'DJo (no due

#### Budget Workbook Reconciliation

Use to compare check totals from different columns in the budget workbooks to the summary fields in the database to make sure they are in balance. If the budgets are all in balance, then this report returns no data, which is the desired outcome of this report.

#### Budget Workbook Reconciliation

KHA Health For The Budget Year 2018

Dept	Description	Acct	Description	NYB TOTAL	NYBTd	NYBSum	Difference 1	Difference 2	
10000	EHS Balance Sheet	11000	General Fund Checking	5,144,416	0	0	5,144,416	5,144,416	Review 🂫
10000	EHS Balance Sheet	11510	Bond Funds 95 Issue	6,236,423	0	0	6,236,422	6,236,422	Review 玲
10000	EHS Balance Sheet	12200	A/R Miscellaneous	94,345,489	0	0	94,345,488	94,345,488	Review 🂫
10000	EHS Balance Sheet	12510	Allow For Medicare	(45,665,335)	0	0	45,665,334	45,665,334	Review 🂫
10000	EHS Balance Sheet	13050	Allow For Misc A/R & N/R	1,784,464	0	0	1,784,464	1,784,464	Review 玲
10000	EHS Balance Sheet	13600	Due From 3rd Party Payors	526,954	0	0	526,954	526,954	Review 玲
10000	EHS Balance Sheet	13901	A/R MHS Misc	2,210,383	0	0	2,210,382	2,210,382	Review 玲
10000	EHS Balance Sheet	14000	Inventory Central Supply	4,732,303	0	0	4,732,303	4,732,303	Review 🂫
10000	EHS Balance Sheet	14505	Prepaid Expenses	5,838,200	0	0	5,838,199	5,838,199	Review 玲
10000	EHS Balance Sheet	15000	Vells Fargo	113,467,445	0	0	113,467,445	113,467,445	Review 玲
10000	EHS Balance Sheet	15512	Home Health License	679,239	0	0	679,238	679,238	Review 玲
10000	EHS Balance Sheet	15530	Reciprocal Of America	55,346,505	0	0	55,346,504	55,346,504	Review 玲
10000	EHS Balance Sheet	15533	Memorial Medical Enterprises	14,290,360	0	0	14,290,359	14,290,359	Review 🂫
10000	EHS Balance Sheet	16500	ONCA - Bond Issuance Costs - 90B	600,848	0	0	600,848	600,848	Review 玲
10000	EHS Balance Sheet	17000	Land	13,706,437	0	0	13,706,437	13,706,437	Review 玲
10000	EHS Balance Sheet	17300	Buildings	271,198,916	0	0	271,198,916	271,198,916	Review 玲
10000	EHS Balance Sheet	18315	General Re-Construction	259,457	0	0	259,456	259,456	Review 玲

# Global Depreciation Reconciliation report

Use to show the variance between the budgeted depreciation accounts to the same accounts in the general ledger budget for a user-specified budget year.

#### Global Depreciation Recon Report

KHA Health Budget Year - 2017

-										
					Projection			Budget		R
Dept	Description	Acct	Description	Global	Total	Variance	Global	Total	Variance	Projection
				Depreciation			Depreciation			Review
10000	EHS Balance Sheet	71100	Depreciation - Equipment	5,584,633	0	(5,584,633)	5,609,764	0	(5,609,764)	Review
17840	EHS Sports Medicine	71100	Depreciation - Equipment	0	0	0	0	0	0	
17880	EPG Phys Clinic-North	71100	Depreciation - Equipment	19,674	0	(19,674)	19,762	0	(19,762)	Review
17885	EPG Phys Clinic-East	71100	Depreciation - Equipment	45,955	0	(45,955)	46,161	0	(46,161)	Review
17891	EPG Phys Clinic-South	71100	Depreciation - Equipment	38,685	0	(38,685)	38,859	0	(38,859)	Review
17895	EPG Phys Clinic-West	71100	Depreciation - Equipment	153	0	(153)	153	0	(153)	Review
19000	EHS Administration	71100	Depreciation - Equipment	130,249	0	(130,249)	130,835	0	(130,835)	Review
19060	EHS Corporate Communications	71100	Depreciation - Equipment	6,606	0	(6,606)	6,636	0	(6,636)	Review
19080	EHS Teleservices	71100	Depreciation - Equipment	5,637	0	(5,637)	5,662	0	(5,662)	Review
19100	EHS Accounting Operations (Employe	71100	Depreciation - Equipment	8,587	0	(8,587)	8,626	0	(8,626)	Review
19105	EHS Payroll	71100	Depreciation - Equipment	3,694	0	(3,694)	3,711	0	(3,711)	Review
19110	EHS Administrative Finance	71100	Depreciation - Equipment	29,219	0	(29,219)	29,351	0	(29,351)	Review
19150	EHS Information Services	71100	Depreciation - Equipment	1,253,529	0	(1,253,529)	1,259,170	0	(1,259,170)	Review
19160	EHS Audit Services	71100	Depreciation - Equipment	156	0	(156)	156	0	(156)	Review
19170	EHS Medical Information Network	71100	Depreciation - Equipment	294,608	0	(294,608)	295,933	0	(295,933)	Review
19185	EHS Corporate Health Services	71100	Depreciation - Equipment	9,474	0	(9,474)	9,517	0	(9,517)	Review

## Global Expense Reconciliation report

Use to show the variance between the budgeted depreciation accounts to the same accounts in the general ledger budget for a user-specified budget year.

#### Global Expense Recon Report

KHA Health

Budget Year - 2017

					Projection			Budget		Revie
Dept	Description	Acct	Description	Global	Total	Variance	Global	Total	Variance	Projection
				Expense			Expense			Review
19000	EHS Administration	62199	OMC Allocation	(9,167)	0	9,167	(27,509)	0	27,509	Review
27200	EMC Radiology - MRI (JobCode)	62199	OMC Allocation	0	0	0	300	0	(300)	
26450	EMC NICU	63100	Fees - Consulting	1,944	0	(1,944)	250	0	(250)	Review
26770	EMC Oncology Services	63100	Fees - Consulting	14,400	0	(14,400)	0	0	0	Review
27060	EMC Laboratory	63100	Fees - Consulting	7,215	0	(7,215)	0	0	0	Review
27080	EMC School Of Med Tech	63100	Fees - Consulting	75	0	(75)	0	0	0	Review
27250	EMC Radiation Oncology	63100	Fees - Consulting	2,375	0	(2,375)	0	0	0	Review
27530	EMC Comprehensive Wound Ctr	63100	Fees - Consulting	1,975	0	(1,975)	0	0	0	Review
27640	EMC Surgery	63100	Fees - Consulting	0	0	0	0	0	0	
27800	EMC Recovery Services	63100	Fees - Consulting	40,332	0	(40,332)	0	0	0	Review
28420	EMC Nutrition Center	63100	Fees - Consulting	33,384	0	(33, 384)	0	0	0	Review
28430	EMC EAP	63100	Fees - Consulting	5,490	0	(5,490)	0	0	0	Review
28530	EMC Linen Services	63100	Fees - Consulting	0	0	0	0	0	0	
29010	EMC Marketing	63100	Fees - Consulting	2,445	0	(2,445)	0	0	0	Review
29030	EMC Medical Staff Services	63100	Fees - Consulting	380	0	(380)	0	0	0	Review

#### Global Revenue Reconciliation report

Use to show the variance between the budgeted global revenue accounts to the same accounts in the general ledger budget for a user-specified budget year.



#### Labor Non-Matched

Use to identify the JobCode/PayType combinations that have dollars but have no FTE hours for the year. This causes a matching issue because to create a JobCode block on the labor tabs, that JobCode needs to have YTD FTE related hours. This report identifies those mismatches and posts a 1 to the NYBKHA field so that the JobCode interfaces into that labor tab.

## LABOR NON-MATCHED

KHA Health For The Budget Year 2018

FTE	Description	JobCode Description	Non Matched?	Dept	JobCode	PayType	NYBKHA
Yes	EHS Sports Medicine	Team Leader-Athletic Trainer		17840	J00785	P0001	0
Yes	EPG Phys Clinic-North	Physician		17880	J00655	P0001	0
No	EPG Phys Clinic-Occ HIth East	Physician		17881	J00655	P0001	0
Yes	EPG Phys Clinic-Occ HIth East	Staff RN		17881	J00655	P0001	0
Yes	EPG Phys Clinic-Occ Hlth Midtown	Technical Assistant		17883	J00604	P0001	0
No	EPG Phys Clinic-East	Physician		17885	J00655	P0001	0
Yes	EPG Phys Clinic-East	Physician		17885	J00655	P0001	0
Yes	EPG Phys Clinic-Occ Hlth/West	Nurse Practitioner		17886	J00604	P0001	0
No	EPG Phys Clinic-South	Physician		17891	J00655	P0001	0
Yes	EPG Phys Clinic-South	Physician		17891	J00655	P0001	0
No	EPG Phys Clinic-Uptown	Physician		17894	J00655	P0001	0
Yes	EPG Phys Clinic-Uptown	Physician		17894	J00655	P0001	0
Yes	EPG Phys Clinic-West	Physician		17895	J00655	P0001	0
Yes	EHS Administration	Receptionist-Admin		19000	J00878	P0001	0

## Payroll12 Hours Reconciliation

Use to highlight job codes saved in the Payroll12 data source from the budget workbooks that have hours but no dollars in the budget.

#### Payroll12 Hours Reconciliation

KHA Health

For The Budget Year 2018

Current View: Def	ault					Budget	Budget	Check
Dept	Description	JobCode	Description	PayType	Description	Dollars Total	Hours Total	Flag
17840	EHS Sports Medicine	J00287	Team Leader	P0001	Regular	38,419	2,005	
17840	EHS Sports Medicine	J00287	Team Leader	P0004	Paid Time Off	1,999	104	
17840	EHS Sports Medicine	J00604	Nurse Practitioner	P0001	Regular	4,152	116	
17840	EHS Sports Medicine	J00785	Athletic Trainer	P0001	Regular	168,891	11,744	
17840	EHS Sports Medicine	J00785	Athletic Trainer	P0004	Paid Time Off	2,826	185	
17880	EPG Phys Clinic-North	J00005	Receptionist	P0001	Regular	30,665	2,987	
17880	EPG Phys Clinic-North	J00005	Receptionist	P0004	Paid Time Off	2,499	243	
17880	EPG Phys Clinic-North	J00006	Receptionist	POVT	Overtime	520	64	
17880	EPG Phys Clinic-North	J00191	Staff RN	P0001	Regular	2,138	79	
17880	EPG Phys Clinic-North	J00323	LPN	P0001	Regular	40,646	2,604	
17880	EPG Phys Clinic-North	J00323	LPN	P0004	Paid Time Off	9,135	585	
17880	EPG Phys Clinic-North	J00323	LPN	POVT	Overtime	1,884	147	
17880	EPG Phys Clinic-North	J00374	Technical Assistant	P0001	Regular	34,997	2,657	
17880	EPG Phys Clinic-North	J00374	Technical Assistant	P0004	Paid Time Off	3,857	300	
17880	EPG Phys Clinic-North	J00374	Technical Assistant	POVT	Overtime	1,461	146	
17880	EPG Phys Clinic-North	J00491	Staff Radiologic Tech	P0001	Regular	46,984	2,851	
17880	EPG Phys Clinic-North	J00491	Staff Radiologic Tech	P0004	Paid Time Off	1,495	91	
17880	EPG Phys Clinic-North	J00491	Staff Radiologic Tech	POVT	Overtime	788	76	
17880	EPG Phys Clinic-North	J00604	Nurse Practitioner	P0001	Regular	120,119	3,108	

#### Payroll12 Negative Hours

Use to highlight job codes and pay types that have any negative FTEs budgeted in any month. The report returns all job codes in the database, but only the ones with the Review flag need to be investigated and changed, if necessary.

Payroll12 Negative Hours																
KHA Health																
For The Budget Year 2018																
			Negative													
Dept Description	JobCode	PayType	Hours	July	August	September	October	November	December	January	February	March	April	May	June	Total
17840 EHS Sports Medicine	300287	P0001		170.25	170.25	164.76	170.25	164.76	170.25	170.25	153.78	170.25	164.76	170.25	164.76	2,004.60
17840 EHS Sports Medicine	300287	P0004		8.85	8.86	8.57	8.86	8.57	8.86	8.86	8.00	8.85	8.57	8.86	8.57	104.29
17840 EHS Sports Medicine	300604	P0001		9.84	9.84	9.52	9.84	9.52	9.84	9.84	8.89	9.84	9.52	9.84	9.52	115.87
17840 EHS Sports Medicine	300785	P0001		997.41	997,41	965.24	997.41	965.24	997.41	997.41	900.89	997,41	965.24	997.41	965.24	11,743.73
17840 EHS Sports Medicine	300785	P0004		15.75	15.75	15.24	15.75	15.24	15.75	15.75	14.22	15.75	15.24	15.75	15.24	185.40
17880 EPG Phys Clinic-North	300006	P0001		253.01	253.01	244.85	253.01	244.85	253.01	253.01	236.69	253.01	244.85	253.01	244.85	2,987.13
17880 EPG Phys Clinic-North	J00006	P0004		20.62	20.62	19.96	20.62	19.96	20.62	20.62	19.29	20.62	19.96	20.62	19.96	243.47
17880 EPG Phys Clinic-North	300006	POVT		5.45	5.46	5.29	5.46	5.29	5.46	5.46	5.11	5.46	5.29	5.46	5.29	64.50
17880 EPG Phys Clinic-North	300191	P0001		6.78	6.78	6.22	7.06	6.50	6.50	7.06	6.22	6.50	6.78	6.50	6.36	79.21
17880 EPG Phys Clinic-North	300323	P0001		222.87	222.87	203.87	232.57	213.57	213.17	232.57	204.27	213.17	223.27	213.17	208.72	2,604.08
17880 EPG Phys Clinic-North	J00323	P0004		50.06	50.06	45.93	52.13	48.00	48.00	52.13	45.93	48.00	50.06	48.00	46.97	585.28
17880 EPG Phys Clinic-North	300323	POVT		12.43	12.43	12.03	12.43	12.03	12.43	12.43	11.63	12.43	12.03	12.43	12.03	146.78
17880 EPG Phys Clinic-North	300374	P0001		227.35	227.35	207.98	237.24	217.87	217.47	237.24	208.38	217.47	227.75	217.47	212.93	2,656.51
17880 EPG Phys Clinic-North	300374	P0004		25.63	25.63	23.52	26.69	24.58	24.58	26.69	23.52	24.58	25.63	24.58	24.05	299.68
17880 EPG Phys Clinic-North	300374	POVT		12.36	12.36	11.96	12.36	11.96	12.36	12.36	11.56	12.36	11.96	12.36	11.96	145.95
17880 EPG Phys Clinic-North	300491	P0001		243.93	243.93	223.49	254.26	233.82	233.61	254.26	223.70	233.61	244.14	233.61	228.65	2,851.00
17880 EPG Phys Clinic-North	300491	P0004		7.76	7.76	7.12	8.08	7.44	7.44	8.08	7.12	7.44	7.76	7.44	7.28	90.70
17880 EPG Phys Clinic-North	J00491	POVT		6.44	6.44	6.23	6.44	6.23	6.44	6.44	6.03	6.44	6.23	6.44	6.23	76.05
17880 EPG Phys Clinic-North	300604	P0001		263.25	263.25	254.76	263.25	254.76	263.25	263.25	246.26	263.25	254.76	263.25	254.76	3,108.03
17880 EPG Phys Clinic-North	300604	P0004		24.95	24.96	24.15	24.96	24.15	24.95	24.96	23.35	24.96	24.15	24.96	24.15	294.67
17880 EPG Phys Clinic-North	300655	P0001		546.39	546.39	528.77	\$46.39	528.77	546.39	546.39	511.14	546.39	528.77	546.39	528.77	6,450.95
17885 EPG Phys Clinic-East	300604	P0001		439.99	439.99	425.80	439.99	425.80	439.99	439.99	411.60	439.99	425.80	439.99	425.80	5,194.74
17885 EPG Phys Clinic-East	300604	P0004		28.58	28.58	27.66	28.58	27.66	28.58	28.58	26.74	28.58	27.66	28.58	27.66	337,49
17885 EPG Phys Clinic-East	300655	P0001		546.39	546.39	528.77	\$46.39	528.77	546.39	546.39	511.14	546.39	528.77	546.39	528.77	6,450.95
17891 EPG Phys Clinic-South	300604	P0001		60.45	60.46	58.51	60.46	58.51	60.46	60.46	54.61	60.45	58.51	60.45	58.51	711.89

#### PayType Mapping Analysis

Use during budget set up for payroll budgeting to show what PayTypes map to which payroll budget category.

Paytype KHA Health	e Mapping Ar	nalysis															
For The Budg	et Year 2018	For Period Ending: Febr	ary 25, 2017														
Budget Group:	Budget Group: EHS		-														
РауТуре	Description	PayType.JobCode	LYA FTEs	Total Hours LYA	Total Dollars LYA	Avg Rate LYA	YTD FTEs	YTD HRS CYA	YTD DLLRS CYA	AvgRate CYA	FTE?	Paytype GLAcct	Paytype HRAcct	KHAStdLine	Acct Description	PayrollGLMapping GLAcct	HRAcct
	Summary																
Prod	Productive		0.00	0	0	\$0.00	0.00	0	0	\$0.00							
NonProd	NonProductive		0.00	0	0	\$0.00	0.00	0	0	\$0.00							
Dollars	Dollars Only		0.00	0	46,524	\$0.00	0.00	2,252	28,166	\$12.51							
Dept	Dept Level		0.00	0	0	\$0.00	0.00	0	0	\$0.00							
NA	Not Included		0.00	2,759	116,337	\$42.17	0.00	1,662	150,581	\$90.58							
	Grand Total		0.00	2,759	162,861	\$59.03	0.00	3,914	178,748	\$45.66							
	Check Total - Payroll27			254,892	12,424,963			181,475	5,057,674								
	Variance			(252,133)	(12,262,102)			(177,561)	(4,878,927)								
	Other JobCode Level - Do	ollars															
P0020	Call Pay	P0020	0.00	0	5,938	\$0.00	0.00	2,194	3,780	\$1.72	No	60100	0	AvgPerProdHr	Salaries - Regular	0	0
P0030	Additional Pay	P0030	0.00	0	35,228	\$0.00	0.00	0	21,600	\$0.00	No	60900	0	Input_Monthly	Salaries - Emp Incentive	0	0
P0039	Additional Pay	P0030	0.00	0	5,116	\$0.00	0.00	0	2,516	\$0.00	No	60100	0	AvgPerPaidHr	Salaries - Regular	0	0
P0050	Recognition Pay	P0030	0.00	0	241	\$0.00	0.00	0	150	\$0.00	No	60100	0	AvgPerPaidHr	Salaries - Regular	0	0
PHOL	Holiday Premium	P0050	0.00	0		30.00	0.00	20	120	32.00	10	60100	v	Holiday	salaries - negular	Ŷ	•
	Total Other JobCode Le	evel - Dollars	0.00	0	46,524	0.00	0.00	2,252	28,166	12.51							
	Not Included in Payroll Co	omputations															
P0028	PDO Cash-In	P0028	0.00	2,759	116,337	\$42.17	0.00	1,662	49,733	\$29.92	No	0	0	NA	Default ACCT	0	0
P0056	Gainsharing	NA	0.00	0	0	\$0.00	0.00	0	100,848	\$0.00	No	0	0	NA	Default ACCT	0	0
	Total Not Included in Pa	ayroll Computations	0.00	2,759	116.337	42.17	0.00	1,662	150,581	90.58							
	6 - 18 - I			2 25.0		444.43			170 710								
	Grand Total		0.00	2,759	162,861	223.03	0.00	3,914	1/8,/48	\$45.00							

**NOTE:** Prior to reviewing the report, your organization needs to load and reconcile the payroll data as well as complete the Labor Configuration driver. To understand this report, the user needs to have knowledge of the Labor Configuration Driver.

Running the PayType Mapping Analysis report

Use the following instructions to run and review the report.

- 1. Open the report.
- 2. Press F9, and select the proper Refresh Variables to review based on organizational needs.
- 3. Review the following in the report:
  - In the top section of the report, which provides an overall summary, ensure that all the pay types are loaded and map to a specific grouping. The variance should be zero. If not, review your PAYTYPE dimension table to see what pay type is not mapped.
  - The remaining sections of the report correspond to the Labor Configuration driver set up and how the pay types are grouped/mapped in the PAYTYPE dimension table. These sections give you an overall summary of what pay types are grouped together, the overall hours and dollars, the FTE status, as well as the GL accounts if the GL is structured by pay type.
  - Review the overall groupings to make sure they are grouped as expected. The bottom section shows what is not interfaced or coming into the plan files. Confirm that these are accurate prior to beginning the budget cycle. If you need to make changes, update the PAYTYPE dimension table and rerun the report to review.

Reconcile NYBDetail to Financial

Reconcile values saved in NYBDetail table to those values saved in the Budget Table which could indicate that values in your budget plan files are not saving properly.

KHA Health For The Budget Year 2018					
			NYBDetail	Financial	
Dept Description	Acct	Description	Table	Table	Difference
26140 EMC *** Emergency Room-Physicians	63110	Fees - Physician	939,339.61	2,224,515.22	(1,285,176.00)
26611 EMC Home Health	64100	Repairs	2,212.29	1,481.54	731.00

# RECONCILE NYBDETAIL TO FINANCIAL

#### Reconcile Payroll12 to Financial-Dollars

Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook. It compares the dollars saved in the Payroll12 tables (Labor tab in budget plan files) to the values posted to the Financial tables (Expense tab in budget plan files). If there any variances in this report, they will need to be fixed in the budget workbook and saved to the database. The desired outcome for this report is to have zero variances.

## Reconcile Payroll12 to Financial - Døllars

KHA Health

For The Budget Year

		Budget			
Dept	Description	Group	Per Payroll12	Per Financial	Difference
17840	EHS Sports Medicine	EHS	216,286	216,286	0
17880	EPG Phys Clinic-North	EPG	824,714	824,539	175
17885	EPG Phys Clinic-East	EPG	784,257	784,257	0
17891	EPG Phys Clinic-South	EPG	1,450,641	1,448,578	2,063
17895	EPG Phys Clinic-West	EPG	185,920	185,920	0
19000	EHS Administration	EHS	2,645,049	2,645,049	0
19060	EHS Corporate Communications	EHS	359,589	359,589	0
19080	EHS Teleservices	EHS	268,092	268,092	0
19100	EHS Accounting Operations (Employee)	EHS	394,913	385,357	9,556
19105	EHS Payroll	EHS	141,767	141,767	0
19110	EHS Administrative Finance	EHS	264,147	264,147	0
19150	EHS Information Services	EHS	1,336,095	1,336,095	0
19160	EHS Audit Services	EHS	66,288	66,288	0
19170	EHS Medical Information Network	EHS	740,956	740,956	0
19185	EHS Corporate Health Services	EHS	180,326	184,006	(3,680)
19220	EHS Human Resources	EHS	508,533	508,533	0
19250	EHS Performance Improvement	EHS	90,650	90,650	0
19370	EHS Risk Management And Safety	EHS	177,620	177,620	0
26100	EMC Nursing Administration	EMC	991,454	1,018,927	(27,473)

### Reconcile Payroll12 to Financial-FICA

Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook. It compares the FICA dollars saved in the Payroll12 tables (Labor tab in budget plan files) to the values posted to the Financial tables (Expense tab in budget plan files). If there any variances in this report, they will need to be fixed in the budget workbook and saved to the database. The desired outcome for this report is to have zero variances.

# Reconcile Payroll12 to Financial - FICA

KHA Health For The Budget Year 2018

Dept	Description	Per Payroll12	Per Financial	Difference
17840	EHS Sports Medicine	16,228	16,546	(318)
17840	EHS Sports Medicine	318	0	318
17880	EPG Phys Clinic-North	13,546	51,512	(37,966)
17880	EPG Phys Clinic-North	27,906	0	27,906
17880	EPG Phys Clinic-North	10,060	0	10,060
17885	EPG Phys Clinic-East	28,865	0	28,865
17885	EPG Phys Clinic-East	15,463	0	15,463
17891	EPG Phys Clinic-South	44,738	0	44,738
17891	EPG Phys Clinic-South	1,865	0	1,865
17895	EPG Phys Clinic-West	9,206	0	9,206
19000	EHS Administration	153,236	154,540	(1,304)
19000	EHS Administration	1,304	0	1,304
19080	EHS Teleservices	20,509	20,509	0
19100	EHS Accounting Operations (Employee)	29,626	29,626	0
19150	EHS Information Services	102,211	102,211	(0)
19185	EHS Corporate Health Services	13,795	13,795	(0)
26140	EMC Emergency Room (CDM)	(12,058)	0	(12,058)
26230	EMC CVS	89,164	89,873	(709)

## Reconcile Payroll12 to Financial-Hours

Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook. It compares the hours saved in the Payroll12 tables (Labor tab in budget plan files) to the values posted to the Financial tables (Expense tab in budget plan files). If there any variances in this report, they will need to be fixed in the budget workbook and saved to the database. The desired outcome for this report is to have zero variances.

## Reconcile Payroll12 to Financial - Hours

KHA Health

For The Budget Year 2018

Dept	Description	Per Payroll12	Per Financial	Difference
17840	EHS Sports Medicine	14,154	14,154	(0)
19060	EHS Corporate Communications	17,209	17,209	(0)
19080	EHS Teleservices	12,773	12,773	0
19150	EHS Information Services	47,760	47,760	0
19170	EHS Medical Information Network	32,602	32,602	0
19185	EHS Corporate Health Services	9,819	9,880	(61)
19250	EHS Performance Improvement	4,268	4,268	0
19370	EHS Risk Management And Safety	6,537	6,537	(0)
26340	EMC CCU (Staffing)	122,819	61,361	61,457
26470	EMC 4 East	0	88,411	(88,411)
26550	EMC PICU	0	756	(756)
26780	EMC Heart Services	4,670	4,670	(0)
26790	EMC Same Day Surgery	50,700	50,862	(162)
27030	EMC Central Supply	28,419	28,419	0
27200	EMC Radiology - MRI (JobCode)	18,792	14,620	4,171
27230	EMC Radiology - Vascular Procedure	10,128	14,616	(4,487)
27240	EMC Radiology - Diagnostics	98,239	110,722	(12,483)
27250	EMC Radiation Oncology	31,027	31,051	(23)

#### Salaries Do Not Match

Use to identify accounts on the Labors tabs in the plan files that do not have history on the Expense tab and would cause a balancing mismatch. This utility posts a 1 to the NYBKHA fields so those accounts interface in the plan files.

## SALARIES DO NOT MATCH

KHA Health For The Budget Year 2018

PayType	Department Description	JobCode Description	PayType Description	Dept	Acct	NYBKHA	
P0001	EHS Sports Medicine	Team Leader-Athletic Trainer	Retroactive Pay	17840	60100	0	
P0004	EHS Sports Medicine	Team Leader-Athletic Trainer	Paid Time Off	17840	60120	0	
P0001	EPG Phys Clinic-North	Physician	Regular	17880	60100	0	
P0001	EPG Phys Clinic-Occ Hith East	Staff RN	Regular	17881	60100	0	
P0004	EPG Phys Clinic-Occ HIth East	Nurse Practitioner	Paid Time Off	17881	60120	0	
P0054	EPG Phys Clinic-Occ HIth East	Physician	Incentive Pay	17881	60100	0	
POVT	EPG Phys Clinic-Occ HIth East	Receptionist/Secretary-WC	Overtime Premium	17881	60110	0	
P0001	EPG Phys Clinic-Occ Hith Midtown	Technical Assistant	Retroactive Pay	17883	60100	0	
P0004	EPG Phys Clinic-Occ Hith Midtown	Technical Assistant	Paid Time Off	17883	60120	0	
POVT	EPG Phys Clinic-Occ Hith Midtown	Technical Assistant	Overtime Premium	17883	60110	0	
P0001	EPG Phys Clinic-East	Physician	Retroactive Pay	17885	60100	0	
P0004	EPG Phys Clinic-East	Nurse Practitioner	Paid Time Off	17885	60120	0	
P0030	EPG Phys Clinic-East	Physician	Additional Pay	17885	60900	1	
P0054	EPG Phys Clinic-East	Physician	Incentive Pay	17885	60100	0	
P0001	EPG Phys Clinic-Occ Hlth/West	Nurse Practitioner	Regular	17886	60100	0	
P0001	EPG Phys Clinic-South	Physician	Regular	17891	60100	0	
P0054	EPG Phys Clinic-South	Physician	Incentive Pay	17891	60100	1	
P0001	EPG Phys Clinic-Uptown	Physician	Regular	17894	60100	0	
P0054	EPG Phys Clinic-Uptown	Physician	Incentive Pay	17894	60100	1	

## Setup utilities

These reports are designed for month-end close analysis.

#### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Budget Set Up**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget** Utilities > Budget Setup.



#### PayrollGLMapping

To allow mapping of GL accounts and Hours accounts different from the Jobcode Dimensions Table or Paytype Dimensions Table as a result of various combinations to match GL accounts.

Budg	jetGroup	GLClass	PayType	Description	GLAcct	HrAcct	Re
	ALL			Enter GLClass &			
	ALL			Enter GLClass &			
	ALL			Enter GLClass &			
	ALL			Enter GLClass &			
	EMA	Medical Associate	25		BudgetGroup I	Exceptions	
Budg	jetGroup	GLClass	PayType	Description	GLAcct	HrAcct	Pe -
	EMA	Physician	P0001	EMA-Physician-Regular	60200	960200	
	EMA	Physician	P0004	EMA-Physician-Paid Time Off	60200	960200	
	EMA	Physician	P0030	EMA-Physician-Additional Pay	60200	960200	
·	EMA	MidLevel	P0001	EMA-MidLevel-Regular	60300	960300	
	EMA	MidLevel	P0004	EMA-MidLevel-Paid Time Off	60300	960300	
	CCU	CCU Budget Grou	P		BudgetGroup I	Exceptions	
Budg	jetGroup	GLClass	PayType	Description	GLAcct	HrAcct	Pe
	CCU	Staff	FICA	CCU-Staff-	12345		
	CCU			CCU-Enter GLClass &			
	CCU			CCU-Enter GLClass &			
	CCU			CCU-Enter GLClass &			

# Extract from EPM utilities

These reports are designed to extract budget data from the Axiom database.

#### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Extract from** EPM. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget** Utilities > Extract from EPM.



#### Budget Extract Utility

Use to extract budget data from Axiom EPM to upload into GL systems such as Meditech, for example.

### Budget Extract Utility

Current Year: 2	2017														
Data from BUD														Export to	Text File
ACCT	DEPT	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	Save Tag	DERIVED VALUE
80	19000	0	. 0	0	0	0	0	0	0	0	0	0	0	[SAVE]	19000.80^20170731^0
														[SAVE]	19000.80^20170831^0
														[SAVE]	19000.80^20170930^0
														[SAVE]	19000.80^20171031^0
														[SAVE]	19000.80^20171130^0
														[SAVE]	19000.80^20171231^0
														[SAVE]	19000.80^20180131^0
														[SAVE]	19000.80^20180228^0
														[SAVE]	19000.80^20180331^0
														[SAVE]	19000.80^20180430^0
														[SAVE]	19000.80^20180531^0
														[SAVE]	19000.80^20180630^0
80	29000	2	2	2	1	1	2	1	2	1	2	2	2	[SAVE]	29000.80^20170731^-2
														[SAVE]	29000.80^20170831^-2
														[SAVE]	29000.80^20170930^-2
														[SAVE]	29000.80^20171031^-1
														[SAVE]	29000.80^20171130^-1
														[SAVE]	29000.80^20171231^-2
														[SAVE]	29000.80^20180131^-1

# **Provider Reconciliation utilities**

These reports are designed Designed to reconcile data to support physician analysis.

#### Accessing these utilities

The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Provider Utilities\Reconciliation**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget** Utilities > Provider Utilities > Reconciliation.

В	udget Reporting ^
۲	🎍 Budget Analysis
Ŧ	🍌 Budget Utilities
	🕨 🕌 Balance Sheet & Deductions
	🕨 🕌 Budget Planning HomePage
	🕨 🕌 Budget Reconciliation
	🕨 🌽 Budget Setup
	Extract from EPM
	👻 🌽 Provider Utilities
	👻 🌽 Reconciliation
	Matching Provider Dept Revenue to Dept S
	Matching Provider Revenue to Salaries
	ProviderComp JobCodes
	🖳 Reconcile GL Revenue to Provider
	🖳 Review Provider Data
	Statistics
	🕨 🎍 System Setup
	🕨 퉬 Report Batches
	Security

## Matching Provider Dept Revenue to Dept Salaries

Use to determine if there are situations where the provider revenue and salaries do not match by department.

KHA Health				Providers posting revenue to multiple de	partments			
For The Period	Ending February 28, 2017		Re	Revenue with no matching salaries				
					Provider	Provider		
					Revenue	Payroll26		
Provider ID	Provider	Employee ID	Dept	Department Description	YTD	YTD	Variance	Alert
D10004	Aisenberg Robert	0	107060	EMA Laboratory	42	64,693	(64,651)	
D1039	Kramer Melvyn MD	13166	107060	EMA Laboratory	42	0	42	Pe
D10528	Champion Richard A MD	17279	107060	EMA Urgent Care Adult	536,056	0	536,056	Pe
D1128	Konkle Rebecca L MD	13688	107060	EMA Laboratory	21	0	21	Re
D1132	Wang Katherine K MD	12219	101309	EMA Neurology	1,890	0	1,890	Pe
D1158	Angel Andrew MD	14710	107200	EMA Radiology Services	2,565	0	2,565	Re
D1179	Blazar Philip MD	0	101400	EMA Surgical Specialties	314	0	314	Re
D1186	Macaulay Kelly M MD	14624	107060	EMA Urgent Care Pediatrics	147,473	0	147,473	Pe
D1188	Slavsky Tatiana MD	14803	107060	EMA Laboratory	105	0	105	Re
D12221	Quintin Maria L MD	19452	107200	EMA Radiology Services	1,024,481	0	1,024,481	Re
D1255	Tremblay Laura D MD	15139	107200	EMA Radiology Services	5,214	0	5,214	Pe -
D13063	Faur Adriana V MD	16760	107060	EMA Ob/Gyn	21	0	21	Pe
D13092	Osborne Dawn R	20483	107200	EMA Radiology Services	1,368	0	1,368	Pe
D1317	Soybel David I MD	15329	107060	EMA Laboratory	79,340	0	79,340	Pe
D13191	Radden Nancy F MD	16663	107060	EMA Laboratory	63	0	63	Pe
D13280	Maier Irena MD	16695	107060	EMA Laboratory	213	0	213	Pe
D13296	Gorenburg Ida P MD	16488	107200	EMA Radiology Services	2,505	0	2,505	Pe

#### Matching Provider Department Revenue to Department Salaries

### Matching Provider Revenue to Salaries

Use to check the net difference between revenue and salaries by provider.

# Matching Provider Revenue To Salaries

#### KHA Health

For The Period Ending February 28, 2017

Provider ID         Provider         Employee ID         YTD Actual         YTD Actual         Net           D10004         Aisenberg Robert         0         42         1,477,431         (1,477,389, 0107)           D1007         Lord Naples Kathleen PA         12272         21         0         21           D1010         Voltaire-Piou Emose PA         11289         204,991         0         204,991           D1039         Kramer Melvyn MD         13166         42         0         42           D10528         Champion Richard A MD         17279         536,055         82,382         453,674           D10540         Falk Rodney MD         16682         211,712         0         211,712           D1120         Kettyle Elizabeth P CNM         11218         84         0         84           D1128         Konkle Rebecca L MD         13668         21         0         21           D1132         Wang Katherine K MD         12219         1,890         0         1,890           D1158         Angel Andrew MD         14710         2,565         0         2,565				Provider Revenue	Provider Payroll27	
D10004         Aisenberg Robert         0         42         1,477,431         (1,477,389           D1007         Lord Naples Kathleen PA         12272         21         0         21           D1010         Voltaire-Piou Emose PA         11289         204,991         0         204,991           D1039         Kramer Melvyn MD         13166         42         0         42           D10528         Champion Richard A MD         17279         536,056         82,382         453,674           D10540         Falk Rodney MD         16682         211,712         0         211,712           D1120         Kettyle Elizabeth P CNM         11218         84         0         84           D1128         Konkle Rebecca L MD         13688         21         0         21           D1132         Wang Katherine K MD         12219         1,890         0         1,890           D1158         Angel Andrew MD         14710         2,565         0         2,565	Provider ID	Provider	Employee ID	YTD Actual	YTD Actual	Net
D10004         Aisenberg Robert         0         42         1,477,431         (1,477,389           D1007         Lord Naples Kathleen PA         12272         21         0         21           D1010         Voltaire-Piou Emose PA         11289         204,991         0         204,991           D1039         Kramer Melvyn MD         13166         42         0         42           D10528         Champion Richard A MD         17279         536,056         82,382         453,674           D10540         Falk Rodney MD         16682         211,712         0         211,712           D1120         Kettyle Elizabeth P CNM         11218         84         0         84           D1128         Konkle Rebecca L MD         13668         21         0         21           D1132         Wang Katherine K MD         12219         1,890         0         1,890           D1158         Appel Andrew MD         14710         2,565         0         2,565						
D1007         Lord Naples Kathleen PA         12272         21         0         21           D1010         Voltaire-Piou Emose PA         11289         204,991         0         204,991           D1039         Kramer Melvyn MD         13166         42         0         42           D10528         Champion Richard A MD         17279         536,056         82,382         453,674           D10540         Falk Rodney MD         16682         211,712         0         211,712           D1120         Kettyle Elizabeth P CNM         11218         84         0         84           D1128         Konkle Rebecca L MD         13668         21         0         21           D1132         Wang Katherine K MD         12219         1,890         0         1,890           D1158         Angel Andrew MD         14710         2,565         0         2,565	D10004	Aisenberg Robert	0	42	1,477,431	(1,477,389)
D1010         Voltaire-Piou Emose PA         11289         204,991         0         204,991           D1039         Kramer Melvyn MD         13166         42         0         42           D10528         Champion Richard A MD         17279         536,056         82,382         453,674           D10540         Falk Rodney MD         16682         211,712         0         211,712           D1120         Kettyle Elizabeth P CNM         11218         84         0         84           D1128         Konkle Rebecca L MD         13688         21         0         21           D1132         Wang Katherine K MD         12219         1,890         0         1,890           D1158         Angel Andrew MD         14710         2,565         0         2,565	D1007	Lord Naples Kathleen PA	12272	21	0	21
D1039         Kramer Melvyn MD         13166         42         0         42           D10528         Champion Richard A MD         17279         536,056         82,382         453,674           D10540         Falk Rodney MD         16682         211,712         0         211,712           D1120         Kettyle Elizabeth P CNM         11218         84         0         84           D1128         Konkle Rebecca L MD         13688         21         0         21           D1132         Wang Katherine K MD         12219         1,890         0         1,890           D1158         Angel Andrew MD         14710         2,565         0         2,565	D1010	Voltaire-Piou Emose PA	11289	204,991	0	204,991
D10528         Champion Richard A MD         17279         536,056         82,382         453,674           D10540         Falk Rodney MD         16682         211,712         0         211,712           D1120         Kettyle Elizabeth P CNM         11218         84         0         84           D1128         Konkle Rebecca L MD         13688         21         0         21           D1132         Wang Katherine K MD         12219         1,890         0         1,890           D1158         Angel Andrew MD         14710         2,565         0         2,565	D1039	Kramer Melvyn MD	13166	42	0	42
D10540         Falk Rodney MD         16682         211,712         0         211,712           D1120         Kettyle Elizabeth P CNM         11218         84         0         84           D1128         Konkle Rebecca L MD         13688         21         0         21           D1132         Wang Katherine K MD         12219         1,890         0         1,890           D1158         Appel Andrew MD         14710         2,565         0         2,565	D10528	Champion Richard A MD	17279	536,056	82,382	453,674
D1120         Kettyle Elizabeth P CNM         11218         84         0         84           D1128         Konkle Rebecca L MD         13688         21         0         21           D1132         Wang Katherine K MD         12219         1,890         0         1,890           D1158         Angel Andrew MD         14710         2,565         0         2,565	D10540	Falk Rodney MD	16682	211,712	0	211,712
D1128         Konkle Rebecca L MD         13688         21         0         21           D1132         Wang Katherine K MD         12219         1,890         0         1,890           D1158         Angel Andrew MD         14710         2,565         0         2,565	D1120	Kettyle Elizabeth P CNM	11218	84	0	84
D1132         Wang Katherine K MD         12219         1,890         0         1,890           D1158         Appel Andrew MD         14710         2,565         0         2,565	D1128	Konkle Rebecca L MD	13688	21	0	21
D1158 Angel Andrew MD 14710 2.565 0 2.565	D1132	Wang Katherine K MD	12219	1,890	0	1,890
	D1158	Angel Andrew MD	14710	2,565	0	2,565
D1179 Blazar Philip MD 0 314 1,477,431 (1,477,117	D1179	Blazar Philip MD	0	314	1,477,431	(1,477,117)
D1186 Macaulay Kelly M MD 14624 147,473 47,598 99,875	D1186	Macaulay Kelly M MD	14624	147,473	47,598	99,875
D1187 Walsh Thomas F PA-C 14691 418,543 0 418,543	D1187	Walsh Thomas F PA-C	14691	418,543	0	418,543
D1188 Slavsky Tatiana MD 14803 105 0 105	D1188	Slavsky Tatiana MD	14803	105	0	105
D1191 Gilbert D Scott PA 14832 216,867 0 216,867	D1191	Gilbert D Scott PA	14832	216,867	0	216,867
D1192 O'Donnell Brian D PA 14628 172,280 1,842 170,438	D1192	O'Donnell Brian D PA	14628	172,280	1,842	170,438
D12148 Ginns Maya A NP 16613 185,412 84,171 101,241	D12148	Ginns Maya A NP	16613	185,412	84,171	101,241

#### ProviderComp JobCodes

Use to compare the coding in global assumptions to the information in the Payroll27 tables before creating budget plan files.

#### Provider Comp JobCodes

KHA Health For The Period Ending February 28, 2017

Filtered for "MasterProvider" Template

Verify members on the ProviderList Global Assumption Are tagged properly in the Jobcode.KHAINT Dimension

lobroda	Description	EMPID	EMPID Listed In Provided ist?	lahrade KHålat	VTD Dollars	VTD Hours	In Provider List but NOT assigned	Assigned to Provider but NOT
Juncose	Description	CHIPIO	Providencia.	Jobcoulera Parte	110 00001	TTOTTOTT	provider	in list
J00006	Receptionist	20820	No	JobCode	97,889	5,547		
J00021	Director	11064	No	JobCode	115,671	1,465		
J00031	Clinical Technician	20471	No	JobCode	128,638	6,492		
100059	Inventory Assistant	14678	No	JobCode	54,245	3,008		
300068	Admin Asst/Business Ops	21021	No	JobCode	327,413	14,170		
100090	Unit Clerk I	21186	No	JobCode	743,919	50,749		
100099	Counselor	14258	No	JobCode	49,623	1,172		
J00105	Programmer/Analyst	11558	No	JobCode	118,781	2,931		
J00110	Dedicated Interpreter I	16764	No	JobCode	45,979	2,175		
J00111	Data Entry Operator/Secretary	15742	No	JobCode	35,929	1,944		
J00156	Manager	10973	No	JobCode	69,080	1,465		
J00167	Electrician	12052	No	JobCode	50,280	1,449		
,00168	Refrigeration/AC Mechanic	15817	No	JobCode	97,023	3,567		
J00170	General Mechanic	13636	No	JobCode	12,747	1,145		
J00171	Carpenter	13570	No	JobCode	74,001	2,791		
J00177	Secretary	12516	No	JobCode	341	0		
J00191	Staff RN	20883	No	JobCode	2,672,955	91,138		

#### Reconcile GL Revenue to Provider

Use to reconcile the gross charges in the Financial data source to the gross charges in the Provider data source for both the current period as well as year-to-date.

Reconcile KHA Health For The Period En	e GL Revenue To Provider ding February 28, 2017								
							YTD		
		Financial	Financial	Provider	Fin vs Provider	Financial	Financial	Provider	Fin vs Provider
Dept	Description	OP	Oth PT Rev	Revenue	Difference	OP	Oth PT Rev	Revenue	Difference
101010	EMA Internal Medicine (Provider Detail)	0	1,596,233	1,596,233	0	0	12,869,739	12,869,739	0
101014	EMA Urgent Care Adult	0	108,762	90,795	17,967	0	900,592	754,914	145,678
101020	EMA Internal Medicine (Provider Summary)	0	1,596,233	258,773	1,337,459	0	12,869,739	2,748,491	10,121,248
101100	EMA Pediatrics	0	575,073	462,484	112,589	0	4,407,394	3,561,397	845,997
101104	EMA Urgent Care Pediatrics	0	43,895	39,780	4,115	0	443,857	403,630	40,227
101200	EMA Ob/Gyn	0	867,226	192,087	675,139	0	7,269,523	1,576,225	5,693,298
101301	EMA Cardiology	0	1,368,000	375,031	992,969	0	9,524,720	2,511,749	7,012,971
101302	EMA Pulmonary	0	72,523	50,973	21,550	0	526,769	336,146	190,623
101303	EMA Rheumatology	0	49,008	44,652	4,356	0	478,900	420,476	58,424
101304	EMA Nephrology	0	97,459	46,294	51,165	0	686,430	441,632	244,798
101305	EMA Dermatology	0	240,387	199,915	40,472	0	1,714,653	1,415,012	299,641
101306	EMA Oncology	0	3,232,553	355,310	2,877,243	0	25,648,192	2,787,352	22,860,840
101307	EMA Genetics	0	23,603	23,281	322	0	160,280	157,904	2,376
101308	EMA Endocrinology	0	268,682	191,951	76,731	0	2,037,487	1,439,093	598,394
101309	EMA Neurology	0	144,989	43,723	101,266	0	1,353,070	501,565	851,505

#### Review Provider Data

Use to identify situations where there is revenue without matching volume in the historical data that is used for projection and budget purposes.

#### **Review Provider Data**

KHA Health Period Ending February 28, 2017

								CYA			LYA		
							YTD	YTD	YTD	Total	Total	Total	
Dept	Description	CPT	Description	Provider	ProviderName	YTD Data Issue	Encounter	Volume	Revenue	Encounter	Volume	Revenue	
101010	EMA Internal Medicine (Provider Detail)	C99397	Well Child, New, 12-17 Yrs Old	ZNoBudget	Zucker Charles J MD	Encounter with no Revenue	40,769	0	0	59,204	0	0	
101014	EMA Urgent Care Adult	Encounters	Encounters - Office	ZNoBudget	Wilson Gary A MD	Encounter with no Revenue	7,166	0	0	10,212	0	0	
101020	EMA Internal Medicine (Provider Summa	C99397	Well Adult:New:Over 65 Yrs Old	D14677	Seraman Katherine MD	Encounter with no Revenue	8,378	0	0	59,204	0	0	
101100	EMA Pediatrics	Encounters	Encounters - Office	ZNoBudget	Thompson Christine M MD	Encounter with no Revenue	29,054	0	0	45,422	0	0	
101104	EMA Urgent Care Pediatrics	Encounters	Encounters - Office	ZNoBudget	Starmer Amy Jost MD	Encounter with no Revenue	3,742	0	0	6,494	0	0	
101200	EMA Ob/Gyn	Encounters	Encounters - Office	ZNoBudget	Yadav Jyoti MD	Encounter with no Revenue	32,364	0	0	45,634	0	0	
101301	EMA Cardiology	Encounters	Encounters - Office	ZNoBudget	Zorn Joseph B MD	Encounter with no Revenue	38,512	0	0	60,072	0	0	
101302	EMA Pulmonary	Encounters	Encounters - Office	ZNoBudget	Schissel Scott L MD	Encounter with no Revenue	2,140	0	0	2,878	0	0	
101303	EMA Rheumatology	Encounters	Encounters - Office	ZNoBudget	Sands Robert A MD	Encounter with no Revenue	3,024	0	0	4,245	0	0	
101304	EMA Nephrology	Encounters	Encounters - Office	ZNoBudget	Zandi-Nejad Kambiz MD	Encounter with no Revenue	4,824	0	0	6,622	0	0	
101305	EMA Dermatology	Encounters	Encounters - Office	ZNoBudget	Pupo Rafael A MD	Encounter with no Revenue	8,726	0	0	10,160	0	0	
101306	EMA Oncology	Encounters	Encounters - Office	ZNoBudget	Wang Hao MD	Encounter with no Revenue	27,526	0	0	39,792	0	0	
101307	EMA Genetics	Encounters	Encounters - Office	DP108	Pauker Susan P MD	Encounter with no Revenue	574	0	0	766	0	0	
101308	EMA Endocrinology	Encounters	Encounters - Office	ZNoBudget	No Budget Providers	Encounter with no Revenue	8,778	0	0	13,428	0	0	
101309	EMA Neurology	Encounters	Encounters - Office	ZNoBudget	Yablonski Jeffney A MD	Encounter with no Revenue	4,514	0	0	6,852	0	0	
101310	EMA Pain Program	Encounters	Encounters - Office	<b>ZNoBudget</b>	No Budget Providers	Encounter with no Revenue	1,006	0	0	1,632	0	0	
101329	EMA Nutrition	Encounters	Encounters - Office	ZNoBudget	No Budget Providers	Encounter with no Revenue	2,096	0	0	2,734	0	0	
101330	EMA Allergy	Encounters	Encounters - Office	ZNoBudget	No Budget Providers	Encounter with no Revenue	2,556	0	0	3,905	0	0	
101353	EMA Gastroenterology	Encounters	Encounters - Office	ZNoBudget	Tmka Yvona M MD	Encounter with no Revenue	6,108	0	0	11,368	0	0	
101400	EMA Surgical Specialties	Encounters	Encounters - Office	<b>ZNoBudget</b>	Williams Michael A MD	Encounter with no Revenue	28,662	0	0	41,502	0	0	
101401	EMA General Surgery	Encounters	Encounters - Office	ZNoBudget	Tawa Nicholas MD	Encounter with no Revenue	23,816	0	0	34,512	0	0	
101408	EMA Opthalmology	Encounters	Encounters - Office	ZNoBudget	Wong Susan MD	Encounter with no Revenue	30,850	0	0	46,956	0	0	
101710	EMA BH	Encounters	Encounters - Office	ZNoBudget	Rabe Edward F MD	Encounter with no Revenue	14,672	0	0	21,154	0	0	
107370	EMA Rehab Services	Encounters	Encounters - Office	ZNoBudget	No Budget Providers	Encounter with no Revenue	40,022	0	0	46,946	0	0	
	Total						369,879	0	0	581,776	0	0	

## **Provider Statistics utilities**

These reports are designed to reconcile data to support physician analysis.

Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Budgeting Utilities\Provider Utilities\Statistics. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Budget Reporting section, click Budget Utilities > Provider Utilities > Statistics.



### Summarize Provider Statistics to Financial

# Use this save-to-database report to summarize provider data into monthly statistics to be used in Financial data tables and reports.

KHA Health					1) Acct Numbe	r is determined	by the selected g	rouping column	in the CPT Din	ension table
Summarization	n of CPT Data to Financial Statistics	Provider Table>>	ACT_PROV_2017		2) Run report s	ingle pass or mi	ılti pass to Post f	rom the Provide	r table to the Fi	nancial table
		Financial Table>>	ACT2017			5				
		DataType>>	Volume							
CPT	Description	GLEncAcct	Dept	July	August	September	October	November	December	January
PROF_HOSP	Professional Svcs-Hospital	382	101010	0	0	0	0	0	1	(1)
PROF_HOSP	Professional Svcs-Hospital	382	101014	0	0	4	(1)	0	0	0
PROF_HOSP	Professional Svcs-Hospital	382	101200	1	0	2	0	0	1	2
PROF_HOSP	Professional Svcs-Hospital	382	101301	0	1	0	0	0	0	0
PROF_HOSP	Professional Svcs-Hospital	382	101400	0	0	0	0	1	0	0
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101010	4,094	3,993	4,816	4,230	4,362	4,483	4,561
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101014	506	475	400	407	372	424	381
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101020	894	1,054	1,068	970	1,000	1,102	1,188
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101100	1,654	1,526	1,798	1,593	1,608	1,646	1,552
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101104	274	278	247	213	217	273	170
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101200	563	461	621	566	546	551	481
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101301	448	408	470	435	440	538	444
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101302	33	63	65	67	70	101	76
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101303	134	118	165	146	136	142	147
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101304	228	177	253	224	193	264	220
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101305	350	288	344	378	309	207	319
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101306	773	737	991	916	900	1,000	784
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101307	4	6	6	2	6	4	6
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101308	337	291	362	319	344	378	359
PROF_OFC_Est	Professional Svcs-Office-Est Patient	381	101309	99	96	111	101	127	116	151

#### Summarize Provider Statistics To Financial

# Provider System Setup utilities

This report is designed to reconcile data to support physician analysis.

#### Accessing these utilities

The utilities listed in this section are located in \Axiom\Reports Library\Budgeting Utilities\Provider Utilities\System Setup. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget** Utilities > Provider Utilities > System Setup.

В	ud	get Reporting	^
۲		Budget Analysis	
Ŧ		Budget Utilities	
	►	🍌 Balance Sheet & Deductions	
	►	鷆 Budget Planning HomePage	
	►	Budget Reconciliation	
	►	🍌 Budget Setup	
	►	Extract from EPM	
	•	🍌 Provider Utilities	
		Reconciliation	
		Statistics	
		🗢 퉬 System Setup	
		🔊 ProvBenchmark	
	►	🍌 Report Batches	
	►	퉬 Security	

#### ProvBenchmark

This table may be used for reports to compare provider compensation to benchmarks.

Provide	er Benchmark											
Code	Specialty	Amount	Median	PctTile25th	PctTile60th	PctTile75th	PctTile90th	C99211	C99212	C99213	C99214	C99215
Card	Cardiology: Inv-Interventional	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
Card_Inv	Cardiology: Invasive	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
Card_Non	Cardiology: NonInvasive	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
ClinPharm	Clinical Pharmacy	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
Cons	Consolidated	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
Derm	Dermatology	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
Endo	Endocrinology\Metabolism	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
ENT	Otorhinolaryngology (ENT)	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
Fprac	Family Practice (w\o OB)	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
GynOnc	Gyn/Oncologist	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
Hosp	Internal Medicine: Hospitalist	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
Intens	Intensivist	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
IM	Internal Medicine: General	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
NNP	MLP-Neonatal Nurse Pract	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
NP	MLP-Nurse Practitioner	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
PA	MLP-Physician Assistant	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
New	New Provider	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%
OBG	OBGYN: General	\$0.00	0	0	0	0	0	0%	0%	0%	0%	0%

# **Report Batch utilities**

These utilities are designed for budget reconciliation to the database.

#### Accessing these reports

The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Report Batches**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget** Utilities > Report Batches.

В	ud	get Reporting	^
۲		Budget Analysis	
Ŧ		Budget Utilities	
	►	Balance Sheet & Deductions	
	►	퉬 Budget Planning HomePage	
	►	Budget Reconciliation	
	►	퉬 Budget Setup	
	►	Extract from EPM	
	►	鷆 Provider Utilities	
	-	鷆 Report Batches	
		Budget Reconciliation Reports Batch	
	►	Security	

Budget Reconciliation Reports Batch

Use to run multiple budget reconciliation reports for distribution.

#### BATCH CONTROL SHEET

File Path	Enabled	Process Multipass	Multipass Source Column	Multipass Data Filter
\Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Budget Workbook Reconciliation.xlsx	On	On	Dept.BudgetGroup	
\Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Payroll12 Hours Reconciliation.xlsx	On	On	Dept.BudgetGroup	
\Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Payroll12 Negative Hours.xlsx	On	On	Dept.BudgetGroup	
\Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Reconcile Payroll12 to Financial-Dollars.xlsx	On	On	Dept.BudgetGroup	
Vxiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Reconcile Payroll12 to Financial-Hours.xlsx	On	On	Dept.BudgetGroup	
\Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Reconcile Payroll12 to Financial-FICA.xlsx	On	On	Dept.BudgetGroup	

# Security utilities

These reports are designed for budget balance sheet calculation and deductions modeling to post the results to the database.

#### Accessing these utilities

The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Security**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget** Utilities > Security.



Budget Driver Security Update

Use to update the Driver security settings and filters for Admin users who have access to update driver files.

	Budget Driver Security Setup * Note: This utility configures Budget Admin Role users to Driver Budget Groups.													
						Select	Select	Select	Select	Select	Select	Select	Select	
	LoginName	PrincipalID	FirstName	LastName	EmailAddress	Member of Global Driver Mgmt	General Budget Drivers	Admin Provider Drivers	Filtered Budget Group 1	Filtered Budget Group 2	Filtered Budget Group 3	Filtered Budget Group 4	Filtered Budget Group 5	Filtered Budget Group 6
	Update << Update Database on SAVE?			Select (Process File) in the File Processing task pane to Save.										
	BP_NextYear	<< Select Budget Filegroup to Update		BUDGET2019										
No Save	admin	1	Admin	Admin	admin@axiomepm.com	FALSE	No	No						
No Save	bpadmin	2	bp	admin	nella@kaufmanhall.com	FALSE	No	No						

#### Budget Security Update

Use to update security settings and filters for all users.

	Budget/Mgmt Reporting Security Update v1.4												
	* Note: This utility only adds users to systems & roles. If you need to REMOVE a user from a system or role, You must use the Security Manager.							Not this utility					
	Input Input Input		Input	Input Select		Only Axiom Prompt				Select			
	LoginName	PrincipalID	FirstName	LastName	EmailAddress	AuthenticationType	Password	IsSyncEnabled	UserLicenseType	IsEnabled	IsAdmin	Budget Planning System	
	NO << Update Database on SAVE? Select [SAVE] to post update the		Select [SAVE] to post update the Security	iy -or- [Process File] in the Task Pane (if you are a System Administrator)									
	EXISTING EPM USERS		Green [Save] indicates a change was detected and user will be updated.		Detected changes are highlighted in Pink further to right								
	admin	1	Admin	Admin	admin@axiomepm.com	Axiom Prompt		TRUE	AxiomStaff	TRUE	TRUE	TRUE	
[Save]	bpadmin	2	bp	admin	nella@kaufmanhall.com	Windows User		TRUE	Standard	TRUE	FALSE	TRUE	
	iew EPM USERS * Highlighted new users are existing users above. These highlighted users will NOT be saved to security and should be r		emoved										
		0						TRUE	Standard	TRUE	FALSE	FALSE	
		0						TRUE	Standard	TRUE	FALSE	FALSE	
		0						TRUE	Standard	TRUE	FALSE	FALSE	
		0						TRUE	Standard	TRUE	FALSE	FALSE	
		0						TRUE	Standard	TRUE	FALSE	FALSE	
		0						TRUE	Standard	TRUE	FALSE	FALSE	
		0						TRUE	Standard	TRUE	FALSE	FALSE	
		0						TRUE	Standard	TRUE	FALSE	FALSE	
		0						TRUE	Standard	TRUE	FALSE	FALSE	

# **Financial reports**

Axiom Budgeting and Performance Reporting 2020.3 comes with a variety of standard financial reports, organized within the following folders and subfolders.

**TIP:** In some reports, you can drill down to specific data to view how the values were calculated. For more information, see Drilling data: Using Drill Down.

Financial Analysis reports

The following reports allow you to view general budget data. For examples of these reports, see Analysis reports.

Report	Description						
Account Analysis	Use to analyze the current month- and year-to-date variances for an individual account by department.						
Current Year Actual (CYA) Per Unit Analysis	Use to analyze year-to-date (current) per-unit amounts for Patient Revenue, Salaries, Supplies, and Other Expenses compared to current-year budget (Budget).						
Expense Summary by Department	Use to analyze expense variances by department.						
Key Dept Ratios	Use to analyze current month and year-to-date salary variances for an individual department. The salary variance is broken into categories for Price, Volume, and Efficiency. A summary section is also provided to show the components of the total variance.						
Labor Price, Volume, & Efficiency Variances	Use to quickly analyze salaries to determine if the variances are related to rate or volume.						
Labor Summary by Department	Use to analyze labor variances by department.						
MultiYear Statistic Review	Use to show key and non-key statistical accounts for the current-year actual and budget, prior year, and two years ago. You can run this report for a single department or combined for multiple departments. If is often used to confirm that the statistical basis across different years is consistent.						
Threshold Analysis	Use to analyze current month values compared to the average of the previous three month. You can enter a dollar threshold. After the report is populated, you can change the view to only show the departments that exceed the threshold. The purpose of this report is to show unusual activity or possible missing entries in the current month.						

#### Financial Statement reports

The following reports are designed for month-end financial analysis. For examples of these reports, see Running Financial Statement reports.

Report	Description
Balance Sheet	Use to review and analyze the Balance Sheet values by FSDetail category across multiple years.
Balance Sheet and Cash Flow	Use to review and analyze the Balance Sheet and Cash Flow across multiple years.

Report	Description					
Balance Sheet By Entity	Use to show by entity for one fiscal year across the balance sheet categories in FSDetail. You can update the report to run for any fiscal year in the database.					
Balance Sheet Detail	Use to show the detail accounts within each balance sheet category of FSDetail, showing last-year actual and current-year actual.					
Forecast Income Summary	Use to show the Current Year Forecast by FSDetail category compared to Current Year Budget and Current Year Annualized.					
Forecast Scenario Comparison	Use to show the Current Year To Date, Current Year Annualized compared to the Current Year Forecast and Alternate Forecast.					
Income Statement By Entity	Use to show the Income Statement categories by entity for the current fiscal year.					
Income Statement Detail	Use to show the detail accounts within each income statement category of FSDetail showing current-year detail and last-year actual.					
Income Statement Multi-Year	Use to review the Income Statement totals by FSDetail category across multiple fiscal years.					
Income Statement Projection	Use to review the Income Statement totals by FSDetail category by month. For the remaining months of the year, it projects using the current-year budget or current-year forecast, which you can then compare to the annual budget.					
Income Statement Summary	Use to review the Income Statement totals by FSDetail category for the current period and year-to-date compared to budget and prior year.					
Income Statement Summary-12 Month	Use to view the Income Statement totals by FSDetail category, by month. You can also update the report to process for any fiscal year in the database.					
Income Statement Summary-Drill	Use to view review the Income Statement totals by FSDetail category for the current period and year-to-date actual compared to budget and prior year. You can drill down to the detail transactions for revenue, expense, payroll data, or show a trend for each category.					
Provider Income Statement Summary	Use to show the Income Statement totals by FSProvider category for the current period and year-to-date compared to budget and prior year.					
### Payroll reports

The following reports are designed for bi-weekly payroll analysis. For examples of these reports, see Payroll reports.

Report	Description
Employee Roster	Use to show employee-related information for a single department by job code. This information is used for budgets.
Employee Roster – Position Control	Use to show employee-related information by job code and by employee.
Labor Distribution	Use to show bi-weekly paid hours and dollars by job code, employee, and pay category for a single pay period.
Labor Distribution Detail	Use to show hours and dollars by a department, by job code for multiple pay period, and by category of pay.
Overtime Alert	Use to show highlights of overtime trends by pay period and department.
Overtime Analysis	Use to show overtime FTE-related hours by department trended for multiple pay periods. This report is normally processed by VP or Director.

Provider Analysis reports (optional feature)

The following reports are designed for physician analysis.

**NOTE:** You can also find these same reports in the **Budget Reporting section > Provider Budget >** Analysis.

For a description of each report, see Provider Budget reports.

Report Packages

The following reports are designed for month-end or payroll electronic reporting.

#### Executive

For examples of these reports, see .

Report	Description
Budget Variance Rollup	Use to show the current month and year-to-date Actual, Flexible, or Fixed Budget and Prior Year values by category in detail. This report can be processed at a rolled-up level by Entity, VP, Director, and so on. You can use any grouping column in dimensions for summarization.
Budget Variance Summary	Use to show the expense, cost-per-unit of service, and hours-per-unit of service variances for each department. This report is typically run by VP to give them a summary of the departments that have variances for the current month.
Cover_Executive	Use as the cover page for monthly Executive report package. You can customize this report to meet your reporting needs.
Dept Variance Rollup	Use to show department variances over a chosen threshold by category for revenue and expenses for the current period and year-to-date. This report also contains a monthly variance output and projection for the rest of the fiscal year.
Executive Monthly Package	Use to speed up report processing and distribution by running all of the individual executive reports and including them in one report package.
Pay Summary by Department	Use to show bi-weekly paid hours by department, by payroll summary category trended over multiple pay periods. This report is normally processed by VP but can also be processed by Director, Division, and so on.
Statistic Variance Summary	Use to show key statistics by department for the past four months to show statistical trends and variances.
Top 10 Variances	Use to show top and bottom ten department variances for salaries, supplies, and other expenses.
Variance Overview	Use to show monthly variances by department, by account that exceed the thresholds set by the system administrator.

### Manager

For examples of these reports, see.

Report	Description
AP Distribution Report (optional feature)	Use to show the monthly Accounts Payable (AP) detail by general ledger account by vendor, check number, and check date.
AR Distribution Report (optional feature)	Use to show the monthly Accrued Receipts (PO Received Not Invoiced) detail by vendor, PO Number, line item description, and receipt date subtotaled by general ledger account.
Budget Variance By Department	Use to show the current month and year-to-date actual, which are then compared to the Flexible or Fixed Budget as well as Prior Year values by category and in detail.
Cover_Manager	Use to generate a cover page for monthly Manager report package. You can customize this report to meet your reporting needs.
Dept Monthly Package	Use to run all of the individual manager reports and distribute them in one report package
GL Distribution Report (optional feature)	Use to show the monthly journal entry detail for each general ledger account.
MM Distribution Report (optional feature)	Use to show the monthly materials management issues, including the location of issue, unit of issue, unit price, quantity, and the amount subtotaled by general ledger account.
Pay By Employee ID	Use to show the biweekly paid hours by employee, by payroll summary category trended over multiple pay periods.
Pay By JobCode	Use to show the biweekly paid hours by job code, by payroll summary category trended over multiple pay periods.
RU Report (optional feature)	Use to show the current month and year-to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization.
RU Report_Budget (optional feature)	Use to show the current-month actual, budget, and year- to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization.
Scorecard	Use to show financial and ratio indicators for the chosen department compared to budget and trend.

Report	Description
Variance Alert	Use to show accounts that exceed variance thresholds for the month.

Package Utilities

For examples of these reports, see Report Packages - Utilities.

Report	Description
Monthly All in One VP Package	Use to automatically build a report packaging batch using the database and dimensions. You may build a batch to distribute reports based on a single dimension grouping by another dimension grouping (For example, Dept by VP, Manager by Director, etc.).
Monthly Manager Package	Use to package and email monthly reporting packages to managers. Each column in the report represents a recipient, with the reports listed under each person as the reports they receive in their monthly package.
Monthly VP Package	Use to package and email monthly reporting packages to VPs. Each column in the report represents a recipient, with the reports listed under each person as the reports they receive in their monthly package.

# Analysis reports

These reports are designed for designed for month-end close analysis.

### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Analysis**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting** > **Analysis**.

F	inancial Reporting	^
Ŧ	퉬 Financial Reporting	
	My Reports	
	👻 퉬 Analysis	
	🖾 Account Analysis	
	🖾 CYA Per Unit Analysis	
	🖾 Expense Summary by Department	
	🖳 Key Dept Ratios	
	🔄 Labor PriceVolumeEfficiency	
	🖾 Labor Summary by Department	
	🖳 MultiYear Statistic Review	
	Threshold Analysis	
	🕨 🕌 Financial Statements	
	🕨 🕌 FTE Reports	
	🕨 🎍 Payroll	
	🕨 🎍 Provider Analysis	
	🕨 🌽 Report Packages	
	🕑 🌽 Variance Comments	
۲	Financial Utilities	

### Account Analysis

Use to analyze the current month- and year-to-date variances for an individual account by department.

Account Analysis KHA Health For The Period Ending February 28, 2017 60100- Salaries - Regular		Current Period				Year To Date			
		Current	Current			YTD	YTD		
Dept	Description	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %
17840	EHS Sports Medicine	15,899	15,648	(251)	(1.6%)	127,487	126,225	(1,262)	(1.0%)
17880	EPG Phys Clinic-North	35,395	33,636	(1,759)	(5.0%)	290,993	271,322	(19,671)	(6.8%)
17885	EPG Phys Clinic-East	38,636	52,232	13,596	35.2%	301,912	421,340	119,428	39.6%
17891	EPG Phys Clinic-South	140,988	88,305	(52,683)	(37.4%)	841,090	712,329	(128,761)	(15.3%)
17895	EPG Phys Clinic-West	(165)	14,794	14,959	(9067.7%)	(21,328)	119,342	140,670	(659.6%)
19000	EHS Administration	178,403	497,404	319,001	178.8%	1,497,924	2,754,089	1,256,165	83.9%
19060	EHS Corporate Communications	27,721	31,578	3,857	13.9%	209,220	254,725	45,505	21.7%
19080	EHS Teleservices	21,408	18,731	(2,677)	(12.5%)	153,810	151,090	(2,720)	(1.8%)
19100	EHS Accounting Operations (Employee)	28,832	27,405	(1,427)	(5.0%)	216,724	221,065	4,341	2.0%
19105	EHS Payroll	9,319	9,551	232	2.5%	73,919	77,038	3,119	4.2%
19110	EHS Administrative Finance	13,298	13,373	75	0.6%	110,105	107,879	(2,226)	(2.0%)
19150	EHS Information Services	59,190	91,506	32,316	54.6%	744,147	738,149	(5,998)	(0.8%)
19160	EHS Audit Services	1,903	4,660	2,757	144.9%	33,567	37,588	4,021	12.0%
19170	EHS Medical Information Network	92,733	45,366	(47,367)	(51.1%)	434,894	365,948	(68,946)	(15.9%)

## Current Year Actual (CYA) Per Unit Analysis

Use to analyze year-to-date (current) per-unit amounts for Patient Revenue, Salaries, Supplies, and Other Expenses compared to current-year budget (Budget).

#### CYA Per Unit Analysis

PKG For The Period Ending December 31, 2016

			Patient Revenue			Salaries			Supplies	
			Year to Date	Year to Date	%	Year to Date	Year to Date	%	Year to Date	Year to Date
Dept	Description	KeyStat	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget
17840	EHS Sports Medicine	Calendar Days	0.00	0.00	0.00%	663.02	0.00	0.00%	8.51	0.00
17870	EHS *** Bldg-Med Office/East Hplex	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.10	0.00
17879	EPG Clinic Administration	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
17880	EPG Phys Clinic-North	Calendar Days	1,075.99	0.00	100.00%	327.30	0.00	0.00%	195.26	0.00
17881	EPG Phys Clinic-Occ HIth East	Calendar Days	1,476.28	0.00	100.00%	646.18	0.00	0.00%	0.00	0.00
17883	EPG Phys Clinic-Occ Hlth Midtown	Calendar Days	584.60	0.00	100.00%	392.99	0.00	0.00%	5.42	0.00
17885	EPG Phys Clinic-East	Calendar Days	2,129.26	0.00	100.00%	1,326.93	0.00	0.00%	213.22	0.00
17886	EPG Phys Clinic-Occ Hlth/West	Calendar Days	0.00	0.00	0.00%	64.24	0.00	0.00%	0.54	0.00
17891	EPG Phys Clinic-South	Calendar Days	5,596.57	0.00	100.00%	2,893.70	0.00	0.00%	0.24	0.00
17894	EPG Phys Clinic-Uptown	Calendar Days	1,310.02	0.00	100.00%	566.21	0.00	0.00%	0.00	0.00
17895	EPG Phys Clinic-West	Calendar Days	136.24	0.00	100.00%	(113.54)	0.00	0.00%	0.00	0.00
17896	EPG Phys Clinic-Peds Afterhour	Calendar Days	2,883.54	0.00	100.00%	0.00	0.00	0.00%	0.00	0.00
18560	EHS Rental	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
18900	EHS Parking Lot	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
18960	EHS Bldg-North	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00
18970	EHS Bldg-Midtown	Calendar Days	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00

### Expense Summary by Department

#### Use to analyze expense variances by department.

# Expense Summary By Department for Total Expenses

Period Ending December 31, 2016

Ferrou Linuting Decer	11001 51, 2010									
						FILTERED TOTALS	=>	35,138,486	18,883,990	
								Total \$		Units of Service
								ACTUAL	BUDGET	ACTUAL
VP	Director	Manager	Entity	Department	Department Name	UOS	FLAG	Dollars	Dollars	UOS
Dr. Johnson	Elcie East	Elsia East		17970	EDC Clinic Administration	Calendar Daur	-	15.000	0	21
Dr Johnson	EISIE EAST	EISIP East	5	1/0/9	EPG Clinic Administration	Calendar Days	PC I	13,000	0	51
Dr Johnson	Elsie East	Elsie East	3	17880	EPG Phys Clinic-North	Calendar Days	Pu	48,094	0	31
Dr Johnson	Elsie East	Elsie East	3	17881	EPG Phys Clinic-Occ HIth East	Calendar Days	R	72,260	0	31
Dr Johnson	Elsie East	Elsie East	3	17883	EPG Phys Clinic-Occ Hlth Midtown	Calendar Days	R	(4,627)	0	31
Dr Johnson	Elsie East	Elsie East	3	17885	EPG Phys Clinic-East	Calendar Days	P	103,099	0	31
Dr Johnson	Elsie East	Elsie East	3	17886	EPG Phys Clinic-Occ Hlth/West	Calendar Days	R0	28,650	0	31
Dr Johnson	Elsie East	Elsie East	3	17891	EPG Phys Clinic-South	Calendar Days	R	181,261	0	31
Dr Johnson	Elsie East	Elsie East	3	17894	EPG Phys Clinic-Uptown	Calendar Days	Ro	67,397	0	31
Dr Johnson	Elsie East	Elsie East	3	17895	EPG Phys Clinic-West	Calendar Days	Re	(18,684)	0	31
Dr Johnson	Elsie East	Elsie East	3	17896	EPG Phys Clinic-Peds Afterhour	Calendar Days	R	90,752	0	31
Dr Johnson	Beth Crawford	Beth Crawford	1	19185	EHS Corporate Health Services	Calendar Days	R	22,301	0	31
Dr Johnson	Dr Johnson	Dr Johnson	2	27050	EMC Hospitalist Program	Calendar Days	R	71,559	0	31
Dr Johnson	Elsie East	Elsie East	2	27760	EMC Rural Health Clinic-SW	Calendar Days	R	19	0	31
Dr Johnson	Elsie East	Elsie East	2	27875	EMC Rural Health Clinic-West	Calendar Days	R	68	0	31
Dr Johnson	Elsie East	Elsie East	2	27897	EMC Seniors Clinic-Tracepoint	Calendar Days	R	14,980	0	31
Dr Johnson	Beth Crawford	Beth Crawford	2	28430	EMC EAP	Calendar Days	R	3,616	0	31
Dr Johnson	Ronny Evans	Ronny Evans	2	29030	EMC Medical Staff Services	Calendar Days	R	104,545	0	31

### Key Dept Ratios

Use to analyze current month and year-to-date salary variances for an individual department. The salary variance is broken into categories for Price, Volume, and Efficiency. A summary section is also provided to show the components of the total variance.

### Key Dept Ratios

PKG								
For The	Period Ending December 31, 2016							
17879 - E	PG Clinic Administration		December				Year-To-Date	
			Current	Current	Increase/(Decrease)		YTD	YTD
			Actual	Budget	Variance	Var %	Actual	Budget
	Statistics & Hours							
	Primary Statistics :							
300	Calendar Days	KeyStat	31	0	31	100.0%	184	0
800100	New Initiative -Key Inpatient Statistic	KeyStat	0	0	0	0.0%	2	0
	Total Key Statistics		31	0	31	100.00%	186	0
	Hours:							
	Key Ratios							
	Dollars per unit							
	Other Expense per Unit		\$483.87	\$0.00	(\$483.87)	0.0%	\$920.57	\$0.00
	Total Expense per Unit		484	0	(484)	0.00%	921	0
	Gross Profit per Unit		(484)	0	(484)	0.0%	(921)	0
	Variance Analysis							
	Revenue Variance due to Volume				\$0	0.0%		
	Revenue Variance due to Rate				\$0	0.0%		
	Total Revenue Variance over/(under)				0	0.00%		
			I					

### Labor Price, Volume, and Efficiency Variances

### Use to quickly analyze salaries to determine if the variances are related to rate or volume.

Price, Volume & Efficiency Var KHA Health For The Period Ending February 28, 2018	iances										
for the ferrod change corolly co, coro	Febru	arv					Vear-to-Date				
17880- EPG Phys Clinic-North	Actu	al	Budget	Variance	Var %	Last Year	Actual	Budget	Variance	Var %	Last Year
Key Categories:											
Units of Service		28	28	0	0.0%	28	243	243	0	0.0%	243
Hours	1	166	182	16	0	343	1,394	1,477	83	0	2,765
Salaries	1	9,765	13,115	3,350	25.5%	21,198	82,750	103,804	21,054	20.3%	176,944
Salary Variance Explanation: Price Variance:	Actual	\$58.93	Budget	Variance			Actual cso as	Budget	Variance		
2. Actual Paid Hours	1	166	17 E 10 O	\$10101			1.394	******			
3. Price Variance:	Favorable			2,166			Favorable		15,222		
Volume Variance: 1. Units of Service Variance 2. Budgeted Paid Hrs per UOS 3. Labor Hours Variance due to Volume		28	28 6.5	0			243	243 6.1	0		
4. Budgeted Wage Rate per Hour			\$72.00					\$70.27			
5. Volume Variance	Favorable			0			Favorable		0		
Efficiency Variance: 1. Labor Hours per UOS Variance 2. Actual Units of Service 3. Labor Hours Variance not related to volume 4. Budgeted Price Variance		5.92 28	6.51 16 \$72.00	0.59			5.74 243	6.08 83 \$70.27	0.34		
5. Efficiency Variance	Favorable			1,183			Favorable		5,833		
Summary Variances: Price	Favorable			2,166			Favorable		15,222		
Volume	Favorable			0			Favorable		0		
Efficiency	Favorable			1,183			Favorable		5,833		
Total Wage Variance	Favorable			3,350			Favorable		21,054		

### Labor Summary by Department

Use to analyze labor variances by department.

#### Labor Analysis by Department PKG

Period Ending Augus	it 31, 2016									
								Units of Service		FTEs
VP	Director	Manager	Entity	Department	Department Name	UOS	FLAG	ACTUAL Statistics	BUDGET Statistics	ACTUAL FTES
Tom Gilbert	Tom Gilbert	Susie Gentry	1	10000	EHS Balance Sheet	0		31	31	0.00
rdebruyn	Patrick Herbert	Patrick Herbert	1	17840	EHS Sports Medicine	Calendar Days	Ro	31	31	7.33
Howard Burns	Carl Johnson	Pete Augusta	1	17870	EHS *** Bldg-Med Office/East Hplex	Calendar Days		31	31	0.00
Dr Johnson	Elsie East	Elsie East	3	17879	EPG Clinic Administration	Calendar Days		31	31	0.00
Dr Johnson	Elsie East	Elsie East	3	17880	EPG Phys Clinic-North	Calendar Days	Ro	31	31	2.00
Dr Johnson	Elsie East	Elsie East	3	17881	EPG Phys Clinic-Occ Hlth East	Calendar Days	Pu	31	31	1.22
Dr Johnson	Elsie East	Elsie East	3	17883	EPG Phys Clinic-Occ Hlth Midtown	Calendar Days	Pu	31	31	3.07
Dr Johnson	Elsie East	Elsie East	3	17885	EPG Phys Clinic-East	Calendar Days	Pu	31	31	2.00
Dr Johnson	Elsie East	Elsie East	3	17886	EPG Phys Clinic-Occ Hlth/West	Calendar Days	Ru	31	31	0.00
Dr Johnson	Elsie East	Elsie East	3	17891	EPG Phys Clinic-South	Calendar Days	Pu	31	31	3.01
Dr Johnson	Elsie East	Elsie East	3	17894	EPG Phys Clinic-Uptown	Calendar Days	Pu	31	31	1.00
Dr Johnson	Elsie East	Elsie East	3	17895	EPG Phys Clinic-West	Calendar Days	Pu	31	31	2.00
Dr Johnson	Elsie East	Elsie East	3	17896	EPG Phys Clinic-Peds Afterhour	Calendar Days		31	31	0.00

#### MultiYear Statistic Review

L

Use to show key and non-key statistical accounts for the current-year actual and budget, prior year, and two years ago. You can run this report for a single department or combined for multiple departments. If is often used to confirm that the statistical basis across different years is consistent.

Mul PKG	ti Year Statistic Review	W								
Acct	Description	FSDetail	July	August	September	October	November	December	January	February
Two Yea	rs Ago Actual									
70	Calendar Days	M_BmarkAdjD	341	341	330	341	330	124	124	58
100	Patient Days	S_KeyIP	10,816	10,550	10,777	10,656	10,804	9,995	11,115	10,707
101	Admissions	S_OthStat	1,985	1,928	1,978	1,948	1,983	1,838	2,051	1,968
102	Discharges	S_OthStat	1,985	1,928	1,978	1,948	1,983	1,838	2,051	1,968
105	Nursery Days	S_KeyIP	644	602	639	722	573	632	646	596
106	Deliveries	S_KeyIP	101	86	98	110	92	88	104	87
110	OP Procedures	S_KeyOP	118,250	119,421	117,340	104,106	121,669	114,439	108,059	110,986
111	IP Units	S_KeyIP	14,335	15,825	15,131	15,778	16,280	14,786	14,918	16,256
112	IP Visits	S_KeyIP	5,085	4,549	3,968	4,515	4,427	3,907	4,533	4,346
113	IP Cases	S_KeyIP	1,411	1,263	1,302	1,174	1,372	1,346	1,460	1,528
114	IP Minutes	S_KeyIP	99,018	109,537	96,011	98,922	90,181	89,623	93,844	97,532
115	IP Meals	S_KeyIP	107,250	106,247	131,095	98,425	105,324	111,305	121,063	113,575
120	OP RVUs	S_OthStat	1,209	1,434	1,170	1,055	1,195	1,145	1,273	1,309
200	Observation Days	S_KeyOP	487	470	383	409	325	322	358	317
211	Visits	S_KeyOP	35,412	34,709	32,943	32,930	33,618	33,118	33,413	33,997
212	Visits	S_KeyOP	19,209	20,204	19,298	18,728	20,309	19,699	20,628	20,938
213	OP Cases	S_KeyOP	10,088	10,236	9,446	9,870	12,284	9,238	10,077	12,090
214	OP Minutes	S_KeyOP	80,820	76,425	75,183	84,945	56,296	53,914	51,434	52,701
215	OP Meals	S_KeyOP	324	451	400	323	390	440	414	559
300	Calendar Days	S_KeyOth	3,813	3,813	3,690	3,813	3,690	3,813	3,813	3,476
305	Laundry Pounds	S_KeyOth	334,595	373,962	326,849	327,755	345,735	324,157	340,304	350,773
306	Orders	S_KeyOth	87,195	92,918	84,635	85,912	90,980	85,297	89,395	88,274
307	Square Feet	S_KeyOth	2,330,829	2,330,829	2,330,829	2,330,829	2,330,829	2,330,829	2,330,829	2,330,829

### Threshold Analysis

Use to analyze current month values compared to the average of the previous three month. You can enter a dollar threshold. After the report is populated, you can change the view to only show the departments that exceed the threshold. The purpose of this report is to show unusual activity or possible missing entries in the current month.

#### **Threshold Analysis**

For The Period Er	nding December 31, 2016								
Greater than +/-	\$100								
FSDetail Category	y: E_Salaries								
					Prior Mth	Prior Mth	Prior Mth	Prior	Current Mth
Dept	Description	Acct	Type	Account Description	Sep-2016	Oct-2016	Nov-2016	Average	Dec-2016
17840	EHS Sports Medicine	60100	Expense	Salaries - Regular	16,452	15,686	15,719	15,952	14,803
17840	EHS Sports Medicine	60120	Expense	Salaries - Non-Productive	1,124	940	749	938	0
17880	EPG Phys Clinic-North	60100	Expense	Salaries - Regular	10,607	9,939	10,977	10,508	10,384
17881	EPG Phys Clinic-Occ HIth East	60100	Expense	Salaries - Regular	19,121	18,768	17,241	18,377	26,487
17881	EPG Phys Clinic-Occ HIth East	60120	Expense	Salaries - Non-Productive	0	879	0	879	0
17883	EPG Phys Clinic-Occ Hlth Midtown	60100	Expense	Salaries - Regular	18,216	12,948	12,176	14,446	(21,123)
17883	EPG Phys Clinic-Occ Hlth Midtown	60110	Expense	Salaries - Overtime	513	168	515	399	195
17883	EPG Phys Clinic-Occ HIth Midtown	60120	Expense	Salaries - Non-Productive	255	1,376	2,880	1,504	1,090
17885	EPG Phys Clinic-East	60100	Expense	Salaries - Regular	29,357	31,480	32,499	31,112	29,218
17885	EPG Phys Clinic-East	60120	Expense	Salaries - Non-Productive	220	17,640	1,121	6,327	540
17886	EPG Phys Clinic-Occ Hlth/West	60100	Expense	Salaries - Regular	0	0	3,294	3,294	6,750
17891	EPG Phys Clinic-South	60100	Expense	Salaries - Regular	87,618	83,594	79,988	83,733	74,795
17894	EPG Phys Clinic-Uptown	60100	Expense	Salaries - Regular	14,835	11,097	13,805	13,246	21,418
17895	EPG Phys Clinic-West	60100	Expense	Salaries - Regular	(164)	330	330	165	(19,846)
19000	EHS Administration	60100	Expense	Salaries - Regular	183,514	173,020	155,912	170,815	182,290
19000	EHS Administration	60110	Expense	Salaries - Overtime	1,575	782	1,152	1,170	923
19000	EHS Administration	60120	Expense	Salaries - Non-Productive	(45,063)	19,642	40,664	5,081	(305)
19000	EHS Administration	60900	Expense	Salaries - Emp Incentive	35,000	695,000	35,000	255,000	35,000
19050	EHS Trust	60100	Expense	Salaries - Regular	11,459	12,317	10,793	11,523	11,543
19050	EHS Trust	60110	Expense	Salaries - Overtime	8	40	(5)	14	(1)
19050	EHS Trust	60120	Expense	Salaries - Non-Productive	1,491	1,177	2,727	1,798	538

# Balance Sheet and Cash Flow reports

These reports are designed for designed for month-end close analysis.

### Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Management Reporting\Financial Statements\Balance Sheet & Cash Flow. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Reporting > Financial Statements > Balance Sheet & Cash Flow.



### Balance Sheet

Use to review and analyze the Balance Sheet values by FSDetail category across multiple years.

Balance Sheet				
KHA Hanib				
For The Daried Ending Eabrushy 28, 2017				
For the Period Ending Pedruary 20, 2017				
163	Fired	Final		Fired
	2017	2016	Change	2015
ASSETS				
Current Assets:				
Cash and Cash Equivalents	4,770,122	5,289,842	(519,720)	4,974,616
Short-term Cash Investments	258,457	7,551	251,905	7,097
Current Assets limited as to use:	6,236,423	1,583,806	4,652,617	1,488,778
Patient Accounts Receivable	07.657.110	73,902,309	12,754,009	69,460,176
Allowance for Uncollectibles	(41269.396)	(22,258,706)	(7.990,680)	(21,257,196)
Net Patient Accounts Receivable	46,387,732	40,543,603	5,844,129	38,110,991
			-11	
Third Parts Settlements	502,109	1,405,417	(903,278)	1,321,092
Current Receivables	0	0	0	0
Inventors	6.775.635	6,647,949	127,686	6,754,506
Prepaid Expense	5,404,405	4,026,990	1,377,415	3,785,382
Other Current Assets	2,210,000	2,133,585	76,797	2,005,571
Total Current Assets	72,546,295	61,638,743	10,907,552	58,448,033
Access Limited as to lice-				
Trusteed Assets	113 467 445	10 203 236	3,264,210	106.235.653
Board Designated Investments	1656.662	3 604 396	(2.027.234)	2 463 331
Total Assets Limited as to Use	115.124.107	113.887.631	1,236,476	109 698 984
			4	
Property and Equipment:				
Land	13,706,437	13,049,650	(143,221)	13,010,679
Property and Equipment:	283,679,912	276,417,456	7,262,457	260,501,269
Less: Accumulated Depreciation	(164,083,362)	(155,178,046)	(8,905,3%)	(146,513,425)
PPE - Net of Accumulated Depreciation	133,302,988	135,089,068	(1,786,081)	127,086,523
Construction In Progress	4,266,440	2,964,659	1,001,784	2,786,783
Net Property and Equipment	137,569,431	138,053,727	(404,297)	129,873,306
Other Access				
University of Figure 1 and Figu	200.040	667 776	100 490	217.105
Amortination of Existing Ferry	+00,040	wir,238	(169,90)	#£1,000
Investments in Delated Parties	14 290 200	W 222 727	(943.377)	U 040 740
Name Databable	1794 464	1 2 2 2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	(0+0,077) 67.226	1,010,710
Other Long Term Access	899.910	053.001	07.215	Sec 107
Total Other Assets	17,354,911	10.406.147	(1.131.236)	17,376,956
	11,004,011	10,100,111	(concess)	

### Balance Sheet and Cash Flow

Use to review and analyze the Balance Sheet and Cash Flow across multiple year

# Balance Sheet & Cash Flow Statement

and the subdention						
For The Period Ending February 28, 20	17					
Net Income is added to the fund Balance	Tes	Balance as of	Balance as of	Balance as of		Budget as of
		Jun-2015	Jun-2016	Feb-2017	Change	Jun-2017
Values Expressed in 000's						
Assets						
Current Assets						
Cash and Cash Equivalents	A_CurAsset	4,974,616	5,289,842	4,770,122	(519,720)	6,108,146
Short-term Cash investments	A_CurAsset	7,097	7,551	259,457	251,905	72,438
Current Assets limited as to use	A_CurAsset	1,488,778	1,583,806	6,236,423	4,652,617	1,800,236
Patient Accounts Receivable	A_CurAsset	69,468,176	73,902,309	87,657,118	13,754,809	74,322,097
Physician Accounts Receivable		0	0	0	0	0
Allowance for Uncollectibles	A_CurAsset	(31,357,106)	(33,358,706)	(41,269,306)	(7,910,680)	(34, 101, 062)
Net Patient Accounts Receivable		38,110,991	40,543,603	46,387,732	5,844,129	40,221,035
Third Party Settlements	A_CurAsset	1,321,092	1,405,417	502,139	(903,278)	1,768,022
Current Receivables		0	0	•	0	0
inventory	A_CurAsset	6,754,506	6,647,949	6,775,635	127,686	4,328,248
Prepaid Expense	A_CurAsset	3,785,382	4,026,990	5,404,405	1,377,415	3,674,788
Other Current Assets	A_CurAsset	2,005,571	2,133,585	2,210,383	76,797	2,108,317
Total Current Assets		58,448,033	61,638,743	72,546,295	10,907,552	60,081,230
Assets Limited as to Use						
Trusteed Assets	A_LTAsset	106,235,653	110,203,236	113,467,445	3,264,210	113,456,885
Board Designated Investments	A_LTAsset	3,463,331	3,684,396	1,656,662	(2,027,734)	2,807,866
Total Assets Limited as to Use		109,698,984	113,887,631	115,124,107	1,236,476	116,264,751
Browney, Black and Environment						
Property, Plant and Equipment		13 618 639		13 344 433		
Land	A_LIAISEL	13,010,679	13,049,000	13,706,437	(143,221)	11,870,008
Property and Equipment:	A LTAUGH	200,501,209	210/417/400	203,019,912	1,252,451	1239,334,974
Construction in Promoto	A LTAUGH	(140,513,423)	2 044 460	(194,003,362)	1 301 784	(130,440,304)
Net PD5.6	Accusses	129 873 306	138.053.727	117 560 411	(484,297)	125 846 546
HELFFOX.		123/873.309	136,033,727	137,399,431	(484,237)	123,946,949
Other Assets						
Unamortized Financing Fees	A_CurAsset	627,305	667,339	600,848	(66,491)	767,078
Amortization of Existing Fees		0	0	0	0	0
Investments in Related Parties	A_LTAsset	14,319,718	15,233,737	14,290,360	(943, 377)	16,660,023
Notes Receivable	A_LTAsset	1,623,525	1,727,188	1,784,464	57,276	3,237,346
Other Long Term Assets	A_LTAsset	806,407	857,883	679,239	(178,644)	925,848
Total Other Assets		17,376,956	18,486,147	17,354,911	(1,131,236)	21,590,295
Total Assets		315,397,278	332.066.249	342,594,744	10.528.495	323.882.822

### Balance Sheet by Entity

Use to show by entity for one fiscal year across the balance sheet categories in FSDetail. You can update the report to run for any fiscal year in the database.

### Balance Sheet By Entity

KHA Health For The Period Ending February 28, 2017

Not income is added to the fund Balance	Yes				
ASSETS		5-K3H Health System	Total	Last Year	Two Years Ago
Current Assets:					
Cash and Cash Equivalents		4,763,966	4,763,966	5,283,687	4,966,669
Short-term Cash Investments		259,457	259,457	7,551	7,097
Current Appets limited as to upe:		6,236,423	6,236,423	1,583,806	1,400,770
Patient Accounts Receivable		824,992	824,992	881,621	828,724
Allowance for Uncollectibles		(309,000)	(309,000)	(386,000)	(362,840
Net Patient Accounts Receivable		515,992	515,992	495,621	465,884
Third Party Settlements		0	0	0	0
Current Receivables		0	0	0	0
Inventory		0	0	74,928	70,432
Prepaid Expense		5,016,342	5,016,342	3,711,370	3,488,700
Other Current Assets		(532,432)	(532,432)	2,133,585	2,005,571
Total Current Assets		16,259,748	16,259,748	13,290,548	12,493,130
Assets Limited as to Use:					
Trusteed Assets		113.467.445	113.467.445	10.203.236	106.235.653
Board Designated Investments		1656.662	1656.662	3,684,396	3,463,331
Total Assets Limited as to Use		115,124,107	115,124,107	113,007,631	109,698,984
Property and Equipment					
Land		13,706,437	13.706.437	13.849.658	13.018.679
Properts and Equipment:		271,198,916	271,198,916	263,938,460	248.000.273
Less: Accumulated Depreciation		(153,215,676)	(153,015,676)	(144,410,360)	(105,745,709
PPE - Net of Accumulated Depreciation		121,589,678	121,509,678	123,375,758	125,070,210
Construction In Progress		4,288,443	4,266,443	2,964,659	2,796,793
Net Property and Equipment		135,856,121	135,856,121	136,340,417	128,159,996
Other Assets:					
Unamortized Financing Fees		600,040	600.040	667,329	627.005
Amortization of Existing Fees		0	0	0	0
Investments in Related Parties		8.461336	8.461,136	9,234,035	8.679.999
Notes Receivable		1764,948	1,764,948	1,712,813	1.610.011
Other Long Term Assets		679,239	679,239	857,883	806.407
Total Other Assets		11,506,171	11,506,171	12,472,070	11,723,722
Total Assets		278,746,147	278.746.147	275.990.666	262.075.033
10101112212		210,110,111	210,140,000	A. 1,000,000	200,010,000

Balance Sheet Detail

Use to show the detail accounts within each balance sheet category of FSDetail, showing last-year actual and current-year actual.

Baland	ce Sheet Detail			
KHA Health				
For The Per	iod Ending February 28, 2017			
Net Income a	dded to the Fund Balance	Yes		
			Fiscal	Fiscal
	Account		2017	2016
	Current Assets			
	Cash and Cash Equivalents			
11000	General Fund Checking		3,461,979	4,072,609
11050	Credit Card		196,396	70,086
11100	Refund Account		213,549	146,172
11200	Fitness Center Checking		137,555	81,049
11212	Memorial Clinics		393,728	551,936
11220	Memorial Property Management		359,944	360,818
11400	Petty Cash MHS		6,972	7,172
	Total Cash and Cash Equivalents		4,770,122	5,289,842
	Investments, Short Term			
11205	Trust		259,457	7,551
	Total Investments, Short Term		259,457	7,551
	Current Assets Limited as to use			
11510	Bond Funds 95 Issue		3,604,143	1,583,806
11520	MHEBT Trust Funds		0	0
11525	Prof Liab Ins Trust		2,632,280	0
	Total Current Assets Limited as to use		6,236,423	1,583,806
	Patient Accounts Receivable			

# Reports in the Department Monthly Package

These reports are designed for month-end or payroll electronic reporting. For more information on setting up and configuring this report package, see Configuring the Department Monthly Package report.

AP Distribution Report (optional feature)

Use to show the monthly Accounts Payable (AP) detail by general ledger account by vendor, check number, and check date.

AP Distril	bution Re	eport										
KHA Health												
For The Period Ending February 28, 2017												
19185 - EHS Corpora	ate Health Services											
Acct	Vendor	Vendor Name	PO Number	Item Description	Invoice Number	Invoice Date	Check Number	Check Date	Amount			
		]										
62100	18900	MS BOTTLED WATER INCORPORATED	-	017556/1231 _	14	Jan-2017	40008	Feb-2017	49.42			
62100	16030	CARMICHAEL, LISA C		1203-123102 _	1203-123102	Jan-2017	40009	Feb-2017	9.15			
62100	10376	ASAP SOFTWARE	244525	2231275 244525	2231275	Jan-2017	40010	Feb-2017	738.46			
62100	10376	ASAP SOFTWARE	244525	2231275 244525	2231275	Jan-2017	40011	Feb-2017	4.78			
62100	19554	SAMI	-	516593-00 _	516593-00	Jan-2017	40012	Feb-2017	29.13			
62100	10549	BAREFIELD & COMPANY	239273	467631-0 239273	467631-0	Jan-2017	40013	Feb-2017	275.05			
62100	16927	FEDERAL EXPRESS CORP	-	4-562-63501 _	4-562-63501	Jan-2017	40014	Feb-2017	25.67			
62100	10549	BAREFIELD & COMPANY		1496-S _	1496-S	Jan-2017	40015	Mar-2017	24.74			
Total 62100 Supp	lies - General								1,156.39			
63140	10456	BAPTIST MEDICAL CLINIC NORTHTOWN	RAYTHEON	NTC*54311 RAYTHEON	NTC*54311	Jan-2017	40016	Feb-2017	362.39			
63140	10457	BAPTIST OCCUPATIONAL MEDICAL CLINIC	RAYTHEON	OCC*11737 RAYTHEON	OCC*11737	Jan-2017	40017	Feb-2017	2,295.11			
Total 63140 Fees	- Other								2,657.50			

### AR Distribution Report (optional feature)

Use to show the monthly Accrued Receipts (PO Received Not Invoiced) detail by vendor, PO Number, line item description, and receipt date subtotaled by general ledger account.

AR Distribut KHA Health For The Period Ending	on Repor	t 7				
27210 - EMC Radiology - CT	Scan					
Acct	Vendor	Vendor Name	PO Number	Item Description	Quantity	Amount
62130	11378	CARDINAL HEALTH (ALLEGIANCE)	V243595	540323470 V243671	0	11.38
62130	11378	CARDINAL HEALTH (ALLEGIANCE)	V243695	540741276 V245861	0	29.60
Total 62130 Supplies - N	ed Surg Nonbillabl	e				40.98
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V243795	540323470 V243671	0	311.17
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V243895	540741276 V245861	0	133.57
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V243995	540287313 240118	0	95.48
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244095	540322857 243695	0	670.32
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244195	540658305 243695	0	335.16
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244295	540741261 245881	0	335.16
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244395	540808238 246308	0	5.95
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244495	540892922 243695	0	(335.16)
Total 62140 Supplies - N	led Surg Billable					1,551.66

### Budget Variance By Department

Use to show the current month and year-to-date actual, which are then compared to the Flexible or Fixed Budget as well as Prior Year values by category and in detail.

Budget V EMC For The Period Er	Variance By Departn nding December 31, 2017	nent						Budget V EMC For The Period Er	Variance By Depar	tment	
27200 - EMC Radiol	logy	Current Month - December						27200 - EMC Radiol	logy	Year To Date - December	
Account		Dec-2017	Actual	Dec-2017	Budget		Dec-2016	Account		Dec-2017	Actual
Number	Account Description	Actual	Per Unit	Budget	Per Unit	Variance	Actual	Number	Account Description	Actual	Per Unit
	SUMMARY INFORMATION Department Volumes								SUMMARY INFORMATION		
8006505	WRVUs	3,921	0.00	3,762	0.00	159	2,283	8006505	WRVUs	20,834	0.00
	Calendar Days	0		0		0	0		Calendar Days	0	
	Total Volume	3,921		3,762		159	2,283		Total Volume	20,834	
	Other Statistics								Other Statistics		
8006500	Clinic Encounters	1,902	0.49	3,762	1.00	(1,860)	1,902	8006500	Clinic Encounters	11,592	0.56
8006520	Appointments Kept	1,382	0.35	2,225	0.59	(843)	1,382	8006520	Appointments Kept	8,261	0.40
	Revenue								Revenue		
	Outpatient Revenue	237,644	61	348,280	93	(110,636)	237,644		Outpatient Revenue	1,467,371	70
	Other Patient Revenue	529,516	135	606,068	161	(76,552)	529,516		Other Patient Revenue	2,664,265	128
	Total Patient Revenue	/6/,160	199	954,348	254	(18/,188)	/6/,160		Total Patient Nevenue	4,131,035	148.31
	Deductions	330,305	84	372,544	99	42,239	330,305		Deductions	1,612,894	77
	Net Patient Revenue	436,855	111	581,804	155	(144,949)	436,855		Net Patient Revenue	2,518,741	120.89

The Budget Variance by Department report also shows the monthly values by category and account. It will fill in the remainder of the year with last year actual, current year budget, or forecast data to calculate a year-end projection.

### Budget Variance By Department by Month

EMC For The Period Ending December 31, 2017

27200 - EMC Radio	legy										
Account		Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Jan-2018	Feb-2018	Mar-2018	Apr-2018
Number	Account Description	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget
	SUMMARY INFORMATION										
	Department Volumes										
8006505	WRVUs	3,060	3,649	3,285	3,832	3,087	3,921	2,768	2,109	2,270	2,023
	Calendar Davr	0	0	0	0	0	0		0		0
	Total Volume	3 060	3 649	3 285	3 832	3 087	3 921	2 768	2 109	2 270	2 0 23
		5,000	0,017	0,200	0,001	5,007	0,744	2,700	2,277	2,275	2,020
	Other Statistics										
8006500	Clinic Encounters	1,686	1,833	1,821	2,355	1,995	1,902	2,768	2,109	2,270	2,023
8006520	Appointments Kept	1,269	1,369	1,430	1,402	1,409	1,382	1,637	1,247	1,343	1,196
	Outpatient Revenue	213,259	268,181	226,484	269,750	252,052	237,644	302,114	246,000	265,046	251,087
	Other Patient Revenue	388,606	445,962	426,558	482,002	391,621	529,516	554,895	460,361	496,137	477,510
	Total Patient Revenue	601,865	714,143	653,042	751,752	643,673	767,160	857,009	706,361	761,183	728,597
	Deductions	369,121	292,839	212,238	154,373	254,018	330,305	334,546	275,739	297,139	284,419
	Net Patient Revenue	232,744	421,304	440, 804	597,379	389,655	436,855	522,463	430,622	464,044	444,178
	Other Operating Revenue	11 520	10.000	12 800	10.960	28.222	14.040	01.407	01 407	01 /07	01 407
	Other Operating Revenue	11,520	12,930	13,890	13,809	20,222	14,840	91,407	81,407	81,407	81,407

### Cover\_Manager

Use to generate a cover page for monthly Manager report package. You can customize this report to meet your reporting needs.

# AR Distribution Report

For The Period Ending	February 28, 201	7				
27210 - EMC Radiology - C	T Scan					
Acct	Vendor	Vendor Name	PO Number	Item Description	Quantity	Amount
		1				
62130	11378	CARDINAL HEALTH (ALLEGIANCE)	V243595	540323470 V243671	0	11.38
62130	11378	CARDINAL HEALTH (ALLEGIANCE)	V243695	540741276 V245861	0	29.60
Total 62130 Supplies - I	ed Surg Nonbillabl	e				40.98
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V243795	540323470 V243671	0	311.17
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V243895	540741276 V245861	0	133.57
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V243995	540287313 240118	0	95.48
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244095	540322857 243695	0	670.32
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244195	540658305 243695	0	335.16
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244295	540741261 245881	0	335.16
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244395	540808238 246308	0	5.95
62140	11378	CARDINAL HEALTH (ALLEGIANCE)	V244495	540892922 243695	0	(335.16)
Total 62140 Supplies - I	ed Surg Billable					1,551.66

## GL Distribution Report (optional feature)

Use to show the monthly journal entry detail for each general ledger account.

Director: Manager:

## GL Distribution Report

#### KHA Health

For The Period Ending February 28, 2017 17885 - EPG Phys Clinic-East

1/885 - EPG	Phys Clinic-East				
Acct	JE Source	JE Number	Description	JE Date	Amount
60100	PA	1440	SALARIES PRODUCTIVE	01/22/15	(19.323.31)
60100	PR	1698	7.29 PATTERSON BONUS	02/06/15	(1,113.57)
60100	PA	1698	7.29 RVS SYS ACCRUAL	02/06/15	3,102.40
60100	PR	1723	SALARIES PRODUCTIVE	02/07/15	17,468.37
60100	PR	1792	SALARIES PRODUCTIVE	02/21/15	17,156.40
60100	PR	1794	SALARIES PRODUCTIVE	02/21/15	15.931.43
60100	PR	1995	7.29 PATTERSON BONUS	03/06/15	1.670.35
60100	PR	1996	7.29A CALLENDER-PDO	03/06/15	(642.48)
60100	PR	1996	7.29A PATTERSON-PDO	03/06/15	(1.713.11)
Total 6010	0 Salaries - Regular				32,536
60120	PR	1792	SALARIES NONPRODUCTI	02/21/15	(1,235.08)
60120	PR	1794	SALARIES NONPRODUCTI	02/21/15	(1,146.91)
Total 6012	0 Salaries - Non-Productiv	/e			(2,382)
61100	PY	1723	PENSION EXPENSE	02/07/15	116.54
61100	PY	1792	PENSION EXPENSE	02/21/15	116.54
Total 6110	0 Employee Annuity				233

### MM Distribution Report (optional feature)

MM Distribution Report

Use to show the monthly materials management issues, including the location of issue, unit of issue, unit price, quantity, and the amount subtotaled by general ledger account.

#### KHA Health For The Period Ending December 31, 2016 27210 - EMC Radiology - CT Scan Unit of Measure Unit Price Acct item Number Item Description Location Quantity Amount 62100 5728 Highlighters, Yellow Stores **RX** 2.39 3 7.17 62100 5729 Post-it Notes, Multicolor Stores 8X 0.99 1 0.99 62100 5730 Paper 8x10 Stores RM 5.12 17 87.08 62100 5732 Folders, 3 tab вx 4.15 87.08 Stores 21 Total Supplies - General 182.32 5737 Tray, Plastic 20.10 62130 2.51 Stores EA 8 Total Supplies - Med Surg Nonbillable 20.10 62140 5741 Cup Medicine 1 oz Stores TB 0.56 23 12.96 62140 5742 Syringe 3CC Ll Stores ВX 3.60 39 140.40 62140 5743 Alcohol Prep Pads 2 Ply Med Stores BX 1.45 5 7.26 62140 5744 IV Tubing Primary 100 inch Y Stores ΕA 2.27 46 104.57 62140 5746 Elastic Bandage-6 Stores cs 2.65 62 164.61 62140 5747 Syringe 3CC 22Gx1 1/2 Safelock 11.86 23.72 Stores ВX 2 62140 5748 Gel, Clear 0.87 52.29 Stores ΕA 60 62140 5750 Glove Exam Vinyl W/O Pwdr Sm 8X 2.40 57 137.01 Stores 62140 5752 Glove Exam Vinyl W/O Pwdr Md 2.46 174.39 71 Stores ВX 1.37 2.74 62140 5756 Solution Iodine Prep 16 oz Stores EA 2 Total Supplies - Med Surg Billable 819.95

Total

1,022.36

### Pay By Employee ID

Use to show the biweekly paid hours by employee, by payroll summary category trended over multiple pay periods.

Dept Payroll Summary - By Employee ID			ployee ID								
KHA Health											
For The Perio	d Ending February 28, 2017	7									
17840: EHS S	ports Medicine										
			Pay Period Ending:	Dec-2016	Dec-2016	Dec-2016	Jan-2017	Jan-2017	Feb-2017	Feb-2017	FY 2017
			Current PayCycle: 1	PP-12	PP-13	PP-14	PP-15	PP-16	PP-17	PP-18	YTD-Actual
Job Code	Description	Employee ID	Employee Name	Hours							
J00604	Nurse Practitioner	25873	Spratlin, Angela	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
100392	Team Leader-Athletic Trainer	26192	Lee, Geri A.	80.08	80.00	80.00	80.00	80.00	80.08	80.00	1,384.00
100785	Athletic Trainer	27101	Bias, Charlotte M.	40.00	40.00	40.00	40.00	40.00	40.00	40.00	720.00
J00785	Athletic Trainer	27130	Pace, Queen	80.08	80.00	80.00	80.00	80.00	80.08	80.00	1,424.00
100785	Athletic Trainer	27134	Stroud, Cletus	80.00	80.00	80.00	80.00	80.00	80.00	80.00	1,424.00
J00785	Athletic Trainer	27219	Nichols, Tamecia M.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
100785	Athletic Trainer	27261	Ware li, Dorothy	40.00	40.00	40.00	40.00	40.00	40.00	40.00	720.00
J00785	Athletic Trainer	27262	Wall, Clayton Y.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	320.00
100785	5 Athletic Trainer 27717 Gardner, Mary			80.08	80.00	80.00	80.00	80.08	80.08	80.00	1,424.00
100785	185 Athletic Trainer 27926 Clayton, Lorenzo R.			40.00	40.00	40.00	40.00	40.00	40.00	40.00	684.00
J00785	Athletic Trainer	27945	Rogers, Leroy	80.08	80.00	80.00	80.00	80.00	80.08	80.00	1,272.00
			Total - Productive Hours (excluding OT)	520	520	520	520	520	520	520	9,572
			Total FTEs-Productive (excluding OT)	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.65
			Total FTEs-Worked	7	7	7	7	7	7	7	7
	No			0.00	0.00			0.00	0.00	0.00	72.00
100392	ream Leader-Athletic Trainer	20192	Lee, Gen A.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22.00
100785	Athletic Trainer	27130	Pace, Queen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.00
200785	Adhiedic Trainer	27134	Stroug, Cleans	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.00
100765	Athletic Trainer	27717	Gardner, Mary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.00
200765	Adheoc framer	2/943	Total - NonProductive Hours	0	0	0	0	0.00	0.00	0	200
			Total FTEs-NonProductive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.14
				0.00			0.00	0.00	0.00	0.00	0.14
			Grand Total Hours	520	520	520	520	520	520	520	9,772
			Total FTEs	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.79

### Pay By JobCode

Use to show the biweekly paid hours by job code, by payroll summary category trended over multiple pay periods.

Department Payroll Summary - By Job Coc	Immary - By Job Code	artment Payrol
---	----------------------	----------------

KHA Health For The Period 17840: EHS Sp	Ending February 28, 2017									
	Pay Period Ending:	Dec-2016	Dec-2016	Dec-2016	Jan-2017	Jan-2017	Feb-2017	Feb-2017	FY 2017	FY 2017
	Current PayCycle: 1	PP-12	PP-13	PP-14	PP-15	PP-16	PP-17	PP-18	YTD-Actual	YTD-Budget
Job Code	Description	Hours	Hours							
J00392	Team Leader-Athletic Trainer	80	80	80	80	80	80	80	1,384	1,329
J00542	Staff RN	0	0	0	0	0	0	0	0	0
J00604	Nurse Practitioner	0	0	0	0	0	0	0	80	0
J00785	Athletic Trainer	440	440	440	440	440	440	440	8,108	8,095
	Total - Productive Hours (excluding OT)	520	520	520	520	520	520	520	9,572	9,423
	Total FTEs-Productive (excluding OT)	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.65	6.54
	Total FTEs-Worked	7	7	7	7	7	7	7	7	7
J00392	Team Leader-Athletic Trainer	0	0	0	0	0	0	0	72	108
300765	Tetal MacBardustics Maure	0	0	0	0	0	0	0	120	207
	Total - NonProductive Hours		0	0	0	0	0	0	200	394
	I otal FIES-NonProductive	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.14	0.27
	Grand Total Hours	520	520	520	520	520	520	520	9,772	9,818
	Total FTEs	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.79	6.82

### RU Report (optional feature)

Use to show the current month and year-to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization.

# Revenue & Usage Report KHA Health For The Period Ending February 28, 2017

For the Period Line	ing recruit and an and it																			
27200-EMC Radiology	y - MRI (JobCode)					Current	Period - Februar	y 2017							Year-to	Date - February	2017			
CDM		RVU	Units Charged			RVU			Revenue			Units Charged			RVU			Revenue		
Code	Description	Value	IP.	OP	Total	IP	OP	Total	IP	OP	Total	IP	OP	Total	IP	OP	Total	IP	OP	Total
CDM Codes include	ed in Dept Statistics																			
C2720007003	MRI Brain Without Contrast	1.00	69	75	144	69	75	144	107,341	116,048	223,389	523	\$75	1,098	523	\$75	1,098	808,949	887,970	1,696,919
C2720007005	MRI Cerv Spine W/O Contrast	1.00	13	53	66	13	53	66	21,873	87,742	109,615	99	405	504	99	405	504	164,841	671,379	836,220
C2720007006	MRI Thorac Spine W/O Contrast	1.00	12	16	28	12	16	28	19,825	26,090	45,915	90	121	211	90	121	211	149,404	199,633	349,037
C2720007007	MRI Lumbar Spine W/O Contrast	1.00	18	74	92	18	74	92	29,827	123,147	152,974	135	568	703	135	568	703	224,783	942,286	1,167,069
C2720007016	MRI Brain W/O And W/Contrast	1.00	20	83	103	20	83	103	47,040	192,787	239,828	152	638	790	152	638	790	354,508	1,475,161	1,829,668
C2720007019	MRI Lumbar W/O & With Contrast	1.00	7	13	20	7	13	20	17,896	32,326	50,222	24	100	154	54	100	154	154,870	247,550	382,220
C2720007026	Mid Opp bit Joint W/O Contr	1.00	0	-0	-0	0	0	0	0	40,560	40,560	Q	192	1942	0	19/2	1942	0	310,358	310,356
C2720007028	MRI Lower Extr Joint W/O Cont	1.00		29	35		29	35	9,942	47,719	57,662	45	221	266	45	221	266	74,925	365,136	440,064
C2720007035	MKA Neck Without Contrast	1.00	53	60	113	53	60	113	41,902	47,979	89,820	597	461	858	597	461	858	315,780	366,661	652,441
C2720007052	MICA Head Without Contrast	1.00	53	60	113	53	60	113	41,902	47,919	69,620	297	461	050	397	401	030	315,780	366,661	002,441
Total - CDM Codes	included in Dept Statistics		251	488	739	251	488	739	337,548	762,257	1,099,805	1,892	3,742	5,634	1,892	3,742	5,634	2,543,843	5,832,596	8,376,439
CDM Codes Not in	cluded in Dept Statistics																			
C2720007001	MRJ TMJ	0.00	0	2	2	0	0	0	0	1,131	1,131	0	16	16	0	0	0	0	8,656	8,656
C2720007002	MRI Orbit,Face,Neck W/O Contr	0.00	0	27	27	0	0	0	0	14,925	14,925	0	205	205	0	0	0	0	114,203	114,203
C2720007008	MRJ Pelvis With Contrast	0.00	•	2	2	0	0	0	0	3,079	3,079	0	16	16	0	0	0	0	23,557	23,557
C2720007009	MRJ Upper Ext Non Joint W/Wo	0.00	0	1	1	0	0	0	0	2,309	2,309	0	8	8	0	0	0	0	17,668	17,668
C2720007010	MRI Low Ext Not Joint W/Wo Con	0.00	2	3	5	0	0	0	5,965	6,927	12,892	17	22	39	0	0	0	44,957	\$3,004	97,960
C2720007011	MRI Abdomen	0.00	•	1	1	0	0	0	0	1,780	1,780	0	8	8	0	0	0	•	13,623	13,623
C2720007021	MRI Cerv Spine W/O & W/Contras	0.00	5	10	15	0	0	0	11,907	25,348	37,255	36	77	113	0	0	0	89,733	193,956	283,689
C2720007023	MRI Thoracic W/O & W/Contrast	0.00	2	4	6	0	0	0	5,965	9,236	15,201	17	27	44	0	0	0	44,957	70,671	115,628
C2720007025	MRA (Mag Res Angio) Petris	0.00	1	0	1	0	0	0	737		737	8	0	8	0	0	0	5,552	0	5,552
C2720007039	MRI Chest With/Without Contr	0.00	0	1	1	0	0	0	0	2,272	2,272	0	8	8	0	0	0	0	17,554	17,384
C2720007040	Miki Pelvis Without Contrast	0.00	0	3	3	0	0	0	0	4,610	4,010	0	22	22	0	Q	0	0	35,336	35,336
C2720007041	MRI Pelvis With/Without Contr	0.00		1	1	0	0	0	0	2,309	2,309	0	8		0	0	0	0	17,668	17,668
C2720007042	Mid Opp Ext Norgeint W/O Cent	0.00	0	2	2	0	0	0	0	3,004	3,004	0	16	16	0	0	0		22,990	22,990
02720007044	Mill Spectroscopy	0.00		1	1		0	0	0	737	737	0	8		0	0	0		5,641	5,641
C272000/047	www.upp.cm.iome.w//Wo.contr	0.00		2	2	0	0	0	0	4,615	4,618	0	16	16	0	0	0	0	35,336	35,336
C2720007046	Miki Low Extr Not Joint Wo Cont	0.00				0	0	0	0	6,009	6,009	0	21	21	0	0	0	0	45,979	40,979

### Scorecard

Use to show financial and ratio indicators for the chosen department compared to budget and trend.

1								
			For the	e Month of Febri	Jary			
ey Financial Indicators	Budget	Trend	Actual	Budget	Var	%	Report In	formation:
Workload Statistic	•	•	28	28	0	0.000	Dept:	17840 - EHS Sports Medicine
Gross Patient Revenue	•	•	0	0	0	0.0%	Period:	For The Period Ending February 28, 201
Operating Expenses	•	•	25,453	27,434	1,981	7.2%	Manager:	Patrick Herbert
Salaries & Benefits	•	•	20,769	22,628	1,859	8.2%		
Supplies	•	•	0	289	289	100.0%		
Other Expenses	•	•	4,685	4,517	(168)	(3.7%)	Legend:	
Paid FTEs	•	•	0.0	0.0	0.0	0.0%	•	Favorable
FTEs based on Paid UOS	•		0.0	0.0	0.0	0.0%	•	Neutral
							•	Unfavorable
			For the Month	of February				
y Ratio Indicators	Budget	Trend	Actual	Budget	Var	%		
Avg Rate Per Hour	•	•	0.0	0.0	0.0	0.0%	Month-E	nd Variance Highlights
Paid Hrs/UOS		•	0.0	0.0	0.0	0.0%		
Salaries Per Unit	•	•	741.7	808.1	66.4	8.2%		1
Supplies Per Unit	•	•	0.0	10.3	10.3	100.0%	Other Evnens	
Other Expense Per Unit	•	•	167.3	161.3	(6.0)	(3.7%)	CARE EXPENS	
Total Expense Per Unit	•	•	909.1	979.8	70.7	7.2%		-
1.0 Overtime Hours			37.50 Productive	Hrs Per Stat			Supplie	
0.8			37.40					
0.7			37.30					
0.6							Salaries & Benefit	8
0.5			37.20					
0.3			37.10					1
0.2							Gross Patient Revenu	ie i
0.1			37.00					
			26.00					

### Variance Alert

Use to show accounts that exceed variance thresholds for the month.

#### Month-End Variance Alert Notification

KHA Health For The Period Ending February 28, 2017

0 - Default
The Entire constant of Contract Laconucts require comment responses for this past month

	me roading bept pressants require commen	responses for and post	The first								
					MTD			YTD			
					Better/(Worse) Budget			Better/(Worse) Budget	Current Period		
Account	Description	Department	Actual	Budget	Variance	Percent	Alert	Variance	Comments	Action Plan	
	Salary Expenses										
60100	Salaries - Regular	26440	160,803	138,554	(22,249)	(16.1%)	•	(24,467)	-		
60100	Salaries - Regular	26520	117,830	84,786	(33,044)	(39.0%)	•	(96,894)	High volume of OP cases whi	ch create an increase in workloa	d
60100	Salaries - Regular	27200	28,838	28,117	(721)	(2.6%)	•	10,718	New hire at higher hourly rat	e due to competitive market	
60110	Salaries - Overtime	26520	8,655	4,983	(3,672)	(73.7%)	•	(36,226)	High volume of OP cases whi	ch create an increase in workloa	d
60110	Salaries - Overtime	26810	5,593	2,348	(3,245)	(138.2%)	•	(24,069)	Extremely busy month with vo	lume 14% over budget	
60120	Salaries - Non-Productive	26520	14,391	6,626	(7,765)	(117.2%)	•	(54,997)	Long term employees using P	PTO before they lose it.	
60600	Salaries - Contract Labor	27280	29,646	0	(29,646)	(100.0%)	•	(241,955)	Due to education for the new	One time expense to cover tra	ining for new equi
61510	Employee Benefits - PDO	27280	848	20,903	20,055	95.9%		6,025	-		
	Supply Expense										
62130	Supplies - Med Surg Nonbillable	26520	5,749	2,390	(3,359)	(140.5%)	•	(5,007)	High volume of OP cases req	uires rooms to be supplied mor	e frequently
62130	Supplies - Med Surg Nonbillable	26530	4,749	3,734	(1,015)	(27.2%)	•	(10,168)	-		
62130	Supplies - Med Surg Nonbillable	26630	3,096	1,685	(1,411)	(83.8%)	•	(8,897)	-		
62140	Supplies - Med Surg Billable	27200	9,751	11,302	1,552	13.7%		1,296	Increase volume of cases usin	ng ionic contrast	
62140	Supplies - Med Surg Billable	27220	25,293	22,648	(2,645)	(11.7%)	•	30,802			
62140	Supplies - Med Surg Billable	27230	51,844	33,593	(18,251)	(54.3%)	•	(51,779)	-		
62140	Supplies - Med Surg Billable	27280	1,276	4,838	3,562	73.6%		22,205	-		
62145	Supplies - Implants	27440	338,543	0	(338,543)	(100.0%)	•	(1,352,233)	Change in expense coding. N	ion-Budgeted Item	
62145	Supplies - Implants	27640	431,480	0	(431,480)	(100.0%)	•	(1,862,490)	-		

# Reports in the Executive Monthly Package

These reports are designed for month-end or payroll electronic reporting. For more information on setting up and configuring this report package, see Configuring the Executive Monthly Package report.

### Budget Variance Rollup

Use to show the current month and year-to-date Actual, Flexible, or Fixed Budget and Prior Year values by category in detail. This report can be processed at a rolled-up level by Entity, VP, Director, and so on. You can use any grouping column in dimensions for summarization.

Budg KHA Healt	et Variance Rollup											
For The Pe	riod Ending February 28, 2017											
Current Mor	nth - February					Year To Date -	February					
Acct		Feb-2017	Feb-2017		Feb-2016	Account		Feb-2017	Feb-2017		Feb-2016	Annual
No	Account Description	Actual	Budget	Variance	Actual	Number	Account Description	Actual	Budget	Variance	Actual	Budget
	SUMMARY INFORMATION						SUMMARY INFORMATION					
	-						-					
	Revenue						Revenue					
	Inpatient Revenue	29,072,658	28,990,718	81,940	22,374,408		Inpatient Revenue	230,932,805	229,880,009	1,052,796	189,863,720	343,384,622
	Outpatient Revenue	13,566,833	13,159,817	407,016	11,211,197		Outpatient Revenue	103,344,156	105,020,289	(1,676,133)	84,895,353	158,762,584
	Other Patient Revenue	19,202,131	19,953,157	(751,026)	17,385,036		Other Patient Revenue	152,686,491	154,068,502	(1,382,011)	154,437,322	227,939,308
	Total Patient Revenue	61,841,623	62,103,693	(262,070)	50,970,641		Total Patient Revenue	486,963,453	488,968,801	(2,005,348)	429,196,395	730,086,514
	Deductions	22 722 122	22.066.202	(655 750)	25 012 014		Deductions	264 049 070	262 607 545	(2.251.425)	220 126 201	205 414 114
	Net Petient Persona	33,722,122	30,000,372	(053,730)	23,512,014		Net Ballant Revenue	204,540,570	202,037,343	(4.356.772)	227,130,301	222 672 400
	Net Fatient Revenue	20,119,300	29,037,301	(917,800)	23,031,021		Net ratient kevenue	222,014,403	220,211,233	(4,230,113)	200,000,013	333,072,400
	Other Operating Revenue	6,183,540	6,895,521	(711,981)	7,299,684		Other Operating Revenue	52,975,338	54,322,952	(1,347,614)	58,766,180	81,462,542
	Non-Operating Revenue	4,698,973	1,026,502	3,672,471	(1,901,822)		Non-Operating Revenue	1,044,524	7,194,001	(6,149,477)	(1,101,183)	11,300,000
	Total Revenues	39,002,013	36,959,323	2,042,690	30,455,689		Total Revenues	276,034,345	287,788,208	(11,753,864)	257,725,011	426,434,942
	Operating Expenses						Operating Expenses					
	Salaries & Wages	13,138,045	13,516,728	378,683	12,381,320		Salaries & Wages	104,216,758	105,020,665	803,906	98,287,691	159,721,840
	Contract Labor	160,596	59,768	(100,828)	199,235		Contract Labor	1,493,126	549,567	(943,559)	1,580,465	788,587
	Employee Benefits	3,115,496	2,944,466	(171,029)	2,740,881		Employee Benefits	23,726,089	22,839,334	(886,754)	21,548,581	33,781,250
	Professional Fees	2,288,938	2,077,576	(211,361)	2,236,956		Professional Fees	17,203,945	17,238,162	34,217	16,532,202	25,547,702
	Purchased Services	1.041.043	987.565	(53.477)	931,530		Purchased Services	8.631.866	9.052.000	420,134	7,723,983	12,934,118

The Budget Variance Rollup report also shows the monthly values by category and account. It will fill in the remainder of the year with budget last year or forecast data to show a year end projection.

#### Budget Variance Rollup

KHA Health For The Period Ending February 28, 2017

or the ren	ou chung reordary 20, 2017													
urrent Mont	h - February													
Acct		Jul-2016	Aug-2016	Sep-2016	Oct-2016	Nov-2016	Dec-2016	Jan-2017	Feb-2017	Mar-2016	Apr-2016	May-2016	Jun-2016	FY2017
No	Account Description	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	LY Actual	LY Actual	LY Actual	LY Actual	Projected
		]												
	SUMMARY INFORMATION													
	Revenue													
	Inpatient Revenue	28,782,082	29,015,519	27,836,999	28,239,399	29,176,925	27,827,002	30,982,220	29,072,658	23,471,737	23,764,226	24,781,582	26,902,880	329,853,229
	Outpatient Revenue	12,044,958	13,898,267	12,512,469	13,052,113	13,037,962	12,359,094	12,872,459	13,566,833	11,078,496	10,819,405	11,775,520	11,641,815	148,659,392
	Other Patient Revenue	18,149,618	17,524,224	20,994,558	19,002,268	19,223,078	19,714,568	18,876,045	19,202,131	18,944,691	20,628,740	18,423,060	18,808,051	229,491,034
	Total Patient Revenue	58,976,658	60,438,010	61,344,027	60,293,780	61,437,966	59,900,665	62,730,724	61,841,623	53,494,923	55,212,371	54,980,162	57,352,746	708,003,655
	Deductions	32,491,481	32,717,450	33,300,594	32,562,850	32,575,628	32,987,163	34,591,680	33,722,122	27,447,598	29,977,444	29,067,173	27,494,899	378,936,084
	Net Patient Revenue	26,485,177	27,720,560	28,043,432	27,730,930	28,862,337	26,913,501	28,139,045	28,119,500	26,047,325	25,234,927	25,912,989	29,857,848	329,067,571
	Other Operating Revenue	6,250,970	6,272,337	7,159,330	6,700,655	6,805,026	6,836,486	6,766,994	6,183,540	7,387,696	7,901,308	8,057,850	9,424,459	85,746,651
	Non-Operating Revenue	(5,506,996)	2,810,600	4,396,459	(3,197,838)	(1,242,038)	(883,177)	(31,458)	4,698,973	234,728	(4,790,330)	(5,507,833)	(417,867)	(9,436,778)
	Total Revenues	27,229,150	36,803,497	39,599,222	31,233,747	34,425,326	32,866,810	34,874,580	39,002,013	33,669,749	28,345,905	28,463,006	38,864,440	405,377,444
	Operating Expenses													
	Salaries & Wages	13,210,984	12,615,154	12,942,350	13,577,286	12,718,590	12,433,413	13,580,935	13,138,045	12,475,156	12,489,917	13,290,112	14,073,173	156,545,116
	Contract Labor	174,507	217,288	197,288	233,738	199,124	167,286	143,300	160,596	241,583	172,604	258,993	238,152	2,404,459
	Employee Benefits	2,627,164	3,205,326	2,964,594	2,859,764	2,716,354	3,156,185	3,081,206	3,115,496	2,828,975	2,372,976	2,164,137	3,466,081	34,558,258
	Professional Fees	2,019,975	2,136,171	2,177,809	2,128,964	2,247,015	1,964,618	2,240,456	2,288,938	2,416,341	2,357,356	1,958,282	2,220,884	26,156,808
	Purchased Services	845,486	1,149,196	1,381,431	870,140	1,188,001	1,105,842	1,050,727	1,041,043	869,048	868,264	549,259	1,268,402	12,186,839

#### **Budget Variance Summary**

Use to show the expense, cost-per-unit of service, and hours-per-unit of service variances for each department. This report is typically run by VP to give them a summary of the departments that have variances for the current month.

Peet Peeription         Director         February Bebra         Pebruary Beb	Budo KHA Hea For The F	get Variance Summary Ith Period Ending February 28, 2017										
Actual         Bodget         Eperate         Total         Eperates         Total         Eperates         Actual         Budget         Budget           Dept         Description         Director         Eperates         Eperates         Eperates         Eperates         Eperates         Everates         CostUhit         CostUhit           17840         BHS Sports Medidine         Patrick Herbert         25,453         27,434         1,921         212,155         217,059         4,90         1,97,03         993,371           17870         BHS "Medid/Med/Edes/East Hpiles         Carl Johnson         16,650         553,59         38,509         208,076         442,873         23,4797         601,79         856,28         1,822,53           17880         BFO Phys Clinic-Oce Hth Mattown         Bie East         52,122         59,783         7,661         42,656         477,143         50,219         1,33,1         2,343,72         1,33,10         2,343,72         1,33,1         2,343,72         1,33,1         2,343,72         1,33,71         2,343,72         1,33,71         2,343,72         3,33,73         2,32,15         1,33,83         3,549,24         3,89,39         3,84,94         3,84,93         3,84,94         3,84,94         3,84,94         3,84,94				February	February	Current Month	YTD-Actual	YTD-Budget	YTD	Feb-2017	YTD	YTD
Description         Director         Epense         Epense         Variance         Epense         Epense         Epense         Epense         Epense         Variance         Cost(Unit				Actual	Budget	Expense	Total	Total	Expenses	Actual	Actual	Budget
17400         DHS Sports Medicine         Patrick Herbert         25.63         27.434         1981         212.155         217.059         4.904         999.05         873.07         893.25           17870         EHS "" Bidg-Med Office/East Hplex         Carl Johnson         41.296         28.969         (12.327)         290.392         231.752         (158.640)         1.474.84         1.195.03         953.71           17870         EHS "" Bidg-Med Office/East Hplex         Carl Johnson         Elie East         16.650         553.39         38.599         208.076         442.873         234.77         601.79         855.28         1.825.25           17880         EPG Phys Clinic-Oxer Hith Midtown         Elie East         62.724         71.809         9.005         518.492         569.52         51.033         2.240.15         2.133.71         2.343.72           17880         EPG Phys Clinic-Oxer Hith Midtown         Elie East         36.436         30.298         (6.188)         239.337         237.891         (1.446)         1.301.29         98.429         98.892           17880         EPG Phys Clinic-Oxer Hith Midtown         Elie East         34.212         87.763         53.551         119.665         703.871         58.418         3.249.23         2.896.59 </th <th>Dept</th> <th>Description</th> <th>Director</th> <th>Expense</th> <th>Expense</th> <th>Variance</th> <th>Expenses</th> <th>Expenses</th> <th>Variance</th> <th>Cost\Unit</th> <th>Cost\Unit</th> <th>Cost\Unit</th>	Dept	Description	Director	Expense	Expense	Variance	Expenses	Expenses	Variance	Cost\Unit	Cost\Unit	Cost\Unit
17840       PHT MBL/Methert       22,435       27,434       1,981       21,2155       217,059       4,904       909,05       873,07       893,321         17870       PHS *** Blg/Med/Offex/Last Hplex       Carl Johnson       41,296       226,379       203,072       231,752       (56,640)       1,474,48       1,195,03       993,371         17870       PG Clinic Administration       Elsie East       52,525       38,509       208,076       442,873       223,4797       601,79       856,28       1,822,52         17880       EPG Phys Clinic-North       Elsie East       52,122       59,783       7,661       426,586       477,143       50,57       1,861,49       1,753,59       2,243,12       2,133,71       2,243,72       2,133,71       2,243,72       2,743,79       61,179       964,92       978,98       1,783,83       EPG Phys Clinic-Coc Hth Midtown       Elsie East       36,436       30,298       (6,138)       239,337       237,891       (1,446)       1,301,29       98,492       978,98         17885       EPG Phys Clinic-Coc Hth Midtown       Elsie East       36,421       87,675       13,480       68,413       3,784       3,494,9       3,492,9       2,249,59       3,249,15       2,249,59       3,646,33       3,898												
17870       PHS "Bidg-Med Offleg/Rat Hplex       Carl Johnson       41,296       28,099       (17,327)       290,392       231,752       (58,600)       1,47,44       1,195,03       993,37         17870       PFD Clinic Administration       Bile East       52,122       59,783       36,509       208,076       442,873       524,797       601,79       958,52       1,963,55         17880       PFO Phys Clinic-Oce Hth Matton       Bile East       62,724       71,809       9,085       518,492       595,55       1,861,49       1,31,212       2,93,37       22,7891       (1,446)       1,31,01,29       984,92       29,7898         17885       PFO Phys Clinic-Oce Hth Mattoon       Bile East       106,076       119,556       13,480       682,445       945,878       83,413       3,784,43       3,492,43       3,892,93         17885       PFO Phys Clinic-Oce Hth Mattoon       Bile East       3,4212       67,783       53,551       119,465       703,871       584,166       3,422,3       2,826,59         17895       PFO Phys Clinic-Oce Hth Mattoon       Bile East       3,245,93       3,244,17       1,23,43       2,246,14       4,253       2,896,59         17895       PFO Phys Clinic-Oce Hth Mattoon       Bile East       3,245,93		17840 EHS Sports Medicine	Patrick Herbert	25,453	27,434	1,981	212,155	217.059	4,904	909.05	873.07	893.25
17879       EPG Clinic-Administration       Bile East       16.650       55.359       38.659       208.076       44.2673       224.797       601.79       855.20       1.822.52         17880       EPG Phys Clinic-Administration       Elsie East       52.122       59.783       7.661       426.566       477.143       50.57       1.61.49       1.755.50       1.963.55         17881       EPG Phys Clinic-Oce Hth Katt       Elsie East       36.626       30.298       (6.188)       239.337       227.891       (1.446)       1.301.294       39.842       38.92.50         17885       EPG Phys Clinic-Oce Hth Midtown       Elsie East       106.076       119.555       119.665       703.871       58.418       3.549.24       38.92.50         17885       EPG Phys Clinic-Oce Hth/Metorn       Elsie East       236.571       202.634       (64.337)       1.555.55       58.525       38.644       3.830.47       227.01       2.406.47         17895       EPG Phys Clinic-Oce Hth/Weth       Elsie East       236.551       202.644       (64.8319)       1555.55       58.5259       38.644       3.830.47       227.01       2.406.47         17895       EPG Phys Clinic-Oce Hth/Weth       Elsie East       20.093       74.022       (66.661)       6		17870 EHS *** Bldg-Med Office/East Hplex	Carl Johnson	41,296	28,969	(12,327)	290,392	231,752	(58,640)	1,474.84	1,195.03	953.71
17880       EPG Phys Clinic-North       Bile East       52.122       59.783       7.661       426.586       477.143       50.57       1.861.49       1.753.01       1.963.551         17881       EPG Phys Clinic-Oce Hith Midtown       Bile East       62.724       71.803       90.905       516.492       569.525       51.033       52.420.15       2.943.72       2.943.72         17885       EPG Phys Clinic-Oce Hith Midtown       Bile East       106.076       119.556       13.480       662.465       945.878       88.413       3.78.843       3.549.243       2.896.59         17885       EPG Phys Clinic-Oce Hith Midtown       Bile East       236.951       202.644       (64.317)       1.99.65       703.871       584.166       1.32.187       3.492.43       3.892.50         17895       EPG Phys Clinic-Oce Hith Midtown       Bile East       236.951       202.644       (64.317)       1.99.655       585.259       3.864       3.801.74       2.278.69       2.406.59         17895       EPG Phys Clinic-Uptown       Bile East       236.951       7.036       1.624.463       2.85.50       8.462.55       6.567.54       6.660.33         17895       EPG Phys Clinic-Det Midtown       Bile East       40.03       77.05.93       6.6041		17879 EPG Clinic Administration	Elsie East	16,850	55,359	38,509	208,076	442,873	234,797	601.79	856.28	1,822.52
17881       ENP bys Clinic-Ocx Hth Matt       Elsie East       62.724       71.809       9.085       \$18.829       \$56.932       \$1.033       2.240.15       2.133.71       2.243.71         17885       EPG Phys Clinic-Ocx Hth Midtown       Elsie East       36.436       30.298       (6.138)       2.39.337       237.891       (1.446)       3.01.29       98.928       978.98         17885       EPG Phys Clinic-Ocx Hth Midtown       Elsie East       30.026       (1.430)       8.04.13       3.788.43       3.549.24       3.892.50         17885       EPG Phys Clinic-Ocx Hth/West       Elsie East       3.4212       87.75       53.551       119.665       703.871       58.416       1.221.87       492.53       2.896.50         17895       EPG Phys Clinic-Ocx Hth/West       Elsie East       2.266.91       202.634       (24.317)       1.595.51       55.55       55.55       3.6404       3.830.47       2.270.19       2.408.47         17895       EPG Phys Clinic-Vetown       Elsie East       4.940       2.1976       17.036       36.047       176.798       140.751       176.43       148.34       727.56         17895       EPG Phys Clinic-Vetown       Elsie East       4.900.93       74.02       66.061       51.09.29 <t< td=""><td></td><td>17880 EPG Phys Clinic-North</td><td>Elsie East</td><td>52,122</td><td>59,783</td><td>7,661</td><td>426,586</td><td>477,143</td><td>50,557</td><td>1,861.49</td><td>1,755.50</td><td>1,963.55</td></t<>		17880 EPG Phys Clinic-North	Elsie East	52,122	59,783	7,661	426,586	477,143	50,557	1,861.49	1,755.50	1,963.55
17883       IPC Phys Clinic-Ocx Hith Midtown       Elsie East       36.636       30.298       (6.188)       239.337       237.891       (1.469       1.301.29       98.49.2       97.89.3         17885       IPC Phys Clinic-East       Elsie East       106.076       119.556       13.460       862.465       945.873       83.413       3.788.43       3.549.24       3.892.50         17885       IPC Phys Clinic-East       Elsie East       236.517       119.685       707.817       159.84.166       1.22.187       492.53       2.896.59         17891       IPC Phys Clinic-South       Elsie East       226.551       202.64       (84.317)       1.595.513       1.62.44.63       2.8.55       6.56.75.4       6.685.03         17894       IPC Phys Clinic-Uptown       Elsie East       20.051       21.776       51.655       585.259       33.604       .8.60.25       2.6.75.4       6.685.03         17895       IPC Phys Clinic-Vetown       Elsie East       80.093       74.032       (6.061)       651.092       592.260       (58.32)       2.860.45       2.479.50       2.479.54         115805       IPS Phys Clinic-Vetos       Elsie East       80.093       74.032       (6.060)       651.092       592.260       (58.32)       2.807		17881 EPG Phys Clinic-Occ HIth East	Elsie East	62,724	71,809	9.085	518,492	569,525	51,033	2.240.15	2,133.71	2,343.72
17885       EPG Phys Clinic-Sast       Elsie East       106.076       119.556       13.440       862.465       945.878       8.3.413       3.782.4.3       3.549.24       3.892.50         17886       EPG Phys Clinic-South       Elsie East       3.42.957       2.895.51       119.685       703.871       584.186       1.24.2453       2.895.59       1.624.463       2.85.50       4.642.55       6.656.7.54       6.685.03         17891       EPG Phys Clinic-South       Elsie East       107.253       7.33.34       (33.919)       551.655       585.259       3.8.64       3.807.42       2.240.14       7.273.56         17894       EPG Phys Clinic-Meet       Elsie East       40.40       2.170.16       36.047       176.759       3.8.642.55       5.855.29       3.8.64       3.807.43       2.240.14       7.273.56         17895       EPG Phys Clinic-Meet       Elsie East       80.093       7.40.22       (6.661)       651.092       5.92.260       (58.832)       2.860.45       2.679.39       2.437.28         18600       EHS Parking Lot       Steve Smith       77.80.59       82.4457       45.886       5.879.642       5.875.660       7.09       2.778.726       2.419.660       2.719.30       2.787.82       2.419.60.02       2.660.6		17883 EPG Phys Clinic-Occ Hlth Midtown	Elsie East	36,436	30,298	(6,138)	239,337	237,891	(1,446)	1,301.29	984.92	978.98
17886         EPG Phys Clinic-Occ Hth/Wett         Elsie East         3.4212         87.763         53.551         119.685         703.871         584.166         1.221.87         492.53         2.866.50           17891         EPG Phys Clinic-Occ Hth/Wett         Elsie East         236.951         202.634         (24.317)         1.595.913         1.624.463         28.555         65.675.4         6.685.03           17891         EPG Phys Clinic-Uptown         Elsie East         0.0033         7.0381         0.639.99         55.155         55.55         55.25         3.6644         3.830.47         2.270.19         2.2408.47           17895         EPG Phys Clinic-Vets         Elsie East         4.940         2.1976         17.036         36.047         176.78         140.751         176.43         148.34         727.56           17895         EPG Phys Clinic-Vets Attenhour         Elsie East         4.900         74.022         66.061         651.092         592.260         (58.832         2.679.39         2.479.52           18950         EPG Phys Clinic-Vets Mth/Hour         Steve Smith         18.184         18.379         195         145.898         147.034         1.136         649.44         600.40         605.08           18950         EPG Phys C		17885 EPG Phys Clinic-East	Elsie East	106,076	119,556	13,480	862,465	945,878	83,413	3,788.43	3,549.24	3,892.50
17891       IPC Phys Clinic-South       Elsie East       226,051       202,624       (94,317)       1,595,513       1,624,463       226,05       6,667,54       6,668,503         17894       IPG Phys Clinic-Uptown       Elsie East       107,253       73,334       (33,919)       551,655       585,259       33,604       3,807       2,270,12       2408,47         17895       IPG Phys Clinic-West       Elsie East       4,940       2,170       170,166       36,047       1767       1164,31       1164,31       127,256         17895       IPG Phys Clinic-Vest       Elsie East       80,093       74,032       (6,061)       651,092       592,260       (58,832)       2,860,45       2,679,39       2,477,36       2,7109,30       2,477,36       2,7109,30       2,778,92       2,478,50       2,7109,30		17886 EPG Phys Clinic-Occ Hlth/West	Elsie East	34,212	87,763	53,551	119,685	703,871	584,186	1,221.87	492.53	2,896.59
17894         EPG Phys Clinic-Uptown         Elsie East         107,253         73,334         (33,919)         551,655         585,259         33,604         3,830,47         2,270.19         2,408,47           17895         EPG Phys Clinic-West         Elsie East         4,940         2,1976         17,036         36,047         1767,57         140,751         1768,5         140,751         1768,5         140,751         1768,5         140,751         1768,6         140,751         1768,6         140,751         1768,6         140,751         1768,6         140,751         1768,6         126,793         2,247,28         2,473,28         2,673,39         2,270,19         2,417,28         2,673,39         2,270,19         2,417,28         2,673,39         2,673,39         2,673,39         2,673,39         2,673,39         2,673,39         2,673,39         2,673,39         2,673,39         2,673,39         2,719,10		17891 EPG Phys Clinic-South	Elsie East	236,951	202,634	(34,317)	1,595,913	1,624,463	28,550	8,462.55	6,567.54	6,685.03
17895         EPG Physic Clinic-Weat         Elsie East         4,440         21,976         17,035         36,047         176,788         140,751         176,43         148,34         727,562           17896         EPG Physic Clinic-Weat         Elsie East         80,093         74,032         (6,061)         651,092         592,260         (58,832)         2,687,56         2,779,78         2,247,966         2,719,30           18560         HS Rental         Steve Smith         18,184         18,379         245         48,386         5,879,642         6,587,560         070,918         2,77,87,82         2,419,606         2,71,09,30           18900         EHS Parking Lot         Steve Smith         18,184         18,379         195         145,898         147,034         1,136         649,44         600,40         605,08           18900         EHS Bidg-Nerth         Carl Johnson         70,166         71,524         1,338         545,429         572,203         2,67,74         2,566,44         2,247,91         2,351,44           18970         EHS Bidg-Nerth         Carl Johnson         13,143         128,477         1,308,702         13,367,92         2,67,73         2,668,667         2,424,50         2,247,91         2,247,91         2,247,91		17894 EPG Phys Clinic-Uptown	Elsie East	107,253	73,334	(33,919)	551,655	585,259	33,604	3,830.47	2,270.19	2,408.47
17896         EPG Physy Clinic-Peds Afterhour         Elie East         80.093         74.032         (60.061)         651.092         592.260         (58.832)         2.860.45         2.473.23         2.437.23           18500         EHS Rental         Steve Smith         778.059         623.445         45.366         5.879.642         6.587.560         707.913         27.878.23         24.196.06         27.109.30           18900         EHS Rental         Steve Smith         18.164         18.379         195         145.698         147.034         1.136         649.44         660.40         605.08           18900         EHS Budg-North         Carl Johnson         70.166         71.524         1.338         545.429         572.203         2.67.74         2.566.46         2.244.57         2.354.74           18970         EHS Budg-Cancer Center         Carl Johnson         131.143         128.417         (2.726)         1.08.702         1.02.734         (1.047)         2.466.96         2.90.45         2.474.55           18970         EHS Budg-Cancer Center         Carl Johnson         63.15         6.219         (696)         50.802         49.755         (1.047)         2.466.96         2.90.45         2.04.75		17895 EPG Phys Clinic-West	Elsie East	4,940	21,976	17,036	36,047	176,798	140,751	176.43	148.34	727.56
18560         EHS Rental         Steve Smith         778.059         823.445         45.386         5.879,642         6.587,560         707.918         27.787.82         24.196.06         27.109.30           18900         EHS Renting Lot         Steve Smith         18.164         18.379         195         145.089         147.034         1.135         649.44         600.04         605.03           18900         EHS Bidg-North         Carl Johnson         70.186         71.524         1.338         545.429         572.203         26.774         25.064         2.244.57         2.354.74           18970         EHS Bidg-North         Carl Johnson         13.143         128.417         (27.108.102         207.34         (11.368)         4.683.67         4.274.59         2.27.71           18975         EHS Bidg-Cancer Center         Carl Johnson         6.915         6.219         (696)         50.802         4.97.55         (10.047)         246.69         209.06         209.05		17896 EPG Phys Clinic-Peds Afterhour	Elsie East	80,093	74,032	(6,061)	651,092	592,260	(58,832)	2,860.45	2,679.39	2,437.28
18900         EHs Bidg-North         Steve Smith         18,164         18,379         195         145,898         147,034         1,155         649,44         600,00         605,00           18900         EHS Bidg-North         Carl Johnson         70,186         71,524         1,338         545,429         572,203         26,774         2,506,4         2,245,77         2,354,74           18970         PHS Bidg-Mictown         Carl Johnson         131,143         128,477         (2,726)         1,038,702         10,387,02         2,677,4         4,683,67         4,227,51         4,227,71         1,048,70         4,227,51         4,227,71         1,048,70         4,274,50         4,227,71         1,048,70         2,016,74         2,046,96         2,004,55         2,047,55         4,217,51         4,227,51         4,227,71         2,46,96         2,090,65         2,047,55         2,047,55         2,047,55         2,047,55         2,047,55         2,047,55         2,046,75         2,046,75         2,046,75         2,046,75         2,046,75         2,046,75         2,046,75         2,046,75         2,046,75         2,046,75         2,046,75         2,046,75         2,046,75         2,046,75         2,046,75         2,046,75         2,046,75         2,046,75         2,046,75		18560 EHS Rental	Steve Smith	778,059	823,445	45,386	5,879,642	6,587,560	707,918	27,787.82	24,196.06	27,109.30
18960         EHS Bldg-North         Carl Johnson         70,186         71,524         1,338         545,429         572,203         26,774         2,506,64         2,244,57         2,354,74           18970         EHS Bldg-Midtown         Carl Johnson         131,143         128,417         (2,726)         1,038,702         1,027,334         (11,368)         4,683,67         4,274,50         4,2274,50 <t< td=""><td></td><td>18900 EHS Parking Lot</td><td>Steve Smith</td><td>18,184</td><td>18,379</td><td>195</td><td>145,898</td><td>147,034</td><td>1,136</td><td>649.44</td><td>600.40</td><td>605.08</td></t<>		18900 EHS Parking Lot	Steve Smith	18,184	18,379	195	145,898	147,034	1,136	649.44	600.40	605.08
18970         EHS Bldg-Midtown         Carl Johnson         131,143         128,417         (2,726)         1.038,702         1.027,334         (11,368)         4,683,67         4,274,50         4,227,71           18975         EHS Bldg-Cancer Center         Carl Johnson         6,915         6,219         (696)         50,802         49,755         (10,047)         246,96         209,06         209,05		18960 EHS Bidg-North	Carl Johnson	70,186	71,524	1,338	545,429	572,203	26,774	2,506.64	2,244.57	2,354.74
18975         EHS Bidg-Cancer Center         Carl Johnson         6.915         6.219         (696)         50.802         49,755         (1.047)         246.96         209.05         201.75		18970 EHS Bldg-Midtown	Carl Johnson	131,143	128,417	(2,726)	1,038,702	1,027,334	(11,368)	4,683.67	4,274.50	4,227.71
		18975 EHS Bldg-Cancer Center	Carl Johnson	6,915	6,219	(696)	50,802	49,755	(1,047)	246.96	209.06	204.75

### Cover\_Executive

Use as the cover page for monthly Executive report package. You can customize this report to meet your reporting needs.

# Month Ending: Feb-2017

#### **Executive Month-End Report Package-**

This package contains a copy of your current month-end financial reports for your review

#### **REPORT TYPES**

Tab Name	Type of Report
Cons-Financial	Consolidated Financial for your Responsibility Areas.
Top 10	Top 10 Departments for both favorable and unfavorable variances
Charts	Financial Charts
Dept Variance	Variances by Financial Statement Area by Department
Dept Trend	12 month rolling trend by Financial Statement Area by Dept - Highlighting threshold-level changes
StatSum_	Statistic Variance Summary
BVRollup_	Consolidated, Account level, 12 Month rolling trend Financial Statement Format
BVSum_	Categorized Budget Variance Summary by Department
Pay_	Departmental FTE Summary

### Dept Variance Rollup

Use to show department variances over a chosen threshold by category for revenue and expenses for the current period and year-to-date. This report also contains a monthly variance output and projection for the rest of the fiscal year.

Departme KHA Health For The Period Ene Report Filter:	ental Varia	nce Repo	ort	25.0%	Variance Rollup = Unfavorable Month-End Variance					
	Current Month	- February					Year to Date	e - February		2017
Feb-2017	Feb-2017		Feb-2016	Department		Feb-2017	Feb-2017		Feb-2016	Annual
Actual	Budget	Variance	Actual	Number	Department Description	Actual	Budget	Variance	Actual	Budget
L	i				*** Revenues *** Inpatient Revenue					
211,689	2,202,856	(1,991,167)	165,016	20000	EMC Balance Sheet	1,778,490	18,473,525	(16,695,035)	1,668,234	25,810,153
222,634	354,920	(132.286)	241,646	26140	EMC Emergency Room (CDM)	2,165,299	2.552,907	(387,608)	2.370.093	3,899,640
66,667	56.004	10.663	44,858	26230	EMC CVS	612,909	452,762	160,147	457,202	689.002
268,455	233,530	34,925	203,926	26310	EMC 3 East	2,121,212	1,821,583	299,629	1,823,569	2,768,624
276,206	245,307	30,899	220,350	26320	EMC 3 West	2,269,365	1,971,456	297,909	1,969,636	2,962,839
174,663	129,036	45,627	121,947	26340	EMC CCU (Staffing)	1,520,867	972,686	548,181	984,635	1,478,413
403,436	239,173	164,263	289,538	26350	EMC AICU	3,376,061	2,218,994	1,157,067	2,282,648	3,263,384
1,822	1,923	(101)	1,805	26430	EMC Well Baby Nursery	14,835	18,335	(3,500)	14,768	27,828
157,337	124,829	32,508	128,902	26440	EMC Mother/Baby	1,348,826	1,159,661	189,165	1,188,254	1,732,939
566,966	176,431	390,535	143,116	26450	EMC NICU	4,052,471	1,646,850	2,405,621	1,552,833	2,462,735
222,445	204.210	18.235	171,689	26460	EMC 5 North	1,742,606	1,492,896	249,710	1,458,404	2,290,067
173,839	0	173,839	121,105	26470	EMC 4 East	1,010,512	394,355	616,157	554,313	394,355

The Budget Variance Rollup report also shows the monthly values by category and account. It will fill in the remainder of the year with budget last year or forecast data to show a year end projection.

Departm KHA Health For The Period E Report Filter:	ental Variance Rollup						Trend Rollup 25.0%	= Unfavorable Change				
Dept		July	August	September	October	November	December	January	February	March	April	May
Number	Department Description	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast
	*** Revenues *** Inpatient Revenue											
	20000 EMC Speech Therapy	171,345	229,045	241,158	231,949	224,421	238,440	230,444	211,689	0	0	0
	26140 EMC Emergency Room (CDM)	350,096	280,617	240,743	359,582	225,195	229,295	257,137	222,634	267,500	269,269	270,155
	26230 EMC CVS	100,392	59,540	63,098	71,927	82,473	79,202	89,610	66,667	77,599	78,318	81,137
	26310 EMC 3 East	284,530	263,859	264,695	263,248	278,203	242,904	255,318	268,455	549,409	550,505	553,253
	26320 EMC 3 West	289,215	278,017	281,350	281,300	289,697	274,141	299,439	276,206	0	0	0
	26340 EMC CCU (Staffing)	222,736	153,833	147,782	193,953	184,135	191,997	251,768	174,663	188,117	186,819	194,822
	26350 EMC AICU	428,481	356,385	348,487	455,303	470,921	436,525	476,522	403,436	426,691	416,870	430,867
	26430 EMC Well Baby Nursery	2,035	1,405	2,068	2,005	1,825	1,700	1,975	1,822	1,909	1,855	1,930
	26440 EMC Mother/Baby	173,162	160,886	172,229	182,659	154,562	172,005	175,986	157,337	173,547	168,078	173,337
	26450 EMC NICU	370,186	441,524	532,344	439,372	547,741	476,751	677,587	566,966	424,125	458,076	450,005
	26460 EMC 5 North	212,316	225,565	217,925	216,923	223,707	200,471	223,254	222,445	214,715	216,433	216,088
	26470 EMC 4 East	110,098	54,248	130,555	87,108	100,457	144,013	210,194	173,839	110,653	122,334	116,641
	26520 EMC Pediatrics	104,367	122,532	136,936	97,953	97,412	103,486	115,404	100,382	104,065	105,437	107,296
	26530 EMC 5C	235,953	240,229	250,211	257,007	244,324	224,011	247,248	245,388	239,515	241,264	240,272
	26550 EMC PICU	1,000	1,000	13,600	6,600	4,300	0	2,000	2,000	2,291	3,417	1,966
	26610 EMC 6A (JobCode ADC)	260,334	272,482	261,824	273,860	264,206	243,445	269,813	265,419	264,431	263,173	263,810
	26620 EMC 6B	255,343	265,462	259,022	265,032	264,902	207,709	208,736	251,369	247,921	250,582	246,924
	26630 EMC 6C	75,915	92,010	100,356	64,533	121,845	132,591	136,532	99,878	99,330	100,792	100,921

### Pay Summary by Department

Use to show bi-weekly paid hours by department, by payroll summary category trended over multiple pay periods. This report is normally processed by VP but can also be processed by Director, Division, and so on.

### Payroll Summary - By Department

KITA Health										
For The Per	iod Ending February 28, 2017									
		Pay Period Ending:	12/03/16	12/17/16	12/31/16	01/14/17	01/28/17	02/11/17	02/25/17	FY 2017
			PP-12	PP-13	PP-14	PP-15	PP-16	PP-17	PP-18	YTD-Actual
Department	Description		Hours							
	17840 EHS Sports Medicine		520	520	520	520	520	520	520	9,572
	17880 EPG Phys Clinic-North		80	80	80	80	80	80	80	1,440
	17881 EPG Phys Clinic-Occ HIth East		80	80	80	87	80	80	80	1,509
	17883 EPG Phys Clinic-Occ HIth Midtown		339	416	363	299	370	385	385	5,760
	17885 EPG Phys Clinic-East		240	232	240	192	240	240	240	4,127
	17886 EPG Phys Clinic-Occ HIth/West		80	80	80	80	80	80	80	616
	17891 EPG Phys Clinic-South		240	240	240	240	240	240	240	3,888
	17894 EPG Phys Clinic-Uptown		80	80	160	160	160	160	160	1,932
	17895 EPG Phys Clinic-West		80	80	80	80	80	80	80	1,440
	19000 EHS Administration		1,796	1,828	1,678	1,719	1,655	821	822	30,937
	19050 EHS Trust		275	250	250	249	232	199	200	4,367
	19060 EHS Corporate Communications		592	677	624	616	592	640	640	10,571
	19080 EHS Teleservices		473	493	501	453	444	480	481	7,954
	19100 EHS Accounting Operations (Employee	)	695	686	688	682	693	699	692	11,862
	19105 EHS Payroll		239	176	227	190	217	152	152	3,730
	19110 EHS Administrative Finance		228	264	235	273	211	240	240	4,298
	19150 EHS Information Services		1,784	1,730	1,732	1,600	1,290	1,273	1,274	28,998
	19160 EHS Audit Services		80	80	80	80	8	80	80	1,224

### Statistic Variance Summary

Use to show key statistics by department for the past four months to show statistical trends and variances.

#### Statistic Variance Summary

KHA Health For The Period Ending February 28, 2017

			Nov-2016	Dec-2016	Jan-2017	Feb-2017	4 mo	Variance to	Variance	Current	Variance
Dept	Description	Statistic	Key Stat	Key Stat	Key Stat	Key Stat	Avg	Last Month	4 Mo Avg	Budget	Budget
1	7840 EHS Sports Medicine	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7870 EHS *** Bldg-Med Office/East Hplex	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7879 EPG Clinic Administration	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7880 EPG Phys Clinic-North	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7881 EPG Phys Clinic-Occ HIth East	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7883 EPG Phys Clinic-Occ HIth Midtown	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7885 EPG Phys Clinic-East	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7886 EPG Phys Clinic-Occ Hlth/West	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7891 EPG Phys Clinic-South	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7894 EPG Phys Clinic-Uptown	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7895 EPG Phys Clinic-West	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	7896 EPG Phys Clinic-Peds Afterhour	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
14	3560 EHS Rental	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
14	3900 EHS Parking Lot	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	8960 EHS Bldg-North	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	8970 EHS Bldg-Midtown	Calendar Days	30	31	31	28	30	(3)	(2)	28	0
1	8975 EHS Bldg-Cancer Center	Calendar Days	30	31	31	28	30	(3)	(2)	28	0

### Top 10 Variances

### Use to show top and bottom ten department variances for salaries, supplies, and other expenses.

Top	Bottom	10 Budo	et Var	iance
100/	Doctorn	TO Duut	Jet vui	rance

Income Statement	Current Period Feb-2017	Budget	Variance	LY Actual	Year-To-Date Feb-2017	Budget	Variance	LY Actual
Patient Revenue	61,841,623	62,041,866	(200,243)	50,970,641	486,963,453	488,785,156	(1,821,703)	429,196,395
Deductions From Revenue	32,374,637	31,731,467	(643, 169)	24,933,362	256,689,586	252,179,251	(4,510,335)	220,279,174
Net Patient Revenue	29,466,986	30,310,398	(843,412)	26,037,278	230,273,867	236,605,905	(6,332,038)	208,917,222
Total Operating Revenue	35,650,526	37,205,919	(1,555,393)	33,336,962	283,249,204	290,928,857	(7,679,652)	267,683,401
Salaries & Wages	16,414,137	16,520,963	106,826	15,321,436	129,435,973	128,409,566	(1,026,407)	121,416,737
Supplies	6,065,812	5,898,041	(167,771)	5,357,117	46,283,983	46,886,142	602,159	43,073,844
Other Expense	12,615,516	12,488,230	(127,287)	11,581,333	96,811,499	99,719,180	2,907,681	88,570,827
Total Operating Expenses	35,095,466	34,907,233	(188,232)	32,259,886	272,531,455	275,014,888	2,483,433	253,061,408
Excess of Revenue Over Expenses from	Operatic 555,060	2,298,686	(1,743,626)	1,077,076	10,717,750	15,913,969	(5,196,219)	14,621,993

Expense Review	Current Period Actual	Budget	Variance	LY Actual	Year-To-Date Actual	Budget	Variance	LY Actual
Salaries & Wages	13,138,045	13,487,128	349,083	12,381,320	104,216,758	104,913,607	696,849	98,287,691
Benefits	3,115,496	2,937,954	(177,541)	2,740,881	23,726,089	22,815,782	(910,307)	21,548,581
Contract Labor	160,596	59,768	(100,828)	199,235	1,493,126	549,567	(943, 559)	1,580,465
Professional Fees	2,288,938	2,077,576	(211,361)	2,236,956	17,203,945	17,238,162	34,217	16,532,202
Purchased Services	1,041,043	987,565	(53,477)	931,530	8,631,866	9,052,000	420,134	7,723,983
Supplies	3,298,231	3,109,232	(188,999)	2,909,349	24,753,455	25,405,674	652,219	22,988,430
Drugs & Pharmaceuticals	2,767,582	2,788,809	21,228	2,447,768	21,530,527	21,480,468	(50,059)	20,085,414

#### Variance Overview

Use to show monthly variances by department, by account that exceed the thresholds set by the system administrator.

Variance KHA Health For The Period En	Overview Iding February 28, 2017 #Required Comment								
				For the Month of February	,				
				for the month of rearding	,	Better/(Worse) Budget			YTD
Account	Acct Description	Dept	Department	Actual	Budget	Variance	Percent	Alert	Variance
	Key Statistics			0	0	0	0.0%		0
	Patient Revenue			0	0	0	0.0%	<b>A</b>	0
	Hours			0	0	0	0.0%		0
	Salary Expenses			366,604	286,317	(80,287)	(28.0%)	•	461,866
								_	
60100	Salaries - Regular	26440	EMC Mother/Baby	160,803	138,554	(22,249)	(16.06%)	•	24,467
60100	Salaries - Regular	26520	EMC Pediatrics	117,830	84,786	(33,044)	(38.97%)		96,894
60110	Salaries - Overtime	26520	EMC Pediatrics	8,655	4,983	(3,672)	(73.70%)		36,226
60120	Salaries - Non-Productive	26520	EMC Pediatrics	14,391	6,626	(7,765)	(117.19%)	•	54,997
60110	Salaries - Overtime	26810	EMC GI Lab	5,593	2,348	(3,245)	(138.20%)	-	24,069
60100	Salaries - Regular	27200	EMC Radiology - MRI (JobCode)	28,838	28,117	(721)	(2.56%)	•	(10,718)

# Income Statement reports

These reports are designed for designed for month-end close analysis.

### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Financial Statements\Income Statement.** For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Reporting > Financial Statements > Income Statement.

Financial Reporting	^
	<u> </u>
<ul> <li>Income Statement Summary-12Month</li> <li>IncomeStatementSummaryDrill</li> <li>Provider</li> <li>FTE Reports</li> <li>Payroll</li> <li>Provider Analysis</li> <li>Report Packages</li> <li>Variance Comments</li> <li>Financial Utilities</li> </ul>	

### Forecast Income Summary

Use to show the Current Year Forecast by FSDetail category compared to Current Year Budget and Current Year Annualized.

Forecast Income Summary							
KHA Health							
For The Period Ending February 28, 2017							
	2017 YTD	Current Year Annualized	Current Year Budget	Current Year Forecast	Forecast to Budget Variance	Budget Var %	Annualized Var %
Patient Revenue							
Inpatient	230,932,805	346,399,207	342,944,253	347,243,715	4,299,461	1.3%	0.2%
Outpatient	103,344,156	155,016,235	158,762,584	156,090,430	(2,672,154)	(1.7%)	0.7%
Other Patient Revenue	152,686,491	229,029,737	227,939,308	209,986,959	(17,952,349)	(7.9%)	(8.3%)
Total Patient Revenue	486,963,453	730,445,179	729,646,146	713,321,104	(16,325,041)	(2.2%)	(2.3%)
Deductions From Revenue							
Charity Services	8,102,525	12,153,788	13,102,222	15,945,353	(2,843,131)	(21.7%)	(31.2%)
Contractual Allowances	245,372,927	368,059,390	354,583,898	356,137,403	(1,553,506)	(0.4%)	3.2%
Other Discounts	3,214,134	4,821,201	12,844,577	4,820,856	8,023,721	62.5%	0.0%
Bad Debt	8,259,384	12,389,076	15,645,038	13,140,879	2,504,159	16.0%	(6.1%)
Total Deductions	264,948,970	397,423,455	396,175,735	390,044,492	6,131,243	1.5%	1.9%
Net Patient Revenue	222.014.483	333.021.724	333,470,411	323,276,612	(10.193.798)	(3.1%)	(2.9%)
		5551021121	555,110,111	SESTER OF CL	(10)100/100/	(01110)	(20070)
Other Operating Revenue	52,975,338	79,463,007	81,462,542	74,797,965	(6,664,577)	(8.2%)	(5.9%)
Total Operating Revenue	274,989,820	412,484,730	414,932,953	398,074,577	(16,858,375)	(4.1%)	(3.5%)
Operating Expenses							
Salaries & Wages	104,216,758	156.325.137	159.485.812	147,638,021	11,847,791	7.4%	5.6%
Benefits	23,726,089	35,589,133	33,729,323	33,516,531	212,792	0.6%	5.8%
Contract Labor	1,493,126	2,239,690	788.587	1,799.857	(1.011.270)	(128.2%)	19.6%

### Forecast Scenario Comparison

Use to show the Current Year To Date, Current Year Annualized compared to the Current Year Forecast and Alternate Forecast.

### Forecast Scenario Comparison

KHA Health

For The Period Ending February 28, 2017							
	2017	Current Year	Current Year	Forecast	Scenario	Scenario	Annualized
	YTD	Annualized	Forecast	Alternate	Variance	Var %	Var %
Patient Revenue							
Inpatient	230,932,805	346,399,207	347,243,715	0	(347,243,715)	(100.0%)	(100.0%)
Outpatient	103,344,156	155,016,235	156,090,430	0	(156,090,430)	(100.0%)	(100.0%)
Other Patient Revenue	152,686,491	229,029,737	209,986,959	0	(209,986,959)	(100.0%)	(100.0%)
Total Patient Revenue	486,963,453	730,445,179	713,321,104	0	(713,321,104)	(100.0%)	(100.0%)
Deductions From Revenue							
Charity Services	8,102,525	12,153,788	15,945,353	0	15,945,353	100.0%	100.0%
Contractual Allowances	245,372,927	368,059,390	356,137,403	0	356,137,403	100.0%	100.0%
Other Discounts	3,214,134	4,821,201	4,820,856	0	4,820,856	100.0%	100.0%
Bad Debt	8,259,384	12,389,076	13,140,879	0	13,140,879	100.0%	100.0%
Total Deductions	264,948,970	397,423,455	390,044,492	0	390,044,492	100.0%	100.0%
Net Patient Revenue	222,014,483	333,021,724	323,276,612	0	(323,276,612)	(100.0%)	(100.0%)
Other Operating Revenue	52,975,338	79,463,007	74,797,965	0	(74,797,965)	(100.0%)	(100.0%)
Total Operating Revenue	274,989,820	412,484,730	398,074,577	0	(398,074,577)	(100.0%)	(100.0%)
Operating Expenses							
Salaries & Wages	104,216,758	156,325,137	147,638,021	0	147,638,021	100.0%	100.0%
Benefits	23,726,089	35,589,133	33,516,531	0	33,516,531	100.0%	100.0%
Contract Labor	1,493,126	2,239,690	1,799,857	0	1,799,857	100.0%	100.0%

Income Statement By Entity

Use to show the Income Statement categories by entity for the current fiscal year.

# Income Summary By Entity

KHA Health

For The Period Ending July 31, 2016

	1-KH Health System	TOTAL	2017 Budget
Deductions From Revenue			
Bad Debt	0	0	368,000
Total Deductions From Revenue	0	0	368,000
Net Patient Revenue	0	0	(368,000)
Other Operating Revenue	1,384,039	1,384,039	16,856,770
Total Operating Revenue	1,384,039	1,384,039	16,488,770
Operating Expenses			
Salaries & Wages	1,449,152	1,449,152	9,482,000
Benefits	226,580	226,580	1,738,000
Contract Labor	2,160	2,160	0
Professional Fees	450,290	450,290	7,027,018
Purchased Services	66,638	66,638	3,084,020
Medical Supplies	21	21	1,208
Other Supplies	37,148	37,148	833,016
Depreciation and Amortization	1,204,052	1,204,052	16,467,346
Lease and Rental	104,217	104,217	1,306,487
Maintenance and Repairs	147,167	147,167	1,865,519

### Income Statement Detail

Use to show the detail accounts within each income statement category of FSDetail showing current-year detail and last-year actual.

Income KHA Health For The Peri	e Statement Detail										
				Current Month					Year-To-Date		
						LY					LY
Account	Description	Actual	Budget	Variance	Var %	Actual	Actual	Budget	Variance	Var %	Actual
	Patient Revenue										
	Inpatient Gross Revenue										
21100	ID Medicare	16 406 510	17 264 241	047 833	10,000	12 260 206	22.260.246	22 408 210	(1.230.073)	(4.000)	24 807 174
31100	IP - Medicale	10,400,519	17,334,341	(947,023)	(5.376)	13,230,393	32,330,343	33,090,319	(1,339,973)	(4.076)	24,097,174
31200	IP - Medicald	3 663 766	1,453,570	370,430	0.05	1,204,131	3,337,424	2,010,122	1 220 217	20.6%	2,057,220
31300	IP Commercial	3,003,700	3,337,222	363,394	7.0%	2,200,216	A 550 647	4,421,279	1,550,517	2,00%	4 710 082
31500	IP - KMO/PPO	2,449,719	2,200,570	576.097	24.2%	2,300,210	4,000,047	4,421,570	1 728 157	37.596	4,710,003
31500	ID - Salt Day	2,900,700	2,304,009	(173,803)	(16.290)	617 203	1,830,473	2,084,020	1,120,137	(12 794)	1 709 622
31000	IP Other	800 223	1,075,000	(256.810)	(24,1%)	517,255	1,020,972	2,004,232	(204,407)	(12.174)	1,079,022
31300	ir - oulei	003,223	1,000,033	1230/0101	(24,170)	303,140	1,333,002	2,333,110	(133,314)	(26:270)	1,073,030
	Total - Inpatient Gross Revenue	\$29,015,519	\$28,959,743	\$55,776	0.2%	\$23,708,491	\$57,797,601	\$56,435,910	\$1,361,691	2.4%	\$45,465,543
	Outpatient Gross Revenue										
32100	OP - Medicare	4,547,751	4,983,892	(436, 141)	(8.8%)	3,511,298	8,437,350	9,533,436	(1,096,086)	(11.5%)	6,730,923
32200	OP - Medicaid	671,860	553,337	118,523	21,4%	430,564	1,195,955	1,072,405	123,550	11.5%	802,848
32300	OP - Blue Cross	2,624,684	2,335,157	289,526	12,4%	1,959,448	4,917,943	4,539,671	378.272	8.3%	3,692,329
32400	OP - Commercial	1,212,603	1,316,983	(104.380)	(7.9%)	1,170,610	2,279,175	2,549,523	(270,347)	(10.6%)	2.262.885
32500	OP - HMO/PPO	1,798,856	1,671,963	126,892	7.6%	1,309,952	3,397,477	3,246,231	151,246	4.7%	2,493,273
32600	OP - Self Pay	396,788	374,040	22,748	6.1%	415,282	750,964	725,415	25,548	3.5%	728,527
32900	OP - Other	863,164	864,779	(1,615)	(0.2%)	770,750	1,575,497	1,712,445	(136,947)	(8.0%)	1,517,645
33100	ER - Medicare	416,745	460,371	(43,626)	(9.5%)	309,224	765,314	909,735	(144,421)	(15.9%)	578,195
33200	ER - Medicaid	326,908	236,001	90,907	38.5%	220,355	613,209	465,200	148,009	31.8%	428,089
33300	ER - Blue Cross	270,906	221,527	49,379	22.3%	210,890	542,510	436,964	105,546	24.2%	389,673
33400	ER - Commercial	155,505	159,971	(4,466)	(2.8%)	143,154	344,642	315,601	29,041	9.2%	292,521
33500	ER - HMO/PPO	253,609	200,352	53,257	26.6%	198,803	450,631	395,661	54,970	13.9%	364,584
33600	ER - Self Pay	316,602	272,809	43,793	16.1%	244,554	581,161	538,489	42,672	7.9%	514,534
33900	ER - Other	42,288	33,938	8,350	24.6%	27,478	91,397	66,909	24,488	36.6%	54,809
	Total - Outratiant Groce Reserve	\$13 898 267	\$13 685 121	\$212.146	1.6%	\$10,922,163	\$25 641 225	\$26 \$67 684	18564 4600	/2 (90)	\$20.850.834

#### Income Statement Multi-Year

Use to review the Income Statement totals by FSDetail category across multiple fiscal years.

KHA Health					
For The Period Ending August 31, 2016	]				
	2015	2016	2017	2017	2017
	Actual	Actual	YTD	Annualized	Budget
Patient Revenue					
Inpatient	271,475,113	288,784,145	57,797,601	346,785,604	342,944,253
Outpatient	122,366,142	130,210,589	25,943,225	155,659,349	158,762,584
Other Patient Revenue	250,742,396	231,241,865	35,673,843	214,043,055	227,939,308
Total Patient Revenue	644,583,651	650,236,598	119,414,668	716,488,008	729,646,146
Deductions From Revenue					
Charity Services	10,300,880	10,945,089	2,293,253	13,759,515	13,102,222
Contractual Allowances	329,999,682	315,061,954	61,356,403	368, 138, 419	354,583,898
Other Discounts	2,425,266	5,393,471	712,356	4,274,135	12,844,577
Bad Debt	11,332,236	11,722,981	846,920	5,081,518	15,645,038
Total Deductions	354,058,064	343,123,495	65,208,931	391,253,587	396,175,735
Net Patient Revenue	290,525,586	307,113,103	54,205,737	325,234,421	333,470,411
Other Operating Revenue	91,276,125	91,537,493	12,523,307	75,139,839	81,462,542
Total Operating Revenue	381,801,711	398,650,596	66,729,043	400,374,261	414,932,953
Operating Expenses					
Salaries & Wages	133,105,293	150,616,048	25,826,139	154,956,832	159,485,812
Benefits	28,214,157	32,380,751	5,832,490	34,994,942	33,729,323
Contract Labor	2,093,432	2,491,798	391,795	2,350,768	788,587
Professional Fees	23,970,791	25,485,065	4,156,145	24,936,872	25,547,702
Purchased Services	20,181,234	11,278,956	1,994,681	11,968,089	12,934,118

### Income Statement Multi-Year

### Income Statement Projection

Use to review the Income Statement totals by FSDetail category by month. For the remaining months of the year, it projects using the current-year budget or current-year forecast, which you can then compare to the annual budget.

Income Statement Projection KHA Health For Period Ending February 28, 2017							
	Actual Jul-2016	Actual Aug-2016	Actual Sep-2016	Actual Oct-2016	Actual Nov-2016	Actual Dec-2016	Actual Jan-2017
Patient Revenue	· · · · · ·						
Inpatient	28,782,082	29,015,519	27,836,999	28,239,399	29,176,925	27,827,002	30,982,220
Outpatient	12,044,958	13,898,267	12,512,469	13.052.113	13,037,962	12,359,094	12,872,459
Other Patient Revenue	18,149,618	17,524,224	20,994,558	19,002,268	19,223,078	19,714,568	18,876,045
Total Patient Revenue	58,976,658	60,438,010	61,344,027	60,293,780	61,437,966	59,900,665	62,730,724
Deductions From Revenue							
Charity Services	740,392	1,552,861	340.871	448,113	400.316	982,995	1.612.351
Contractual Allowances	30,480,455	30,875,948	31,376,054	30,892,785	29,871,408	30,678,985	31,268,463
Other Discounts	340,406	371,950	675,939	382,572	278,786	387,829	355,471
Bad Debt	930,229	(83,309)	907,730	839,381	2,025,118	937,355	1,355,394
Total Deductions	32,491,481	32,717,450	33,300,594	32,562,850	32,575,628	32,987,163	34,591,680
Net Datient Perenue	26 495 177	27 720 560	28 042 422	27 720 920	20 062 227	26 012 501	28 120 045
Net Patient Revenue	20,403,177	21,120,500	20,043,432	21,130,930	20,002,337	20,913,501	20,139,045
Other Operating Revenue	6,250,970	6,272,337	7,159,330	6,700,655	6,805,026	6,836,486	6,766,994
Total Operating Revenue	32,736,147	33,992,897	35,202,763	34,431,585	35,667,363	33,749,987	34,906,038
Operating Expenses							
Salaries & Wages	13 210 984	12 615 154	12 942 350	13 577 286	12 718 590	12 433 413	13 580 935
Benefits	2 627 164	3 205 326	2 964 594	2 859 764	2,716,354	3,156,185	3,081,206
Contract Labor	174.507	217.288	197,288	233.738	199.124	167.286	143.300
Professional Fees	2.019.975	2.136.171	2.177.809	2,128,964	2.247.015	1,964,618	2.240.456
Purchased Services	845,486	1,149,196	1,381,431	870,140	1,188,001	1,105.842	1,050,727
Medical Supplies	2,249,823	2,528,346	2,327,100	2,529,539	2,389,298	2,452,118	2,402,721
Drugs & Pharmaceuticals	2,503,613	2,778,615	2,540,641	2,744,926	2,703,877	2,794,166	2,697,108
Other Supplies	611,883	768,800	629,196	608,021	712,822	589,002	656,556
Depreciation & Amortization	2,345,308	2,358,863	2,253,491	2,358,087	2,360,542	2,417,051	2,411,687
Lease and Rental	917,201	917,024	941,195	958,133	974,873	957,206	1,006,571

### Income Statement Summary

Use to review the Income Statement totals by FSDetail category for the current period and year-to-date compared to budget and prior year.

Income Statement	Summary									
KHA Health										
For The Period Ending August 31,	2016									
	Current Month - Aug-2016					Year To Date - Aug-2016				
	Aug-2016	Aug-2016			Aug-2015	Aug-2016	Aug-2016			Aug-2015
	Actual	Budget	Variance	Var %	Actual	Actual	Budget	Variance	Var %	Actual
Patient Revenue										
Inpatient	29,015,519	28,959,743	55,776	0.2%	23,708,491	57,797,601	56,435,910	1,361,691	2.4%	45,465,543
Outpatient	13,898,267	13,685,121	213,146	1.6%	10,922,363	25,943,225	26,507,684	(564,460)	(2.1%)	20,850,834
Other Patient Revenue	17,524,224	16,626,870	897,354	5.4%	18,587,953	35,673,843	33,442,850	2,230,993	6.7%	36,125,409
Total Patient Revenue	60,438,010	59,271,733	1,166,276	2.0%	53,218,807	119,414,668	116,386,444	3,028,224	2.6%	102,441,785
Deductions From Revenue										
Charity Services	1,552,861	1,114,595	(438,266)	(39.3%)	1,176,069	2,293,253	2,170,758	(122,494)	(5.6%)	1,622,337
Contractual Allowances	30,875,948	28,416,094	(2,459,854)	(8.7%)	25,622,623	61,356,403	55,662,619	(5,693,784)	(10.2%)	49,803,518
Other Discounts	371,950	1,003,005	631,054	62.9%	450,100	712,356	2,032,495	1,320,139	65.0%	1, 199, 398
Bad Debt	(83,309)	1,314,859	1,398,168	106.3%	1,048,427	846,920	2,566,697	1,719,777	67.0%	2,242,356
Total Deductions	32,717,450	31,848,553	(868,897)	(2.7%)	28,297,219	65,208,931	62,432,569	(2,776,362)	(4.4%)	54,867,609
Net Patient Revenue	27,720,560	27,423,181	297,379	1.1%	24,921,588	54,205,737	53,953,875	251,862	0.5%	47,574,176
Other Operating Revenue	6,272,337	5,948,095	324,242	5.5%	7,243,534	12,523,307	12,018,385	504,921	4.2%	14,495,912
Total Operating Revenue	33,992,897	33,371,276	621,621	1.9%	32,165,123	66,729,043	65,972,260	756,783	1.1%	62,070,087
Operating Expenses									(2.00)	
Salaries & Wages	12,615,154	12,894,593	279,438	2.2%	12,428,133	25,826,139	25,594,694	(231,445)	(0.9%)	24,224,601
Benefits	3,205,326	2,836,001	(369,325)	(13.0%)	2,715,812	5,832,490	5,590,907	(241,583)	(4.3%)	5,281,704
Contract Labor	217,288	81,613	(135,674)	(166.2%)	165,086	391,795	155,193	(236,602)	(152.5%)	286,862
Professional Fees	2,136,171	2,232,657	96,486	4.3%	2,212,525	4,156,145	4,467,320	311,174	7.0%	3,829,996

### Income Statement Summary-12 Month

Use to view the Income Statement totals by FSDetail category, by month. You can also update the report to process for any fiscal year in the database.

KHA Health	· ·									
	Current Year Actual									
	Jul-2016	Aug-2016	Sep-2016	Oct-2016	Nov-2016	Dec-2016	Jan-2017	Feb-2017	Mar-2017	Apr-2017
Patient Revenue										
Inpatient	28,782,082	29,015,519	27,836,999	28,239,399	29,176,925	27,827,002	30,982,220	29,072,658	0	0
Outpatient	12,044,958	13,898,267	12,512,469	13,052,113	13,037,962	12,359,094	12,872,459	13,566,833	6,448	0
Other Patient Revenue	18,149,618	17,524,224	20,994,558	19,002,268	19,223,078	19,714,568	18,876,045	19,202,131	17,969,175	0
Total Patient Revenue	58,976,658	60,438,010	61,344,027	60,293,780	61,437,966	59,900,665	62,730,724	61,841,623	17,975,623	0
Deductions From Brown										
Charity Septier	740 202	1 552 061	240.071	440 112	400.216	002.005	1 412 261	2 024 627	2 000	
Contractival Allemander	740,392	1,552,861	340,871	448,113	400,316	962,995	1,012,331	2,024,627	3,880	0
Other Discounts	240 405	271.050	51,570,034	30,092,703	22,071,400	30,070,903	255,471	421 101	10,990,030	
Rad Dabt	020,220	371,930	0/5,939	302,372	2/0,/00	307,029	1 255 204	461,101	00,000	
Total Deductions	330,229	22 717 450	33 300 504	32 562 850	2,023,118	22 007 163	34 501 600	1,347,400	11 002 010	0
Total Deductions	32,491,401	36,717,430	33,300,394	36,306,030	32,373,020	32,907,103	34,331,000	33,722,122	11,092,910	0
Net Patient Revenue	26,485,177	27,720,560	28,043,432	27,730,930	28,862,337	26,913,501	28,139,045	28,119,500	6,882,713	0
Other Operating Revenue	6,250,970	6,272,337	7,159,330	6,700,655	6,805,026	6,836,486	6,766,994	6,183,540	342,130	(6,500)
Total Operating Revenue	32,736,147	33,992,897	35,202,763	34,431,585	35,667,363	33,749,987	34,906,038	34,303,040	7,224,844	(6,500)
Operating Expenses										
Salaries & Wages	13,210,984	12,615,154	12,942,350	13,577,286	12,718,590	12,433,413	13,580,935	13,138,045	4,535,443	89,448
Benefits	2,627,164	3,205,326	2,964,594	2,859,764	2,716,354	3,156,185	3,081,206	3,115,496	1,172,032	24,447
Contract Labor	174,507	217,288	197,288	233,738	199,124	167,286	143,300	160,596	67,808	(11,112)
Professional Fees	2,019,975	2,136,171	2,177,809	2,128,964	2,247,015	1,964,618	2,240,456	2,288,938	22,938	(6,258)
Purchased Services	845,486	1,149,196	1,381,431	870,140	1,188,001	1,105,842	1,050,727	1,041,043	139,328	(59,991)
Medical Supplies	2,249,823	2,528,346	2,327,100	2,529,539	2,389,298	2,452,118	2,402,721	2,676,927	298,324	(20,274)

#### Income Statement Summary-12 Month

#### Income Statement Summary - Detail

Use to view review the Income Statement totals by FSDetail category for the current period and year-todate actual compared to budget and prior year. You can drill down to the detail transactions for revenue, expense, payroll data, or show a trend for each category.

#### Income Statement Summary - Drill

KHA Health Consolidated

		For the Month of	d Pebruary					YTO Thru Pr	rbruary		
	Feb-2017	Feb-2017	Bellev(Worse)		Budget	Feb-2016	Peb-2017	Feb-2017	Better/Worse)	41D	Peb-2016
lescription	Adual	Budget	Variance	Percent	Alet	Adval	Adval	Budget	Variance	Percent	Adval
has a firmed	10.077.018	10,000,710	87.645	0.75		12 124 424	230 512 605	178 880 000	1.001.004	0.00	100 040 710
inpacere .	2011-2,010	20,996,710	01,940	0.5%		22,014,400	220,316,005	226,896,009	1,0056,799	0.0%	100,000,120
Culpatient	13,506,810	10,159,817	acc.pres	3.1%		TC2TC197	100,044,156	105,000,009	104-47-018	(1.47%)	94,095,353
Other Patient Revenue	10,202,131	10,953,157	(751,020)	0.8%		17,585,036	152,606,491	154,068,902	(1,982,011)	10.000	134,437,322
Total Patient Revenue	*(*(*)	40, 110,410	(PACATO)	0.440		ALT INTERN	404,041,410	100,000,001	0.000,000	0.430	400.000.000
Deductions from Revenue											
Charity Services	2,034,627	1,097,335	(927,293)	(54.5%)		950;931	8,102,525	8,734,131	621,606	7.1%	8,447,668
Contractual Allowances	29,928,829	29,665,859	(262,970)	(0.9%)		23,600,503	245,372,927	235,062,958	(10,290,348)	(4.4%)	208,368,549
Other Discounts	421,101	1,001,854	580,673	58.0%		381,929	3,214,134	8,471,506	5,257,372	62.1%	3,462,957
Red Debt	1,347,486	1,301,344	(#6,147)	(0.5%)		979,452	8,259,364	10,419,251	2,159,967	20.7%	8,857,207
Total Deductions	33,722,422	33,066,392	(835,730)	(2.8%)		25,912,814	264,948,970	262,697,545	(2,251,425)	(0.9%)	229,136,381
Net Patient Revenue	28,119,500	29,857,301	(917,800)	0.70		25,857,827	222,014,483	226,271,255	06,256,7730	(1.9%)	200,060,015
Other Operating Revenue	6,181,540	6,895,521	(711,961)	(10.3%)		7,299,684	\$2,975,338	54,322,952	(1,347,614)	(2.5%)	58,766,180
Total Operating Revenue	34,383,040	35,932,421	(1,429,781)	(4.5%)		32,357,541	274,989,820	280,554,207	(5,604,387)	(2.8%)	254,424,194
Consultant Extension											
Colorise & Weeks	12 124 145	12 414 724	1210.400	1.00		12 344 534	104 314 355	104 534 645	A112 ANA		44 347 484
saturies of images	10,100,040	10,016,728	379,963	2.0%		2,261,200	100,210,198	10,000,000	000,000	0.5%	20,000,001
Benefits	2,115,496	2,944,400	(111,029)	0.04		2,740,801	23,726,089	22,839,334	(006,754)	(3.3%)	21,540,501
Contract Cabler	100,090	24,766	(100,000)	1100.740		199(235	1,490,120	546,567	040,008	001.7%	1,000,460
Professional Fees	2,200,930	2,073,576	111,361)	(10.2%)		2,236,998	17,200,940	17,238,162	34,217	0.2%	16,512,202
Purchased Sennoes	1,041,040	987,545	(53,477)	0.4%		901,530	6,631,066	\$252,000	420,134	4.0%	7,723,963
Medical Supplies	2,876,927	2,400,428	(276,499)	(11.3%)		2,290,401	19,355,872	18,648,754	93,862	0.5%	17,847,029
Drugs & Pharmaceuticals	2,767,562	2,798,809	21,228	0.8%		2,447,768	21,330,327	21,400,468	00,058	10.2%	20,085,414
Other Supplies	621,303	708,804	87,500	12.3%		645,949	5,797,543	1,755,820	104,337	9.7%	3,141,401
Depreciation & Amortization	2,647,908	2,537,081	09,173	3.9%		2,279,114	18,952,906	18,941,247	1,008,330	5.7%	17,796,920
Lease and Rental	978,391	905,439	(72,953)	(8.7%)		888,108	7,650,994	7,443,292	(201,302)	(2.8%)	6,971,207
Maintenance & Repairs	473,401	428,396	(#5,005)	(10.5%)		407,914	3,510,954	3,558,270	47,316	1.3%	3,144,004
Utilities	625,160	635,388	10,228	1.6%		646,374	4,717,009	5,154,759	439,750	8.5%	4,820,746
Insurance	921,599	738,811	(182,794)	(24.7%)		\$11,817	6,510,311	5,760,280	(750,028)	(13-2%)	3,872,794
Interest	363,157	605,198	272,041	42.8%		404,593	3, 100, 108	5,041,547	1,901,479	29.2%	3,277,846
Bad Debt	0	0	0	0.0%		0	0	0	0	0.2%	0
Other Expenses	3,475,520	3,543,775	44,855	1.9%		3,274,426	26,533,776	26,467,560	(64,215)	(0.3%)	24,431,215
Total Operating Expenses	35,095,466	34,907,253	(144,232)	(8.5%)		32,255,886	272,531,495	275,014,888	2,483,433	0.9%	253,041,408
Excess of Revenue Over Expenses from Operation	(792,426)	1,825,588	(LELETE)	(177.3%)		97,624	2,458,366	5,179,320	(3,128,954)	(05.9%)	5,764,786
Unrestricted Contributions	236,565	63,334	153,291	183.9%		14,251	429,425	666,667	(297,242)	(05.6%)	70,164
Other NonOperating Revenuel Expense	(201,336)	34,834	(358, 172)	(\$10.8%)		(111,437)	(845,293)	260,667	(1, 145, 947)	(429.4%)	(126,514)
investment income	37,915	406,334	(071,223)	(90.9%)		127,309	(2,147,77%)	2,266,667	(4,434,442)	(195.6%)	1,554,529
Interest income	(225,875)	41,605	(267,541)	(642,7%)		(226,768)	(1,825,007)	333,333	(2,158,370)	(647.5%)	0.573,512
Gainboud on Sale of Assets	0	0	0	0.0%		192	10,740	0	10,740	0.0%	6,151
Total Non-Operating	(255,537)	568,168	(821,705)	(145.0%)		(196,455)	04,437,8260	3,527,334	(7,965,260	(225.8%)	088,871
Edisordinary Ben	4,954,510	458,334	4,496,176	901.0%		(1,705,367)	5,482,451	1,666,667	1,815,704	49.5%	(1,002,012)
Factors of Revenue Over Factorises	1.000.147	2 00 2 000	1 814 817	40.45		IN MARK SHITS	1.000 000	40 222 104	on the same	100 000	4 44 1 44 1

# **Provider Income Statement reports**

These reports are designed for month-end financial analysis.

### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Financial Statements\Provider**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Reporting > Financial Statements > Provider.

F	ina	ncial Reporting	^
Ŧ		Financial Reporting	
	►	🍌 _My Reports	
	►	🍌 Analysis	
	-	🍌 Financial Statements	
		Balance Sheet & Cash Flow	
		🕨 퉲 Income Statement	
		👻 퉬 Provider	
		Provider Income Statement Summary	/
	►	🍌 FTE Reports	
	►	퉬 Payroll	
	►	퉬 Provider Analysis	
	►	🍌 Report Packages	
	►	퉬 Variance Comments	
۲		Financial Utilities	

### Provider Income Statement Summary

Use to show the Income Statement totals by FSProvider category for the current period and year-to-date compared to budget and prior year.

Provider Income Statement Summar	V								
KHA Health									
For The Period Ending February 28, 2017		Cur	rent Month -Feb-2017				Ye	ar To Date -Feb-2017	
	Feb-2017	Feb-2017			Feb-2016	Feb-2017	Feb-2017		
	Actual	Budget	Variance	Var %	Actual	Actual	Budget	Variance	Var %
Professional Services Revenue									
Inpatient Fee For Service Charges	29,072,658	28,928,891	143,767	0.5%	22,374,408	230,932,805	229,696,364	1,236,441	0.5%
Outpatient Fee For Service Charges	13,566,833	13,159,817	407,016	3.1%	11,211,197	103,344,156	105,020,289	(1,676,133)	(1.6%)
Other Fee For Service Charges	19,022,769	19,776,581	(753,812)	(3.8%)	17,167,617	151,216,801	152,596,233	(1,379,433)	(0.9%)
Total Gross Fee For Service Charges	61,662,260	61,865,289	(203,029)	(0.3%)	50,753,222	485,493,762	487,312,886	(1,819,125)	(0.4%)
Adjustments For Fee For Service Charges									
Charity Services	2,024,627	1,097,335	(927,292)	(84.5%)	950,931	8,102,525	8,724,131	621,606	7.1%
Contractual Allowances	30,350,010	30,634,133	284,123	0.9%	23,982,432	248,587,061	243,455,119	(5,131,941)	(2.1%)
Adjusted Fee For Service Charges	32,374,637	31,731,467	(643,169)	(2.0%)	24,933,362	256,689,586	252,179,251	(4,510,335)	(1.8%)
Bad Debts Due To Fee For Service Activity	1,347,486	1,301,344	(46,141)	(3.5%)	979,452	8,259,384	10,419,351	2,159,967	20.7%
Total Net Fee For Service Revenue	27,940,138	28,832,478	(892,340)	(3.1%)	24,840,408	220,544,792	224,714,285	(4,169,493)	(1.9%)
Capitation Activity									
Other Medical Activity									
Other Medical Revenue	351,390	345,822	5,567	1.6%	331,611	2,867,688	2,757,135	110,554	4.0%
Revenue From Hospital	5,928,277	6,702,609	(774,332)	(11.6%)	7,145,513	51,429,890	52,848,753	(1,418,864)	(2.7%)
Gross Revenue From Other Medical Activities	6,279,666	7,048,431	(768,765)	(10.9%)	7,477,124	54,297,578	55,605,888	(1,308,310)	(2.4%)
Cost of Sales and\or Cost of Other Medical Activities	83,236	23,666	59,570	251.7%	40,277	147,450	189,333	(41,883)	(22.1%)
Net Other Medical Revenue	6 196 430	7 024 765	(828 335)	(11.8%)	7 436 847	54 150 128	55.416.555	(1 266 427)	(2.3%)

# **Payroll reports**

These reports are designed for bi-weekly payroll analysis.

### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Payroll**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Reporting > Payroll.

Financial Reporting	^
🕶 퉬 Financial Reporting	
My Reports	
🕨 鷆 Analysis	
🕨 鷆 Financial Statements	
FTE Reports	
👻 퉲 Payroll	
🔊 Employee Roster	
Employee Roster-Position Control	
Labor Distribution	
🔊 Labor Distribution Detail	
🖾 Overtime Alert	
🔊 Overtime Analysis	
🕨 퉲 Provider Analysis	
Report Packages	
Variance Comments	
Financial Utilities	

### Employee Roster

Use to show employee-related information for a single department by job code. This information is used for budget-labor budgets.

Emplo KHA Health Period End Dept.KHAB	byee Ro h ling February BgtCode = 17	ster 28, 2017 885											
					Scheduled Sch	eduled		Hire	Review	Pay	Pay	PTO	PTO
JobCode	Description	Employee Name	Status	Type	Hours	FTEs	Base Rate	Date	Date	Grade	Step	Accrual Rate	Balance
				]									
J00604	Nurse Practition	ner											
	25873	SNUGGS, MARY M.	A	FT	80	1.00	\$36.42	Jan-2003	Jan-2017	CB	0	7.70	0.00
	28111	MAK, FANNY M.	A	FT	80	1.00	\$35.58	Jan-2006	Jan-2017	СВ	0	6.77	0.00
	Sub Total				160	2.00							
J00655	Physician												
	24125	PATTERSON M.D., W J.	A	FT	80	1.00	\$88.95	Apr-2004	Jan-2017	_	0	0.00	0.00
	26284	CALLENDER JR, WILLIAM R.	A	FT	80	1.00	\$72.12	May-2003	Jun-2017	-	0	0.00	0.00
	Sub Total				160	2.00							
	Totals:				320	4.00							

### Employee Roster - Position Control

Use to show employee-related information by job code and by employee.

Emplo KHA Health Period Endi Dept.KHAB	yee Rost ing February 28, GTCode=17840												
					Scheduled	Scheduled		Hire	Review	Pay	Pay	PTO	PTO
JobCode	Position	Employee Name	Status	Type	Hours	FTEs	Base Rate	Date	Date	Grade	Step	Accrual Rate	Balance
J00785			1			1.00	*****	1.1.2004	k.l. 2000	<i>c</i> .		6.77	0.00
		OSBORNE, MARCUS E.	A	F1	80	1.00	\$15.44	Jul-2004	Jul-2008	CE	0	6.77	0.00
		STORES, NANCY R.	A	FI	80	1.00	\$17.00	Jul-2004	Jui-2008	CE	0	6.77	0.00
		WALL, CLAYTON Y.	A	PT	39	0.49	\$7.11	Sep-2004	Sep-2008	CE	0	0.00	0.00
		FULTON, DAVIS T.	A	FT	80	1.00	\$15.62	May-2005	Aug-2008	CE	0	6.77	0.00
		ROBERTS, ROGER S.	A	FT	80	1.00	\$15.38	Sep-2005	Dec-2008	CE	0	6.77	0.00
					359	4.49							
					359	4.49							

### Labor Distribution

Use to show bi-weekly paid hours and dollars by job code, employee, and pay category for a single pay period.

Labor Distr KHA Health For The Pay Period E	ibution Report								
17040 - Erio oports medi	cire .			Total		Requ	ılar	Overtir	me
Dept	JobCode	Employee	FTEs	Hours	Dollars	Hours	Dollars	Hours	Dollars
17840	100392-Team Leader-Athletic Trainer	26192: Lee Geri A.	10	80.0	1.498.4	80.0	1.498.4	0.0	0.0
11040	20032-Team cease -Adment Hame			0010	1,45014	0010	1,45014	0.0	0.0
	SubTotal - J00392-Team Leader-Athleti	c Trainer	1.00	80.00	1,498.40	80.00	1,498.40	0.00	0.00
17840	J00785-Athletic Trainer	27101: Bias, Charlotte M.	0.5	40.0	436.1	40.0	436.1	0.0	0.0
17840	J00785-Athletic Trainer	27130: Pace, Queen	1.0	80.0	1,235.2	80.0	1,235.2	0.0	0.0
17840	J00785-Athletic Trainer	27134: Stroud, Cletus	1.0	80.0	1,360.0	80.0	1,360.0	0.0	0.0
17840	J00785-Athletic Trainer	27261: Ware li, Dorothy	0.5	40.0	402.5	40.0	402.5	0.0	0.0
17840	J00785-Athletic Trainer	27717: Gardner, Mary	1.0	80.0	1,249.6	80.0	1,249.6	0.0	0.0
17840	J00785-Athletic Trainer	27926: Clayton, Lorenzo R.	0.5	40.0	276.0	40.0	276.0	0.0	0.0
17840	J00785-Athletic Trainer	27945: Rogers, Leroy	1.0	80.0	1,230.4	80.0	1,230.4	0.0	0.0
	SubTotal - J00785-Athletic Trainer		5.50	440.00	6,189.81	440.00	6,189.81	0.00	0.00
	TOTALS		6.50	520.00	7,688.21	520.00	7,688.21	0.00	0.00

### Labor Distribution Detail

Use to show hours and dollars by a department, by job code for multiple pay period, and by category of pay.

Labor KHA Health For The Pay Pe EPG Phys Clini	Distr eriod Endir c-North	ibution Detail									
					PP 12	2/16/17	PP 12/30/17		PP 01/13	/18	PP 01/27/18
Dept		JobCode	Employee	PayType	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours Do
	17880	J00655-Physician	23162: Zubatuk, Deconjay	P0001-Regular	80	5,192.00	80	5,192.00	80	5,192.00	80
		SubTotal - J00655-Physician			80	5,192.00	80	5,192.00	80	5,192.00	80
			Grand Total		80	5,192.00	80	5,192.00	80	5,192.00	80

### Overtime Alert

Use to show highlights of overtime trends by pay period and department.

## **Overtime Alert**

KHA Health

		Number of Departments > Threshold:								
						Alert Th	reshold = >>	0		
(0)	=Unfavorable Variance	Pay	Pay	Pay	Pay	Pay				
Dept	Department	Period 14	Period 15	Period 16	Period 17	Period 18	Average	% Change		
102200	EMA Optical	0	0	0	0	1	0	(80.00%)		
101408	EMA Opthalmology	0	0	0	0	3	1	(80.00%)		
101309	EMA Neurology	1	0	0	0	1	0	(63.61%)		
19080	EHS Teleservices	0	0	0	0	0	0	(60.02%)		
49000	RCH Administration	0	0	0	3	3	1	(57.28%)		
27910	EMC Home Health - West	0	0	1	2	2	1	(53.37%)		
107060	EMA Laboratory	5	9	3	27	32	15	(53.21%)		
47370	RCH Rehab Svcs	1	1	1	8	8	4	(52.75%)		
27950	EMC Home Health - Admin	5	4	1	22	22	10	(51.70%)		
27430	EMC Mobile Cardiac Care Unit	0	0	4	9	9	4	(51.15%)		
26480	EMC O/P Oncology	3	4	16	40	40	21	(48.68%)		
27300	EMC Pharmacy	27	30	34	130	131	71	(46.00%)		
27380	EMC Rehab Svcs-Midtown	8	8	4	28	28	15	(45.67%)		

### Overtime Analysis

Use to show overtime FTE-related hours by department trended for multiple pay periods. This report is normally processed by VP or Director.

#### **Overtime Analysis**

KHA Health Pay Period Overtime Hour Analysis

Dept	Department	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14	Period 15	Period 16	Period 17	Period 18	Average
17881	EPG Phys Clinic-Occ HIth East	0	0	0	0	0	0	1	0	0	0	0
17883	EPG Phys Clinic-Occ HIth Midtown	6	0	15	11	7	12	5	17	17	17	11
19000	EHS Administration	20	0	31	18	25	25	19	27	17	17	20
19050	EHS Trust	1	0	0	0	0	0	0	0	0	0	0
19060	EHS Corporate Communications	0	0	0	0	129	0	0	0	0	0	13
19080	EHS Teleservices	0	0	0	0	0	0	0	0	0	0	0
19100	EHS Accounting Operations (Employee)	5	0	1	3	2	3	4	3	2	2	3
19105	EHS Payroll	1	0	3	4	3	1	1	3	3	3	2
19150	EHS Information Services	7	5	10	8	31	23	26	33	20	20	18
19170	EHS Medical Information Network	1	0	2	0	0	1	0	0	1	1	1
19185	EHS Corporate Health Services	0	0	1	1	2	2	1	0	1	1	1
19220	EHS Human Resources	1	0	2	4	4	2	2	2	2	2	2
19370	EHS Risk Management And Safety	1	0	1	0	0	9	8	6	0	0	2
26100	EMC Nursing Administration	21	1	62	58	80	42	21	51	62	62	46
26140	EMC Emergency Room (CDM)	465	310	401	573	560	587	617	552	476	477	502
26230	EMC CVS	23	0	22	40	86	47	34	8	24	24	31
26310	EMC 3 East	480	353	543	466	486	445	306	297	286	287	395
26320	EMC 3 West	228	145	295	275	320	281	197	220	235	236	243

# Provider Analysis reports

These reports are designed for physician analysis.

**NOTE:** These reports are optional reports that you can purchase as an add on to your current license.

### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Provider Analysis**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Reporting > Provider Analysis.



### Current Period vs Previous Comparison

Use to compare current period vs previous period information by provider as well as last year actual. You can select the data type to analyze in the report.

#### Provider CY Actual vs Previous Period Comparison

KHA Health For The Period Ending February 28, 2017

	Filtered For: FTE	Current period					Year-to-Date			
Provider ID	Provider Name	Actual	Previous	Variance	Var %	Last Year	Actual	Last Year	Variance	Var %
D10528	Champion Richard A MD	41	47	(5)	(11.5%)	0	332	0	332	0.0%
D12221	Quintin Maria L MD	113	103	10	9.6%	0	904	0	904	0.0%
D1406	Meenan David MDO	27	24	3	14.3%	0	218	0	218	0.0%
D14201	Racemark Susan M MD	117	93	24	25.2%	0	935	0	935	0.0%
D14677	Seraman Katherine MD	106	122	(16)	(13.0%)	0	848	0	848	0.0%
D17629	Baumann Robert E MD	131	135	(3)	(2.4%)	0	1,051	0	1.051	0.0%
D20729	Rosenthal James P MD	146	169	(23)	(13.4%)	0	1,169	0	1,169	0.0%
D25986	Tappolo Susan E MD	118	141	(22)	(15.7%)	0	948	0	948	0.0%
D5752	Garland Jason L MD	149	175	(26)	(15.0%)	0	1,192	0	1,192	0.0%
D77963	Carbonata Patrick MD	99	112	(14)	(12.2%)	0	790	0	790	0.0%
D77988	Lee James MD	161	186	(25)	(13.3%)	0	1,287	0	1,287	0.0%
D79749	Tharalon Mary J MD	145	169	(24)	(14.2%)	0	1,157	0	1,157	0.0%
D8952	Thompson Helen D MD	95	112	(16)	(14.6%)	0	763	0	763	0.0%
DM125	Zucker Charles J MD	59	70	(11)	(15.2%)	0	475	0	475	0.0%
DM299	Wilson Gary A MD	136	121	15	12.6%	0	1,088	0	1,088	0.0%
DM327	Foxworthy Richard M MD	145	138	6	4.7%	0	1,156	0	1,156	0.0%
DM502	Cohen Charles J MD	78	87	(9)	(10.4%)	0	623	0	623	0.0%
DM660	Levy Lewis M MD	36	47	(11)	(22.7%)	0	290	0	290	0.0%

### Current Period vs Previous Comparison\_CPT

Use to compare current period vs previous period information by CPT or CPT Summary category and last year actual. You can select the data type to analyze in the report.

#### Provider CY Actual vs Previous Period Comparison

KHA Health For The Period Ending February 28, 2017

	5 7 .									
Filtered For: FT	TE	Current period					Year-to-Date			
CPT.KHABgtCo	de CPT Description	Actual	Previous	Variance	Var %	Last Year	Actual	Last Year	Variance	Var %
FTE_Admin	Provider FTE - Administrative	223	235	(12)	(5.0%)	0	1,786	0	1,786	0.0%
FTE_Other	Provider FTE - Other	612	704	(91)	(13.0%)	0	4,899	192	4,707	2451.8%
FTE_Clin	Provider FTE-Clinical	4,662	5,085	(423)	(8.3%)	0	37,300	20,258	17,042	84.1%
	Total	5,498	6,024	(526)	(8.7%)	0	43,985	20,450	23,535	115.1%

### CY Actual vs Budget Comparison

Use to compare current period and year-to-date actual vs budget information by provider and last year actual. You can select the data type to analyze in the report.
#### Provider CY Actual vs CY Budget Comparison

KHA Health For The Period Ending February 28, 2017

	Filtered For: FTE			Current Period	urrent Period				Year-to-Date				
Provider ID	Provider Name	Actual	Budget	Variance	Var %	Last Year	Actual	Budget	Variance	Var %	Last Year		
D10528	Champion Richard A MD	41	0	41	0.0%	0	332	0	332	0.0%	0		
D12221	Quintin Maria L MD	113	0	113	0.0%	0	904	0	904	0.0%	0		
D1406	Meenan David MDO	27	0	27	0.0%	0	218	0	218	0.0%	0		
D14201	Racemark Susan M MD	117	0	117	0.0%	0	935	0	935	0.0%	0		
D14677	Seraman Katherine MD	106	0	106	0.0%	0	848	0	848	0.0%	0		
D17629	Baumann Robert E MD	131	0	131	0.0%	0	1,051	0	1,051	0.0%	0		
D20729	Rosenthal James P MD	146	0	146	0.0%	0	1,169	0	1,169	0.0%	0		
D25986	Tappolo Susan E MD	118	0	118	0.0%	0	948	0	948	0.0%	0		
D5752	Garland Jason L MD	149	0	149	0.0%	0	1,192	0	1,192	0.0%	0		
D77963	Carbonata Patrick MD	99	0	99	0.0%	0	790	0	790	0.0%	0		
D77988	Lee James MD	161	0	161	0.0%	0	1,287	0	1,287	0.0%	0		
D79749	Tharalon Mary J MD	145	0	145	0.0%	0	1,157	0	1,157	0.0%	0		
D8952	Thompson Helen D MD	95	0	95	0.0%	0	763	0	763	0.0%	0		
DM125	Zucker Charles J MD	59	0	59	0.0%	0	475	0	475	0.0%	0		
DM299	Wilson Gary A MD	136	0	136	0.0%	0	1,088	0	1,088	0.0%	0		
DM327	Foxworthy Richard M MD	145	0	145	0.0%	0	1,156	0	1,156	0.0%	0		
DM502	Cohen Charles J MD	78	0	78	0.0%	0	623	0	623	0.0%	0		

#### CY Actual vs Budget Comparison\_CPT

Use to compare current period and year-to-date actual vs budget information by CPT or CPT Summary code and last year actual. You can select the data type to analyze in the report.

#### Provider CY Actual vs CY Budget FTE Comparison

KHA Health For The Period Ending Feb	ruary 28, 2017												
Filtered For: FTE				Current Period			Year-to-Date						
CPT KHA Budget Code	CPT Description	Actual	Budget	Variance	Var %	Last Year	Actual	Budget	Variance	Var %	Last Year		
FTE_Admin	Provider FTE - Administrative	223	0	223	0.0%	0	1,786	0	1,786	0.0%	0		
FTE_Clin	Provider FTE-Clinical	4,662	0	4,662	0.0%	0	37,300	0	37,300	0.0%	20,258		
FTE_Other	Provider FTE - Other	612	0	612	0.0%	0	4,899	0	4,899	0.0%	192		
	Total	5,498	0	5,498	0.0%	0	43,985	0	43,985	0.0%	20,450		

#### NY Budget Comparison

#### Use to compare current year projections with next year's budget.

Provider CY Projections vs KHA Health For The Period Ending February 28, 2018	Dvider CY Projections vs NY Budget Comparison Health The Period Ending February 28, 2018													
Filtered For: Encounter	Current					CY Annualized	CY Projection							
Provider ID Provider Name	YTD	CY Annualized	CY Projection	Variance	NY Budget	Variance	Variance							
D10528 Champion Richard A MD	1,592	2,388	820	(1,568)	1,781	(607)	961							
D1116 Jo Walter M MD	2	3	0	(3)	0	(3)	0							
D1132 Wang Katherine K MD	12	18	0	(18)	0	(18)	0							
D1186 Macaulay Kelly M MD	1,146	1,719	0	(1,719)	0	(1,719)	0							
D12221 Quintin Maria L MD	2,879	4,319	1,525	(2,794)	3,109	(1,210)	1,584							
D13063 Faur Adriana V MD	2	3	0	(3)	0	(3)	0							
D1317 Soybel David I MD	720	1,080	0	(1,080)	0	(1,080)	0							

#### NY Budget Comparison\_CPT

Use to compare current year projections with next year's budget by CPT or CPT Summary category.

### Provider CY Projections vs NY Budget Comparison

KHA Health

For The Period Ending February 28, 2018

Filtered For: Encounter		Current					CY Annualized	CY Projection
CPT.CPT	CPT Description	YTD	CY Annualized	CY Projection	Variance	NY Budget	Variance	Variance
C99202	New Pat. L2, Office Visit	180	270	0	(270)	0	(270)	0
C99203	New Pat. L3, Office Visit	1,589	2,384	0	(2,384)	0	(2,384)	0
C99204	New Pat. L4, Office Visit	3,306	4,959	0	(4,959)	0	(4,959)	0
C99205	New Pat. L5, Office Visit	10	15	0	(15)	0	(15)	0
C99212	Est. Pat. L2, Office Visit	1,085	1,628	0	(1,628)	0	(1,628)	0
C99213	Est. Pat. L3, Office Visit	12,134	18,201	0	(18,201)	0	(18,201)	0
C99214	Est. Pat. L4, Office Visit	20,010	30,015	0	(30,015)	0	(30,015)	0
C99215	Est. Pat. L5, Office Visit	277	416	0	(416)	0	(416)	0
C99384	Well Child, New, 12-17 Yrs Old	6	9	0	(9)	0	(9)	0
C99385	Well Adult:New:18-39 Yrs Old	937	1,406	0	(1,406)	0	(1,406)	0
C99386	Well Adult New: 40-64 Yrs Old	206	309	0	(309)	0	(309)	0
C99387	Well Adult:New:Over 65 Yrs Old	19	29	0	(29)	0	(29)	0
C99395	Well AdultEst:18-39 Yrs Old	3,119	4,679	0	(4,679)	0	(4,679)	0
C99396	Well Adult Est: 40-64 Yrs Old	4,909	7,364	0	(7,364)	0	(7,364)	0
C99397	Well Adult Est: Over 65 Yrs Old	1,360	2,040	0	(2,040)	0	(2,040)	0
Enc_Facility	Encounters - Facility	10,049	15,074	0	(15,074)	0	(15,074)	0
Enc_Ofc	Encounters - Office	150,317	225,476	0	(225,476)	0	(225,476)	0
Encounters	Actual Encounters	160,366	240,549	0	(240,549)	0	(240,549)	0
PROF_OFC_Est	Professional Svcs-Office-Est Patient	0	0	52,372	52,372	116,599	116,599	64,227
PROF_OFC_New	Professional Svcs-Office-New Patient	0	0	8,896	8,896	10,470	10,470	1,574
	Total	369,879	554,819	61,268	(493,551)	127,069	(427,750)	65,801

### Provider Key Indicators By Month

Use to compare month-by-month values for last year, current year, and target by data type.

Mont	hlv I	Kev	Ind	icat	tors
mont	i ii y	Rey	inu	ica	1013

KHA Health For The Period Ending February 28, 2017

		FY16											
Filtered For: End	counters	Last Year Actual											
Provider ID	Provider Name	Jul-2015	Aug-2015	Sep-2015	Oct-2015	Nov-2015	Dec-2015	Jan-2016	Feb-2016	Mar-2016	Apr-2016		
Worked RVUs													
D10528	Champion Richard A MD	265	227	185	214	149	276	269	139	234	237		
D1132	Wang Katherine K MD	0	0	0	0	0	0	0	0	0	0		
D1158	Angel Andrew MD	0	0	0	0	0	0	0	0	0	0		
D1179	Blazar Philip MD	0	0	0	0	0	0	0	0	0	0		
D1186	Macaulay Kelly M MD	147	207	183	143	133	205	142	175	112	181		
D1188	Slavsky Tatiana MD	0	0	0	0	0	0	0	0	0	0		
D12138	Jankelson Julie M MD	0	0	0	0	0	0	0	0	0	0		
D12221	Quintin Maria L MD	119	148	119	118	144	79	327	318	401	344		
D1255	Tremblay Laura D MD	0	0	0	0	0	0	0	1	0	0		
D13057	Groszmann Yvette MD	116	130	125	136	142	118	78	85	61	45		
D13063	Faur Adriana V MD	0	0	0	0	0	0	0	0	0	1		
D13092	Osborne Dawn R	0	0	0	0	0	0	0	0	0	0		
D1317	Soybel David I MD	177	123	93	81	168	107	116	115	70	127		
D13191	Radden Nancy F MD	0	0	0	0	0	0	0	0	0	0		
D13296	Gorenburg Ida P MD	0	0	0	0	0	0	0	2	1	0		
D13331	Minkina Nataly A MD	0	1	2	1	0	0	2	0	1	1		
D13336	Niknejad Kathy G MD	53	34	50	58	99	91	55	96	101	91		

Provider Key Indicators By Month\_Rolling 12

Use to compare month-by-month values for the most recent 12 months by data type

#### Monthly Key Indicators - Rolling 12

KHA Health For The Period Ending February 28, 2017

		2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2017	2017	
Provider ID	Provider Name	March	April	May	June	July	August	September	October	November	December	January	February	Total
Worked RVUs														
D10528	Champion Richard A MD	234	237	201	188	327	286	320	251	332	356	336	141	3,208
D1132	Wang Katherine K MD	0	0	0	0	3	0	0	0	14	0	0	0	17
D1158	Angel Andrew MD	0	0	0	0	0	0	2	0	0	0	2	0	4
D1179	Blazar Philip MD	0	0	0	0	0	0	0	1	0	0	0	0	1
D1186	Macaulay Kelly M MD	112	181	102	199	140	167	217	78	2	0	0	84	1,283
D1188	Slavsky Tatiana MD	0	0	0	3	0	0	0	0	0	0	0	0	3
D12138	Jankelson Julie M MD	0	0	0	2	0	0	0	0	0	0	0	0	2
D12221	Quintin Maria L MD	401	344	304	287	511	441	711	369	544	688	491	390	5,482
D1255	Tremblay Laura D MD	0	0	0	2	0	0	2	2	2	0	0	3	11
D13057	Groszmann Yvette MD	61	45	2	0	0	0	0	0	0	0	0	0	108
D13063	Faur Adriana V MD	0	1	0	0	0	0	0	0	0	0	0	0	1
D13092	Osborne Dawn R	0	0	0	1	0	0	0	0	0	0	2	0	3
D1317	Soybel David I MD	70	127	84	45	69	67	100	59	62	29	0	0	712
D13191	Radden Nancy F MD	0	0	0	2	0	0	0	0	0	0	0	0	2
D13296	Gorenburg Ida P MD	1	0	0	0	0	0	0	0	0	2	2	0	5
D13331	Minkina Nataly A MD	1	1	0	0	0	2	5	0	2	3	2	2	18
D13336	Niknejad Kathy G MD	101	91	107	90	93	143	139	124	90	111	46	108	1,243
D1371	Halpern Debra Lynn MD	0	0	0	0	0	0	14	9	12	12	13	19	79
D1386	Atasoylu Ayse A MD	12	16	8	12	21	19	0	20	0	0	0	0	108
D1406	Meenan David MDO	374	473	473	324	339	500	350	312	297	382	505	247	4,577

### Provider Practice Summary

Use to analyze by provider, by practice the worked vs target productivity by provider.

Period Ending 101010 - EMA	Summary o February 28, 2018 Internal Medicine (Provider)											
Devide ID	Barrida Nama	Current Month - Februar Actual Worked	7 Target Worked	the second se	Actual Gross	Actual Gross	Actual	Actual	Year-to-date throug Actual Worked	h February 2018 Target Worked	A share board of	Actual Gross
Provider ID	Provider Name	RVUs	RVUs	Actual Prod. %	Charges	Charge\RVU	Encounters	RVU/Enc	RVUs	RVUs	Actual Prod. %	Charges
	Total	0	0	0.0%	0	0.00	0	0.00	0	0	0.00	0
	Advanced Practice Providers											
D10528	Champion, Richard A. MD	500	12,000	4.2%	500	1.00	500.00	1.00	4,000	68,000	5.9%	4,000
D12221	Quintin, Maria L. MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D1406	Meenan, David M.DO	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D14201	Racemark, Susan M. MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D14677	Seraman, Katherine MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D17629	Baumann, Robert E. MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D20729	Rosenthal, James P. MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D25986	Tappolo, Susan E. MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D5752	Garland, Jason L. MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D77963	Carbonata, Patrick MD	500	-	0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D77988	Lee, James MD	500		0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000
D79749	Tharalon, Mary J. MD	500	-	0.0%	500	1.00	500.00	1.00	4,000		0.0%	4,000

#### Provider Productivity

Use to analyze by provider worked vs target productivity.

#### Provider Productiv ty Summary

0													
Period Ending February 28, 2018													
Provider D10528 - Champion, Rich	ard A. MD												
PHYSICIAN INFORMATION		1								BROWDER BE	ANCHMARK'S		
Snariahu								Tomet		PROTIDEN DE	140114040.0	6-0.676	STE Adjusted
ETE - Clinical	IM 0							Median				175.000	0
ETE - Medical Director								Adth Rescentile				250,000	0
ETE - Other	0							75th Percentile				275.000	0
Total FTE	0							00th Descentile				300,000	0
Indirie		1						3401 Per centre				344,000	Ű
SALARY INFORMATION	July	August	September	October	November	December	January	February	March	April	May	June	Total
FTE_Clin			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
FTE_Admin			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
FTE_Other		•	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Salary:													0.00
-													
PRODUCTIVITY CALCULATION	July	August	September	October	November	December	January	February	March	April	May	June	Total
Worked RVUs													
2018 Worked RVUs	8,818	8,818	8,818	8,818	8,818	8,818	8,818	8,818	8,818	8,818	8,818	8,818	105,816
2018 Worked RVUs-Target	9,180	10,180	10,817	12,363	12,999	13,999	15,363	15,817	16,999	18,180	18,999	18,366	173,262
2017 Worked RVUs	8,819	8,822	8,819	8,822	8,818	8,818	8,823	8,818	8,818	8,818	8,818	8,818	105,831
Actual/Target Work wRVUs	96.1%	86.6%	81.5%	71.3%	67.8%	63.0%	57.4%	55.8%	51.9%	48.5%	46.4%	48.0%	61.1%
Gross Charges					-							-	
2018 Gross Charges	10,118	10,118	10,118	10,118	10,118	10,118	10,118	10,118	10,118	10,118	10,118	10,118	121,416
2018 Gross Charges-Target	45,004,172	54,004,172	63,003,810	72,004,355	81,003,991	90,003,991	99,004,355	108,003,810	117,003,991	126,004,172	135,003,991	144,002,359	1,134,047,171
2017 Gross Charges	9,370	11,455	10,198	11,955	10,202	10,584	10,985	9,602	8,818	8,818	8,818	8,818	119,623
2018 Gross Charges / wRVU	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15
2018 Gross Charges / wRVU-Target	4,902.42	5,304.93	5,824.52	5,824.18	6,231.56	6,429.32	6,444.34	6,828.34	6,882.99	6,930.92	7,105.85	7,840.70	6,545.27
42794 Gross Charges / wRVU	1.06	1.30	1.16	1.36	1.16	1.20	1.25	1.09	1.00	1.00	1.00	1.00	1.13
Encounters					-							-	
2018 Encounters	7,515	7,515	7,515	7,515	7,515	7,515	7,515	7,515	7,515	7,515	7,515	7,515	90,180
,													

#### Provider Revenue Per Encounter

Use to compare the current month to the prior three-month average for different years for revenue per encounter.

#### Provider Revenue Per Encounter KHA Health For The Period Ending: July 2016 iltered For: Encounter Current Year Actual Current Year Budg Last Year Actua ce Current to Pri Current Month Prior 3 Month Avg Current Month Prior 3 Month Avg Current Month Prior 3 Month Avg Current Month Last Year Provider Actual Description Revenu Revenue/Encounter Budget Actual Revenue/E 341.31 D10528 Champion Richard A MD 318.73 409.33 183.29 343.60 318.73 22.58 226.05 D1132 Wang Katherine K MD 102.00 0.00 0.00 0.00 0.00 0.00 102.00 0.00 D1186 Macaulay Kelly M MD 136.81 123.31 130.36 125.78 130.36 123.31 13.50 4.58 Quintin Maria L MD 377.16 208.76 158.44 375.46 D12221 375.46 144.73 1.70 (64.03) D13057 Groszmann Yvette MD 0.00 78.13 89.16 79.69 89.16 78.13 (78.13) 9,47 D13063 Faur Adriana V MD 0.00 103.50 0.00 105.57 0.00 103.50 (103.50) (105.57) D1317 Soybel David I MD 137.67 130.82 170.57 133.43 170.57 130.82 6.85 37.14 100.80 100.80 101.55 D13336 Niknejad Kathy G MD 113.04 101.55 103.58 11.49 (2.78)D1371 Halpern Debra Lynn MD 0.00 0.00 5.25 0.00 5.25 0.00 0.00 5.25 D1386 Atasoylu Ayse A MD 136.04 118.21 100.00 120.57 100.00 118.21 17.83 (20.57) D13865 Golub Olga E MD 1.11 0.89 3.32 0.91 3.32 0.89 0.21 2.41 270.61 275.57 152.68 275.57 D1406 Meenan David MDO 312.96 263.86 (4.96) 160.28 D14201 Racemark Susan M MD 347.62 325.69 0.00 183.46 0.00 325.69 21.94 (183.46) D1424 Tucker John K MD 98.08 83.26 165.37 84.93 165.37 83.26 14.81 80.44 D1435 Phillips James E MD 403.95 401.43 588.19 409.46 588.19 401.43 2.53 178.73

#### Provider Revenue Per RVU

Use to compare the current month to the prior three-month average for different years for revenue per RVU.

24.87

0.00 7.05

11.03

(103.50)

39.75

(0.75)

5.25

(18.21) 2.43

(325.69)

82.10

186.76

#### Provider Revenue Per RVU

KHA Health For The Period Ending: October 2016

Filtered For: RVU	Filtered For: RVU		Current Year Actual		Current Year Budget		r Actual		Variance	Current to Prior 3	3 Months	
		Current Month	Prior 3 Month Avg	Current Month Pr	rior 3 Month Avg	Current Month Pri	ior 3 Month Avg	Current N	Aonth	Last Year	Current Period O	er (under)
Provider	Description	Ret	venue/	Rever	nue/	Reven	ue/	Actual	Budget	Actual	Budget	Last Year
D1036	Tresch Kimberly MD	0.00	0.00	0.00	78.87	0.00	78.87	0.00	(78.87)	(78.87)	0.00	0.00
D1038	Roomi Noor MD	0.00	0.00	49.06	53.74	49.06	53.74	0.00	(4.69)	(4.69)	(49.06)	(49.06)
D1039	Kramer Melvyn MD	0.00	135.91	55.44	53.81	55.44	53.81	(135.91)	1.62	1.62	(55.44)	(55.44)
D1041	Lopez Anthony MD	0.00	0.00	54.24	55.11	54.24	55.11	0.00	(0.87)	(0.87)	(54.24)	(54.24)
D10424	Lloyd William	0.00	0.00	0.00	48.41	0.00	48.41	0.00	(48.41)	(48.41)	0.00	0.00
D1044	Peters Barbara T DO	0.00	0.00	48.84	49.38	48.84	49.38	0.00	(0.55)	(0.55)	(48.84)	(48.84)
D10528	Champion Richard A MD	112.29	112.01	136.24	140.67	116.37	119.11	0.28	(4.42)	(2.75)	(23.96)	(4.08)
D1128	Konkle Rebecca L MD	0.00	135.91	51.51	53.73	51.51	53.73	(135.91)	(2.23)	(2.23)	(51.51)	(51.51)
D1132	Wang Katherine K MD	0.00	52.86	0.00	0.00	0.00	0.00	(52.86)	0.00	0.00	0.00	0.00
D1135	Sanchorawala Harsh C MD	0.00	0.00	0.00	81.15	0.00	81.15	0.00	(81.15)	(81.15)	0.00	0.00
D1158	Angel Andrew MD	135.91	124.75	69.66	66.62	69.66	66.62	11.16	3.04	3.04	66.26	66.26
D1162	Plotz Richard D MD	0.00	0.00	48.41	65.49	48.41	65.49	0.00	(17.08)	(17.08)	(48.41)	(48.41)
D11639	Wilson Claire D MD	0.00	0.00	49.06	49.61	49.06	49.61	0.00	(0.56)	(0.56)	(49.06)	(49.06)
D11643	Rosenthal Marc A MD	0.00	0.00	49.06	48.41	49.06	48.41	0.00	0.65	0.65	(49.06)	(49.06)
D11645	Rey-Alvarez Susana MD	0.00	0.00	49.06	55.94	49.06	55.94	0.00	(6.89)	(6.89)	(49.06)	(49.06)
D11646	Hoder Edward L	0.00	0.00	80.48	48.96	80.48	48.96	0.00	31.51	31.51	(80.48)	(80.48)
D1165	Mazzoni Cynthia L MD	0.00	0.00	66.67	57.78	66.67	57.78	0.00	8.89	8.89	(66.67)	(66.67)
D1171	Jenkins Stephen MD	0.00	0.00	0.00	145.61	0.00	145.61	0.00	(145.61)	(145.61)	0.00	0.00

#### Provider Revenue Per WRVU

Use to compare the current month to the prior three-month average for different years for revenue per WRVU.

#### Provider Revenue Per WRVU KHA Health For The Period Ending: December 2016

	tered For: WRVU		All and the second	Current Vear Budget		Last Year Artual			the design			
Filtered For: WK	20	Curren	t Year Actual	Current	Year Budget	Last	Year Actual		Variance	e current to Prior	3 Months	
		Current Month	Prior 3 Month Avg	Current Month	Prior 3 Month Avg	Current Month	Prior 3 Month Avg	Current M	Month	Last Year	Current Period O	rer (under)
Provider	Description	R	evenue/	R	evenue/	Revenue/		Actual	Budget	Actual	Budget	Last Year
D10528	Champion Richard A MD	221.28	228.87	280.67	300.09	232.50	243.41	(7.59)	(19.43)	(10.92)	(59.38)	(11.22)
D1132	Wang Katherine K MD	0.00	118.47	0.00	0.00	0.00	0.00	(118.47)	0.00	0.00	0.00	0.00
D1158	Angel Andrew MD	0.00	638.48	0.00	0.00	0.00	0.00	(638.48)	0.00	0.00	0.00	0.00
D1179	Blazar Philip MD	0.00	227.72	0.00	0.00	0.00	0.00	(227.72)	0.00	0.00	0.00	0.00
D1186	Macaulay Kelly M MD	0.00	213.18	210.86	222.31	210.86	222.31	(213.18)	(11.44)	(11.44)	(210.86)	(210.86)
D12221	Quintin Maria L MD	244.48	250.90	241.12	233.65	216.77	214.95	(6.42)	7.47	1.82	3.36	27.71
D1255	Tremblay Laura D MD	0.00	570.77	0.00	0.00	0.00	0.00	(570.77)	0.00	0.00	0.00	0.00
D13057	Groszmann Yvette MD	0.00	0.00	216.58	222.08	216.58	222.08	0.00	(5.49)	(5.49)	(216.58)	(216.58)
D13063	Faur Adriana V MD	0.00	0.00	0.00	358.49	0.00	358.49	0.00	(358.49)	(358.49)	0.00	0.00
D1317	Soybel David I MD	171.30	204.21	222.17	211.10	222.17	211.10	(32.91)	11.07	11.07	(50.88)	(50.88)
D13296	Gorenburg Ida P MD	587.46	0.00	0.00	0.00	0.00	0.00	587.46	0.00	0.00	587.46	587.46
D13331	Minkina Nataly A MD	455.50	552.56	0.00	3,457.82	0.00	3,457.82	(97.07)	(3,457.82)	(3,457.82)	455.50	455.50
D13336	Niknejad Kathy G MD	192.68	190.61	194.01	190.51	194.01	190.51	2.07	3.50	3.50	(1.33)	(1.33)
D1371	Halpern Debra Lynn MD	175.06	172.00	0.00	0.00	0.00	0.00	3.07	0.00	0.00	175.06	175.06
D1386	Atasoylu Ayse A MD	0.00	181.69	0.00	190.39	0.00	190.39	(181.69)	(190.39)	(190.39)	0.00	0.00
D1406	Meenan David MDO	214.83	219.14	278.13	286.69	233.08	236.43	(4.31)	(8.56)	(3.35)	(63.30)	(18.25)
D1408	Hallett Ann M MD	316.53	379.98	0.00	4,567.54	0.00	4,567.54	(63.46)	(4,567.54)	(4,567.54)	316.53	316.53
D14201	Racemark Susan M MD	226.91	233.89	0.00	0.00	0.00	0.00	(6.98)	0.00	0.00	226.91	226.91

#### Provider Volume by Specialty

Use to compare actual vs budget volume by data type for the current period and year-to-date, subtotaled by provider specialty.

#### Provider Volume By Specialty

For The Period Ending February 28, 2018

ist Year
0
8,818
0
0
0
36
26
0
7,519
0
6
38
0
0
0
0
4
0
7,515
0

#### Provider Volume by Specialty\_Monthly

Use to show monthly totals by provider, for a chosen data type and year, subtotaled by provider specialty.

#### Provider Volume By Specialty\_Monthly

KHA Health Fiscal Year 2017

Filtered For: Encou	inter- Current Year Actual									
		Encounter								Encounter
Provider ID	Provider Name	July	August	September	October	November	December	January	February	TOTAL
D58860	Cohen Wendy L MD	184	168	228	230	218	220	172	4	1,424
D6156	Rabe Edward F MD	210	150	260	222	162	220	130	182	1,536
D64016	Angel Irina V MD	0	0	0	0	2	0	0	0	2
D7315	Heisel J Stephen MD	318	296	430	204	256	236	254	330	2,324
D75083	Cynn Diane PsyD	134	136	108	168	106	122	148	132	1,054
D75539	Bolle Linda M PsyD	140	110	230	204	150	166	140	152	1,292
DY365	Madias Ourania G MD	0	0	4	2	2	0	0	0	8
ZNoBudget	No Budget Providers	1,129	1,062	1,330	1,184	1,352	1,142	1,104	1,178	9,481
	Specialty Total - BH	2 115	1 922	2 590	2 214	2 248	2 106	1 948	1 978	17 121

## **Report Packages - Utilities**

These reports are designed for month-end or payroll electronic packaging for distribution.

#### Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Management Reporting\Report Packages\Package Utilities. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Reporting > Report Packages > Package Utilities.

Financial Reporting	
👻 🌽 Financial Reporting	
🕨 🎍 _My Reports	
🕨 鼬 Analysis	
🕨 퉲 Custom Reports	
🕨 鷆 Financial Statements	
FTE Reports	
🕨 퉲 Payroll	
🕨 🏊 Provider Analysis	
👻 퉬 Report Packages	
Executive	
🕨 퉲 Manager	
👻 퉬 Package Utilities	
DeptMonthlyPackage_FileCollect	
ExecutiveMonthlyPackage_FileCollect	
Variance Comments	
Financial Utilities	

DeptMonthlyPackage\_FileCollect

Use this utility to combine all of the Monthly Manager Package reports into one file, configure the file source and output settings and delivery method (email and/or save as a file to a directory location) for the . If sending the report by email, you can configure the email subject line and body text, the recipient type, and file attachment options. For more information, see Processing and distributing the Department Monthly Package report.

Setup Dept Monthly Package - File Collect			
Source and Output Settings			
Source file name prefix	Mar2018	.{DEPT.RPTMap}.xlsx	
Source file location	\Axiom\Reports Library\Management R	eporting Utilities\Report Distribution\SourceFiles	
Output file name suffix (no extension)	RPTMap_{DEPT.RPTMap;DEPT.Approve	}_ DeptMonthlyPackage	.xlsx
Output file location	\Axiom\Reports Library\Management R	eporting Utilities\Report Distribution\SentFiles	
Delivery Method Settings			
Assemble by Save or email generated files	RPTMap Save File and Send Email		
Email Settings			
Subject text	Dept Monthly Package Mar2018 by RP1	Мар	
Body text	Dept Monthly Package Mar2018 is atta	ched and available for review \Axiom\Reports Librar	y\Management Reporting Utilities\Report Distribution\SentFiles
Recipient	Approver		
Attach file to email	Yes		

### ExecutiveMonthlyPackage\_FileCollect

Use this utility to combine all of the Executive Monthly Package reports into one file, configure the file source and output settings and delivery method (email and/or save as a file to a directory location) for

the . If sending the report by email, you can configure the email subject line and body text, the recipient type, and file attachment options. For more information, see Processing and distributing the Executive Monthly Package report .

Setup Executive Monthly Package - File Colle	ct				
Source and Output Settings					
Source file name prefix	Apr-2020	VP_	_{DEPT.VP}.xlsx		
Source file location	\Axiom\Reports Library\Man	agement Reporting Utilitie	es\Report Distribution\SourceFiles		
Output file name suffix (no extension)	VP_{DEPT.VP;DEPT.Approver	Exe	cutiveMonthlyPackage	.xlsx	
Output file location	\Axiom\Reports Library\Man	agement Reporting Utilitie	es\Report Distribution\SentFiles		
Delivery Method Settings					
Assemble by	VP				
Save or email generated files	Email File	•			
	-				
Email Settings					
Subject text	Executive Monthly Package /	Apr-2020 by VP			
Body text	Executive Monthly Package	Apr-2020 is attached for re	view		
Recipient	Approver				
Attach file to email	Yes				
Attach each file separately	On				

## Running the Revenue Usage - Budget report

This reports shows the current-month actual, budget, and year-to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization.

Revenue	& Usage Report-Budget																		
For The Period	Ending February 28, 2017				Currer	nt Period-Volum	e							Year	To Date-Volume				
26140 - EMC Eme	rgency Room (CDM)	Units Charged - Actual		Ur	nits Charged - Budget		(	Inits Charged - Variance			Units Charged - Actual		(	Inits Charged - Budget		,	Units Charged - Variance		
Code	Description	1P	OP	Total	IP	OP	Total	IP	OP	Total	IP	OP	Total	IP	OP	Total	IP	OP	Total
CDM Codes in	cluded in Dept Statistics																		
C2614010150	ER Level I <2Hr	4	557	561	6	661	667	(2)	(104)	(106)	41	4.294	4,335	45	4,756	4.804	Ø	(462)	(469)
C2614010151	ER Level I > 2Hr	0	3	3	0	4	4	0	(1)	(1)	0	22	22	0	24	24	0	63	(2)
C2614010152	ER Level II <2Hr	7	526	533	11	624	635	(4)	(943)	(102)	68	4,050	4,118	80	4,455	4,566	(12)	(436)	(445)
C2614010153	ER Level II > 2Hr	1	11	12	2	13	15	(7)	(2)	(3)	8	84	92	10	93	103	(2)	(9)	(11)
C2614010154	ER Level III <2Hr	29	854	883	46	1,013	1,059	(17)	(159)	(176)	286	6,580	6,866	337	7,288	7,625	(51)	(708)	(759)
C2614010155	ER Level III > 2Hr	62	192	254	99	228	327	(37)	(36)	(73)	599	1,483	2,082	705	1,642	2,349	(107)	(159)	(267)
C2614010156	ER Level IV <2Hr	50	130	180	80	154	234	(30)	(24)	(54)	488	1,001	1,489	575	1,109	1,684	(87)	(108)	(195)
C2614010157	ER Level IV >2Hr	373	443	816	595	525	1,120	(222)	(82)	(304)	3,626	3,413	7,039	4,275	3,780	8,055	(649)	(367)	(1,016)
C2614010158	ER Level V <2Hr	2	0	2	3	0	3	(1)	0	(1)	18	0	18	21	0	21	(3)	0	(3)
C2614010159	ER Level V >2Hr	23	1	24	37	1	38	(14)	(7)	(14)	218	8	226	257	9	266	(39)	(1)	(40)
Total - CDM Co	des included in Dept Statistics	551	2,717	3,268	878	3,223	4,101	(327)	(506)	(833)	5,352	20,935	26,287	6,311	23,187	29,498	(959)	(2,252)	(3,211)
CDM Codes No	at included in Dept Statistics																		
00014010160	ED Co.44 90			,						~	0							(7)	(T)
C2614010161	ER Level   Comptrac	i i	10	10		21	21	ě	(7)	(7)	0	130	139	ě	164	164	0	(19	(19)
C2614011000	1A Regular Private Room Charge	2	0	2	3	0		m	121	(1)	18		18	21		21	(3)	0	(72)
C2614011008	1A Observation	1	57	58	2	65	69	m	an	(11)		440	445	10	487	497	(1)	(47)	(49)
C2614015000	1E Regular Private Room	2	m	1		m	2	m	0	m	18	(5)	10	21	(9)	12		1	(2)
C2614015008	1E Observation	m	3	2	(2)	4	2	1	(1)	0	(8)	22	14	(10)	24	14	2	(2)	10
C2614020065	Splint Orthoglass Og3L 3X15Ft	0	1	1	0	1	1	0	(7)	(7)	0	8	8	0	2	9	0	(1)	(7)
C2614020151	Crutch Adult Pair	0	25	25	0	30	30	0	(5)	(5)	0	195	195	0	216	216	0	(21)	(21)
Total - CDM Co	ides Not included in Dept Statistics	4	104	108	6	123	130	(2)	(19)	(22)	36	804	840	43	890	933	(7)	(86)	(93)
	Department Total	555	2,821	3,376	885	3,346	4,231	(330)	(525)	(855)	5,388	21,739	27,127	6,353	24,077	30,431	(965)	(2,338)	(3,304)

#### Accessing this report

The report is located in \Axiom\Reports Library\Management Reporting\Report Packages\Manager. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Reporting > Report Packages > Manager.

Financial Reporting	^
🕶 🌗 Financial Reporting	
_My Reports	
🕨 鷆 Analysis	
🕨 鼬 Financial Statements	
🕨 🌽 FTE Reports	
🕨 🎍 Payroll	
🕨 🌽 Provider Analysis	
👻 🌽 Report Packages	
🕨 🌽 Executive	
👻 🕌 Manager	
AP Distribution Report	
AR Distribution Report	
💐 Budget Variance By Dept	
Cover_Manager	
🖾 Dept Monthly Package	
GL Distribution Report	
MM Distribution Report	
Pay By Employee ID	
Pay By JobCode	
RU Report	
RU Report_Budget	
Scorecard	
Variance Alert	
Package Utilities	
Variance Comments	
Financial Utilities	

# **Financial utilities**

Axiom Budgeting and Performance Reporting 2020.3 comes with a variety of standard financial reports, organized within the following folders and subfolders.

**TIP:** In some reports, you can drill down to specific data to view how the values were calculated. For more information, see Drilling data: Using Drill Down.

Financial Current Year Forecast – Forecast Adjustment utilities

These reports are designed to post calculated values to the database. For examples of these reports, see Current Year Forecast – Forecast Adjustment Utilities.

Report	Description
Dept Specific Forecast Adjustments	This is a save-to-database report used to make adjustments to the current-year forecast at a specific department and account level.

Report	Description
Monthly Forecast Adjustments	This is a save-to-database report used to make adjustments to the current-year forecast at an income- statement level.

Current Year Forecast – Forecast Processing utilities

This report is designed to post calculated values to the database. For examples of these reports, see Current Year Forecast – Forecast Processing Utilities.

Report	Description
Monthly Forecast Utility	Use to calculate and post a monthly forecast for the remaining months of the fiscal year to the database using a variety of forecast methods.

#### Financial Data Audit

This report is designed to improve the quality of data. For examples of these reports, see Data Audit.

Report	Description
Standard Data Assessment	Use to improve the quality of your data, keep you compliant with Kaufman Hall standards, and save time preparing for monthly reporting and annual budgeting.

#### Financial Data Input utilities

These reports are designed as save-to-database reports for statistics and contract labor hours. For examples of these reports, see Data Input utilities.

Report	Description
Input Biweekly Contract Labor	Use as an input report for biweekly contract labor hours data collection. You enter biweekly hours and then post them to the database from this report.
Input Monthly Contract Labor	Use as an input report for monthly contract labor hours data collection. You enter monthly hours and then post them to the database from this report.
Input Monthly Statistics	Use to input monthly statistics data collection or calculations. You enter the monthly statistics and then post to the database from this report.

#### Financial Data Reconciliation utilities

These reports are designed for designed for month-end close analysis. For examples of these reports, see Data Reconciliation utilities.

Report	Description
Acct Standards Review	Use this report to map standardized data for accounts in your organization to KHA Standard Class codes.
BiWeekly Payroll Reconciliation report	After the payroll file is loaded, run the Biweekly Payroll Reconciliation report.
Consolidations and Eliminations	This is a save to database report that allows you to input eliminations for your Financial database.
Dept Standards Review	Use this report to map standardized data for departments in your organization to KHA Standard Class codes.
Entity Standards Review	Use this report to map standardized data for entities in your organization to KHA Standard Class codes.
Jobcode Standards Review	Use this report to map standardized data for job codes in your organization to KHA Standard Class codes.
Monthly RevUsage Reconciliation	After all data is loaded, run the Monthly RevUsage Reconciliation. This report shows the IPVolume, IPRevenue, OPVolume, and OPRvenue by department for each month.
Paytype Standards Review	Use this report to map standardized data for pay types in your organization to KHA Standard Class codes.
Reconcile GL to GL Transactions report	If you load subledger detail into Axiom, such as Accounts Payable (AP), Accrued Receipts (AR), Materials Management (MM) and Journal Entries (JE), we have a reconciliation utility that ties the subledger data back to the ledger data (ACT20XX). This report confirms that the data loaded to the GL matches the data loaded to Journal Entry (JE) detail.
Reconcile GL to Pay12 to Pay27 report	Use this report to compare the Current Year Gross Revenue in the Financial tables to the RevUsage tables.
Reconcile GL to Rev Usage report	Use to reconcile GL revenue data in the Financial tables to the Revenue and Usage data imported into the database on a monthly and year-to-date basis.

#### Financial Dimensions System Structure reports

These reports are designed to help you review and confirm that your dimensions coding is complete and correct. For examples of these reports, see Dimensions System Structure reports.

Report	Description
System Structure Accounts	Use to show the current mapping in the ACCT dimension table.
System Structure Departments	Use to show the current mapping in the DEPT dimension table.
System Structure JobCodes	Use to show the current mapping in the JOBCODE dimension table.
System Structure PayTypes	Use to show the current mapping in the PAYTYPE dimension table.

#### Financial Dimensions Flex Budget utilities

These reports are designed to help you review and confirm that your dimensions coding is complete and correct. For examples of these reports, see Flex Budget utilities.

Report	Description
FlexBudgetSetup	Use configure options for the Flex Calculator utility.
FlexCalculator by Month	Use this save-to-database report to post flexible budget calculations to the database.

### ► Financial Payroll utilities

These utilities are designed to post calculated values to the database. For examples of these reports, see Payroll utilities.

Report	Description
BiWeekly To Monthly	Use this utility to accrue for both hours and dollars from your biweekly payroll load (Payroll26) into the monthly data tables (Payroll12).
BiWeekly to Monthly with LY	Use this utility to post accrued biweekly hours or dollars from the Payroll27 tables to the Payroll12 tables.
Monthly to BiWeekly	Use this utility to post reverse-accrued budgeted monthly hours from the Payroll12 tables to biweekly amounts and post them to the Payroll27 tables for labor or productivity reporting.
Monthly to GL	If payroll hours are not coming through your GL Import, you can move your hours from the Payroll12 data tables created from the previous process to your Financial tables by running the Monthly to GL accrual utility.

#### Financial Report Batches

These reports are designed to process multiple reports for multiple outputs. For examples of these reports, see Report Batches.

Report	Description
Monthly All in One Executive Reporting Batch	Use to run the Executive Monthly Package report for distribution.
Monthly All in One Manager Reporting Batch	Use to run the Department Monthly Package report for distribution.
Monthly Financial Statements Batch	Use to run the monthly Financial Statements for distribution.
Monthly Hours Accrual Batch	Use to run the monthly the Hours accrual reports.

#### Financial RevUsage utilities

These reports are designed to process multiple reports for multiple outputs. For examples of these reports, see RevUsage utilities.

Report	Description
Summarize CDM Statistics (optional feature)	Use to summarize CDM values to department-level statistics and post them to the Financial database to use as key statistics for monthly reporting as well as budgeting.

#### Financial Security Setup utilities

These reports are designed to manage user roles and permissions. For examples of these reports, see System Setup utilities.

Report	Description
Performance Reporting Security Update	Use to configure security.

#### Financial Statistic Transfer utilities

These reports are designed as save-to-database reports for statistics. For examples of these reports, see Statistic Transfer utilities.

Report	Description
Transfer Key Stats from Fin to PR12	Use this save-to-database report to transfer statistics from the Financial tables to the Payroll12 tables at the end of the budget process.
Transfer Key Stats for Fin to PR26	Use this save-to-database report to transfer statistics from the Financial tables to the Payroll27 tables at the end of the budget process.

### Financial System Setup utilities

These reports are designed as utility reports to help you set up the system. For examples of these reports, see System Setup utilities.

Report	Description
Benchmark	Used as factors in productivity reports.
CalDate Update Utility	Use as a utility to help you fill out the necessary columns in the CALDATE dimensions table. Only needed if licensed for Daily Productivity.
FP Payor	Use to assign the payors for use in the Axiom Financial Planning product.
Names	Use this table in reports or FileCollect process to look up email, names, titles, and login information.
Payroll_Dates	Used in reports to look up the pay period end date and pay date for current year and last year. There are two sections if your organization uses two pay cycles.
VCC_Payroll_Mapping	Used by Variance Comments and other payroll utilities to map GL accounts to job codes and/or pay types.
VCC_Threshold	Used to set configure how much an account can vary from budget before department managers are required to enter comments explaining the variance
YearPeriod	Used in configure the first year and month of the fiscal year, number of work days in the current, last, and next year, and the standard FTE hours worked by employees in a year.

## Current Year Forecast – Forecast Adjustment Utilities

These reports are designed to post calculated values to the database.

#### Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Management Reporting Utilities\Current Year Forecast\Forecast Adjustments. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > Current Year Forecast > Forecast Adjustments.



#### Dept Specific Forecast Adjustments

This is a save-to-database report used to make adjustments to the current-year forecast at a specific department and account level.

Dept Spe KHA Health For The Period En 17840-EHS Sports	ecific Forecast Adju Iding February 28, 2017 1 Medicine	istments												Dept: Manager:	17840 Patrick Herbert		
		000	Forecast	Budget			C		Name	December			1 to a to	1.00			Tabal
	Expenses	CtroimGrp	Method	type	July	August	September	October	November	December	January	rebruary	March	April	мау	June	Iotai
	Capting																
	Salaries																
60100	Salaries - Regular	CYFMethod	Labor	Salaries	14,495	18,044	16,452	15,686	15,719	14,803	16,389	15,899	16,264	15,739	16,264	15,739	191,492
60110	Salaries - Overtime	CYFMethod	Labor	Salaries	0	0	0	0	0	0	0	0	0	0	0	0	0
60120	Salaries - Non-Productive	CYFMethod	Labor	Salaries	4,746	(1,918)	1,124	940	749	0	0	614	798	772	798	772	9,396
	Total Salaries				19,241	16,126	17,576	16,626	16,468	14,803	16,389	16,513	17,062	16,511	17,062	16,511	200,889
	Benefits																
61100	Employee Annuity	CYFMethod	PctBud	Benefits	337	351	229	229	229	229	229	229	261	251	238	239	3,049
61200	Medical Insurance	CYFMethod	PctBud	Benefits	1,217	1,815	1,897	2,243	2,173	1,605	1,602	1,602	1,791	1,863	1,869	1,866	21,545
61220	Group Term Life	CYFMethod	PctBud	Benefits	24	23	15	20	20	20	23	25	21	21	21	22	255
61230	Disability Insurance	CYFMethod	PctBud	Benefits	96	58	58	58	58	58	57	57	63	59	59	59	739
61300	FICA - Social Security	CYFMethod	RemBud	Benefits	1,409	1,216	1,285	1,216	1,197	1,099	1,207	1,218	1,246	1,225	1,226	1,219	14,761
61510	Employee Benefits - PDO	CYFMethod	PctBud	Benefits	(2,694)	1,686	375	(191)	375	1,124	1,124	1,124	370	758	640	674	5,365
	Total Benefits				389	5,149	3,858	3,574	4,052	4,134	4,242	4,256	3,751	4,177	4,054	4,078	45,714
	Total Expenses				26,332	30,101	30,093	26,042	24,812	24,128	25,194	25,453	28,331	25,330	27,126	26,257	319,199
	Excess Revenues Over Expenses fr	om Operations			(26,332)	(30,101)	(30,093)	(26,042)	(24,812)	(24,128)	(25,194)	(25,453)	(28,331)	(25,330)	(27,126)	(26,257)	(319,199)

### Monthly Forecast Adjustments

This is a save-to-database report used to make adjustments to the current-year forecast at an incomestatement level.

Summary Forecast Adjustment Utility													
KHA Health													
For The Period Ending February 2017	Actual	Forecast	Forecast	Forecast	Forecast								
Consolidated	July	August	September	October	November	December	January	February	March	April	May	June	Total
Revenues													
Inpatient Revenue	28,782,082	29,015,519	27,836,999	28,239,399	29,176,925	27,827,002	30,982,220	29,072,658	29,033,049	29,064,007	29,152,469	29,061,385	347,243,715
% Adjustment									0.00%	0.00%	0.00%	0.00%	0.00%
Amount Adjustment	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Inpatient Revenue	28,782,082	29,015,519	27,836,999	28,239,399	29,176,925	27,827,002	30,982,220	29,072,658	29,033,049	29,064,007	29,152,469	29,061,385	347,243,715
Outpatient Revenue % Adjustment	12,044,958	13,898,267	12,512,409	13,052,113	13,037,962	12,359,094	12,872,459	13,566,833	13,288,267	13,148,303	13,240,620	13,069,084	156,090,430
Amount Adjustment	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Outpatient Revenue	12,044,958	13,898,267	12,512,469	13,052,113	13,037,962	12,359,094	12,872,459	13,566,833	13,288,267	13,148,303	13,240,620	13,069,084	156,090,430
Other Patient Revenue % Adjustment Amount Adjustment	18,149,618	17,524,224	20,994,558	19,002,268	19,223,078	19,714,568	18,876,045	19,202,131	17,548,236 0.00% 0	17,661,092 0.00% 0	17,463,978 0.00% 0	17,511,897 0.00% 0	222,871,693 0.00% 0
Total Other Patient Revenue	18,149,618	17,524,224	20,994,558	19,002,268	19,223,078	19,714,568	18,876,045	19,202,131	17,548,236	17,661,092	17,463,978	17,511,897	222,871,693
Total Patient Revenue Deductions From Revenue	58,976,658	60,438,010	61,344,027	60,293,780	61,437,966	59,900,665	62,730,724	61,841,623	59,869,552	59,873,402	59,857,067	59,642,365	726,205,838
Contractual Allowances	30,480,455	30,875,948	31,376,054	30,892,785	29,871,408	30,678,985	31,268,463	29,928,829	29,702,301	29,600,629	29,679,035	29,663,083	364,017,975
% of Total Patient Revenue	51.68%	51.09%	51.15%	51,24%	48.62%	51.22%	49.85%	48.40%	50.40%	50.40%	50.40%	50.40%	0.00%
% Adjustment									49.61%	49.44%	49.58%	49.73%	0.00%
Computed Adjustment	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Contractual Allowances	30,480,455	30,875,948	31,376,054	30,892,785	29,871,408	30,678,985	31,268,463	29,928,829	29,702,301	29,600,629	29,679,035	29,663,083	364,017,975
Other Discounts % of Total Patient Revenue % Adjustment	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00% 0.00%	0 0.00% 0.00%	0 0.00% 0.00%	0 0.00% 0.00%	0 0.00% 0.00%
Computed Adjustment	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other Discounts	0	0	0	0	0	0	0	0	0	0	0	0	0

## Current Year Forecast – Forecast Processing Utilities

This report is designed to post calculated values to the database.

#### Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Management Reporting Utilities\Current Year Forecast\Forecast Processing. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > Current Year Forecast > Forecast Processing.

F	ina	ncial Reporting	
۲		Financial Reporting	
Ŧ		Financial Utilities	
	►	🎍 Alerts	
	-	🕌 Current Year Forecast	
		🕨 🍌 Forecast Adjustments	
		🕶 퉬 Forecast Processing	
		Monthly Forecast Utility	
	►	🌽 Data Audit	
	►	🎍 Data Input	
	►	🎍 Data Reconciliation	
	►	🌽 Dimension System Structure Reports	
	►	🎍 Dimension Update Utilities	
	►	🎍 Flex Budget	
	►	🍌 FTE Utilities	
	►	🎍 Integration Utilities	
	►	🎍 Payroll	
	►	🎍 Report Batches	
	►	🎍 Report Distribution	
	►	鷆 RevUsage	
	►	🌽 Security Setup	
	•	🌽 Statistic Transfers	
	►	퉬 System Setup	

#### Monthly Forecast Utility

This is a save-to-database report used to calculate and post a monthly forecast for the remaining months of the fiscal year to the database using a variety of forecast methods.

Month	nly Forecast	Utility												
KHA Health														
For The Perio	od Ending February 21	2017												
20000-EMC	Balance Sheet													
Initiative		Forecas	t Budget											
ID Acc	ct Description	Method	d Type	July	August	September	October	November	December	January	February	March	April	May
				L										
	Statistics													
1	110 IP Procedure	Trend	KeylP	1,026	1,145	1,111	1,112	1,111	1,167	1,235	1,239	1,115	1,148	1,123
1	210 OP Procedur	rs Trend	KeyOP	352	363	280	296	317	291	346	337	424	417	408
1	213 OP Cases	Trend	KeyOP	100	133	106	100	151	167	167	221	137	157	134
1	300 Calendar Day	s Trend	KeyOth	310	310	300	310	300	310	310	280	304	294	304
1	308 Items	Trend	KeyOth	5,815	6,608	5,870	6,141	6,323	5,709	6,097	6,263	6,017	6,022	6,008
	Total Stat	stics		7,603	8,559	7,667	7,959	8,202	7,644	8,155	8,340	7,997	8,038	7,977
	Revenues													
	Inpatient Re	venue												
1	31100 IP - Medican	IP_Per_U	Jnit	124,263	179,840	156,783	179,436	171,145	166,522	118,719	120,111	148,383	152,777	149,437
1	31200 IP - Medicaio	IP_Per_U	Jnit	3,615	11,658	9,973	12,030	13,638	17,309	8,537	14,954	11,184	11,515	11,263
1	31300 IP - Blue Cro	s IP_Per_U	Jnit	12,278	11,176	26,235	9,029	7,380	11,804	32,782	8,102	14,485	14,914	14,588
1	31400 IP - Comme	cial IP_Per_U	Jnit	1,562	4,193	856	17,563	4,740	2,464	11,388	17,690	7,372	7,590	7,424
1	31500 IP - HMO/PP	0 IP_Per_U	Jnit	4,220	3,661	5,450	1,382	7,793	2,390	13,153	11,443	6,035	6,214	6,078
1	31600 IP - Self Pay	IP_Per_U	Jnit	2,880	620	4,332	990	422	10,232	8,261	424	3,434	3,536	3,458
1	31900 IP - Other	IP_Per_U	Jnit	22,528	17,896	37,529	11,519	19,302	27,719	37,605	38,966	25,982	26,751	26,166
	Total Ing	atient Revenue		171,345	229,045	241,158	231,949	224,421	238,440	230,444	211,689	216,875	223,297	218,415
	Outpatient	levenue												
1	32100 OP - Medica	e OP_Per_	Unit	5,978	5,508	374	3,316	976	4,369	4,077	5,950	3,725	3,835	3,751
1	32200 OP - Medica	d OP_Per_	Unit	0	0	0	0	0	136	0	204	41	43	42
1	32300 OP - Blue Cr	ss OP_Per_	Unit	306	442	408	1,139	160	1,020	0	0	424	436	427
1	32400 OP - Comm	rcial OP_Per_	Unit	0	0	0	0	102	(102)	0	0	0	0	0
1	32500 OP - HMO/P	PO OP_Per_	Unit	272	0	544	408	340	1,904	850	1,394	697	717	701
1	32600 OP - Self Pay	OP_Per_	Unit	0	0	0	0	408	(136)	0	0	33	34	33
1	32900 OP - Other	OP_Per_	Unit	82,431	51,700	72,106	42,768	65,619	48,580	48,838	46,782	55,951	57,607	56,348

## Data Audit

This report is designed to improve the quality of data.

#### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management ReportingUtilities\Data Audit**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > Data Audit.



#### Standard Data Assessment

Use to improve the quality of your data, keep you compliant with Kaufman Hall standards, and save time preparing for monthly reporting and annual budgeting. For more information, see Standardizing data.

Standard Data Assessment Period ending: February 28, 2018 Refresh													
		Include Net Income in Fund Balance?	Yes										
										View: All			
		Balanced BS	Balanced BS	Standard	Standard	KHA Standard							
Organi	zation	Actual	Budget	FSDetail	FSSummary	Class							
KHA He	alth	•	•	•	~	0							
							Current Period	Feb-2018	Feb-2018				
		Actual	Budget	Actual	Budget	Actual	Cur Month	Financial	Payroll				
Entity	Description	CL	Cl	Dal Shaat	Pal Shoot	Pov/Usago	Volatility	Current	Current				
Entity	Description	GL	GL	bai oneet	Dai Sileet	Rev/Usage	volatility	Guitein	Guirent				
1	KH University	~	~	~	*	~	A	•	•				
2	KH Medical Center	~	~	~	~	~	~	0	•				
3	KH Physician Group	×	×	~	<b>A</b>	~	<b>A</b>	0	0				
4	Rehabilitation Care Hospital	×	×	~	×	A	~	•	0				
5	KH Medical Enterprises	~	~	~	~	~	A	0	•				
6	KH NeuroSurgery Clinic	×	<b>A</b>	~	<b>A</b>	~	<b>A</b>	0	0				
9	Eliminating Entries	~	<b>A</b>	~	<b>A</b>	~	~	0	0				
10	KH Medical Associates	×	~	~	×	~	~	0	•				

## Data Input utilities

These reports are designed as save-to-database reports for statistics and contract labor hours.

#### Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Management ReportingUtilities\Data Input. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > Data Input.



#### Input Biweekly Contract Labor

Use as an input report for biweekly contract labor hours data collection. You enter biweekly hours and then post them to the database from this report.

#### Bi-Weekly Contract Labor Payroll Data Entry

(HA Health														
	Click "Save" to save values to database		Changes madel Cli	ick Save to updat	ACT_PAY27_2017									
	Contract Labor - JobCode	J09999												
	Contract Labor - PayType	PAGC												
	Columns to Update:	Hours												
	Refresh from Table	ACT PAY27 2017												
	Save to table	ACT PAY27 2017												
Department	Description	JobCode	PayType	EMPID	Hours1	Hours2	Hours3	Hours4	Hours5	Hours6	Hours7	Hours8	Hours9	Hours10
0	Default	109999	PAGC	0										
0	Default	J09999	PAGC	0										
0	Default	J09999	PAGC	0										
0	Default	109999	PAGC	0										
0	Default	109999	PAGC	0										
0	Default	109999	PAGC	0										
	< Conv shove rows and insert here if more are	needed>		-										
	Change Existing Dents													
19185	EHS Comorate Health Services	109999	PAGC	0	27	27	6	0	0	0	0	0	0	0
26140	EMC Emergency Room (CDM)	109999	PAGC	0	0	0	0	0	0	0	0	0	0	0
27060	EMC Laboratory	109999	PAGC	0	138	138	92	80	80	79	72	63	60	49
27200	EMC Radiology - MRI (JobCode)	109999	PAGC	0	7	7	6	6	6	6	6	6	6	7
27230	EMC Radiology - Vascular Procedure	109999	PAGC	0	119	119	177	193	128	79	70	58	45	0
27240	EMC Radiology - Diagnostics	109999	PAGC	0	326	326	394	413	517	595	755	969	906	676
27250	EMC Radiation Oncology	109999	PAGC	0	0	0	0	0	0	0	0	0	0	0
27280	EMC Radiology - Ultrasound	109999	PAGC	0	230	230	309	330	300	277	312	359	349	313
27640	EMC Surgery	109999	PAGC	0	132	132	126	125	134	141	118	88	99	141

#### Input Monthly Contract Labor

Use as an input report for monthly contract labor hours data collection. You enter monthly hours and then post them to the database from this report.

Monthly Contract Lab												
KHA Health												
Click "Save" to save values to database					No changes n	nade						
Department	DEPT	Description	Acct	InitID	July	August	September	October	November	December		
Defa	ilt 0	Default ACCT	0	1	0	0	0	0	0	0		
Defa	lt 0	Default ACCT	0	1	0	0	0	0	0	0		
Defa	lt 0	Default ACCT	0	1	0	0	0	0	0	0		
Defa	lt 0	Default ACCT	0	1	0	0	0	0	0	0		
Defa	lt 0	Default ACCT	0	1	0	0	0	0	0	0		
Defa	lt 0	Default ACCT	0	1	0	0	0	0	0	0		
<copy a<="" above="" and="" here="" if="" insert="" more="" rows="" td=""><td>e needed&gt;</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></copy>	e needed>											
Change Existing Hours												
EMC Radiology - MRI (JobCode)	27200	Hours - Contract Labor	960600	1	33	31	32	31	33	38		
EMC Radiology - Ultrasound	27280	Hours - Contract Labor	960600	1	253	359	317	379	335	323		
EMA Internal Medicine (Provider Detail)	101010	Hours - Contract Labor	960600	1	31	31	31	31	30	31		
EMA Internal Medicine (Provider Summary)	101020	Hours - Contract Labor	960600	1	31	31	31	31	30	31		
EMA Neurology	IMA Neurology         101309         Hours - Contract Labor         960600         1         0         0         10         0 </td											
EMA Pathology	107090	Hours - Contract Labor	960600	1	292	302	326	334	342	324		

#### Input Monthly Statistics

Use to input monthly statistics data collection or calculations. You enter the monthly statistics and then post to the database from this report. In some cases, there may be an import for statistics that already loads statistics on a monthly basis. You can use this report as a replacement for an import or in addition to the statistics import.

Monthly Statistics In KHA Health Click "Save" to save values to database	put Form	1			No changes mi	ade											
Department	DEPT	Description	InitD	Acct	July	August	September	October	November	December	January	February	March	April	May	June	Total BudgetType
Add New Stats																	
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0	0	0	0	0	0	0	0	0	0
<copy above="" and="" are<="" here="" if="" insert="" more="" rows="" td=""><td>t needed&gt;</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></copy>	t needed>																
Change Existing Stats																	
EHS Sports Medicine	17840	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EHS *** Bldg-Med Office/East Hplex	17870	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Clinic Administration	17879	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-North	17880	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-Occ Hith East	17881	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-Occ Hith Midtown	17883	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-East	17885	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-Occ Hith/West	17886	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-South	17891	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-Uptown	17894	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-West	17895	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EPG Phys Clinic-Peds Afterhour	17896	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EHS Rental	18560	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EHS Parking Lot	18900	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EHS Bldg-North	18960	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EHS Bldg-Midtown	18970	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EHS Bldg-Cancer Center	18975	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth
EHS Bldg-South	18980	Calendar Days	1	300	31	31	30	31	30	31	31	28	31	30	31	30	365 KeyOth

## Data Reconciliation utilities

These reports are designed for designed for month-end close analysis.

#### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting** Utilities**\Data Reconciliation**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > Data Reconciliation.

F	ina	ncial Reporting	^
Þ		Financial Reporting	
Ŧ		Financial Utilities	
	►	🕌 Alerts	
	►	] Current Year Forecast	
	►	🍌 Data Audit	
	►	🍌 Data Input	
	-	🍌 Data Reconciliation	
		Acct Standards Review	
		🔊 BiWeekly Payroll Reconciliation	
		🖾 Consolidations and Eliminations	
		🖾 Consolidations and Eliminations-IM	
		🖾 Dept Standards Review	
		🖾 Entity Standards Review	
		🖾 Jobcode Standards Review	
		Monthly RevUsage Reconciliation	
		🖳 Paytype Standards Review	
		Reconcile GL to GLTransactions	
		Reconcile GL to Pay12 to Pay27	
		Reconcile GL to RevUsage	
	•	Dimension System Structure Reports	
	•	Dimension Update Utilities	
	•	Flex Budget	
	•	FTE Utilities	
	•	Integration Utilities	
	•	Payroll	
	•	Report Batches	
	•	Report Distribution	
	•	KevUsage	
		Security Setup	
		Statistic Iransfers	
	•	System Setup	

### Acct Standards Review

Use this report to map standardized data for accounts in your organization to KHA Standard Class codes.

#### Acct Standards Review

Account	Description	KHA Standard Classification	2	Account Type	FSSummary	FSDetail
0	Default ACCT	NotMapped	$\sim$	NA	NA	NA
1	Salary & Hours Analysis	NotMapped	$\simeq$	Scenario	NA	NA
3	Paid Hours GL-Based Analysis	NotMapped	$\simeq$	Scenario	NA	NA
4	Non Salary Assessment Supplies	NotMapped	$\sim$	Scenario	NA	M_NonLabor
5	Non Salary Assessment Drugs	NotMapped	$\simeq$	Scenario	NA	M_NonLabor
6	Non Salary Assessment Purchased Services	NotMapped	$\simeq$	Scenario	NA	M_NonLabor
7	Non Salary Assessment Other	NotMapped	$\simeq$	Scenario	NA	M_NonLabor
8	Non Salary Assessment NonUsed	NotMapped	$\sim$	Scenario	NA	M_NonLabor
20	Total Labor Expense as % of Net Operating Revenue	NotMapped	$\sim$	Bmark	Bmark	BmarkNOR
21	Total Employee Labor Expense as % of Net Operating Revenue	NotMapped	$\simeq$	Bmark	Bmark	BmarkNOR
22	Total Employee Salary Expense as % of Net Operating Revenue	NotMapped	$\bigcirc$	Bmark	Bmark	BmarkNOR
23	Overtime Salary Expense as % of Net Operating Revenue	NotMapped	$\sim$	Bmark	Bmark	BmarkNOR
24	Contract Labor Expense as % of Net Operating Revenue	NotMapped	$\bigcirc$	Bmark	Bmark	BmarkNOR

#### BiWeekly Payroll Reconciliation report

After the payroll file is loaded, run the Biweekly Payroll Reconciliation report.

Using the loaded import file, total the dollars and hours from the import file, and enter the totals into the BiWeekly Payroll Reconciliation report to see if your check totals from your import file match what was loaded in to Axiom.



If your dollars and hours for the loaded period matches the Grand Total, the data is reconciled, and you can move on to either loading another payroll for the current month or running the Payroll Accrual utility to accrue your biweekly payroll to a monthly payroll.

#### Consolidations and Eliminations

This is a save to database report that allows you to input eliminations for your Financial database.

Consolidations KHA Health	and Eliminations																
Actual - 2016																	
Department	Description	DEPT	ACCT	July	August	September	October	November	December	January	February	March	April	May	June	Total	BudgetType
Equity Transfer - [Enter Title Here]																	
Revenue	ENTITY:	Select Entity		0	0	0	0	0	0	0	0	0	0	0	0		0
Deduction	ENTITY: Select Entity -		_	0	0	0	0	0	0	0	0	0	0	0	0		0
Expense				0	0	0	0	0	0	0	0	0	0	0	0		0
EHS Other NonOperating Revenu	e Insert Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		0
Insert Department	Insert Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		0
Portion Methodology - [Enter Titl	t Here]																
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		0
			Input amount to eliminate	0	0	0	0	0	0	0	0	0	0	0	0		0
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		0
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		0
Standard Methodology - (Enter Ti	tle Here]																
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		0
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		0
Select Department	Select Account	Select Department	Select Account	0	0	0	0	0	0	0	0	0	0	0	0		0
				1													

#### Dept Standards Review

Use this report to map standardized data for departments in your organization to KHA Standard Class codes.

Dept	Stand	lards	Revi	iew
POPC	ocurro	arab		

Dept	Description	KHA Standard Classification	0	Entity	Key Stat Description	VP	Director	Manager
0	Default	NotMapped	$\sim$	0	NA	NA	NA	NA
10000	EHS Balance Sheet	NotMapped	$\sim$	1		Tom Gilbert	Tom Gilbert	Tom Gilbert
15000	EHS Deductions from Revenue	NotMapped	$\simeq$	1		Howard Burns	Charlie Credit	Charlie Credit
15300	EHS Other Revenue	NotMapped	$\simeq$	1		Howard Burns	Charlie Credit	Charlie Credit
15400	EHS Other NonOperating Revenue	NotMapped	$\sim$	1		Howard Burns	Charlie Credit	Charlie Credit
17840	EHS Sports Medicine	NotMapped	$\simeq$	1	Calendar Days	Steve Jackson	Patrick Herbert	Patrick Herbert
17870	EHS *** Bldg-Med Office/East Hplex	NotMapped	$\sim$	1	Calendar Days	Howard Burns	Carl Johnson	Pete Augusta
17879	EPG Clinic Administration	NotMapped	$\simeq$	3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17880	EPG Phys Clinic-North	NotMapped	$\sim$	3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17881	EPG Phys Clinic-Occ HIth East	NotMapped	$\sim$	3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17883	EPG Phys Clinic-Occ HIth Midtown	NotMapped	$\sim$	3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17885	EPG Phys Clinic-East	NotMapped	0	3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17886	EPG Phys Clinic-Occ HIth/West	NotMapped	0	3	Calendar Days	Dr Johnson	Elsie East	Elsie East
17891	EPG Phys Clinic-South	NotMapped	0	3	Calendar Days	Dr Johnson	Elsie East	Elsie East

#### Entity Standards Review

Use this report to map standardized data for entities in your organization to KHA Standard Class codes.

#### Entity Standards Review

Entity	Description	KHA Standard Classification		Medicare Provider Number	State	Active
0	Unassigned/Not Applicable	NotMapped	$\simeq$	NotMapped		TRUE
1	KH University	NotMapped	$\simeq$	NotMapped		TRUE
2	KH Medical Center	NotMapped	$\simeq$	NotMapped		TRUE
3	KH Physician Group	NotMapped	$\simeq$	NotMapped		TRUE
4	Rehabilitation Care Hospital	NotMapped	$\simeq$	NotMapped		TRUE
5	KH Medical Enterprises	NotMapped	$\simeq$	NotMapped		TRUE
6	KH NeuroSurgery Clinic	NotMapped	$\simeq$	NotMapped		TRUE
9	Eliminating Entries	NotMapped	$\simeq$	NotMapped		TRUE
10	KH Medical Associates	NotMapped	$\simeq$	NotMapped		TRUE
11	KH Physician Network	NotMapped	$\simeq$	NotMapped		TRUE
99	KH Corporate Eliminations	NotMapped	$\simeq$	NotMapped		TRUE
		1				

#### Jobcode Standards Review

Use this report to map standardized data for job codes in your organization to KHA Standard Class codes.

#### Jobcode Standards Review

			_		
Jobcode	Description	KHA Standard Classification		Jobclass	GL Class
J00002	Executive Vice President	NotMapped	0	Management	Staff
J00005	Receptionist-Admin	NotMapped		Clerical	Staff
J00006	Receptionist	NotMapped	$\simeq$	Clerical	Staff
80000L	Management Engineer	NotMapped	$\simeq$	Professional	Staff
J00010	President For The Trust	NotMapped	$\simeq$	Management	Staff
J00012	Architect	NotMapped	$\simeq$	Professional	Staff
J00013	Hospital Services Rep	NotMapped	$\simeq$	Assistant	Staff
J00016	Reimbursement Director	NotMapped	$\simeq$	Management	Staff
J00017	Financial Accountant	NotMapped	$\simeq$	Assistant	Staff
J00018	Staff Accountant	NotMapped		Clerical	Staff
J00019	Payroll Coordinator	NotMapped	$\simeq$	Clerical	Staff

#### Monthly RevUsage Reconciliation

After all data is loaded, run the Monthly RevUsage Reconciliation. This report shows the IPVolume, IPRevenue, OPVolume, and OPRvenue by department for each month.

Using the import file that was loaded, total the Volumes and Revenue dollars from the import file, and key the totals into the Monthly RevUsage Reconciliation report to see if your check totals from your import file match what was loaded in to Axiom.

	🔕 Home 📄 M	onthly RevUsage Reconciliation (R/O) ×				
14 · · · · · · · · · · · · · · · · · · ·	Monthly F KHA Health For The Period En	RevUsage Reconciliation				
	Dept	Description	IPVol_Month1	IPRev_Month1	OPVol_Month1	OPRev_Month1
1	27740	EMC Nutrition Support Service	304	22,620	0	50
	27800	EMC Recovery Services	1,408	572,944	412	59,032
	27805	EMC Geropsych	335	284,750	0	0
	27810	EMC Partial Program	0	0	478	71,850
	28400	EMC Healthplex-North Key in the IPIOP	0	0	712	24,267
.	28420	EMC Nutrition Center Revenue dollars and	0	0	1,318	28,307
	28430	EMC EAP Volumes	0	0	186	16,704
	28510	EMC Food And Nutrition	1,650	22,063	17	232
		Grand Total	507,355	26,855,568	115,187	11,655,130
		Check Total from RevUsage	0	0	0	0
		Variance	(507,355)	(26,855,568)	(115,187)	(11,655,130)

If your dollars and volumes for the period loaded matches the Grand Total, the data is reconciled. If you use RevUsage volumes to calculate statistics for productivity, you can move forward to summarize your IP\OP volumes from your RevUsage data table (ACT\_RU\_20XX) to your Financial data table (ACT20XX) using the Summarize CDM Statistics utility.

#### Paytype Standards Review

Use this report to map standardized data for pay types in your organization to KHA Standard Class codes.

Paytype Standards Review					
Paytype	Description	KHA Standard Classification	~	Pay Summary	Pay Detail
P0001	Regular	NotMapped	$\simeq$	Prod	Regular
P0004	Paid Time Off	NotMapped	$\simeq$	NonProd	NonProd
P0006	Sick Pay	NotMapped	$\simeq$	NonProd	NonProd
P0008	Jury Duty	NotMapped	$\simeq$	NonProd	NonProd
P0009	Education	NotMapped	$\simeq$	Prod	Regular
P0011	Payroll Adjustments	NotMapped	$\simeq$	Prod	Regular
P0014	Personal Development	NotMapped	$\simeq$	Prod	Regular
P0015	Med Tech Pay	NotMapped	$\simeq$	Prod	Regular
P0016	Extra Shift	NotMapped	$\simeq$	Other	Other
P0019	Education	NotMapped	$\simeq$	Prod	Regular
P0020	Call Pay	NotMapped	$\simeq$	Other	Other
P0022	Call-Back	NotMapped	$\simeq$	Prod	Overtime
P0024	Sick Pay	NotMapped	$\simeq$	NonProd	NonProd

#### Reconcile GL to GLTransactions report

If you load subledger detail into Axiom, such as Accounts Payable (AP), Accrued Receipts (AR), Materials Management (MM) and Journal Entries (JE), we have a reconciliation utility that ties the subledger data back to the ledger data (ACT20XX). This report confirms that the data loaded to the GL matches the data loaded to Journal Entry (JE) detail. It also compares the JE Detail to AP, MM, AR transactions to make sure the data is in balance.

**TIP:** Your Kaufman Hall Implementation Consultant will help you set up this report during implementation.

## Reconciliation of GL to GLDetail, AP, Materials and Accrued Receipts

KHA Health For The Period Ending February 28, 2018

						Fin vs GL
Dept	Dept Description	Acct	Acct Description	Financial	GLDetail	Difference
27200	EMC Radiology - MRI (JobCode)	60100	Salaries - Regular	28,838	28,838	0
27200	EMC Radiology - MRI (JobCode)	60110	Salaries - Overtime	630	630	(0)
27200	EMC Radiology - MRI (JobCode)	60600	Salaries - Contract Labor	865	0	865
27200	EMC Radiology - MRI (JobCode)	61220	Group Term Life	50	50	(0)
27200	EMC Radiology - MRI (JobCode)	62130	Supplies - Med Surg Nonbillable	845	846	0
27200	EMC Radiology - MRI (JobCode)	62140	Supplies - Med Surg Billable	9,751	9,751	0
27200	EMC Radiology - MRI (JobCode)	71100	Depreciation - Equipment	830	0	830
	Total			152,342	150,647	1,695

**NOTE:** Use the Reconcile GL to RevUsage report to reconcile your charge master data for Inpatient and Outpatient between the Financial data source (ACT20XX) and the RevUsage data set (ACT\_RU\_ 20XX). Manual adjusting journal entries outside of the source system will cause reconciling variances to the General Ledger RevUsage data so do not use this report regularly. The report is located in the Reports Library in the Management Reporting Utilities > Data Reconciliation folder.

#### Reconcile GL to Pay12 to Pay27 report

Use this report to compare the Current Year Gross Revenue in the Financial tables to the RevUsage tables.

#### Reconciliation of GL Hours to Monthly and Biweekly Payroll Hours

KHA Health For The Period Ending February 29, 2020

		Financial	Payroll 27-Period 18	Payroll 27-Period 17	Payroll 12	Payroll12 v	Payroll12 v
Dept	Dept Description	Paid Hours	Paid Hours	Paid Hours	Paid Hours	Payroll27	Financial
	17840 EHS Sports Medicine	1,077.14	520.00	520.00	848.56	(191.44)	(228.58)
	17880 EPG Phys Clinic-North	165.71	80.00	80.00	154.28	(5.72)	(11.43)
	17881 EPG Phys Clinic-Occ Hlth East	165.71	80.00	80.00	154.28	(5.72)	(11.43)
	17883 EPG Phys Clinic-Occ HIth Midtown	848.86	416.76	416.45	803.45	(29.76)	(45.40)
	17885 EPG Phys Clinic-East	497.14	240.00	240.00	462.85	(17.15)	(34.29)
	17886 EPG Phys Clinic-Occ Hlth/West	165.71	80.00	80.00	154.28	(5.72)	(11.43)
	17891 EPG Phys Clinic-South	497.14	240.00	240.00	462.85	(17.15)	(34.29)
	17894 EPG Phys Clinic-Uptown	331.43	160.00	160.00	308.57	(11.43)	(22.86)
	17895 EPG Phys Clinic-West	165.71	80.00	80.00	154.28	(5.72)	(11.43)
	19000 EHS Administration	2,440.83	902.89	902.00	1,740.44	(64.45)	(700.39)
	19050 EHS Trust	540.58	261.65	261.43	504.40	(18.68)	(36.18)
	19060 EHS Corporate Communications	1,325.71	640.29	640.00	1,234.56	(45.73)	(91.15)
	19080 EHS Teleservices	1,003.81	488.89	488.40	942.39	(34.90)	(61.42)
	19100 EHS Accounting Operations (Employee)	1,462.08	724.19	731.51	1,346.68	(109.02)	(115.41)
	19105 EHS Payroll	504.13	243.74	243.45	469.80	(17.39)	(34.33)
	19110 EHS Administrative Finance	543.84	264.32	264.00	509.45	(18.86)	(34.38)
	19150 EHS Information Services	2,932.21	1,507.82	1,506.80	2,721.82	(292.80)	(210.39)
	19160 EHS Audit Services	165.71	80.10	80.00	154.38	(5.72)	(11.33)
	19170 EHS Medical Information Network	3,302.89	1,594.24	1,592.91	3,073.33	(113.81)	(229.56)
	19185 EHS Corporate Health Services	766.00	368.67	368.35	710.70	(26.32)	(55.30)
	19220 EHS Human Resources	1,712.60	802.52	801.85	1,547.08	(57.29)	(165.51)
	19250 EHS Performance Improvement	331.43	160.19	160.00	308.76	(11.43)	(22.67)

#### Reconcile GL to Rev Usage report

Use to reconcile GL revenue data in the Financial tables to the Revenue and Usage data imported into the database on a monthly and year-to-date basis. The desired result for this report is to show a zero variance.

Reco	nciliation of GL to RevUsage							
KHA Healt	th							
For The P	eriod Ending February 28, 2017							
		Financial	Financial	Financial	RevUsage	RevUsage	RevUsage	Fin vs RU
Dept	Dept Description	IP	OP	Total	IP	OP	Total	Difference
	17880 EPG Phys Clinic-North	0.00	24,777.01	24,777.01	0.00	0.00	0.00	24,777.01
	17881 EPG Phys Clinic-Occ Hlth East	0.00	64,430.89	64,430.89	0.00	0.00	0.00	64,430.89
	17883 EPG Phys Clinic-Occ Hlth Midtown	0.00	21,173.00	21,173.00	0.00	0.00	0.00	21,173.00
	17885 EPG Phys Clinic-East	0.00	67,040.21	67,040.21	0.00	0.00	0.00	67,040.21
	17891 EPG Phys Clinic-South	0.00	169,450.93	169,450.93	0.00	0.00	0.00	169,450.93
	17894 EPG Phys Clinic-Uptown	0.00	43,512.41	43,512.41	0.00	0.00	0.00	43,512.41
	17895 EPG Phys Clinic-West	0.00	4,963.00	4,963.00	0.00	0.00	0.00	4,963.00
	17896 EPG Phys Clinic-Peds Afterhour	0.00	60,094.68	60,094.68	0.00	0.00	0.00	60,094.68
	26140 EMC Emergency Room (CDM)	222,634.48	552,956.28	775,590.76	222,634.49	554,589.25	777,223.74	(1,632.98)
	26150 EMC *** Emergency Room-Physicians	0.00	120,840.60	120,840.60	0.00	0.00	0.00	120,840.60
	26230 EMC CVS	66,666.81	0.00	66,666.81	66,666.78	0.00	66,666.78	0.03
	26310 EMC 3 East	268,454.74	5,579.67	274,034.41	268,454.75	5,579.65	274,034.40	0.01
	26320 EMC 3 West	276,206.00	7,704.87	283,910.87	276,206.01	7,704.88	283,910.89	(0.02)
	26350 EMC AICU	403,436.12	189.00	403,625.12	403,436.16	0.00	403,436.16	188.96
	26430 EMC Well Baby Nursery	1,822.14	3,689.82	5,511.96	0.00	0.00	0.00	5,511.96
	26440 EMC Mother/Baby	157,337.24	7,265.16	164,602.40	157,337.22	7,265.12	164,602.34	0.06
	26450 EMC NICU	566,965.68	0.00	566,965.68	566,965.69	0.00	566,965.69	(0.01)
	26460 EMC 5 North	222,445.22	1,742.74	224,187.96	222,445.23	1,742.75	224,187.98	(0.02)
	26480 EMC O/P Oncology	0.00	52,440.00	52,440.00	0.00	52,439.98	52,439.98	0.02
	26520 EMC Pediatrics	100,381.87	23,762.38	124,144.25	100,381.84	23,762.37	124,144.21	0.04
	26530 EMC 5C	245,387.64	6,359.31	251,746.95	245,387.64	6,359.34	251,746.98	(0.03)
	26550 EMC PICU	2,000.00	(164.62)	1,835.38	0.00	(164.63)	(164.63)	2,000.01

## **Dimensions System Structure reports**

These reports are designed to help you review and confirm that your dimensions coding is complete and correct.

#### Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Management Reporting Utilities\Dimension System Structure Reports. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > Dimension System Structure Reports.



#### System Structure Accounts

Use to show the current mapping in the ACCT dimension table.

System S	ystem Structure - Accounts															
KHA Health							Denotes Budget	Setup Column								
Period Fodina R	abruary 28, 2017															
renou chang																
														1000		
	Assessed Description	(Testerney)			FF Date 2	PLAN IN	BudgetTupp	PLACE IN STR	BLOCKER INA	Kinds Course	CVILLARA	Collected	DranDawar	VID	Total	Total
Account	Account Description	Statement	type	Pssummary	PSDetail	Kriskint	coogeriype	KHAGIQUNE	PHITSIGLINE	Khikagim	CTPANEGROU	Cirimetriod	bropbowns	Actual - 2017	Budget - 2017	Actual - 2010
ASPES																
12432	A/R Unapplied Payments	85	Asset	A_CurAsset	A,AR	NA	NA.	NA	NA	NA	NA.	NA	NA	87,657,118	74,322,097	73,902,309
12940	sad Debt Recoveries	83	Asset	A_CUPASSEE	A ARABON	Pea.	Pen.	100	Pen .	Pen.	Pen.	P6A.	P6A	(41,209,300)	(34,101,002)	(33,356,706)
10010	CINCA - Bond Issuance Costs - 95	10	Asset	A_CURASSEE	A Carb	PSA.	Pere la	P64	Pen I	Per la	Park.	P6A.	Pen I	4 770 133	4 100 144	5 200 842
11205	Tout	63 85	Asset	A Curdenet	A Carbinett	Park No.	NA	Para Alla	NA	NIA.	NA	NA	N.A.	250.457	72,420	7.551
11525	Prof Liab Ins Trust	RS	Asset	A CurAsset	A Curitdasset	NA	NA	NA	NA	NA	NA	NA	NA	6 236 423	1800236	1 583 806
20909	Intercompany A/R	85	Asset	A CurAsset	A CurOtherAsset	NA	NA	NA	NA	NA	NA	NA	NA	2 210 383	2 108 317	2 133 585
14263	Inventory Surgery	85	Asset	A CurAsset	A inventory	NA	NA	NA	NA	NA	NA	NA	NA	6.775.635	4 328 248	6.647.949
14505	Prepaid Physician Insurance	85	Asset	A_CurAsset	A Prepaid	NA	NA.	NA	NA	NA	NA.	NA	NA	5,404,405	3,674,788	4,026,990
13600	Due From 3rd Party Payors	85	Asset	A_CurAsset	A_ThirdPartyRec	NA.	NA.	NA	NA	NA	NA.	NA.	NA	502,139	1,768,022	1,405,417
19995	A/D-Leasehold Improvements	85	Asset	A_LTAsset	A_AccumDepr	NA.	NA.	NA	NA	NA	NA.	NA	NA	(164,083,362)	(138,445,364)	(155,178,046)
15531	Reciprocal Of America	85	Asset	A_LTAsset	A_Boardinvest	NA.	NA.	NA	NA	NA	NA.	NA	NA	1,656,662	2,807,866	3,684,396
18459	Woman's Clinic	85	Asset	A_LTAsset	A_CIP	NA.	NA.	NA	NA	NA	NA	NA	NA	4,266,443	13,166,928	2,964,659
17000	Land	85	Asset	A_LTAsset	A_Land	NA	NA.	NA	NA	NA	NA	NA.	NA	13,706,437	11,870,008	13,849,658
13855	Trust	BS	Asset	A_LTAsset	A_LTNotesRec	NA	NA.	NA	NA	NA	NA	NA	NA	1,784,464	3,237,346	1,727,188
15515	Home Health License	85	Asset	A_LTAsset	A_LTOtherAsset	NA	NA.	NA	NA	NA	NA.	NA	NA	679,239	925,848	857,883
17615	Software	85	Asset	A_LTAsset	A_PPE	NA.	NA.	NA	NA	NA	NA.	NA	NA	283,679,912	239,354,974	276,417,456
15610	Senior Care Centers LLC	85	Asset	A_LTAsset	A_RelatedParty	NA.	NA.	NA	NA	NA	NA.	NA	NA	14,290,360	16,660,023	15,233,737
16063	Wells Fargo	85	Asset	A_LTAsset	A_Trusteed	NA	NA.	NA	NA	NA	NA.	NA	NA	113,467,445	113,456,885	110,203,236
Total · Assets														342,594,744	323,882,822	332,066,249
Liabilities																
26084	Volunteer Checking	BS	Liability	L_CurLiability	L_AccExpense	NA.	NA	NA	NA	NA	NA	NA	NA	13,642,482	6,016,001	12,136,578
23163	Tax Levy	85	Liability	L_CurLiability	L_AccPayroll	NA	NA.	NA	NA	NA	NA	NA	NA	13,862,166	10,185,953	12,218,940
26005	Accounts Payable Trade	BS	Liability	L_CurLiability	L_AP	NA.	NA.	NA	NA	NA	NA	NA	NA	4,304,019	6,154,267	6,240,043
20160	Current Portion Of LTD	85	Liability	L_Curtiability	L_CurLTDebt	NA	NA.	NA	NA	NA	NA.	NA	NA	14,135,736	2,941,824	13,731,573
26000	HH - Deferred Revenue	BS	Liability	L_CurLiability	L_CurOthLiab	NA.	NA.	NA	NA	NA	NA.	NA.	NA	1,502,787	1,249,760	1,211,817
20100	Due To Third Party Payors	85	Liability	L_Curtiability	L_ThirdPartyPay	NA	NA.	NA	NA	NA	NA.	NA	NA	960,000	4,624,523	1,905,126
27999	N/P Union Bank	85	Liability	L_LTLability	L_LTDebt	NGA.	NA.	NA	NA	NA	NA.	NA	NA	70,711,900	77,276,442	71,399,357
Total - Liabilitie														119 119 089	108 448 770	118,843,434

### System Structure Departments

#### Use to show the current mapping in the DEPT dimension table.

Departm KHA Health Period Ending F	nent Dimension S	tructur	e														
Department	Deceriotion	Last 3 Mths	VarGastDace	Benchmark	Value	VULLA Chilling Con	BraiDimGra	CVED in Cro	VULLENTemplate	TolOptions	KHAR of Code	KLAP att top	Manager	Director	10	Ountr	Daviauras
Department	04901p001	Polarity	Regulatoresc	1)[24	* under	Report Particip	Projonitorp	crrowing	erongeremplate	rpropoons	<i>krongicoue</i>	io nagonap	manager	Director		Uninti	PATHENET
10000	EHS Balance Sheet			Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Tom Gilbert	Tom Gilbert	Tom Gilbert	[Skip]	(Skip)
15000	EHS Deductions from Revenue	•		Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Charlie Credit	Charlie Credit	Howard Burns	CCredit	[Skip]
15300	EHS Other Revenue			Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Charlie Credit	Charlie Credit	Howard Burns	CCredit	[Skip]
15400	EHS Other NonOperating Revenue	r		Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Charlie Credit	Charlie Credit	Howard Burns	CCredit	[Skip]
17840	EHS Sports Medicine	r	Calendar Days	Blank	0.000	KHAStdLine	CYPMethod	CYFMethod	Master	Master	17840	17840	Patrick Herbert	Patrick Herbert	Steve Jackson	PHerbert	[Skip]
17870	EHS *** Bldg-Med Office/East Hplex	r	Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Howard Burns	PAugusta	CJohnson
17879	EPG Clinic Administration	r	Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17880	EPG Phys Clinic-North		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17880	17880	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17881	EPG Phys Clinic-Occ Hlth East	r	Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17880	17880	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17883	EPG Phys Clinic-Occ Hith Midtown	[	Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17880	17880	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17885	EPG Phys Clinic-East		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17885	17885	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17886	EPG Phys Clinic-Occ Hlth/West		Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17885	17885	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17891	EPG Phys Clinic-South	[	Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17891	17891	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17894	EPG Phys Clinic-Uptown	[	Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17891	17891	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17895	EPG Phys Clinic-West	[	Calendar Days	Blank	0.000	PhyStdLine	CYPMethod	CYFMethod	Master	Master	17895	17895	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
17896	EPG Phys Clinic-Peds Afterhour	[	Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Elsie East	Elsie East	Dr Johnson	EEast	[Skip]
18560	EHS Rental	[	Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Steve Smith	Steve Smith	Steve Smith	SSmith	[Skip]
18900	EHS Parking Lot		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Steve Smith	Steve Smith	Steve Smith	SSmith	[Skip]
18960	EHS Bldg-North		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Steve Smith	PAugusta	CJohnson
18970	EHS Bldg-Midtown		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Steve Smith	PAugusta	CJohnson
18975	EHS Bldg-Cancer Center		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Steve Smith	PAugusta	CJohnson
18980	EHS Bldg-South		Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Steve Smith	PAugusta	CJohnson
18981	EHS Bldg-East	L	Calendar Days	Blank	0.000	NoBudget	CYPMethod	CYFMethod	NoBudget	NoBudget	10000	10000	Pete Augusta	Carl Johnson	Steve Smith	PAugusta	CJohnson

### System Structure JobCodes

Use to show the current mapping in the JOBCODE dimension table.

#### System Structure - JobCodes

#### KHA Health Period Ending February 28, 2017

													Fiscal Year - 2016		F	iscal Year - 201	7	
													Paid	Paid	Average	Paid	Paid	Average
JobCode	JobCode Description	GLAccount	HRAccount	FicaAcct	Variable	JobClass	GLClass	KHABgtCode	KHAInt	Min	Mid	Max	Hours	Dollars	Rate	Hours	Dollars	Rate
			1															
			•															
J00002	Executive Vice President	0	0	61300	Fixed	Management	Staff	J00002	JobCode	70.9	83.4	95.9	24,970	5,595,756	224.1	17,960	1,493,282	83.1
J00005	Receptionist-Admin	0	0	61300	Fixed	Clerical	Staff	J00005	JobCode	14.3	16.8	19.4	12,599	669,793	53.2	9,144	164,580	18.0
J00006	Receptionist	0	0	61300	Fixed	Clerical	Staff	300006	JobCode	8.8	10.3	11.9	6,827	158,730	23.3	5,353	73,307	13.7
300008	Management Engineer	0	0	61300	Fixed	Professional	Staff	300008	JobCode	17.5	20.6	23.7	4,147	96,933	23.4	2,947	62,636	21.3
J00010	President For The Trust	0	0	61300	Fixed	Management	Staff	J00010	JobCode	0.0	0.0	0.0	2,281	121,742	53.4	1,440	61,320	42.6
J00012	Architect	0	0	61300	Fixed	Professional	Staff	J00012	JobCode	33.1	38.9	44.8	2,006	245,912	122.6	1,456	61,909	42.5
J00016	Reimbursement Director	0	0	61300	Fixed	Management	Staff	J00016	JobCode	26.4	31.0	35.7	2,068	71,462	34.6	1,440	49,249	34.2
J00017	Financial Accountant	0	0	61300	Fixed	Assistant	Staff	J00017	JobCode	20.5	24.1	27.7	2,530	71,873	28.4	1,440	36,030	25.0
J00018	Staff Accountant	0	0	61300	Fixed	Clerical	Staff	J00018	JobCode	16.2	19.1	21.9	5,093	100,767	19.8	2,884	50,779	17.6
J00019	Payroll Coordinator	0	0	61300	Fixed	Clerical	Staff	J00019	JobCode	14.4	17.0	19.5	674	18,859	28.0	1,485	27,015	18.2
J00020	Financial System Database	0	0	61300	Fixed	Clerical	Staff	J00020	JobCode	12.9	15.2	17.5	1,947	36,271	18.6	1,440	22,791	15.8
J00021	Director	0	0	61300	Fixed	Management	Staff	J00021	JobCode	34.6	40.7	46.8	3,095	122,814	39.7	1,464	48,331	33.0
J00022	Assistant Staff Accountant	0	0	61300	Fixed	Clerical	Staff	J00022	JobCode	13.4	15.8	18.2	5,114	118,632	23.2	2,910	46,942	16.1
J00023	Director-Budget	0	0	61300	Fixed	Management	Staff	J00023	JobCode	24.1	28.3	32.5	2,091	61,801	29.6	1,456	43,409	29.8
J00024	Director	0	0	61300	Fixed	Management	Staff	J00021	JobCode	33.1	38.9	44.7	5,012	327,159	65.3	4,323	242,724	56.1
J00025	Clinical Dir Anesthesia	0	0	61300	Fixed	Management	Staff	100595	JobCode	55.9	65.7	75.6	2,499	191,463	76.6	1,585	117,166	73.9
J00026	Staff Anesthetist	0	0	61300	Variable	Technical	Staff	J00026	JobCode	43.2	50.8	58.5	12,032	717,439	59.6	7,580	434,608	57.3
J00029	Technician II	0	0	61300	Variable	Technical	Staff	J00358	JobCode	15.6	18.3	21.1	15,228	541,704	35.6	10,884	372,129	34.2
J00030	Technician I	0	0	61300	Variable	Technical	Staff	J00358	JobCode	11.6	13.6	15.7	19,868	810,923	40.8	14,735	588,743	40.0
J00031	Clinical Technician	0	0	61300	Variable	Technical	Staff	J00031	JobCode	9.8	11.5	13.3	7,233	161,696	22.4	7,562	144,418	19.1
J00032	Ambulatory Serv Develop	0	0	61300	Fixed	Management	Staff	J00032	JobCode	0.0	0.0	0.0	740	150,690	203.7	520	34,886	67.1

### System Structure PayTypes

Use to show the current mapping in the PAYTYPE dimension table.

#### System Structure - PayType

KHA Heal	th		Denotes Budget Setup Column													
Period En	ding February 28, 2017															
PayType	PayType Description	FTE	PaySummary	PayDetail	LaborDist	KHAInt	GLAcct	HRAcct	JobCode	Staffing	Employee	Provider	KHAStdLine	PHYStdLine	Accrue	Hours
P0001	Regular	Yes	Prod	Regular	Regular	JobCode	60100	960100	P0001	P0001	P0001	P0001	JobCode	JobCode	Yes	4,916,913
P0004	Paid Time Off	Yes	NonProd	NonProd	PTO	JobCode	60120	960120	P0004	P0004	P0004	P0004	JobCode	JobCode	Yes	384,851
P0006	Sick Pay	Yes	NonProd	NonProd	PTO	JobCode	60120	960120	P0004	P0004	P0004	P0004	JobCode	JobCode	Yes	72,719
P0008	Jury Duty	Yes	NonProd	NonProd	PTO	JobCode	60120	960120	P0004	P0004	P0004	P0004	JobCode	JobCode	Yes	1,389
P0009	Education	Yes	Prod	Regular	Education	JobCode	60100	960100	P0009	P0009	P0009	P0001	JobCode	JobCode	Yes	17,528
P0011	Payroll Adjustments	Yes	Prod	Regular	Regular	JobCode	60100	960100	P0001	P0001	P0001	P0001	JobCode	JobCode	No	13,317
P0014	Personal Development	Yes	Prod	Regular	Education	JobCode	60100	960100	P0009	P0009	P0009	P0001	JobCode	JobCode	Yes	2,281
P0015	Med Tech Pay	Yes	Prod	Regular	Regular	JobCode	60100	960100	P0001	P0001	P0001	P0001	JobCode	JobCode	Yes	777
P0016	Extra Shift	No	Other	Other	Other	Dollars	60100	0	P0016	P0016	P0016	P0016	AvgPerProdHr	input_Monthly	Yes	0
P0019	Education	Yes	Prod	Regular	Education	JobCode	60100	960100	P0009	P0009	P0009	P0001	JobCode	JobCode	Yes	12,519
P0020	Call Pay	No	Other	Other	OnCall	Dollars	60100	0	P0020	P0020	P0020	P0020	AvgPerProdHr	Input_Monthly	Yes	1,059
P0022	Call-Back	Yes	Prod	Overtime	Overtime	JobCode	60110	960110	POVT	POVT	POVT	P0001	JobCode	JobCode	Yes	6,777
P0024	Sick Pay	Yes	NonProd	NonProd	PTO	JobCode	60120	960120	P0004	P0004	P0004	P0004	JobCode	JobCode	Yes	63,043
P0028	PDO Cash-In	No	Other	Other	Other	NA	0	0	P0028	P0028	P0028	P0028	NA	NA	No	25,741
P0030	Additional Pay	No	Other	Other	Other	Dollars	60900	0	P0030	P0030	P0030	P0030	Input_Monthly	Input_Monthly	No	35,011
P0031	Retroactive Pay	Yes	Prod	Regular	Regular	JobCode	60100	960100	P0001	P0001	P0001	P0001	JobCode	JobCode	No	0
P0035	Hol/Fit Pool Bonus	No	Prod	Regular	Other	Dollars	60100	0	PHOL	PHOL	PHOL	P0030	Holiday	input_Monthly	No	15,536
P0037	Suppl Staff-Hourly	Yes	Prod	Regular	Regular	JobCode	60100	960100	P0001	P0001	P0001	P0001	JobCode	JobCode	Yes	1,738
P0039	Additional Pay	No	Other	Other	Other	Dollars	60100	0	P0030	P0030	P0030	P0030	AvgPerPaidHr	Input_Monthly	No	0
P0050	Recognition Pay	No	Other	Other	Other	Dollars	60100	0	P0030	P0030	P0030	P0030	AvgPerPaidHr	Input_Monthly	No	0
P0051	Sign On Bonus	No	Other	Other	Other	Dollars	60100	0	P0061	P0061	P0061	P0061	Input_Monthly	Input_Monthly	No	0

## **Dimension Update utilities**

These reports are designed to help you update dimension table coding.

#### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting** Utilities**\Dimension Update Utilities**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > Dimension Update Utilities.

Fi	nancial Reporting	^
۲	🍌 Financial Reporting	
٣	inancial Utilities	
	🕨 🍌 Alerts	
	🕨 🎍 Current Year Forecast	
	🕨 🍌 Data Audit	
	🕨 🍌 Data Input	
	🕨 🍌 Data Reconciliation	
	🕨 🌽 Dimension System Structure Reports	
	👻 🌽 Dimension Update Utilities	
	🐏 Update DIM- CALDATE	
	🖳 Update DIM- GLPERIOD	
	🔤 🐏 Update DIM- INITIATIVEID	
	🕨 🌽 Flex Budget	
	🕨 🧶 FTE Utilities	
	🕨 🌽 Integration Utilities	
	🕨 🏓 Payroll	
	🕨 🌽 Report Batches	
	🕨 🌽 Report Distribution	
	🕨 🌽 RevUsage	
	🕨 🌽 Security Setup	
	🕨 🕌 Statistic Transfers	
	🕨 퉬 System Setup	

### Update DIM - CALDATE

Use to update the CDM dimension table.

CALDATE	Description	CalYear	CalMonth	CalDay	FiscalYear	Holiday	PayPeriod	DayOfWeek	CalYrMth	FiscalMth	FiscalYrMth	SerialDate	
O NOT SAVE	<< ADMINISTRATOR SWITCH TO SAVE TO DAT	TABASE											
	do not remove this line												
0	Default	0	0	0	0		0		0	0	0		[5
20091113		0	0	13	2009		0	Tuesday	0	0	0		[5
20091208		0	0	8	2009		0	Wednesday	0	0	0		[5
20091212		0	0	12	2009		0	Thursday	0	0	0		[5
20091214		0	0	14	2009		0	Friday	0	0	0		[5
20091216		0	0	16	2009		0	Saturday	0	0	0		[5
20091220		0	0	20	2009		0	Sunday	0	0	0		[5
20091221		0	0	21	2009		0	Monday	0	0	0		[5
20091222		0	0	22	2009		0	Tuesday	0	0	0		[5
20091223		0	0	23	2009		0	Wednesday	0	0	0		[S
20091224		0	0	24	2009		0	Thursday	0	0	0		[5
20091225		0	0	25	2009		0	Friday	0	0	0		[5
20091226		0	0	26	2009		0	Saturday	0	0	0		[5
20091227		0	0	27	2009		0	Sunday	0	0	0		[5
20091228		0	0	28	2009		0	Monday	0	0	0		[5
20091229		0	0	29	2009		0	Tuesday	0	0	0		[5
20091230		0	0	30	2009		0	Wednesday	0	0	0		rs

### Update DIM - GLPERIOD

Use to update the GLPERIOD dimension table.

#### GLPeriod Update Report

GLPERIOD	GLPERIOD.Description	GLPERIOD.FiscalYear	GLPERIOD.FiscalMonth	GLPERIOD.GLMonthName	GLPERIOD.CalYear	GLPERIOD.CalQtr	GLPERIOD.DaysInMth	GLPERIOD.LongName	GLPERIOD.ShortName	
DO NOT SAVE	<< ADMINISTRATOR SWITCH TO SAVE TO DA	TABASE								
	do not remove this line									
0	Default - Do not delete	0	0	Default	0		0	Default	Default	
1000	Default - Do not delete	0	0	Default	0		0	Default	Default	
201000	Summary 2010	2010	0	Summary	2010	0	0	Summary, 2010	Summary	
201001	Jan-2010	2010	1	January	2010	1	31	January, 2010	Jan-2010	
201002	Feb-2010	2010	2	February	2010	1	28	February, 2010	Feb-2010	
201003	Mar-2010	2010	3	March	2010	1	31	March, 2010	Mar-2010	
201004	Apr-2010	2010	4	April	2010	2	30	April, 2010	Apr-2010	
201005	May-2010	2010	5	May	2010	2	31	May, 2010	May-2010	
201006	Jun-2010	2010	6	June	2010	2	30	June, 2010	Jun-2010	
201007	Jul-2010	2010	7	July	2010	3	31	July, 2010	Jul-2010	
201008	Aug-2010	2010	8	August	2010	3	31	August, 2010	Aug-2010	
201009	Sep-2010	2010	9	September	2010	3	30	September, 2010	Sep-2010	
201010	Oct-2010	2010	10	October	2010	4	31	October, 2010	Oct-2010	
201011	Nov-2010	2010	11	November	2010	4	30	November, 2010	Nov-2010	
201012	Dec-2010	2010	12	December	2010	4	31	December, 2010	Dec-2010	
201100	Summary 2011	2011	0	Summary	2011	0	0	Summary, 2011	Summary	
201101	Jan-2011	2011	1	January	2011	1	31	January, 2011	Jan-2011	

#### Update DIM - INITIATIVEID

Use to update the INITIATIVEID dimension table.

# InitiativeID Update Report

INITIATIVEID	INITIATIVEID.Description	INITIATIVEID.InitType	INITIATIVEID.Approve	
SAVE	<< ADMINISTRATOR SWITCH TO SAV	E TO DATABASE		
	do not remove this line			
1	Baseline	Baseline	Baseline	[SAVE]
2	New MRI Machine	System	Approve	[SAVE]
3	Supply Reduction	System	Approve	[SAVE]
4	New IM Physicians	System	Approve	[SAVE]
5	Overtime Reduction	System	Approve	[SAVE]
6	FTE Efficiency	System	Exclude	[SAVE]
7	New Cath Lab	System	Approve	[SAVE]
27200101		Dept	Exclude	[SAVE]
101010101		Dept	Approve	[SAVE]

## Flex Budget utilities

These reports are designed to post calculated values to the database.

#### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting** Utilities\Flex Budget. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > Flex Budget.



Flex Budget Setup

Use configure options for the Flex Calculator utility.

#### Flexible Budget Setup

✓ Show Time Series						
✓ Show Flex Parameters						
Department Range Exceptions						
This is an exception table for groups of Depts defined in the dimension for an Account						
8	Department	FlexGroup	Acct	FlexStatistic	FlexPercent	
+ Add Department Range Exception						
Radiology	Radiology-Supplies - General Radiology		62100	KeyTot	50.00%	
Dept / Account	Range Exceptions					
This is an exception table for Groups of Accounts for a Department						
8	Department	Dept	FlexGroup	FlexStatistic	FlexPercent	
+ Add Dept / Account Range Exception						
EMC Rad	ology - MRI (JobCode)-Supplies	27200	Supplies	KeyTot	40.00%	
Dept / Account Exceptions						
This is an exception table for a specific Dept / Account						
8	Department	Dept	Acct	FlexStatistic	FlexPercent	
+ Add Dept / Account Exception						
27280-Salaries - Regular		27280	60100	KeyTot	80.00%	

#### FlexCalculator by Month

FLEXIBLE BUDGET CALCULATOR

Use this save-to-database report to post flexible budget calculations to the database. The calculations are based upon default assignments in the department and account dimensions as well as exceptions that can be defined in custom tables.

			Driver	Init		Flex	Acct	Default		Dept Range Exception		Acct Range Exception		Dept / Acct Exception
26140 - EMC Emergency Room (CDM) Drive		Driver	Row	ID	Type	Percent	FlexGroup	Driver	%	Driver	%	Driver	%	Driver
	Key Statistics													
	Vey Inpatient Statistic	KoulD												
KenOB	Key Outpatient Statistic	Keype												
KeyOP	Key Other Statistic	KeyOth												
	Rey outer stability	Rejour												
KeyTOT	Total Key Statistics	KeyTOT												
	,													
	Account Flex Calculations													
	Expenses													
6010	0 Salaries - Regular	KeyTot	31	1	Salaries	75.0%	NA	KeyTot	75.0%	Not Defined		Not Defined		Not Defined
6011	0 Salaries - Overtime	KeyTot	31	1	Salaries	75.0%	NA	KeyTot	75.0%	Not Defined		Not Defined		Not Defined
6012	0 Salaries - Non-Productive	KeyTot	31	1	Salaries	75.0%	NA	KeyTot	75.0%	Not Defined		Not Defined		Not Defined
6060	0 Salaries - Contract Labor	KeyTot	31	1	Salaries	0.0%	NA	KeyTot	0.0%	Not Defined		Not Defined		Not Defined
6110	0 Employee Annuity	KeyTot	31	1	Benefits	0.0%	NA	KeyTot	0.0%	Not Defined		Not Defined		Not Defined
6120	0 Medical Insurance	KeyTot	31	1	Benefits	0.0%	NA	KeyTot	0.0%	Not Defined		Not Defined		Not Defined
6122	0 Group Term Life	KeyTot	31	1	Benefits	0.0%	NA	KeyTot	0.0%	Not Defined		Not Defined		Not Defined
6123	0 Disability Insurance	KeyTot	31	1	Benefits	0.0%	NA	KeyTot	0.0%	Not Defined		Not Defined		Not Defined
6130	0 FICA - Social Security	KeyTot	31	1	Benefits	0.0%	NA	KeyTot	0.0%	Not Defined		Not Defined		Not Defined

## Payroll utilities

These utilities are designed to post calculated values to the database.

#### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Payroll**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > Payroll.



#### BiWeekly to Monthly

Use this utility to accrue for both hours and dollars from your biweekly payroll load (Payroll26) into the monthly data tables (Payroll12).

Depending on how many years of biweekly payroll data are stored in your Axiom system, you have two utility options:

- **Biweekly to Monthly** Your organization is in their first year in Axiom and have no prior year payroll data utilize this utility.
- **Biweekly to Monthly with LY** Your organization has more than one year of historical payroll data to capture the days of the year-end biweekly payroll that may cross over their fiscal year utilize this utility.

In the Refresh Variables dialog, select from the following drop-downs options, and click OK:

Option	Description				
Choose Year (Current Year or Last Year	Depending on what biweekly payrolls you want to accrue, select CYA (Current Year) or LYA (Last Year).				
Choose Payroll Sequence	Select Hours or DIIrs.				
(Hours, Dllrs, Stats)	<b>NOTE:</b> These need to be run individually so once you run one (Hours) you will have to then run the other (Dllrs).				
Post results to the database?	To post the results to the Axiom database, select <b>Yes</b> ; otherwise, select <b>No</b> .				

**TIP:** Ensure that the number of FY days in First Pay Period are correct. If they are not, review the pay period dates on the **Custom Tables > Payroll** tab.



In the **File Processing** task pane, click **Process file multipass** to run the utility by department and post the values to the database. Repeat this step for the Hours by refreshing the report variables, select **Hours** from the refresh variable, and then Process File multipass. If you also load statistics into you biweekly payroll tables, you can also run this utility to move the statistics to your financial data source.
< Axiom Assistant

	File Processing Set	tings	0				
Tasks	Processing Type:	Save Data	v				
and	Save Data Mode:	Save After Each Pass	~				
Files	Save Data tag	s are static for all passes					
nt My I	MultiPass Settings	Hide Advanced View					
star	<ul> <li>MultiPass Data \$</li> </ul>						
ASS	Source Table:	Dept					
eet	Source Columns:	Dept.Dept					
ş	Group By:	Dept.Dept					
ŧ	Sort By:	Dept.Dept					
star	Source Filter:						
ource Ass	MultiPass Filter:	Preview Multipass List					
Data S(	Actions	gs from workbook					
ions	Process file						
Notificat	Process file m	ultipass					
File Processing							

#### BiWeekly to Monthly with LY

Use this utility to post accrued biweekly hours or dollars from the Payroll27 tables to the Payroll12 tables. The first period of the year is calculated using the final LY pay period.

Biweekly to Monthly Payroll Accrual - Pa	yroll27 to	Payroll	12									CY.	LY			
												Cal Days	Cal Days		Conversion to N	ionthly Hours Matrix:
No. of FY Days in First Pay Period:			2	PayCycle:	1	1						Per Mth	Per Mth		Month	24
													30			
Current Pay Period			18								1	31			July	
											2	31			August	
This Utility will accrue Hours from Payroll27 to the Payroll12 Database.											3	30			September	
							PayCycle	1			4	31			October	
Payroll 27 Timeseries to Transfer FROM:	ACT_PAY27_2016	CY	HOURS	<= Do NOT d	hange						5	30			November	
											6	31			December	
Payroll 12 Timeseries to Transfer TO:	ACT_PAY12_2016	CY	HOURS	<= Do NOT d	hange						7	31			January	
											8	28			February	
If you have multiple pay cycles, this report must be processed using Multipass											9	31			March	
											10	30			April	
Select "Process file Multipass" to compute and post to the Payrol12 database.											11	31			May	
											12	30			June	
															Total	0.00
Riverable to Mandala Devent Assess Devent 27 to Devent 12		_	_					_	_			_			_	
Dept JobCode PayTon 2 EmpID	LY June	July	August	September	October	November	December	January	February	March	April	May	June	Employee Name		PP25

#### Monthly to BiWeekly

Use this utility to post reverse-accrued budgeted monthly hours from the Payroll12 tables to biweekly amounts and post them to the Payroll27 tables for labor or productivity reporting.

#### Payroll12 to Payroll27 - Reverse Accrual

This report is a Save-to-Database										
report which maps data from the Payroll 12 month tables	I									
to the 27 period Payroll tables				1			PayP	eriod >		
		NOW	Month	input Col	U	uys U	wyschk	1	2	3
The manning matrix is set up to		13	hale	A1.		31	31	14	14	3
the right here - with the control checks	2	14	August	AM		31	31	14	0	11
shaded in areen. Beainning with the	3	15	September	AN		30	30		+	0
first "stub" partial pay period, the pay	4	16	October	AO		31	31			0
period days are assigned to the months.	5	17	November	AP		30	30			0
	6	18	December	AQ		31	31			0
	7	19	January	AR		31	31			0
	8	20	February	AS		28	28			0
	9	21	March	AT		31	31			0
	10	22	April	AU		30	30			0
	11	23	May	AV		31	31			0
	12	24	June	AW		30	30			0
	L		Total			365	365	14	14	14
			Monthly Allocati			MAL 1	*	0.452	0.452	0.097
			%' Matrix			Mth2	5	0.000	0.000	0.355
						Mth3	%	0.000	0.000	0.000
CFLAG			These %'s are app	plied		Mth4	%	0.000	0.000	0.000
			against the mont	hly data		Mth5	%	0.000	0.000	0.000
			in Columns AK-A	W		Mthő	%	0.000	0.000	0.000
						Mth7	%	0.000	0.000	0.000
			Sequence	Tables		Mth8	%	0.000	0.000	0.000
Enter Payroll12 Timeseries to Transfer FROM:	c	Y ACT	HOURS	ACT_PAY12_2017		Mth9	%	0.000	0.000	0.000
Enter Payroll27 Timeseries to Transfer TO:	c	Y ACT	HOURS	ACT_PAY27_2017		Mth10	1%	0.000	0.000	0.000
						Mth11	1%	0.000	0.000	0.000
			HOURS			Mth12	2 %	0.000	0.000	0.000
			Yes							

#### Monthly to GL

If payroll hours are not coming through your GL Import, you can move your hours from the Payroll12 data tables created from the previous process to your Financial tables by running the Monthly to GL accrual utility.

**IMPORTANT:** Only run this utility if you are not loading hours from your GL via the GL12Month or Monthly Statistics imports.

Note: This routine	lote: This routine uses the columns in your lobCode and PayType Dimensions colled "HoACCT"													
Payroll	12 to Financ	ial DB Hour	s Transfer	Year	2017									
				Payroll Table Actual table	ACT_PAY12_2017 ACT2017									
Payroll12 Ho Financial Tim Running Multipa	urs Timeseries to Tran eseries to Transfer To: ss FALSE	isfer: ;			HOURS									
DEPT	Acct	InitiativeID	ACT2017.P1	ACT2017.P2	ACT2017.93	ACT2017.P4	ACT2017.95	ACT2017.P6	ACT2017.97	ACT2017.P8				
17840	960100	1	177	177	168	147	140	177	177	160				
17840	960120	1	0	0	19	30	23	0	0	0				
17840	960100	1	29	0	0	0	0	0		0				
17840	960100	1	956	912	847	848	794	797	797	720				
17840	960120	1	0	0	78	50	0	0	0	0				
17840	960100	1	3	151	168	165	171	177	177	160				
17880	960100	1	177	177	171	177	171	177	177	160				
17881	960100	1	0	18	36	0	0	0	0	0				
17881	960100	1	0	0	0	0	0	0	7	0				
17881	960110	1	0	0	0	0	0	0	1	0				
17881	960100	1	0	0	0	8	0	0	0	0				
17881	960120	1	0	0	29	19	0	0	0	0				
17881	960100	1	177	177	171	177	171	177	177	160				
17883	960100	1	146	139	158	130	140	133	122	160				
17883	960120	1	34	34	36	47	32	44	41	0				
17883	960110	1	6	6	8	1	6	5	8	14				
17883	960100	1	3	6	168	156	159	167	134	160				
17883	960120	1	0	0	17	20	13	9	43	0				
17883	960110	1	4	0	7	4	10	7	10	9				
17883	960100	1	4	6	175	107	112	203	158	160				
17883	960120	1	3	0	7	16	11	13	0	0				
17883	960110	1	0	0	4	1	3	2	4	8				

**NOTE:** Use the Monthly to BiWeekly utility to take budgeted Payroll12 data and reverse accrue it to a biweekly data set.

### **Report Batches**

These reports are designed to process multiple reports for multiple outputs.

#### Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Management Reporting Utilities\Report Batches. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > Report Batches.

F	inancial Reporting	•
۲	🍌 Financial Reporting	
Ŧ	🍌 Financial Utilities	
	🕨 🎍 Alerts	
	🕨 🌽 Current Year Forecast	
	🕨 🌽 Data Audit	
	🕨 🌽 Data Input	
	🕨 🌽 Data Reconciliation	
	🕨 🕌 Dimension System Structure Reports	
	🕨 🕌 Dimension Update Utilities	
	🕨 🕌 Flex Budget	
	🕨 🕌 FTE Utilities	
	🕨 🕌 Integration Utilities	
	🕨 🥌 Payroll	
	🕶 뷀 Report Batches	
	Monthly Alert Processing Batch	
	Monthly All in One Executive Reporting Bate	h
	Monthly All in One Manager Reporting Batc	h
	Monthly Dept Reporting Batch	
	Monthly Executive Reporting Batch	
	Monthly Financial Statements Batch	
	Monthly Hours Accrual Batch	
	Report Distribution	
	RevUsage	
	Security Setup	
	Statistic Iransfers	
_	🕨 🌆 System Setup	_

Monthly All in One Executive Reporting Batch

Use to run the Executive Monthly Package report for distribution.

Enabled		Process Multipass	Multipass Source Column	Multipass Data Filter
On	On			
On	On			
	Enabled On On	Enabled On On On On	Enabled Process Multipass On On On On	Enabled Process Multipass Multipass Source Column On On On On

#### Monthly All in One Manager Reporting Batch

#### Use to run the Department Monthly Package report for distribution.

Enabled	Process Multipass	Multipass Source Column	Multipass Data Filter
On 🔻	On		
	Enabled On	Enabled Process Multipass	Enabled Process Multipass Multipass Source Column

#### Monthly Financial Statements Batch

#### Use to run the monthly Financial Statements for distribution.

#### BATCH CONTROL SHEET

File Path	Enabled	Process Multipass	Multipass Source Column
\Axiom\Reports Library\Management Reporting\Financial Statements\Balance Sheet & Cash Flow\Balance Sheet.xlsx	On	Off	
\Axiom\Reports Library\Management Reporting\Financial Statements\\ncome Statement\Income Statement Summary.xlsx	On	Off	
\Axiom\Reports Library\Management Reporting\Financial Statements\Income Statement\Income Statement Summary.xlsx	On	On	
\Axiom\Reports Library\Management Reporting\Financial Statements\Balance Sheet & Cash Flow\Balance Sheet By Entity.xlsx	On	Off	
\Axiom\Reports Library\Management Reporting\Financial Statements\Income Statement\Income Statement By Entity.xlsx	On	Off	
\Axiom\Reports Library\Management Reporting\Financial Statements\Income Statement\Income Statement Summary-12Month.xls	On	On	

#### Monthly Hours Accrual Batch

Use to run the monthly the Hours accrual reports.

BATCH CONTROL SHEET				
File Path	Enabled	Process Multipass	Multipass Source Column	Multipass Data Filter
\Axiom\Reports Library\Management Reporting Utilities\Payroll\BiWeekly to Monthly.xlsx	On	On	Dept.Dept	
$\label{eq:label} Axiom\eqref{eq:label} where the set of the set $	On	On	Dept.Dept	

### **RevUsage utilities**

This report is designed to calculate and post values to the database.

#### Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Management Reporting Utilities\RevUsage. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > RevUsage.

#### Financial Reporting

- Financial Reporting
- 🕶 퉬 Financial Utilities
  - 🕨 連 Alerts
  - Current Year Forecast
  - 🕨 鷆 Data Audit
  - 🕨 🎍 Data Input
  - 🕨 퉲 Data Reconciliation
  - Dimension System Structure Reports
  - Dimension Update Utilities
  - Flex Budget
  - FTE Utilities
  - Integration Utilities
  - Payroll
  - Report Batches
  - Report Distribution
  - 🕶 퉬 RevUsage
    - Allocate Budget to CDM Statistics
  - Summarize CDM Statistics
  - Security Setup
  - Statistic Transfers
  - 🕨 🍌 System Setup

#### Summarize CDM Statistics (optional feature)

Use to summarize CDM values to department-level statistics and post them to the Financial database to use as key statistics for monthly reporting as well as budgeting.

~

Summariza	tion of CDM Statistics		Current Year							
00140-4	Description	DVII.	C	Durt	h de	A	Contractor	Outstar	Alexandra a	RVU Adj V
CDIVICOde	Description	HV0	StatMoot	Dept	2016	2016	2016	2016	2016	2016
IP Statistics										
C2614010150	ER Level I < 2Hr	1.00	212	26140	7	5	5	7	4	4
C2614010152	ER Level II <2Hr	1.00	212	26140	11	9	8	11	7	7
C2614010153	ER Level II > 2Hr	1.50	212	26140	2	2	2	2	2	2
C2614010154	ER Level III < 2Hr	1.00	212	26140	46	37	32	48	30	30
C2614010155	ER Level III > 2Hr	2.00	212	26140	194	156	134	198	124	126
C2614010156	ER Level IV <2Hr	1.50	212	26140	119	95	81	122	77	78
C2614010157	ER Level IV > 2Hr	2.50	212	26140	1465	1175	1008	1505	943	960
C2614010158	ER Level V <2Hr	2.00	212	26140	6	4	4	6	4	4
C2614010159	ER Level V>2Hr	2.50	212	26140	88	70	60	90	58	58
C2623023005	CVS Intensive Care Room Charge	1.00	0	26230	93	55	58	67	76	73
C2631031000	3A Regular Private Room Charge	1.00	0	26310	800	742	744	740	782	683
C2632032000	3B Regular Private Room Charge	1.00	0	26320	826	794	803	803	827	783
C2634034005	Cou Intensive Care Room Charge	1.00	0	26340	210	145	139	183	173	181
C2635033005	AICU Intensive Care Room Charge	1.00	0	26350	425	354	346	452	467	433
C2644044000	4D Mother/Baby Private Room Chg	1.00	0	26440	272	253	271	287	243	271
C2644044002	4D Private Executive Room Charge	1.00	0	26440	141	131	140	149	126	140
C2645045005	Nicu Intensive Care Room Charge	1.00	0	26450	367	438	528	436	543	473
C2646041000	5G Regular Private Room Charge	1.00	0	26460	680	722	698	695	716	642

### Security Setup utilities

These reports are designed to manage user roles and permissions.

#### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting** Utilities\Security Setup. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > Security Setup.

Fi	nai	ncial Reporting	^
۲		Financial Reporting	
Ŧ		Financial Utilities	
	►	🗼 Alerts	
	►	🕌 Current Year Forecast	
	►	🎍 Data Audit	
	►	🎍 Data Input	
	۲	🌽 Data Reconciliation	
	►	🎉 Dimension System Structure Reports	
	►	鷆 Dimension Update Utilities	
	►	🅌 Flex Budget	
	►	🕌 FTE Utilities	
	►	鷆 Integration Utilities	
	►	Payroll	
	►	🔒 Report Batches	
	۲	🍌 Report Distribution	
	۲	🍌 RevUsage	
	•	퉬 Security Setup	
		Performance Reporting Security Update	
	۲	Statistic Transfers	
	►	퉬 System Setup	

#### Performance Reporting Security Update

#### Use to configure security.

Performa	Performance Reporting Security Update v1.3													
* Note: This utilit	y only adds	users to sys	stems & roles. If	you need to REMOVE a us	er from a system or ro	le, You must use	the Security I	Manager. N	lot this ut	ility				
Input		Input	Input	Input	Select	Only Axiom Promp					Select	Select	Select	Select
LoginName	PrincipalID	FirstName	LastName	EmailAddress	AuthenticationType	Password	IsSyncEnabled	UserLicense Type	IsEnabled	IsAdmin	Management Reporting System	Productivity System	Mgmt Reporting Role	Productivity Role
Update	🔻 Jpdate D	atabase on SA	AVE?	Select [SAVE] to post update th	e Security -or- [Process F	ile] in the Task Pane (	(if you are a Syste	m Administra	tor)					
EXISTING EPM USER	RS													
admin	1	System	Administrator	admin@axiomepm.com	Aziom Prompt		TRUE	Standard	TRUE	TRUE	TRUE	TRUE	Management Reporting Admin	Productivity Admin
AEstey	113	Angela	Estey	AEstey@kaufmanhall.com	Asiom Prompt		FALSE	Standard	FALSE	TRUE	TRUE	TRUE	Management Reporting Admin	Productivity Admin
AHayman	7	Amanda	Hayman	AHayman@noreply.com	Asiom Prompt		FALSE	Standard	FALSE	FALSE	FALSE	FALSE		
AMcDonald	109	Andrew	McDonald	AMcDonald@kaufmanhall.c om	Windows User		FALSE	Standard	FALSE	FALSE	TRUE	FALSE	Management Reporting Admin	•
AMoore	8	Amia	Moore	AMoore@noreply.com	Aziom Prompt		FALSE	Standard	FALSE	FALSE	FALSE	FALSE	·	
asdadmin	145	Test User	Automation	mgurnee@kaufmanhall.com	Asiom Prompt		FALSE	Standard	TRUE	TRUE	FALSE	FALSE	·	•
ATate	9	Angela	Tate	ATate@noreply.com	Asiom Prompt		FALSE	Standard	FALSE	FALSE	FALSE	FALSE		
badmin	138	Bud	Admin	badmin@kaufmanhall.com	Asiom Prompt		FALSE	Standard	FALSE	FALSE	TRUE	FALSE	Management Reporting Admin	•
BClark.	15	Bridget	Clark	BClark@noreply.com	Asiom Prompt		FALSE	Standard	FALSE	FALSE	FALSE	FALSE	·	
BCrawford	12	Beth	Crawford	BCrawford@noreply.com	Axiom Prompt		FALSE	Standard	FALSE	FALSE	FALSE	FALSE		
BHead	14	Betty	Head	BHead@noreply.com	Axiom Prompt		FALSE	Standard	FALSE	FALSE	FALSE	FALSE	·	•
BNeblett	10	Barbara	Neblett	BNeblett@noreply.com	Asiom Prompt		FALSE	Standard	FALSE	FALSE	FALSE	FALSE		
BNeedham	16	Brooke	Needham	BNeedham@noreply.com	Asiom Prompt		FALSE	Standard	FALSE	FALSE	FALSE	FALSE		
BRoss	13	Bettie	Ross	BRoss@noreply.com	Axiom Prompt		FALSE	Standard	FALSE	FALSE	FALSE	FALSE		

### Statistic Transfer utilities

These reports are designed as save-to-database reports for statistics.

#### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting** Utilities**\Statistic Transfers**. For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > Statistic Transfers.



#### Transfer Key Stats from Fin to PR12

Use this save-to-database report to transfer statistics from the Financial tables to the Payroll12 tables at the end of the budget process. The statistics can then be used once they are reverse accrued into biweekly periods for biweekly productivity.

Enter Einen eint Table to Tampfor Erem	
Enter Financial Table to Transfer From: Account	
Enter Payrol112 Table to Transfer To: Act_Pay12_2017	
17840 Pstat Jstat 0 31 31 30 31 30 31 31 31	28
17870 Pstat Jstat 0 31 31 30 31 30 31 31	28
17879 Pstat Jstat 0 31 31 30 31 30 31 31 31	28
17880 Pstat Jstat 0 31 31 30 31 30 31 31 31	28
17881 Pstat Jstat 0 31 31 30 31 30 31 31 31	28
17883 Pstat Jstat 0 31 31 30 31 30 31 31 31	28
17885 Pstat Jstat 0 31 31 30 31 30 31 31 31	28
17886 Pstat Jstat 0 31 31 30 31 30 31 31 31	28
17891 Pstat Jstat 0 31 31 30 31 30 31 31 31	28
17894 Pstat Jstat 0 31 31 30 31 30 31 31 31	28
17895 Pstat Jstat 0 31 31 30 31 30 31 31 31	28
17896 Pstat Jstat 0 31 31 30 31 30 31 31 31	28
18560 Pstat Jstat 0 31 31 30 31 30 31 31 31	28
18900 Pstat Jstat 0 31 31 30 31 30 31 31 31	28

#### Transfer Key Stats from Financial Tables to Payroll 12 Tables KHA Health

#### Transfer Key Stats from Fin to PR26

Use this save-to-database report to transfer statistics from the Financial tables to the Payroll27 tables at the end of the budget process. The statistics can then be used once they are reverse accrued into biweekly periods for biweekly productivity.

Transfer Key Statistics From	n Fin	ancial to	Payroll 27	7												
This report is a Save-to-Database report which maps data from a 12 month Financial table to a 27 period						PayPeriod >										
Payroll table	Row	Month	Input Col	Days	DupsChk	1	2	3	4	5	6	7	8	9	10	11
The mapping matrix is set up to the right here - with the control checks	28 23	July August	AX AY	31 31	31 31	14	14	3 11	14	6						
shaded in green. Beginning with the	30	September	AZ	30	30					8	14	8				
first "stub" partial pay period, the pay	31	October	BA	31	31							6	14	11		
period days are assigned to the months.	32	November	BB	30	30									3	14	13
	33	December	BC	31	31											1
The days on rows 28-39 are used to derive	34	January	BD	31	31											
the %'s on Rows 43-54.	35	February	BE	23	29											
	36	March	BF	31	31											
These are used in the formulas in cells	37	April	BG	30	30											
H35-AH35, which transform the Input data	38	May	BH	31	31											
in Columns – AX-BI, to the payperiod data in T35-AT35.	39	June	BI	30	30											
		Total		366	366	14	14	14	14	14	14	14	14	14	14	14
A control check is located at the bottom of the																
Variable length section, and can be found		Monthly Allocation			Mith1%	45.2%	45.2%	9.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
by hitting Control F (Find) and entering		2" Matrix			Mith2 %	0.0%	0.0%	35.5%	45.2%	13.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
					Mith3 %	0.0%	0.0%	0.0%	0.0%	26.7%	46.7%	26.7%	0.0%	0.0%	0.0%	0.0%
CFLAG		These %'s are applie	ud .		Mith4 %	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	19.4%	45.2%	35.5%	0.0%	0.0%

### System Setup utilities

These reports are designed as utility reports to help you set up the system.

#### Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\System Setup.** For instructions, see Browsing the Report Library.

You can also access them from the Bud Admin task pane. In the Financial Reporting section, click Financial Utilities > System Setup.

#### Financial Reporting

- Financial Reporting
- 🕶 🍌 Financial Utilities
  - 🕨 🍌 Alerts
  - 🕨 퉬 Current Year Forecast
  - 🕨 🍌 Data Audit
  - 🕨 鷆 Data Input
  - Data Reconciliation
  - Dimension System Structure Reports
  - Dimension Update Utilities
  - 🕨 鷆 Flex Budget
  - 🕨 鷆 FTE Utilities
  - Integration Utilities
  - Payroll
  - 🕨 퉬 Report Batches
  - Report Distribution
  - RevUsage

Ŧ

- 🕨 🎍 Security Setup
- Statistic Transfers
  - System Setup
  - CalDate Update Utility
    - FP Payor
    - FP\_Payor
    - GLPayrollMapping
    - 🔊 Names
    - 🔊 Payroll
    - Payroll\_Dates
    - Period
    - ThresholdLevel
    - VCC\_Payroll\_Mapping
  - VCC\_Threshold
  - 🖉 Year 😑 YearPeriod
- Benchmark

Used as factors in productivity reports.

### **Benchmark Factors**

Dept	Department Name	Worked Hours per Unit	Paid Hours per Unit	Salaries per Unit	Supplies per Unit	Total Expense per Unit
17840	EHS Sports Medicine	37.14	40.86	0.00	0.00	0.00
17880	EPG Phys Clinic-North	5.71	6.29	0.00	0.00	0.00
17881	EPG Phys Clinic-Occ Hlth East	5.71	6.29	0.00	0.00	0.00
17883	EPG Phys Clinic-Occ Hlth Midtown	17.30	19.03	0.00	0.00	0.00
17885	EPG Phys Clinic-East	15.02	16.53	0.00	0.00	0.00
17886	EPG Phys Clinic-Occ Hlth/West	0.00	0.00	0.00	0.00	0.00
17891	EPG Phys Clinic-South	11.52	12.67	0.00	0.00	0.00
17894	EPG Phys Clinic-Uptown	6.18	6.80	0.00	0.00	0.00
17895	EPG Phys Clinic-West	5.71	6.29	0.00	0.00	0.00
19000	EHS Administration	117.25	128.97	0.00	0.00	0.00
19050	EHS Trust	17.21	18.93	0.00	0.00	0.00
19060	EHS Corporate Communications	42.82	47.10	0.00	0.00	0.00
19080	EHS Teleservices	30.56	33.62	0.00	0.00	0.00
19100	EHS Accounting Operations (Employee)	46.65	51.32	0.00	0.00	0.00
19105	EHS Payroll	14.90	16.39	0.00	0.00	0.00
19110	EHS Administrative Finance	17.14	18.85	0.00	0.00	0.00
19150	EHS Information Services	114.19	125.61	0.00	0.00	0.00
19160	EHS Audit Services	4.75	5.23	0.00	0.00	0.00
19170	EHS Medical Information Network	73.92	81.31	0.00	0.00	0.00

#### CalDate Update Utility

Use as a utility to help you fill out the necessary columns in the CALDATE dimensions table. Only needed if licensed for Daily Productivity.

Calenda	ar Date (CalDate)										
	Fiscal Year START Month >>	7	1								
	Enter the number of days to add	5	*The utility ad	dds the new d	ays at the bo	ttom range of	this utility				
	Save to Database>>	Do Not Save	* Review & A	djust HOLIDAY	& PAYPERIO	D prior to SA\	/ING				
	Jan	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Month	1	3	4	5	6	7	8	9	10	11	12
Fiscal Mth	7	9	10	11	12	1	2	3	4	5	6
						_					
CALDATE	Description	CalMonth	CalDay	FiscalYear	Holiday	PayPeriod	DayOfWeek	CalYrMth	FiscalMth	FiscalYrMth	SerialDate
20091113	3	0	13	2009		0	Tuesday	0	0	0	
20091208	3	0	8	2009		0	Wednesday	0	0	0	
20091212	2	0	12	2009		0	Thursday	0	0	0	
20091214	1	0	14	2009		0	Friday	0	0	0	
20091216	5	0	16	2009		0	Saturday	0	0	0	
20091220	)	0	20	2009		0	Sunday	0	0	0	
20091221		0	21	2009		0	Monday	0	0	0	
20091222	2	0	22	2009		0	Tuesday	0	0	0	
20091223	3	0	23	2009		0	Wednesday	0	0	0	
20091224	1	0	24	2009		0	Thursday	0	0	0	
20091225	5	0	25	2009		0	Friday	0	0	0	
20091226	5	0	26	2009		0	Saturday	0	0	0	
20091227	7	0	27	2009		0	Sunday	0	0	0	

#### ► FP Payor

Use to assign the payors for use in the Axiom Financial Planning product.

P Payor		Edit in Spreadsheet 面	Save
Description	Payor		
Medicare	Medicare		
Medicaid	Medicaid		
Commercial	Comm		
Managed Care	MgdCare		
Self Pay	SelfPay		
Blue Cross/Blue Shield	BCBS		
Other	Other		
Payor 8	Fill In		
Payor 9	Fill In		
Payor 10	Fill In		
Payor 11	Fill In		
Payor 12	Fill In		
Payor 13	Fill In		
Payor 14	Fill In		

#### Names

Use this table in reports or FileCollect process to look up email, names, titles, and login information.

Names					
Name	FirstName	LastName	Title	NetLogin	Email
Sample Employee	Sample	Employee	Budget Manager	Semployee	sample@epm.com

#### Payroll\_Dates

Used in reports to look up the pay period end date and pay date for current year and last year. There are two sections if your organization uses two pay cycles.

Payro	ll Dates											Save
												Hide Cycle 1
	Cycle1							Cycle 2				Hide Cycle 2
	7/1/2019	<b>≅ ×</b>	<<< Select the	initial period pay date				7/1/2019	🛱 ×	<<< Select the i	initial period pay date	
	6	•	<<< Select the	number of days the Pay	Date is after the Pay F	eriod End Date		6		<<< Select the	number of days the Pay	Date is after the Pay Pe
	Current Year			Last Year		Next Year		Current Year			Last Year	
Pay	Pay Period	Current Year	Fiscal	Pay Period	Last Year	Pay Period	Next Year	Pay Period	Current Year	Fiscal	Pay Period	Last Year
Period	End Date	Pay Date	Month	End Date	Pay Date	End Date	Pay Date	End Date 2	Pay Date 2	Month 2	End Date 2	Pay Date 2
1	7/1/2019	7/7/2019	1	7/2/2018	7/8/2018	7/13/2020	7/19/2020	7/1/2019	7/7/2019	1	7/2/2018	7/8/2018 🔶
2	7/15/2019	7/21/2019	1	7/16/2018	7/22/2018	7/27/2020	8/2/2020	7/15/2019	7/21/2019	1	7/16/2018	7/22/2018
3	7/29/2019	8/4/2019	1	7/30/2018	8/5/2018	8/10/2020	8/16/2020	7/29/2019	8/4/2019	1	7/30/2018	8/5/2018
4	8/12/2019	8/18/2019	2	8/13/2018	8/19/2018	8/24/2020	8/30/2020	8/12/2019	8/18/2019	2	8/13/2018	8/19/2018
5	8/26/2019	9/1/2019	2	8/27/2018	9/2/2018	9/7/2020	9/13/2020	8/26/2019	9/1/2019	2	8/27/2018	9/2/2018

#### VCC\_Payroll\_Mapping

Used by Variance Comments and other payroll utilities to map GL accounts to job codes and/or pay types.

VCC Payroll Mapping Rules											
🗸 Sh	ow General Information	and Instructions									
			GL Acct								
盲	Account	Description	Dimension	Filter							
🔨 Mag	pped Accounts										
	60100	Salaries - Regular	РауТуре 🔻	(PayType.GLAcct=60100)							
	60110	Salaries - Overtime	РауТуре 🔻	(PayType.GLAcct=60110)							
	60120	Salaries - Non-Productive	PayType 🔻	(PayType.GLAcct=60120)							
	60900	Salaries - Emp Incentive	РауТуре 🔻	(PayType.GLAcct=60900)							
N Hor	nanned Accounts										

#### VCC\_Threshold

Used to set configure how much an account can vary from budget before department managers are required to enter comments explaining the variance

Tole	erance Level for Alerts							Save
Custor	n Filter for Alert Processing:		(Dept.Manager='Chris Spar	rks' or Dept=101010)				
Compa	rison Time Series		Three Month Average	•				
Reven	ae & Usage Comparison		YTD Average	*				
Flag M	lax Positive Variances as Required		Yes	*				
Use H,	JCHours for Paid Hours filter		No	*				
Activat	te Variance Comments Collection tab on Month End Review D	ashboard	Yes	*				
	FSSummary		Min	Мах	Threshold	Level of	Summary	
8	Groups	Description	Yellow	Red	Red	Comments	Account	
	✓ General Threshold Levels							
	▲ 1 - KH University					Error(s) in entity exception. See e	rror message(s).	
	S_KeyStat	Key Statistic	0.0%	2.0%		Summary *	700000	
	H_Hours	Paid Hours	0.0%	2.0%		Summary •	700000	
	R_PatientRev	Patient Revenue	0.5%	5.0%	\$0	Summary •	700000	
	R_OtherRev	Other Revenue	0.0%	5.0%	\$0	Detail 💌		
	R_NonOpRev	Non-Operating Revenue	0.0%	5.0%	\$0	Detail 🔻		
	E_Salaries	Salaries	0.5%	5.0%	\$0	Detail 👻		
	E_Supplies	Supplies	0.5%	2.5%	\$0	Detail 💌		
	E_OtherExp	Other Expense	0.5%	2.5%	\$0	Detail 🔻		

#### YearPeriod

Used in configure the first year and month of the fiscal year, number of work days in the current, last, and next year, and the standard FTE hours worked by employees in a year.

Primary	Inputs				Save	Year	Table												
Elecci Vers		0010	-						Fisca										
Fiscal tear		2018	•				Year		Year			Description							
Fiscal Start	Month	July					2018		FY18			Actual							
							2018		FY18			Budget							
FTE Hours		2080	*				2018		FY18			Projected							
							2018		FY18			Flex Budget							
Working	Days Inp	outs					2016		FY16			L2 Actual							
							2017		FY17			Last Year							
			Current Year	Last Year	Next Year		2017		Pr17			LY Budget							
			Working Days	Working Days	Working Days		2019		PY19			NY Budget							
Serial	Month		2018	2017	2019		2018		PY18			Forecast							
7	July		23	23	23	Perior	1 Table												
8	August		23	23	23														
9	Septembe	IT .	22	22	22				Current	Last	Next	Current	Last	Next	Current	Last Year	Next Year	Current Year	Last Year
10	October		23	23	23	Serial	Month	Quarter	Year	Year	Year	Year Month	Year Month	Year Month	Calendar Days	Calendar Days	Calendar Days	YTD Days	YTD Days
11	November		22	22	22	7	July	1	2017	2016	2018	Jul-2017	Jul-2016	Jul-2018	31	31	31	31	31
			-	-		8	August	1	2017	2016	2018	Aug-2017	Aug-2016	Aug-2018	31	31	31	62	02
12	December	r	23	23	23		September	1	2017	2016	2018	Sep-2017	Sep-2016	Sep-2018	30	30	30	9Z	92
1	January		23	23	23	10	Neuropher		2017	2010	2010	Dec.2017	0012010	0002010	31	31	31	123	120
2	February		20	20	20	12	December	2	2017	2016	2018	Dec-2017	Dec-2016	Dec-2018	30	30	30	184	184
3	March		23	23	23	1	January	3	2018	2017	2019	Jac-2018	Jac-2017	Jan-2019	31	31	31	215	215
4	April		22	22	22	2	February	3	2018	2017	2019	Feb-2018	Feb-2017	Feb-2019	28	28	28	243	243
	Marc					3	March	3	2018	2017	2019	Mar-2018	Mar-2017	Mar-2019	31	31	31	274	274
9	May		23	23	23	4	April	4	2018	2017	2019	Apr-2018	Apr-2017	Apr-2019	30	30	30	304	304
6	June		22	22	22	5	May	4	2018	2017	2019	May-2018	May-2017	May-2019	31	31	31	335	335
			269	269	269	6	June	4	2018	2017	2019	Jun/2018	Jun/2017	Jun 2019	30	30	30	365	365
Check to	o Hide Year t	table													365	365	365		
Check to	o Hide Period	d table							<										>

### Browsing the Report Library

In addition to browsing the report folders in the Axiom Budgeting and Performance Reporting task panes, you can search all of the available Axiom reports in the Reports Library.

To browse the Report Library:

1. In the Main ribbon tab, in the Reports group, click Reports > Browse All Reports.

File	MAIN H	ELP ADMIN Ho	me										
Open App Menus •	<b>?</b> Online Help ▼	Navigation Save	Refresh Data	Change View •	Drill	Additions	Quick Filter	Freeze Panes Formula Bar Headings	Publish	Reports	Report Tips	Security Manager	Close Axiom SW
Applications	Help	File Options			Workboo	ok Options		Display	File Output	E Br	rowse All R	eports y 🗸	- Fuite
< Axiom	Assistant				🖹 Horr	nePage (R	/0) ×			D	esign Repo	orts 🕨	

2. In the **Reports Library** dialog, you can do the following:

8 Reports Library			?	×
Browse Reports Library				
Folder Path 💌	Document Name	Туре	Locke	d By ^
\Axiom\Reports Library	Report1	xlsx		
\Axiom\Reports Library	Drill_Drill_Budget Income Detail	xlsx		
\Axiom\Reports Library	Data Defaults CP DRIVERS - UTILITY - version 11	xlsx		
\Axiom\Reports Library	Update_Plan_File17_post44	xlsm		
\Axiom\Reports Library	Book2	xlsx		
\Axiom\Reports Library	Styles 04.27.2017	xlsx		
\Axiom\Reports Library\System Files	Home	xlsx		
\Axiom\Reports Library\System Files\Images\Task Pane Icons	icon	png		
\Axiom\Reports Library\System Files\Images\Task Pane Icons	FileGroups16	png		
\Axiom\Reports Library\System Files\Images\Task Pane Icons	kh_task_blue_16	png		
\Axiom\Reports Library\System Files\Images\Task Pane Icons	kh_task_blue_32	png		
\Axiom\Reports Library\System Files\Images\Task Pane Icons	kh_task_bluechev_16	png		
$\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $	kh_task_bluechev_32	png		
\Axiom\Reports Library\System Files\Images\Task Pane Icons	kh_task_green_16	png		
\Axiom\Reports Library\System Files\Images\Task Pane Icons	kh_task_green_32	png		~
<				>
		ОК	Ca	ncel

- To sort, group, or search by any of the columns, click the drop-down arrow next to the column label.
- To open a report, select it from the list, and click **OK**.

The system includes many different reports, but you can search through them more easily by using the following search functionality:

1. Click the down arrow beside the **Document Name** column header.

#### Reports Library

Browse Reports Library

Folder Path	Document Name		Type	Incked	Вy
xiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Account Analysis		Group By		
xiom\Reports Library\Budgeting Reports\Budget Analysis	Budget FTE Comparison	-			
xiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Key Statistics By Departm	Contains			
xiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Per Unit Analysis	Value			
xiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Plan Questions			OK	
xiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Red Flag Analysis				
xiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Salary Comparison		xlsx		
xiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Salary Rate Analysis		xlsx		
xiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Summary by Dept		xlsx		
xiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Threshold Analysis		xlsx		
xiom\Reports Library\Budgeting Reports\Budget Analysis	Budget Workbook Changes For CY	B and NYB	xlsx		
xiom\Reports Library\Budgeting Reports\Budget Statement	s Budget Income Detail		xlsx		
xiom\Reports Library\Budgeting Reports\Budget Statement	Budget Income Scenarios		xlsx		
xiom\Reports Library\Budgeting Reports\Budget Statement	s Budget Income Summary		xlsx		
xiom\Reports Library\Budgeting Reports\Budget Statement	s Budget Monthly Dept P&L		xlsx		
T TR. 1.12 TR. 1.17 R. LITTER .	D I LETT C		10 A		>

2. In the Group By box, type a search value, and click OK.

The system will display the reports that include the value you entered in the report name.

### Navigating reports

Apart from each report having an Instructions tab, Axiom Software report files do not have a standard structure. Each report can have any number of sheets, layouts, custom views, drill-downs, GoTo targets, quick filters, and associated task panes—all configured for the specific information that displays.

Although not all of these features are available for every report, here is an overview of common report features:

#### Instruction tab

Each report has an Instructions tab that provides an overview of its specific business purpose, features, and steps for processing the report.

#### Custom views

Custom views allow for different presentations of data within a report. For instance, a report might default to showing monthly data but have custom views defined for displaying data by quarter or year.

NOTE: Not all reports have custom views defined.

?

X

If custom views have been defined within a report, you can access them by doing the following:

1. In the Main ribbon tab, in the Workbook Options group, click Change View.



2. From the menu, select the view to use.

#### Quick Filter

A Quick Filter is a temporary report filter. This allows you to quickly view the data at a different level of detail, without needing to alter the report configuration. For more information, see the following:

- Applying a Quick Filter to a report
- Using the Advanced Filter Wizard
- Understanding hierarchy-based Quick Filters

#### Drills

Some reports contain rows (or columns) where the data represents a roll-up of values for multiple database records. For instance, an income summary report might combine patient revenue for all departments into a single total for the year, or a report on payroll by department might roll up both regular and non-productive hours into a combined number of hours for each department. In such cases, you can use drills to view the individual values for each item included in the roll-up.

To drill in a report, do the following:

- 1. In the report spreadsheet, select a cell.
- 2. In the Main ribbon tab, in the Workbook Options group, click Drill.
- 3. From the drop-down, select any of the available drills to view a breakdown by that dimension or value.

A new spreadsheet opens to display data at the specified drill-down level.

**NOTE:** While we have made an effort to deactivate any drill options that do not apply to a particular row/column/cell, there are simply too many possibilities for us to deactivate every invalid drilling method for every cell in every report. As a result, certain drill methods may produce strange results. For the most part, common sense should imply which dimensions or values you can drill for a given roll-up (for example, drilling by Vice President on a single department might result in a report with a single record, as a department typically has one VP assigned to it).

#### GoTo targets

GoTo targets are simply bookmarks that allow you to jump to different sections of a report. Not all reports include GoTo targets. To navigate to a target, do the following:

1. In the Main ribbon tab, in the Workbook Options group, click GoTo.



2. From the menu, select the GoTo target.

# Refreshing a report with data

To update a report with the most current data from the database, refresh the file. A refresh does the following:

- Updates active Axiom queries with data, according to the update settings defined for the query.
- Updates Axiom functions with data.
- Performs an Excel calculation.
- Reapplies the currently active views (if applicable).

To refresh a report with data:

Do one of the following:

• On the Main ribbon tab, in the Workbook Options group, click Refresh Data.



• Press F9.

The system may prompt you to define values before the refresh occurs. If so, the system applies these values to the report to affect the data refresh.

# Saving a report

When you save a report, the report file is updated in the Axiom Budgeting and Performance Reporting file system. If the report is configured to save data to the database, a save-to-database also occurs.

To save a report:

• On the Main ribbon tab, in the File Options group, click Save.



Your file permission settings in Security determine whether you can save a particular report. If a report is open with read/write permissions, then you can save it.

If a report is open with read-only permissions, then clicking **Save** opens the **Save As** dialog. You can save a copy of the report to any Reports Library folder location where you have read/write permissions, or to your My Documents folder (if applicable). A lock icon displays next to folders where you do not have read/write permissions to any folder in that folder tree.

If you do not have read/write permissions to any folder, then when you click **Save** you are informed that you cannot save the file anywhere inside the Axiom file system. Alternatively, you can save a snapshot copy of the file, or save a copy locally using **Save As (Local)**.

Note the following:

- Some files may use a Control Sheet setting that causes the data in Axiom functions to zero when the file is saved. This is a security precaution that is normally enabled in reports only. You can click **Refresh** to restore the data.
- You may have *non-managed* report files that are saved on your local computer or a network file share. The **Save** option also updates these files. However, a save-to-database cannot be performed on non-managed files.

# Applying a Quick Filter to a report

Using the Quick Filter feature, you can apply a temporary filter to a report. This allows you to quickly view the data at a different level of detail, without needing to alter the report configuration.

For example, you may be viewing an Income Statement report for the entire consolidated organization, and you want to view the same report at a different level of detail, such as for just North America or just the South region. You can use the Quick Filter to recalculate the report at the desired level of detail, and then clear the filter when you are done.

The Quick Filter is combined with your table security filters and any filters that are currently defined in the report, such as sheet filters and filters defined for Axiom queries.

**NOTE:** You can also use the Quick Filter feature on file group utilities and drivers.

To apply a Quick Filter to a report:

1. On the Main ribbon tab, in the Workbook Options group, click Quick Filter.



- 2. At the top of the dialog, specify how the filter should be applied:
  - Workbook (default): The Quick Filter is applied to all sheets in the workbook.
  - Active Sheet: The Quick Filter is only applied to the currently active sheet.

Y       Edit the Quick Filter for the active sheet or workbook.         Apply Filter To: <ul> <li>Workbook</li> <li>Active Sheet</li> </ul> Data Hierarchies       Advanced Filter         ktype here to filter values> <ul> <li>Director</li> <li>B</li> <li>Entity</li> <li>Entity Description</li> <li>B</li> <li>Financial Structure</li> <li>B</li> <li>FP Model Structure</li> <li>FP Model Structure</li> <li>FP Model Structure</li> </ul>	A Quick Filter	?	×
Apply Filter To: <ul> <li>Workbook O Active Sheet</li> </ul> Data Hierarchies           Advanced Filter           Lettype here to filter values>         Image: Comparison of the particular of the part	Edit the Quick Filter for the active sheet or workbook.		
Data Hierarchies       Advanced Filter            Advanced Filter                   Director             Entity             Entity             Financial Structure	Apply Filter To:      Workbook      Active Sheet		
	Data Hierarchies	Advanced	d Filter
▷ 品       Director       ^         ▷ 品       Entity	<type filter="" here="" to="" values=""></type>		$\times$
<ul> <li>▶ 品 Entity</li> <li>▶ 品 Entity Description</li> <li>▶ 品 Financial Structure</li> <li>▶ 品 FP Model Structure</li> </ul>	▶ 品 Director		$\sim$
<ul> <li>▶ 品 Entity Description</li> <li>▶ 品 Financial Structure</li> <li>▶ 品 FP Model Structure</li> <li>▶ 品 FP Model Structure</li> <li>▶ 品 FP Model Structure</li> </ul>	▶ 品 Entity		
<ul> <li>▶ 品 Financial Structure</li> <li>▶ 品 FP Model Structure</li> <li>▶ 品 FP Model Structure</li> <li>▶ 品 FP Model Structure</li> </ul>	▶ 器 Entity Description		
<ul> <li>▶ 品 FP Model Structure</li> <li>▶ 品 FP Model Structure</li> <li>▶ 品 FP Model Structure</li> </ul>	> 🔠 Financial Structure		
▷ 品 FP Model Structure ▷ 品 FP Model Structure	▷ 器 FP Model Structure		
▷ 品 FP Model Structure	▷ 品 FP Model Structure		
	▷ 品 FP Model Structure		
▷ 品 JobCode Structure	▷ 몲 JobCode Structure		
▷ යි Manager	▷ 器 Manager		
▶ 器 Model	▶ 몲 Model		
▶ 器 Model	▷ 옮 Model		
P 品 Model	▷ 器 Model		
▶ 🔏 PAY Structure	▷ 品 PAY Structure		
▷ 폷 PlanOwners	▷ 옲 PlanOwners		
▶ 🔏 Responsibility	▷ 酱 Responsibility		
▶ 보 DE Decooncibility	N H DE Pernansihility		$\sim$
Filter: Clear Filter X	Filter:	Clear Fil	ter X
OK Cancel	OK	Car	ncel

This selection may determine which hierarchies and tables are available in the dialog to build the filter. For more information, see Hierarchy and table availability in the Quick Filter dialog.

- 3. In the Quick Filter dialog, define a filter using one of the following methods:
  - Data Hierarchies: Select the desired hierarchy level(s) from the hierarchies listed in the dialog. As you select items in the hierarchy, the corresponding filter is automatically built in the Filter box.

For example, you might have a hierarchy named Geography, which has local regions rolling up into countries, and countries rolling up into world regions. You can select the desired items that you want to see in the report, such as Europe, Asia, or North America as world regions. For more information and examples, see Understanding hierarchy-based Quick Filters.

- Manual Filter: You can manually type a filter into the Filter box using standard filter criteria statement syntax. Fully qualified Table.Column syntax must be used.
- Advanced Filter: Click Advanced Filter to create a filter using any reference table columns (not just hierarchy columns).



For more information about general filter settings in this dialog, see Using the Filter Wizard.

**NOTE:** If the data in the report comes from tables that use multiple-level hookups, then using a hierarchy to apply a Quick Filter may not result in the intended data. Instead, you should use the Advanced Filter to build up the filter using the appropriate multiple-level syntax.

4. Click OK.

If the Quick Filter is applied to the entire workbook, a warning message informs you that the entire workbook will be refreshed. If you do not want to see this message again in the future, select **Don't show this message again**. Click **OK** to continue.

#### Clearing the Quick Filter

After you have applied a Quick Filter to a report, the filter remains applied until one of the following occurs:

• The file is closed. Quick Filters cannot be saved in the file and are always cleared when the file is closed.

- A new Quick Filter is applied by using the Quick Filter button and selecting a different filter.
- The Quick Filter is manually cleared. To clear the Quick Filter, click the **Quick Filter** button again and then click **Clear Filter**.

#### Hierarchy and table availability in the Quick Filter dialog

The hierarchies and tables shown in the Quick Filter dialog are based on the Axiom queries in the report. Axiom Budgeting and Performance Reporting looks up the primary tables for the queries, and only shows the hierarchies and reference tables that are relevant to those primary tables. This is done to help ensure that the Quick Filter will be applicable to at least one query in the report.

If the filter applies to the entire workbook, then Axiom Budgeting and Performance Reporting looks at the primary tables for all Axiom queries in the workbook. If the filter applies to the active sheet only, then Axiom Budgeting and Performance Reporting looks at only the primary tables for the Axiom queries defined on the active sheet.

**NOTE:** In the Advanced Filter view, only reference tables are shown unless the primary table has potentially ambiguous lookup relationships. In that case, the primary data table is also shown so that the selections can be made directly on these lookup relationships, to avoid any ambiguity. For example, if the primary data table has columns PrimaryPhysician and SecondaryPhysician that both look up to Physician.Physician, then the selection must be made through the primary data table so that the correct path to Physician.Physician is used.

If the report uses GetData functions instead of an Axiom query, then all hierarchies and reference tables are listed in the dialog because Axiom Budgeting and Performance Reporting cannot determine the primary table in this context. In this case, it is possible to define a Quick Filter that does not apply to any GetData functions in the workbook. If this occurs, the filter will simply have no effect.

# Understanding hierarchy-based Quick Filters

When you use hierarchies to create a Quick Filter, Axiom Budgeting and Performance Reporting automatically creates the filter based on your selections. When only one item is selected, the filter is simple—only data that matches the selected item is included. For example, if you select Asia from a Geography hierarchy, you will get a filter something like: Dept.WorldRegion='Asia', as shown in the following example:

Quick Filter	? ×
Edit the Quick Filter for the active sheet or workbook.	
Apply Filter To:   Workbook  Active Sheet	
Data Hierarchies	Advanced Filter
<type filter="" here="" to="" values=""></type>	X
<ul> <li>▷ ♣ Accounts</li> <li>▲ 용 Geography</li> <li>▷ WorldRegion Asia</li> <li>▷ WorldRegion Corporate</li> <li>▷ WorldRegion Europe</li> <li>▷ WorldRegion North America</li> <li>▷ ♣ Managerial</li> </ul>	
Filter:	Clear Filter 🗙
DEPT.WorldRegion = 'Asia'	
ОК	Cancel

**NOTE:** Sometimes when you select a single child item underneath a parent item, the child and parent are joined with AND. For example: DEPT.VP='Jones' AND DEPT.Manager='Smith'. This means that the DEPT table has other instances of Manager Smith that belong to different VPs, so the compound statement ensures that you only get the data where Manager Smith is under VP Jones. (You can manually edit the filter to remove the Jones portion of the statement to see all of the data for Manager Smith, regardless of VP). If instead Axiom Budgeting and Performance Reporting constructs the filter as just Dept.Manager='Smith', that means all instances of Manager Smith are also under VP Jones.

You can select multiple items in the same hierarchy or from different hierarchies. Items from the same hierarchy are combined using OR, which means data matching any of the selected items is included. Items from different hierarchies are combined using AND, which means only data that matches both selected items is included. In the following example, we selected two items from the same grouping level in a single hierarchy, so a simple filter criteria statement is created using IN. The resulting filter includes all of the data from Asia and Europe.

Quick Filter	? ×
Edit the Quick Filter for the active sheet or workbook.	
Apply Filter To:   Workbook  Active Sheet	
Data Hierarchies	Advanced Filter
<type filter="" here="" to="" values=""></type>	×
<ul> <li>▷ ♣ Accounts</li> <li>▲ 용 Geography</li> <li>▷ ♥ WorldRegion Asia</li> <li>▷ ■ WorldRegion Corporate</li> <li>▷ ♥ WorldRegion Europe</li> <li>▷ ■ WorldRegion North America</li> <li>▷ ♣ Managerial</li> </ul>	
Filter:	Clear Filter 🗙
DEPT.WorldRegion in ('Asia', 'Europe')	
ОК	Cancel

Next, we selected two items from different grouping levels, but within the same hierarchy. In this case, a compound filter criteria statement is created using OR. The resulting filter includes all of the data that belongs to Italy or US East.



Finally, we selected two items from different hierarchies, so a compound filter criteria statement is created using AND. The resulting filter includes only data that belongs to both US East and VP Jason Guppy.



### Creating a new report

You can create a new report if you have read/write access to at least one folder in the Reports Library. You can use any of the methods discussed below to create a new report. If you do not have these permissions, then the associated menu options for creating new reports will not be available to you.

**NOTE:** After saving a new report to the Axiom file system, you may not see that new report displayed in Axiom Explorer or the Reports menu until the file system has been refreshed. You can go to **Reports > Refresh file system** to manually trigger a refresh and cause the new report to display.

#### Creating a new report using the Report Wizard

You can create a new report using the Report Wizard. In the wizard, you make selections regarding the type of report that you want to create and the desired data, and then the wizard creates a report based on your choices. You can then further modify the report as needed. For more information, see *About the Report Wizard* in Help (Main ribbon tab > Help).

To create a new report using the Report Wizard:

• On the Main ribbon tab, in the Reports group, select Reports > Design Reports > Report Wizard.



#### Creating a new blank report

You can create a new report from scratch using the default blank report template. This template is entirely free-format.

If your organization has saved additional report templates, you can use those to create a new report as well. Only administrators can create new report templates.

To create a new blank report:

• On the Main ribbon tab, in the Reports group, select Reports > Design Reports > New Report.



If your system has multiple report templates, you can select the template to use from this menu. Otherwise, the default ReportTemplate is automatically used.

You can now use Axiom file functionality on this sheet, such as using Axiom queries to bring in data. For more details on setting up Axiom files, see *Axiom file setup* in Help (Main ribbon tab > Help).

#### Saving a new report

To save a new report, in the **File Options** group of the **Main** ribbon tab, click **Save**. When you save the new report for the first time, you are prompted to define a file name and select a folder location in the Reports Library. You can also define a description for the report.

A Save As					?	×
🕝 🌍 ᡠ 🖓 🖓						3
File • View •						
My Files	Name	Modified	Locked By	Size	Туре	Modifie
<ul> <li>Favorites</li> <li>Recent</li> <li>My Documents</li> <li>Libraries</li> <li>Asset Replacement Planning Reports</li> <li>Asset Replacement Planning Utilities</li> <li>Budgeting Reports</li> <li>Budgeting Utilities</li> <li>Capital Planning Utilities</li> <li>Capital Planning Utilities</li> <li>Capital Planning Utilities</li> <li>Capital Planning Utilities</li> <li>Comparative Analytics Utilities</li> <li>Cost Management Reports</li> <li>Cost Management Reports</li> <li>Financial Planning Utilities</li> <li>Productivity Reporting</li> <li>Productivity Utilities</li> <li>Rolling Forecasting Reports</li> <li>Strategy Management Reports</li> <li>Strategy Management Reports</li> <li>Strategy Management Reports</li> <li>Stratenz Management Reports</li> </ul>	Asset Replacement Planning Rep     Asset Replacement Planning Uti     Budgeting Reports     Budgeting Utilities     Capital Planning Utilities     Capital Planning Utilities     Capital Tracking Reports     Comparative Analytics Utilities     Cost Management Reports     Financial Planning Utilities     Management Reporting     Nouctivity Reporting     Productivity Utilities     Strategy Management Reports     Strategy Management Utilities     System Files				File Folder File Folder	
System Files  File Group Utilities	<					>
Budget-2016     Canital Planning-2016	File name: Report1 Description:					
Reports Library Description: The Reports Libr Axiom System Folder	rary repository			5	Save	Close

You must have read/write permissions to a folder to save a report there. A lock icon displays next to folders where you do not have read/write permissions. If you have access to a My Documents folder, you can also save reports there for your own use.

If you later want to change the file name, location, or description, you can use Axiom Explorer. If you do not have rights to access Axiom Explorer, you can edit the description by using **Save As (Repository)** (save the file with the same name and location, but edit the description).

You can also choose to save the report to your local drive or to a network location, by using **Save As** (Local File). In this case the report is not stored in the Axiom Budgeting and Performance Reporting database and is considered to be a *non-managed file*.

**NOTE:** Access to certain task panes (such as the Sheet Assistant) may depend on security permissions defined at a folder level. When a new report file is created, the file location is assumed to be the root of the Reports Library until the file is saved. Therefore access to task panes for brand new reports depends on the user's permissions defined at the Reports Library level. If a user does not have permission to the task panes at the Reports Library level but does have access at a sub-folder level, then the user will not see the task panes until they save the file to that sub-folder.

Creating a new report based on an existing file

You can use **Save As** to create a new report based on a copy of an existing report. You can save the copied file to the Reports Library, or as a local non-managed file.

You can also create a report based on an existing Excel file, by opening the Excel file in Axiom Budgeting and Performance Reporting. To use certain Axiom file features such as Axiom queries, you must add a Control Sheet to the report. For more information, see Control Sheets in Help (Main ribbon tab > Help). Then you can use Save As (Repository) to save the file to the Reports Library.

### Creating a new report using an existing report

Axiom Budgeting and Performance Reporting comes with a wide array of standard reports for a variety of situations, and you should have no immediate need to create your own.

When the time comes that you require a customized report, however, Axiom Budgeting and Performance Reporting offers powerful and flexible options for building your own reports.

When creating custom reports, you can start from scratch, or perform a Save As on a standard report and begin customizing from there.

To create a new report using an existing report:

- To Save As, right click the report name, and select one of the following:
  - To save the new report in Axiom Budgeting and Performance Reporting, select Save As (Repository).
  - To save the new report outside of Axiom Budgeting and Performance Reporting, select Save As (Local File).



After you create a new report, we recommend saving it in My Files or some other location separate from the Axiom Budgeting and Performance Reporting list of standard reports.

# Working with Report Processing

Some reports support automated processing. If so, the File Processing task pane displays collapsed on the left side of the screen when you open the report.

By using file processing, you can automatically refresh a file, such as a report, and then perform various actions on it. The file can be processed as-is, or you can leverage Multipass processing to cycle through each element of a dimension or grouping, with an appropriate data filter automatically applied to each pass.

You can use processing to perform the following actions:

- Save snapshot of file Create a snapshot copy of the current file, and then save and/or email it.
- Print Print the current file, using one or more print views.
- Export to delimited text file Export data in the current file to a delimited text file, and then save and/or email it.
- Save data Perform a save-to-database from the current file.
- Alerts Process alert conditions defined in the file.
- File collect Combine multiple spreadsheet files into a single file, and then save and/or email it.
- **Batch** Perform file processing on multiple files in a batch process, including the ability to override certain file processing settings for the file.

One common use for file processing is report distribution, which allows you to automatically deliver report files to multiple recipients. This frequently involves using several different features of file processing, for example:

- Multiple reports configured for snapshot file processing and using Multipass processing. For example, an income statement processed by department, region, or VP, and creating a separate snapshot file for each element.
- A report configured for file collect, to collect all of the snapshots into targeted report packages, including adding things like cover sheets and other supporting information. These packages could be saved to designated file locations and/or emailed to the appropriate recipients.
- A report configured for batch processing to run everything at once. For example, the batch would contain an entry for each report configured for snapshot processing, and then finish with the file collect report.

File processing is set up on a per-file basis. File processing can be set up on any Axiom file, but the primary use case is in reports.

**NOTE:** To set up a report for processing, some processing actions require set up before they can be performed. For example, to run a file collect process, the report must have a File Collect sheet defined. For more information, see *File Processing* in Axiom Help (Main ribbon tab > Help).

After the file has been configured to use file processing, you can process it by using **File Output > File Processing**. From this menu, you can choose to **Process File or Process File Multipass**. File processing can also be performed using Scheduler and from a task pane.

# Removing reporting source files

Before running the monthly reports, we recommend that you first delete the reports that were sent out last month. Copies of these reports are stored in the **Explorer** task pane, in the **Financial Mgmt Utilities** > **Report Distribution** > **Sent Files** folder.

To remove reporting source files:

- In Explorer, in the Libraries section, click Reports Library > Management Reporting Utilities > Report Distribution > Source Files, and delete all of the files before running any batches.
- 2. In the Financial Mgmt Utilities > Report Distribution > Sent Files folder, make a copy for each month, and move the reports to a monthly folder for storage.

**TIP:** You may also want to keep these copies off the Axiom application server and in a designated place on your network.

# Working with Variance Reporting

Variance Comments Collection automates the process of managers submitting explanations for variances between monthly budgets and actuals. In addition to collecting manager comments, Variance Comments Collection also prompts managers to submit proposed action plans for bringing their department's actuals in line with targets.

The Variance Comments Collection feature is implemented as an optional tab that you can include in the Month End Review Dashboard. This tab allows the following:

- Collect variance explanations and action plans for correction on a monthly basis.
- Enables one-stop shopping for the department manager by providing drill-downs.
- Provides a way to input variance explanations and actions plans for multiple departments at the same time.

### **Configuring Variance Comments Collection**

Before you can collect variance comments for a new month, you must do the following:

- 1. Set variance thresholds and alert flags.
- 2. Set VCC Payroll mapping.
- 3. Set additional data requirements

Confirm that all necessary monthly data has been loaded, the payroll accrual process has been completed, and that periods have been set properly for the following data sources:

Datasource	Definition
Financial	Monthly GL & Statistics loaded and proper period set
Payroll12	Biweekly payroll (Payroll27) accrued to Payroll12 with EMPLOYEE NAME
	<ul> <li>PP26to12_Hours – Act_Pay27_YYYY to Act_Pay12_YYYYHours sequence</li> </ul>
	<ul> <li>PP26to12_Dollars – Act_Pay27_YYYY to Act_Pay12_YYYY Dollars sequence</li> </ul>
	EmpIDDesc

Use the PP27to12 utility report to filter hours properly as well as transfer employee names from Payroll27 tables to Payroll12 tables.

#### Drilling Down to Detail

The following data is necessary to enable the corresponding drill-downs to detail.

- **GLDetail** Journal entry transaction data imported for current period.
- GLTransactions AP/MM/AR transaction data imported for current period.
- RevUsage Monthly Gross Charges and Volumes by patient type (IP and OP) by CDM Code

### Activating Variance Comments Collection

When activating Variance Comments Collection, you are adding the Variance Comments Collection tab to the Month End Review dashboard. This allows you to easily manage variance comments from one location. After you activate the tab, see Using the Variance Comments Collection tab in the Month End Review dashboard.

**NOTE:** Before you can activate the tab, you must complete the setup steps. For more information, see Configuring Variance Comments Collection.

To activate Variance Comments Collection:

- 1. Navigate to one of the following:
  - a. In the Bud Admin task pane, in the Financial Reporting section, click Financial Utilities > System Setup, and double-click VCC\_Threshold.
  - b. In the Mgmt Admin task pane, in the Dimension & Reference Maintenance section, click System Setup, and double-click VCC\_Threshold.
- 2. Click the Activate Variance Comments Collection tab on Month End Review Dashboard dropdown and click Yes.

#### **Tolerance Level for Alerts**

	Custom Filter for Alert Processing:	DEPT in (10010004, 22	8046035,	302553000)		
	Comparison Time Series		Same Month Last Year	•		
	Revenue & Usage Comparison		Budget	•		
	Flag Max Positive Variances as Required		Yes	•		
	Use H_JCHours for Paid Hours filter		No	•	_	
	Activate Variance Comments Collection tab on	Month End Review Dashboard 🗕 🗕	Yes	•		
	FSSummary		Min M	ах	Threshold	Level of
Û	Groups	Description	Yellow R	ed	Red	Comments

3. Click Save.

# Using the Variance Comments Collection tab in the Month End Review dashboard

The Variance Comments Collection tab in the Month End Review dashboard allows you to manage variance comments. The tab displays as a sub-tab of the Operational Overview section within the dashboard. For instructions on activating the tab, see Activating Variance Comments Collection.

≡ ▼ 9	2 <i>f</i> (									
SUMMARY	Y EXECUTIVE OVERVIEW	OPERATION	AL OVERVIEW							
KPI Pat	ient Revenue Other Revenue L	Labor Benefits	Other Expenses	Variance Co	omments Collect	tion				
Variar Vice Presi	Variance Comments Collection Summary Vice President: Pending   Director: Pending   Manager: Pending   Period ending February 28, 2018									
Month-End	Variance Explanation - Feb-2018							Rate Volum	e Variance	
Account	t Description	Feb-2018 Jan-2 Actual Last	018 Mth Variance	La Variance %	ast Mth Alert	Variance Explanation (max char 500)	Rate	Volume	Efficiency	12 mo. Aler
	Volume & Revenue Summary									
	Paid Hours	0	0 0	0.00%	0		0	0	0	ø
	Salary & Benefit Expenses	0	0 0	0.00%	0		0	0	0	۲
	Supply Expense	0	0 0	0.00%	0		0	0	0	0
	Other Operating Expense	0	0 0	0.00%	0		0	0	0	0
	Total Expense	0	0 0	0.00%	0		0	0	0	0

#### Applying filters

You must filter accounts before data will display.

To apply filters:

1. Click the filter icon in the upper-left toolbar.

	Additions	Quick Filter	GoTo	Freeze Pane Formula Bai Headings		
Display     Display     Display     Display						
SUMMARY EXEC						
	KPI	KPI Patient Revenue C				

2. In the drop-down menus that display, click options to set your time period, target, category, filter, and department. For more information on these filters, see Viewing and filtering the Month End Review dashboard.

3.	In the Variance	Comments	<b>Collection</b> section,	complete the	following option	ns, as needed:
----	-----------------	----------	----------------------------	--------------	------------------	----------------

Option	Description
Which items do you want	Click one of the following options:
to see? arop-aown	All Items: displays all accounts.
	<ul> <li>Show Required Comments Only: displays only the accounts where variance comments are required based on threshold settings.</li> </ul>
Action Plan checkbox	When checked, the tab displays the Action Plan column. The Action Plan column displays a text box for each account where comments are required. Use this text box to describe your action plan in regard to the variance.
Rate Volume Variance checkbox	This box is checked by default. When checked, the tab displays the following columns: Rate, Volume, Efficiency, and 12 mo. Alert. The alerts are based on threshold settings.
Year-To-Date checkbox	When checked, the tab displays the following columns: Current year Actual, Last Year, Variance, Variance %, and Last Year Alert. The alerts are based on threshold settings.

✓ Variance Comments Collection					
Which items do you want to see?					
Required Com	×				
Action Plan					
✓ Rate Volume Variance					
Year-To-Date				Ŧ	
Apply	Clear All	Can	cel		

- 4. Click Apply.
- 5. In the Variance Explanation column, type a description that explains the variance from the previous year.

**TIP:** You can enter information in this column specific to the period you selected in Step 2.

6. In the Action Plan column, type the actions your organization plans on taking to address the variance.

**NOTE:** This column only displays if you select the Action Plan check box in Step 3.

**TIP:** You can enter information in this column specific to the period you selected in Step 2.

- 7. After you finish making changes, click **Save** in the upper right corner of the page.
- Drilling down to detail

Once you apply the filters, you can drill-down to greater levels of detail. To drill down, click the blue magnifying glass icon to see greater detail regarding the account in that row.

<b>~</b>	Salary & Benefit Expenses	188,359	190,084	1,725	0.91%	0		(11,033)	(5,489)	18,248	٢
Q	60100 Salaries - Regular	131,231	133,688	2,457	1.84%	0	-	(6,516)	(3,860)	12,834	A
۹	60110 Salaries - Overtime	17,330	14,330	(3,000)	(20.93%)	A	-	(3,962)	(414)	1,376	A
۹	60120 Salaries - Non-Productive	12,983	12,159	(824)	(6.77%)	•	-	(1,640)	(351)	1,167	0
۹	61100 Employee Annuity	3,013	2,873	(141)	(4.89%)	•	-	(333)	(83)	276	4
۹	61200 Medical Insurance	11,835	11,835	(0)	(0.00%)	0	-	(794)	(342)	1,136	4
Q	61220 Group Term Life	252	234	(17)	(7.45%)	•	-	(33)	(7)	22	<b>A</b>
				(* *)	( )	-		1	(2.2)		

In the example below, we drill-down on Salaries - Overtime > all associated job codes > all associated employees.

**NOTE:** You can only access drill-downs for data that you have loaded already. For example, the JobCode Variance drill-down will not be available if you have not loaded job code data.

~	Salary & Benefit Expenses	188,359	190,084	1,725	0.91%	0			(11	,033) (5,4	189) 18	,248 📀		
Q	60100 Salaries - Regular	131,231	133,688	2,457	1.84%	0	-		(	6,516) (3,1	360) 12	.834 🔺		
Q	60110 Salaries - Overtime	17,330	14,330	(3,000) (	20.93%)	Δ	-		(3	(962) (4	114) 1	,376 🔺		
a a	60120 Salaries - Non-Productive 61100 Enginee Annuity	Payro Dept: 26	оII - Job 610 - емс 6	Code Varia	Ince Acct: 60110	) - Salari	es - Overtime   P	eriod ending Fe	ebruary 28, 201	8				
۹	61200 Medical Insurance							Hours			Dolla	70		
۹	61220 Group Term Life						Feb-2018	Feb-2018		Feb-2018	Feb-2	018		
		α.	JobCode	Desc	ription		Actual	3 Mth Avg	Variance	Actual	3 Mth	Avg Vari	ance	
			J00090 J00495 J00031	Unit Clerk I Scheduling Clerk Clinical Technician	Payroll Dept: 26610 * Flex Dollars	- Emp - EMC 6/	ployee Variance SA (JobCode ADC)   Acct: 60110 - Salaries - Overtime   Jobcode: J00772 - Patient Care Associate   I ated and may not the to Jobcode Analysis totals							oruary 28, 2018
		Q Q	100324	I PN_RRHS						Hours			Dollars	
		Q	J00772	Patient Care Associat					Feb-2018	Feb-2018		Feb-2018	Feb-2018	
		Q J00191 Staff RN		Staff RN		Descriptio	n	Actual	3 Mth Avg	variance	Actual	3 Mtn Avg	variance	
					13857 Arms 25233 Doug				25	17	(8)	619	301	(318)
					25	934 Malle	tt, Monty		14	11	(2)	230	132	(98)
					14	120 Gates	s, Nancy		3	6	3	67	81	15
					26	800 Schu	ite, Mary		2	2	(0)	30	17	(12)
					27	314 Adam 540 Sabre	ns, Ella		1	2	1	20	23	3
					24	912 Willia	ms, Ossie		1	7	7	11	81	70
						0			0	0	0	0	0	0
					22	496 Baile	y, Addie		0	1	1	0	11	11
					25	217 Thorr	nas, Layla		0	1	1	0	14	14
					26	880 Case,	Robin		0	3	3	0	33	33
					27	658 Vanb	s, nagan uren, Dorothy		0	3	3	0	22	22
					Total				66	67	2	1,348	887	(461)

Viewing document images

AP and AR transactions may include links to supporting documentation that you can view directly in the Variance Comments Collection tab. To view the document links, drill down to the appropriate transaction, and click and drag the scroll bar until the **Link to Image** column displays. Click the icon to open the document image.

Transaction Information Dept: 26610 - EMC 6A (JobCode ADC)   Acct: 61200 - Medical Insurance   Period ending February 29, 2020												Period	
	GL Source Amount												
4	AP		2,030.00										
		Period	Amount										
	4	201908	2,030.00										
		n	JE No.	GL Sou	Vendor	Item Description	Invoice No.	PO No.	Date	Check No.	Qty.	Amount	Link to Image
											0	496.00	2
											0	483.00	
											0	241.00	C.
											0	158.00	
											0	496.00	C.
											0	156.00	C.
		4											Þ
•	AR		1,638.00										
•	JE		4,502.00										
•	MM		1,666.00										
# Running the Monthly Reporting Process

Complete the following steps to generate a monthly report for your organization:

- 1. Load GL 12-month data.
- 2. Load Monthly Statistics data.
- 3. Load GL Detail data.
- 4. Load AP Detail data.
- 5. Load MM Detail data.
- 6. Load Accrued Receipts data.
- 7. Reconcile GL to GL Transactions.
- 8. Load Revenue and Usage data.
- 9. Reconcile monthly RevUsage reconciliation.
- 10. Summarize CDM statistics to financial.
- 11. Load Biweekly Payroll data.
- 12. Reconcile Biweekly Payroll.
- 13. Run Biweekly to Monthly Payroll Accrual report.
- 14. Run Monthly to GL Accrual utility.
- 15. Remove reporting source files.
- 16. Configure the Department Monthly Package report.
- 17. Process and distribute the Department Monthly Package report.
- 18. View the Month End Review dashboard.

Complete the following steps to generate a monthly report for your organization:

- 1. Load GL 12-month data.
- 2. Load Monthly Statistics data.
- 3. Load GL Detail data.
- 4. Load AP Detail data.
- 5. Load MM Detail data.
- 6. Load Accrued Receipts data.
- 7. Reconcile GL to GL Transactions.
- 8. Load Revenue and Usage data.

- 9. Reconcile monthly RevUsage reconciliation.
- 10. Summarize CDM statistics to financial.
- 11. Load Biweekly Payroll data.
- 12. Reconcile Biweekly Payroll.
- 13. Run Biweekly to Monthly Payroll Accrual report.
- 14. Run Monthly to GL Accrual utility.
- 15. Remove reporting source files.
- 16. Configure the Department Monthly Package report.
- 17. Process and distribute the Department Monthly Package report.
- 18. View the Month End Review dashboard.

### Loading GL12 Month data

Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a GL\_ prefix.

To load GL12 Month data:

1. To change the current period, in the Admin ribbon tab, in the Database group, click Imports & Utilities > System Period/Year.



2. In the System Current Period dialog, in the New Value field, type the new month value, and click OK.



**IMPORTANT:** Do not change the **System Current Year** field unless changing over a new fiscal year. Setting the system period and year could affect other Axiom Healthcare Suite products.

3. In the Admin ribbon tab, in the Database group, click Imports & Data Utilities > Imports, Management Reporting> 01-Load GL 12 Months, and click Execute.

Impo U	orts & Data tilities •	File Protection •	Freeze Panes Formula Bar Headings	System Tools ▼	Recovery	Help Cla	Dse m SW
<b>#</b> \$	System Peri	iod / Year	Display	Tools	Audit & Recovery	Help E	xit
<b>ES</b>	Table Curre	nt Periods					
Ц.	Data Utilitie	es 🔸 🗖	1				
5	Imports	· · · ·	Create New Impor	t  -			
~			Budgeting	•			
			📔 Capital Planning	•			
^			📔 Capital Tracking	• L			
			Contract Managen	nent 🕨 🗍	anna		
			Cost Management	- • • • •			
			Financial Planning	•			
			Internal Utilities	•			
			Management Repo	orting 🕨 Im	port Folder Manage	ement Reporting	
			Productivity	<u>ا</u>	01-Load GL 12 m	onths 🕨	Execute
_			Rolling Forecast	• 🔚	02-Load Monthly	Stats •	📝 Edit
^			📔 Strategy Managem	nent 🔸 🔚	03-Load Biweekly	Payroll •	🗙 Delete
			C-IIIali	notine 🧧	04-Load Provider	Detail 🕨	are available
			<ul> <li>Comm</li> </ul>	ients a 皆	05-Load GL Detai	•	outliers
				<u> </u>	06-Load AP Detai	•	
				<u> </u>	07-Load Materials	s Issues	
				<u> </u>	08-Load Accrued	Receipts •	
^				<u> </u>	09-Load RevUsag	e 🕨	
				4	10-Load Employe	e Master 🔹 🕨	
				4	11-Dimension CD	MCODE Update 🕨	
^				2	12-Service_Line_Ir	mport •	
				_			

4. Click Execute.

Execute Import: 01-Load GL 12 months			×	
Execute Options Desc ☐ Allow pauses ☐ Preview only ☐ Ignore lookup and key errors ✔ Aggregate rows on final save	ription			
Execute Stop Status: not started				

Field	Steps
Table: Select Table	Select the ACT or BUD table.
Year Selection: Input Year (YYYY)	Type the year to load.

6. In the Choose the import source file dialog, select the source file to load.-



If the import encounters validation errors, see Resolving import validation errors.

After you load the data, run the Income Statement Summary report in Explorer in Reports Library
 Management Reporting > Income Statement > Income Statement Summary to reconcile to your GL income statement.

### Loading Monthly Statistic data

Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a ST\_prefix.

To load Monthly Statistic data:

1. In the Admin ribbon tab, in the Database group, click Imports & Data Utilities > Imports > Management Reporting > 02-Load Monthly Stats, and click Execute.



#### 2. Click Execute.

Execute Import: 02-Load Monthly Stats		×
Execute Options       Allow pauses     Description       Preview only     Ignore lookup and key errors       Aggregate row on final save		
Execute Stop Status: not started		

Field	Steps
Table: Select Table	Select the ACT or BUD table.
Year Selection: Input Year (YYYY)	Type the year to load.

4. In the **Chose the import source file** dialog, navigate to the location where you stored the source file, and select it.



If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

- 5. If you are not loading your statistics through an import set up by your Kaufman Hall Implementation Consultant, then you can also load statistics using a Save to Database report. There are standard reports delivered with your system for this, which you can find in Explorer in Management Reporting Utilities > Data Input > Input Monthly Statistics.
  - 🔻 🅌 Management Reporting Utilities
    - \_My Utilities
    - 🕨 뷀 Alerts
    - Current Year Forecast
    - 🕨 뷀 Custom Utilities
    - 🔻 闄 Data Input
      - Input BiWeekly Contract Labor
      - Input Monthly Contract Labor
      - Input Monthly Statistics
- 6. Use the top section of the report, labeled **Add New Stats**, when entering a new Dept-Acct combination into the database.

If needed, you can copy additional rows by copying the entire row, and then using the **Insert Entire Row** option in Excel. If you Refresh the report, it will bring in all existing statistic combinations from the database, and you can then update any monthly value in the blue cells in the **Change Existing Stats** section.

Monthly Statistics In	put Form	1						
KHA Health								
Click "Save" to save values to database					No changes m	ade		
Department	DEPT	Description	InitID	Acct	July	August	September	October
Add New Stats								
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
Enter Valid Dept>>>		Enter Valid Acct>>>	1		0	0	0	0
<copy a<="" above="" and="" here="" if="" insert="" more="" rows="" td=""><td>re needed&gt;</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></copy>	re needed>							
Change Existing Stats								
EHS Sports Medicine	17840	Calendar Days	1	300	31	31	30	31
EHS *** Bldg-Med Office/East Hplex	17870	Calendar Days	1	300	31	31	30	31
EPG Clinic Administration	17879	Calendar Days	1	300	31	31	30	31
EPG Phys Clinic-North	17880	Calendar Days	1	300	31	31	30	31
EPG Phys Clinic-Occ Hith East 1		Calendar Days	1	300	31	31	30	31
EPG Phys Clinic-Occ Hith Midtown	17883	Calendar Days	1	300	31	31	30	31

7. After you complete your inputs, from the Main ribbon tab, click Save to send the data into the database and save the report.



### Loading AP Detail data

Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an AP\_prefix.

To load AP Detail data:

 In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 06-Load AP Detail > Execute.



2. In the Execute Import: 06-Load AP Data dialog, click Execute.

O Execute Import: 06-Load AP Detail	?	2	×	
Execute Options     Description       Allow pauses     Preview only       Ignore lookup and key errors     Aggregate rows on final save				
Execute Stop Status: not started				

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
YearMonth: Select GLPeriod	In the drop-down, select the GLPeriod to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.

Ochoose the import source file						
$\leftarrow \rightarrow \cdot \cdot \uparrow$	This PC > Documents > Files					
Organize • New folder						
📔 Documer 🖈 🔦	Name	Date modified	Туре			
🔚 Pictures 🖈	4 AP_201801	4/6/2018 9:30 AM	Microsoft Excel Wor			

5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

## Loading GL Detail data

Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a JE\_prefix.

To load GL Detail data:

 In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 05-Load GL Detail > Execute.



2. In the Execute Import: 05-Load GL Data dialog, click Execute.

Execute Import: 05-Load GL Detail		?	$\times$	
Execute Options          Allow pauses         Preview only         Ignore lookup and key errors         Aggregate rows on final save	Description			
Execute Stop Status: not started				

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
YearMonth: Select GLPeriod	In the drop-down, select the GLPeriod to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

## Loading MM Detail data

Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an MM\_prefix.

To load MM Detail data:

 In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 07-Load Materials Issues> Execute.



2. In the Execute Import: 07-Load Materials Issues dialog, click Execute.

Execute Import: 07-Load Materials Issues		
Execute Options       Description         Allow pauses       Preview only         Ignore lookup and key errors       Aggregate rows on final save		
Execute Stop Status: not started		

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
YearMonth: Select GLPeriod	In the drop-down, select the GLPeriod to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.

Ochoose the import source file					
$\leftarrow \rightarrow \checkmark \uparrow $	This PC > Documents > Files				
Organize • New folder					
🛅 Documer 🖈 🔦	Name	Date modified	Туре		
📄 Pictures 🖈	MM_201801	4/6/2018 9:30 AM	Microsoft Excel Work		

5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

# Loading Accrued Receipts data

Make sure the import file is created and saved to a directory accessible by the Axiom Application server. We recommend naming the file with an AR\_prefix.

To load Accrued Receipts data:

1. In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 08-Load Accrued Receipts > Execute.

Impo Ui	rts & Data tilities + System Perio	File Protection d / Year	•	<ul> <li>Freeze Panes</li> <li>Formula Bar</li> <li>Headings</li> <li>Display</li> </ul>	Syste Tools Tool	m s	Recovery Audit & Recovery	Help Help	Clos Axiom Exit	e SW	
<b>60</b> 5	Table Current	t Periods	get S	Statistics ×							
Ц.	Data Utilities	•				2_"Ev	on" 1/12 IE/\$AU11	22_"CalDa		V/AV/01	LAV\$11704
5	Imports	+	+	Create New Import		= =	en , 1/ 12, IF(\$AU 1/		ys ,IINDE	A(AV)	:AV\$11704,
W	X	Y		Budgeting	•	_				AA	
	Gl	_OB/		Capital Planning Capital Tracking Contract Managem	⊧ ent	S					
	lnsti After	ructions: adding a		Cost Management Financial Planning	•	nev	v Dept & Acct o	codes for	the		
	Dept	\Acct row		Management Repo	rting 🕨	Imp	ort Folder Manag	ement Rep	ortina		
	histo	rical data		Productivity	rung +	2	01-Load GL 12 m	onths	•		
				Rolling Forecast		<b>C</b>	02-Load Monthly	Stats	•		
				Strategy Managem	ent 🕨	2	03-Load Biweekly	Payroll	•		
			-			2	04-Load Provider	Detail	•		
						2	05-Load GL Detai	1	•		
						4	06-Load AP Detai	il	•		
							07-Load Material	s Issues	•		
						2	08-Load Accrued	Receipts	•	▶ E	xecute
	Adm	its				5	09-Load RevUsag	e	•	Б б	dit 🗟
	Disch	narges				5	10-Load Employe	e Master	•	×D	elete
	Patie	ntDavs				5	11-Dimension CD	MCODE Up	date 🕨		
	Total	Visits				5	12-Service_Line_li	mport	•		
						_					

2. In the Execute Import: 08-Load Accrued Receipts dialog, click Execute.

Execute Import 28-Load Accrued Receip	ots	?	$\times$		
Execute Options De Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save	escription				
Execute Stop Status: not started					

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
YearMonth: Select GLPeriod	In the drop-down, select the GLPeriod to load to.

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



5. If there are any import exceptions, follow the import exceptions remediation from Resolving import validation errors.

### Loading Revenue and Usage data

Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a RU\_prefix.

To load Revenue and Usage data:

1. In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 09-Load RevUsage > Execute.

Impo U	orts & Data tilities *	File Protection		<ul> <li>Freeze Panes</li> <li>Formula Bar</li> <li>Headings</li> <li>Display</li> </ul>	Systen Tools		Recovery	Help	Clos Axiom Exi	se SW	
	Table Currer	nt Periods	not i	Statistics V							
	Data Utilitie	s 🕨	gett	statistics x							
2	Imports	•	+	Create New Import		="Ev	en",1/12,IF(\$AU1	23="CalDay	s",INDE	X(AV	\$1:AV\$117
W	X	Y		Budgeting	•					AA	
			ň.	Capital Planning	•						
	G	I OBA	Ĩ.	Capital Tracking	•	S					
	Ŭ	2007		Contract Managem	ent 🕨	Γ					
				Cost Management	•						
	Inst	ructions:		Financial Planning	•				_		
	Afte	r adding a		Internal Utilities	•	nev	/ Dept & Acct	codes for t	:he		
	Dep	t\Acct row		Management Repo	rting 🕨	Impo	ort Folder Manag	gement Repo	rting	1	
	histo	orical data		Productivity	•	<u>.</u>	01-Load GL 12 m	nonths	•		
				Rolling Forecast	•	٢.	02-Load Monthly	y Stats	•		
				Strategy Managem	ent 🔸	5	03-Load Biweekly	y Payroll	•		
			_			5	04-Load Provide	r Detail	•		
						٢.	05-Load GL Deta	il	•		
						5	06-Load AP Deta	ail	•		
						5	07-Load Materia	ls Issues	•	_	╉
						5	08-Load Accrued	d Receipts	•		
	Adm	nits				5	09-Load RevUsag	ge	•		Execute
	Disc	harges				5	10-Load Employe	ee Master	•		Edit
	Patie	entDays				5	11-Dimension CI	DMCODE Upo	date 🕨	X	Delete
	Tota	lVisits				5	12-Service_Line_	Import	•		

2. In the Execute Import: 09-Load RevUsage dialog, click Execute.

Execute Import: 09-Load RevUsage     Exe	?	$\times$
Execute Options  Allow pauses  Preview only  Ignore lookup and key errors  Aggregate rows on final save		
🕨 Execute 🛛 👋 Stop 🛛 Status: not started		

Field	Steps
YR: Input Year (YYYY)	Type the year to load.
Month: Select	In the drop-down, select the month to load to.
Current Month	

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.

Oboose the import source file					
$\leftarrow \rightarrow \checkmark \uparrow$ Inis PC > Documents > Files					
Organize • New f	older				
	Name	Date modified	Туре	Si	
Desktop 🖈	🖬 RU_201801	4/6/2018 9:30 AM	Microsoft Excel Work		

5. If there are any import exceptions, follow the import exceptions remediation from Loading GL12 Month data.

### Summarizing CDM statistics to financial

To use your Charge Master (CDMCODE) to create your statistics, we offer a save-to-database utility that summarizes the Inpatient and Outpatient volumes in the RevUsage database (ACT\_RU\_20XX) into statistic accounts that can be stored in the Financial database (ACT20XX). For this utility to work, your Kaufman Hall consultant will help you design your CDMCODE table during the implementation.

To summarize CDM statistics to financial:

- To run this Save to Database utility, navigate to In the ExplorerExplorer task pane, in the Libraries section, click the Reports Library > Management Reporting Utilities > RevUsage folder, and double-click Summarize CDM Statistics.
- 2. In the drop down box in cell M19, select whether you are running the process for Current Year or Last Year.

<b>O</b> F	lome 📄 Summarize	CDM Statistics (R/O) ×				
(	5 H	I. I.	J	K	L	M
18 19 20 21 22	Summariza	tion of CDM Statistics				Select Year to process: Current Year
23 24	CDMCode	Description	RVU	StatAcct	Dept	July 2017
3304	C2842020017	Group Therapy Weight Control (Nd)	1.00	0	28420	79
3305	C2842020020	OI 4 Week Group Program	1.00	0	28420	4
3306	C2842020023	Office Visit - Staff	1.00	0	28420	89
3307	C2842050006	Nutrit Supp Nutrimed Box	1.00	0	28420	457
3308	C2842060005	Comprehensive Metabolic Panel	1.00	0	28420	67
3309	C2842060006	Cpk	1.00	0	28420	68
3310	C2842060020	Magnesium	1.00	0	28420	68
3311	C2842060031	Uric Acid	1.00	0	28420	67
3312	C2842060032	Ekg	1.00	0	28420	11
3313	C2843050004	Sam-Individual Therapy	1.00	0	28430	164
3315	C2851003377	Nutrit Supp Ultracal 4359-06 Ltr	1.00	0	28510	3
3316	C2851010018	Med Nutr Therapy - Initial	1.00	0	28510	6
3317	C2851010020	Med Nutr Therapy - Group	1.00	0	28510	3
3318 3319 3320 3321 3322 3323						

- 3. Refresh the data by doing one of the following:
  - In the Main ribbon tab, click Refresh Data.



- Press F9.
- 4. In the File Processing task pane, click Process file.

< Axiom Assistent

	File Processing Settings						
Tasks	Processing Type:	Save Data	~				
pue	Save Data Mode:	Save Once at the End	v				
Files	Save Data tag	are static for all passes					
t My	MultiPass Settings		Hide Advanced View				
stan	<ul> <li>MultiPass Data S</li> </ul>	iettings					
Assi	Source Table:	DEPT					
Ŧ	Source Columns:	DEPT.DEPT					
5	Group By:	DEPT.DEPT					
	Sort By:	DEPT.DEPT	<b></b>				
Ţ.	Source Filten		7				
Assis	> MultiPass Filter	Settings					
anno			Preview Multipass List				
Data So	Actions						
essing	Process file						
File Proc	rocess file m	umpass					

**NOTE:** You do not need to run this utility using Multipass unless you are a large health system and are noting performance issues when previously running.

### Loading Biweekly Payroll data

Make sure you create and save the import file to a directory accessible by the Axiom Application server. The file should be saved as LD\_MMDDYY\_PP. For example, LD\_100418\_1

To load Biweekly Payroll data:

1. In the Admin ribbon tab, click Imports & Data Utilities > Table Current Periods.



2. Filter using the Table Type, and select **Payroll**.

Table Current Periods	? ×
For each table in the system you can specify a table should rely on the System Current Period.	specific Curre t Period, or indicate that the table
Table Name 💽 Uses System Current Period	Table Type 📝 Folder Path
: 26 item(s)	Group By
	Contains Value
	Equality
	Financial
	FixedAssetListing
	Payroll
	RF Custom Data
	RF

3. Change the period for all of the payroll tables where the Uses System checkbox is not selected.

Table Current Periods			?	×
For each table in the should rely on the S	system you can spec ystem Current Period.	ify a tabl	e-specific Current Period, or indicate th	at the table
Table Name	Uses System	Curre	ent Period 💌 Table Type 🗐	^
: 26 item(s)			Group By	
BUD_PAY12_2016	Y	8	Clear Elterr	VAx
BUD_PAY12_2017	1	8	Creat Privers	VAx
BUD_PAY12_2018	4	8	Contains	VAx
ACT_PAY27_2018		18	Value	VAx
BUD_PAY12_2014	$\checkmark$	8		VAx
BUD_PAY12_2015	1	8	Equality	VAx
BUD_PAY12_2019	$\checkmark$	8	EncData ^	VAx
BUD_PAY27_2017		18	EPM	VAx
BUD_PAY27_2018		18	FinancialPlanning	VAx
BUD_PAY27_2019		18	Financial	VAx
BUD_PAY27_2014		18	FixedAssetListing	VAx
BUD_PAY27_2015		18	Payment	VAx ~
<			🗹 Payroll	>
			Provider -	ancel
			RF Custom Data	annel

4. In the **Table Current Periods** dialog, double-click the current period for the table, and type the new period.

Table Current Periods

 $\times$ 

?

For each table in the system you can specify a table-specific Current Period, or indicate that the table should rely on the System Current Period.

Table Name	•	Uses System	Current Period	▼ Table Type	~
: 26 item(s)					
BUD_PAY12_2016		$\checkmark$	8	Payroll	∖Ax
BUD_PAY12_2017		$\checkmark$	8	Payroll	\Ax
BUD_PAY12_2018		$\checkmark$	8	Payroll	\Ax
ACT_PAY27_2018			18	Payroll	\Ax
BUD_PAY12_2014		$\checkmark$	8	Payroll	\Ax
BUD_PAY12_2015		$\checkmark$	8	Payroll	\Ax
BUD_PAY12_2019		$\checkmark$	8	Payroll	\Ax
BUD_PAY27_2017			18	Payroll	\Ax
BUD_PAY27_2018			18	Payroll	\Ax
BUD_PAY27_2019			18	Payroll	\Ax
BUD_PAY27_2014			18	Payroll	\Ax
BUD_PAY27_2015			18	Payroll	∖Ax ∨
<					>
			Ар	ply OK	Cancel

5. When you have finished all the tables, click **OK**.

6. In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 03-Load Biweekly Payroll > Execute.

Imports & Data Utilities <del>*</del>	File Protection ▼	<ul><li>Freeze Panes</li><li>Formula Bar</li><li>Headings</li></ul>	System Tools ▼	Rec	overy	<b>?</b> Help	Close Axiom SW			
📑 System Per	iod / Year	Display	Tools	Audit &	Recovery	Help	Exit			
式 Table Curre	ent Periods									
队 Data Utilitie	es 🕨	<b>•</b> • •								
Imports	•	+ Create New	Import							
		🔋 📗 Budgeting		Þ						
		🔋 Capital Plan	ning	Þ	-					1
		🐌 Capital Trac	Capital Tracking							
		🔋 Cost Manag	gement	Þ	uu					
		📔 Costing		Þ						
		🐌 DSS		Þ	IOUNC		NTS			
		🔋 Financial Pla	anning	Þ					_	
		🔋 Internal Util	ities	Þ	Import	Folder N	/lanagemen	t Reporting		12th of each r
		📙 Manageme	nt Reporti	ng ▶	鷌 01-l	oad GL	12 months			oporti aro av
		Productivity	,	Þ	鷌 02-l	.oad Mo	onthly Stats		•	
		🐌 Rolling Fore	ecast	Þ	🥌 03-l	oad Biw	eekly Payroll	I	۶.	Execute

7. In the Execute Import: 03-Load Biweekly Payroll dialog, click Execute.

Execute Import: 03-Load Biweekly Payrol	?	$\times$						
Execute Options De Allow pauses Preview only Ignore lookup and key errors Aggregate rows on final save	scription							
Execute Stop Status: not started								

Field	Steps
Year Selection: Input Year (YYYY)	Type the year to load.
PayPeriod: Input Period (1 – 27)	In the drop-down, select the pay period to load to.

9. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.

Choose the import source file											
$\leftarrow \rightarrow \cdot \uparrow $	$\leftarrow$ $\rightarrow$ $\checkmark$ $\bigstar$ This PC > Documents > Files										
Organize   New folder											
🛅 Documer 🖈 🔦	Name	Date modified	Туре								
📄 Pictures 🖈	LD_100418_1	4/6/2018 9:30 AM	Microsoft Excel Work								

10. If there are any import exceptions, follow the import exceptions remediation from .

### Resolving import validation errors

If the import experiences import validation errors, you can view them in two places in the system: a separate CSV file and the Execution log area of the Execute Import dialog, as shown in Step 8 of Loading GL12 Month data.

The CSV file is located in Explorer in the Imports Library > Management Reporting > Import Errors folder.



The CSV file shows you which rows of data were invalid within the context of the import data. This error file includes the following:

- Look up validation errors from Kaufman Hall's Software's built-in validation against lookup columns.
- Validation errors from any Custom Data Validation steps in the transforms.
- Key validation errors such as blank keys or duplicate keys.

You can also open the file from the Execute Import dialog by clicking the link the Status area. The status displays either "failed" or "warning," followed by "click here to open errors in a spreadsheet." The status type depends on whether the option to Ignore lookup and key errors is selected.



Each execution of an import that results in a lookup error generates a unique error file (differentiated by a date/time stamp). These error files are not automatically deleted; you must manually delete them when you finish investigating the error.

The CSV file contains the import data, followed by one or more validation columns. Validation columns are labeled as follows:

- LookupColumnName Lookup Error column Contains lookup and key validation messages. For example, Acct Lookup Error"\ when looking up against the ACCT column.
- AXTRANSFORM\_StepNumber column Contains Custom Data Validation messages where StepNumber is the number of the associated transformation step. For example, AXTRANSFORM\_5 when the associated transform is step 5 in the list.

If there are errors (most commonly new codes in Dimensions), add those codes to dimensions, and rerun the import.

# Working with the Month End Review dashboard

The Month End Review dashboard allows executives and managers to easily view variances between the month/YTD plan versus actual for all of your organization all the way down to the department level. It provides a visual summary of performance, including trends by month and Key Performance Indicators (KPIs). Use the filter function to specify the information to display in the dashboard.

**TIP:** The rolling 12 month charts actually display 13 months of data so that you can compare the current period with the same period last year.

#### Summary tab

The Summary tab is the first tab that displays in the dashboard. It provides a visual representation of actuals versus target, grouped into Revenue, Labor, and Expense categories. This tab provides KPI visibility into all of your departments for the current period and year.

NOTE: The page will only include those departments in which you have permissions to view.

To view the statistic and per-unit KPI information at the department-level, go to the Operational Overview tab.

To see a chart of rolling 12 months actuals, click the chart icon in the upper left corner of each box.



#### Executive Overview

The Executive Overview tab displays summary-level revenue, expense, and statistics information for all the departments in your organization.

To see a chart of rolling 12 months actuals, click the chart icon in the upper left corner of each box.



You can also toggle between viewing the data for the period or YTD.

T O >									
SUMMARY EXECUTIVE OVE	RVIEW OPER	RATIONAL OVERVIEW							
terenue Overview Expense Overview Statistical Overview									
Revenue Overview Summary For the pariod ending February 28, 2017									
op 10 Inpatient Revenue Favorable Variances	s - Feb-2017			Income Statement Summany, Eck 2017					
Feb-2017 Feb-2017			Income Statement Summary - Feb-2017	Income Statement Summary - Feb-2017					
Dept	Actuals	Budget	Variance Last	Pevenue	Actuals	Budget	Variance	Variance %	
AC Laboratory	2,865,554	2,401,486	464,068 🛃	Innatiant Payanua	29.072.658	28 990 718	81.940	0.28%	
AC NICU	566,966	176,431	390,535 🕍	Outpatient Revenue	13 566 833	13,159,817	407.016	3.095	
C Respiratory Care	3,239,121	2,906,638	332,483 🕍	Other Patient Revenue	19,202,131	19,953,157	(751.026)	-3.76%	
C Central Supply	1,318,283	1,099,563	218,720 🕍	Total Patient Revenue	61 941 633	63 103 603	(262.070)	0.429	
IC 4 East	173,839	0	173,839 🕍	Total Patient Revenue	01,041,023	62,103,093	(202,070)	-0.42.4	
AC AICU	403,436	239,173	164,263 🕍				()		
IC Radiology - Vascular Procedure	352,148	211,908	140,240 📶	Other Revenue	6,183,540	6,895,521	(711,981)	-10.33%	
IC Radiology - CT Scan	705,691	592,457	113,234 📶	Total Operating Revenue	68,025,162	68,999,214	(974,051)	-1.41%	
	1 0 50 0 00	1.858.030	101.209						
IC CV Diagnostics-Cath Lab	1,959,239								
MC CV Diagnostics-Cath Lab MC Hemodialysis	1,959,239	107,347	76,158	Non Rev	4,698,973	1,026,502	3,672,471	357.77%	
MC CV Diagnostics-Cath Lab MC Hemodialysis	1,959,259	107,347	76,158 🕍	Non Rev Total Non-Operating Revenue	4,698,973 4,698,973	1,026,502 1,026,502	3,672,471 3,672,471	357.77% 357.77%	

Revenue Overview and Expense Overview tabs

The Revenue Overview and Expense Overview tabs work similarly by displaying the following sections for revenue and expenses:

• Income Statement Summary – Shows the actuals, targets, variance, and variance percentage for inpatient revenue, outpatient revenue, other patient revenue, other revenue, and non-revenue categories. As you click each category, the Top 10 Favorable and Unfavorable sections list the departments that make up those values. For example, if you click Inpatient Revenue, the Top 10 Favorable and Unfavorable inpatient departments display.

ΤΦ۶								
SUMMARY EXECUTIVE OVE	RVIEW OPER	ATIONAL OVERVIEW						
venue Overview Expense Overview	Statistical Overview							
Revenue Overview Sum	mary							
For the period ending February 28, 2017								
Top 10 Inpatient Revenue Favorable Variance	s - Feb-2017							
	Feb-2017	Feb-2017		Income Statement Summary - Feb-2017				
Dept	Actuals	Budget	Variance	ad	Feb-2017	Feb-2017		
EMC Laboratory	2 865 554	2 401 486	464.068	Revenue	Actuals	Budget	Variance	Variance
EMC NICH	566 966	176.431	390,535	Inpatient Revenue	29,072,658	28,990,718	81,940	
EMC Respiratory Care	3.239.121	2.906.638	332.483	Outpatient Revenue	13,566,833	13,159,817	407,016	
EMC Central Supply	1,318,283	1.099.563	218.720	Other Patient Revenue	102 131	19,953,157	(751,026)	
EMC 4 East	173,839	0	173.839	Total Patient Revenue	6		(62,070)	
EMC AICU	403,436	239,173	164,263		Clic	ck a category to se	ee the	
EMC Radiology - Vascular Procedure	352,148	211,908	140,240	Other Revenue	T	op 10 Favorable	and 711,981)	
EMC Radiology - CT Scan	705,691	592,457	113,234	Total Operating Revenue	6 Un	favorable departn	nents 974,051)	
EMC CV Diagnostics-Cath Lab	1,959,239	1,858,030	101,209	4				
EMC Hemodialysis	183,505	107,347	76,158	Non Rev	4,698,973	1,026,502	3,672,471	
				Total Non-Operating Revenue	4,698,973	1,026,502	3,672,471	
Top 10 Inpatient Revenue Unfavorable Variance	ces - Feb-2017							
	Feb-2017	Feb-2017						
Dept	Actuals	Budget	Variance	ad.				
EMC Administration	0	2,068,071	(2,068,071)	M.				
EMC Recovery Services	528,805	695,387	(166,582)	4				
EMC Emergency Room (CDM)	222,634	354,920	(132,286)	<b>K</b>				
RCH Respiratory Care	435,403	549,758	(114,355)	<b>4</b>				
RCH Pharmacy	423,270	534,759	(111,489)	4				
EMA Internal Medicine (Provider Summary)	0	61,827	(61,827)	M.				
EMC Comprehensive Wound Ctr	400	54,194	(53,794)	M. Contraction of the second se				
EMC Rehab Svcs	323,354	360,844	(37,490)					
EMC Recovery Room	238,041	259,929	(21,888)	M.				
RCH Rehab Svcs	41,707	62,835	(21,128)					

• **Top 10 Favorable Variances** – Shows the top ten departments with the highest positive variance (actuals minus target) by department, actual, target, and variance.

• **Top 10 Unfavorable Variances** - Shows the top ten departments with highest negative variance (actuals minus target) by department, actual, target, and variance.

For each department in the Top 10 Favorable and Unfavorable sections, click the department chart icon to see a rolling 12 months of actuals as well as the actuals, target, and variance listed by account.



You can also access the Executive Monthly Package from either tab.

SUMMARY	EXECUTIVE OVERVIEW	OPERATIONAL OVERVIEW	
Revenue Overview	Expense Overview Statisti	cal Overview	
Revenue C	Verview Summary ling February 28, 2017		Period
Top 10 Favorable Va	ariances - Feb-2017		Income Statement Summary - Feb-2017
	Feb-2	017 Feb-2017	Feb-2017

#### Statistical Overview tab

The Statistical Overview tab shows a list of key statistics by department for the selected month and year. This tab shows:

- Prior month, two month, and three month data
- Four month average
- Variance to the prior month
- Variance to the four month average
- Current target (3 Month Average, Last Month, or Same Month Last Year)
- Variance to target

By using the filter function, you can filter the data by:

- Target Select the target of either Budget, 3 Month Average, Last Month, or Same Month Last Year
- Category Select VP, Director, Manager, Budget Group, Division, Dept (RPTMap).
- Time Period Select a month and year.

You can also sort the data by either the Variance to Prior Month, Variance 4 month Average, or Variance to Target column as well as export the data to Excel.

SUMMARY	EXECUTIVE OVERVIEW	OPERATIONAL OVE	RVIEW								
Revenue Overview	Expense Overview Statistics	al Overview									
Statistica	Statistical Overview Summary										
For the period ending February 28, 2018											
							YTD				
Dept	Description	Statistic	4 Mth Avg ↓	Variance 4 Mth Avg	Variance Last Mth	Feb-2018	Budget	Variance Budget			
29310	EMC Facility Operations	Square Feet	1,186,151	Show items with value that:		9,489,208	9,363,476	125,732			
29300	EMC Environmental Services	Square Feet	1,144,678	Is equal to		9,157,424	9,036,088	121,336			
29540	EMC Mailroom	Items	403,681	· · · · · · · · · · · · · · · · · · ·	77,253	2,887,853	3,548,316	(660,463)			
28530	EMC Linen Services	Pounds	340,242	And 🔻	10,469	2,724,130	2,612,937	111,193			
28510	EMC Food And Nutrition Services	Calendar Days	112,817	Is equal to	(7,488)	894,285	850,891	43,393			
27640	EMC Surgery	Minutes	90,199	· · · · ·	8,018	724,248	733,273	(9,025)			
27650	EMC Recovery Room	Cases	56,182	Filter Clear	(3,063)	582,138	591,850	(9,712)			
27060	EMC Laboratory	Procedures	52,335	(583)	2,687	415,979	711,145	(295,166)			
27070	EMC Pathology Support	Procedures	41,911	(2,794)	(546)	342,835	696,405	(353,570)			
29510	EMC Purchasing	Orders	34,071	(546)	(1,339)	267,689	256,463	11,226			
29520	EMC Receiving	Orders	33,971	420	(794)	273,342	275,850	(2,508)			
101010	EMA Internal Medicine (Provider)	0	20,083	(403)	(1,123)	158,431	84,811	73,620			
29330	EMC Patient Transportation	Orders	19,646	(2)	1,102	158,038	151,364	6,674			
29210	EMC Health Information Management	Visits	18,077	307	262	144,364	133,389	10,975			
27030	EMC Central Supply	Units	15,560	696	1,338	123,309	103,196	20,113			
107090	EMA Pathology	0	14,558	(5,275)	(4,068)	126,117		126,117			

#### Operational Overview

The Operational Overview tab allows you to view the details regarding how a department is performing by providing data regarding KPIs, patient revenue, expenses, labor, and benefits. This tab includes the following sub-tabs:

#### KPI tab

The KPI tab displays a visual representation of actuals versus target, grouped into Revenue, Labor, and Expense categories. This tab provides KPI visibility into a department for the current period and year. You can also access the Dept Monthly Package from this tab.

<b>T O</b>			
KPI Patient Revenue Other Revenue Labor Bene	fits Other Expenses		
EMC Radiology - MRI ( JobCode) - KRI Si	ummary		Period
Manager: Chris Sparks   For the period ending December 31, 2017	arrindary		Dent Monthly Package
Dever	<b>5</b>	Labor	,,,,,
Revenue	Expense	Labor	
Key Statistics	Total Operating Expense per Unit	Salaries per Unit	
(40)			
(40)	(64.66)	(6.06)	
Actuals: 745 CYB: 785	Actuals: 244.07 CYB: 179.40	Actuals: 47.03 CYB: 40.96	
◆-5.10%	-36.04%	◆-14.81%	
Inpatient Revenue per Unit	Supplies Expense per Unit	Average Hourly Rate	
50.70	E 04	0 52	
38.79	5.24	0.53	
Actuals: 1,307.13 CYB: 1,248.34	Actuals: 12.45 CYB: 17.70	Actuals: 11.83 CYB: 12.36	
T 4.71.0	1 29.03 %	1 4.30%	
Outpatient Revenue per Unit	Other Expense per Unit	Paid Hours per Unit	
(20.02)	(62.77)	(6,06)	
(30.03) Atturk 1617.46			
Actuals: 1,017.40 CYB: 1,047.49	Actuals: 170.02 CYB: 113.25	Actuals: 47.05 CYB: 40.90	
102.0	00.72.7		

Patient Revenue tab

The Revenue tab displays inpatient and outpatient revenue, broken out by rate and volume variance.

To view the 12-month revenue trend and details, click the **Inpatient Revenue** and **Outpatient Revenue** boxes.

To view actuals for the period or Year to Date, click the Period/YTD toggle in the upper right corner of the page.



#### Other Revenue

The Other Revenue displays other patient, operating, and non-operating revenue. Click the boxes to view the 12-month revenue trend for the associated revenue category.



#### Labor tab

The Labor tab displays an overview of labor expenses excluding benefits. This tab shows salaries, the average hourly rate, FTEs, and the paid hours per unit. The tab also shows the salary and hour details as well as KPIs.



#### Benefits tab

The Benefits tab displays benefit information including benefits, percentage of salaries, rate per FTE, and benefits per unit. The tab also displays details for each benefit type as well as KPIs.



#### Other Expenses tab

#### Supplies view



#### Other Expenses view



### Variance Comments Collection

SI	JMMAR	Y	EXECUTIVE OVERVIEW	OPERATION	AL OVERVIEW								
KPI	Pa	tient Revenu	e Other Revenue Labor	Benefits	Other Expe	nses V	ariance Comr	ments Collectio	on				
V	'ariaı	nce Cor	mments Collection Su	mmarv									
Vi	Vice President: Scott Johanson   Director: Dianne Parnell   Manager: Chris Sparks   Period ending July 31, 2018												
Month-End Variance Explanation - Jul-2018 Rate Volume Variance													
				Jul-2018	Jul-2017			Same Mth LY	Variance Explanation				
	Q	Acct	Description	Actual	Same Mth LY	Variance	Variance %	Alert	(max char 500)	Rate	Volume	Efficiency	12 mo. Alert
`	·		Volume & Revenue Summary										
			Key Volume Statistics	460	460	0	0.00%	0		0	0	0	<b>A</b>
	Q	720000	Patient Revenue	274,395	793,590	(519,195)	(65.42%)	<b>A</b>		(519,195)	0	0	<b>A</b>
		730000	Other Operating Revenue	0	0	0	0.00%	٢		0	0	0	0
			Non-Operating Revenue	0	0	0	0.00%	0		0	0	0	0
`	< Q	710000	Paid Hours	8,941	8,941	0	0.00%	0		0	0	0	<b>A</b>
			FTEs	50.48	50.48	0.00	0.00%						
			Hours Per Unit of Service	19.44	19.44	0.00	0.00%						
			Revenue Per FTE	5,436.19	15,722.23	(10,286.05)	(65.42%)						
			Wages Per Hour	18.89	18.89	0.00	0.00%						
`	•	750000	Salary & Benefit Expenses	189,430	189,430	0	0.00%	0		0	0	0	4
	Q	60100	Salaries - Regular	111,838	111,838	0	0.00%	0		0	0	0	0
	Q	60110	Salaries - Overtime	8,000	8,000	0	0.00%	0		0	0	0	0

### Drilling data

Some line items display a magnifying glass icon next to them. This indicates that you can drill for more information regarding that line item. Some drills include multiple layer of drills, depending on the types of data available.

SU	MMARY	EXECUTIVE OVERVIEW	OPERATION	AL OVERVIEW									
KPI	Patient Re	venue Other Revenue	Labor Benefits	Other Expe	enses V	ariance Comm	ents Collecti	on					
Vie	Variance Comments Collection Summary Vice President: Sarah Falkner   Director: User_DEV   Manager: Sarah Falkner   Period ending July 31, 2018												
М	Month-End Variance Explanation - Jul-2018 Rate Volume Variance												
	Apat	Description	Jul-2018	Jul-2018	Varianae	Varianae %	Budget	Variance Explanation	Pata	Volumo	Efficiency	12 mo Alert	
	ACCI	Wages Per Hour	65.84	0.00	(65.83)	(1546162.64%)	Alen	(max chai 500)	Rate	Volume	Enterency	12 mo. Alert	
~		Salary & Benefit Expenses	1,749,855	43,804	(1,706,051)	(3894.74%)	A		(1,749,755)	3,347	40,357	A	
	Q 60	100 Salaries - Regular	257,271	34,311	(222,960)	(649.82%)	A	Test 101010	(257,193)	2,622	31,611	٢	
	Q 61	0110 Salaries - Overtime	7,849	0	(7,849)	(100.00%)	•		(7,849)	0	0	0	
	Q 60	120 Salaries - Non-Productive	14,803	0	(14,803)	(100.00%)	A		(14,803)	0	0	0	
	Q 60	200 Salaries - Provider	350,168	0	(350,168)	(100.00%)	A		(350,168)	0	0	0	
	Q 60	300 Salaries - MidLevel	68,580	0	(68,580)	(100.00%)	A		(68,580)	0	0	0	
	Q 61	1600 Salaries - Contract Labor	3,106	0	(3,106)	(100.00%)	•		(3,106)	0	0	٢	
	<b>Q</b> 61	1900 Salaries - Emp Incentive	1,000	0	(1,000)	(100.00%)	•		(1,000)	0	0	•	

To open a drill, double-click the magnifying glass icon. The system opens a separate tab with the drill information. Click the X in the tab to close the drill.

A Hom	e 📕 Month En	d Review Dashboard	A VCC_KHA_Dril	l10Physician X				
ø								
Ph	Physician Revenue							
Dep	Dept: 101010 - EMA Internal Medicine (Provider)   Period ending July 31, 2018							
* Since Flex is not an option for Provider data, it will use Budget instead								
				Current Period				
				Jul-2018	Jul-2018			
	ID	Physicia	n	Actual	Budget	Variance	Variance %	
Q	D10528 Champion, Richard A. MD			0	0	0	0.0%	

## Viewing and filtering the Month End Review dashboard

To view the Month End Review dashboard:

1. In the Mgmt Reporting or Mgmt Admin task pane, in the Performance Reporting section, double-click Month End Review.



2. To filter the data for the dashboard, in the upper left tool bar, click the funnel icon.



3. Complete the following filter options, as needed:

Option	Description
Time Period	Select the period and year.

Option	Description
Target (All Except Statistical)	<ul> <li>Select one of the following target types:</li> <li>Budget</li> <li>Flex</li> <li>3 Month Average</li> <li>Last Month</li> <li>Same Month LY</li> <li>NOTE: This filter does not apply to the Executive Overview &gt; Statistical Overview tab.</li> </ul>
Category & Filter (Summary & Executive)	<ul> <li>a. From the Select Category drop-down, select the organization level in which to view data. For example, to view all of the departments and accounts at the VP level, select VP.</li> <li>b. From the Select Filter drop-down, select the filter created by your organization.</li> <li>NOTE: This filter only applies to the Summary and Executive Overview tabs.</li> </ul>
Target (Only Statistical)	<ul> <li>Select one of the following target types to filter the data in the Executive Overview &gt; Statistical Overview tab:</li> <li>Budget</li> <li>3 Month Average</li> <li>Last Month</li> <li>Same Month LY</li> </ul>
Dept (Only Operational)	Select the department to filter the data in the Operational Overview tab. <b>NOTE:</b> The drop-down list includes more departments than what the system displays. To include a specific department, we recommend just typing the department number into the field. Also, note that the list only includes those departments assigned to you.

4. Click Apply.

# Working with the Budget Assessment Dashboard

The Budget Assessment dashboard allows you to compare a department's proposed budget for next year with internal and external peer groups.

**NOTE:** This feature requires a license for Axiom Comparative Analytics.
### Opening the dashboard

Users must be assigned either the Budget Admin or Budget User role plus the Comparative Analytics - Dept role to use the dashboard.

To open the dashboard:

In the **Budgeting** or **Bud Admin** task pane, in the **Budget Reporting** section, double-click **Budget Assessment**.

BUDGET PLANNING	^
Budgets	^
Open Next Year Budgets Open Current Year Budgets Add New Provider Detail Utility	
Budget Reporting	^
😑 Budget Assessment	
🕨 📕 Budget Analysis	
Variance Comments Collection	^
Variance Comments	
Performance Reporting	^
🕨 鼬 Financial Analysis	
🕨 퉬 Financial Statements	
🕨 퉬 Payroll Analysis	
Executive Summary	
🕨 퉬 Department Manager	

Location of dashboard in Budgeting task pane



Location of dashboard in Bud Admin task pane

Using the dashboard

The dashboard is comprised of the following areas:

Tilters A T			
Entity X	Budget Assessment - Labor Entity: EHS   Dept: 16140   Peer Group: Bed Size: 200-299   Volume Stat	iistic: Equivalent Patient Days incl. Psych, Homehealth, Rehab, Newborn: 0	
Standard Department Class		OTHER EXPENSES	
ER w/o Transport 🔹 🕱		officiency choice	
Department	C 🕍 🔲 Period: Current	▼ Percentile1: 25th ▼ Percentile2: 50th ▼ Percentile3: 75th ▼	External Internal
16140 - EHS Emergency Room 👻 🕷	Worked Hrs per Equivalent Patient Day	Q Overtime Hrs as % of Productive Hrs Q	
Peer Group			Worked Hrs per Equivalent Pati
4 🗸 🗶	- External - Internal - Current - 3-Month Avg - Next Year Budg	et — External — Internal — Current — 3-Month Avg — Next Year Budget	External Variance - 50th Percentile
Volume Statistic	160,000.00	/.00 %	(\$440,616)
26 🗸 🗶	120,000.00	6.00 %	25th: (\$438,498) 75th: (\$442,094)
	100.000.00	5.00 %	
Apply Clear All Cancel	80,000,00	4.00 %	
	60.000.00	3.00 %	External Variance - 50th Percentile
	40,000.00	2.00 %	
	20,000.00	1.00 %	20 20
	0.00	0.00 %	25th: \$130 75th: (\$0)
G	25th 50th 75th	25th 50th 75th	
	Average Rate per Hour	Non-Productive Hrs as % of Paid     Q	Average Rate per Hour
			External Variance - 50th Percentile
	<ul> <li>External — Internal — Current — 3-Month Avg — Next Year Budg</li> </ul>	et — External — Internal — Current — 3-Month Avg — Next Year Budget	(\$276)
	\$45.00	14.00 %	(9270)
	\$35.00	12.00 %	25th: (5527) 75th: (511)
	\$30.00	10.00 %	
	\$25.00	8.00 %	Non-Productive Hrs as % of Paid
	\$20.00	6.00 %	External Variance - 50th Percentile
	\$15.00	4.00 %	\$6,888
	\$5.00	2.00 %	25% 012 025
	\$0.00	0.00 %	25th: 517,055 /5th: (\$4,418)
	25th 50th 75th	25th 50th 75th	



Do any of the following:

- Configure the criteria to include in the dashboard by selecting the filter criteria options in the dropdowns, and click **Apply**.
- To clear a filter criteria option, click the X next to the drop-down.
- To clear all the filter criteria options, click Clear All.

The filter criteria detail you select also display above the tabs.

Budget Assessment - Labor							
Entity: EHS   Dept: 16140	Entity: EHS   Dept: 16140   Peer Group: Bed Size: 200-299   Volume Statistic: Equivalent Patient Days incl. Psych, Homehealth, Rehab, Newborn: 0						
SUMMARY	LABOR	NON-LABOR	OTHER EXPENSES				



Budget comparison data is segmented into four areas: Summary, Labor, Non-Labor, and Other Expenses. Click any of the tabs to view the data comparison charts and KPIs.

# C Data Controls

The section below the tabs and above the data charts includes controls that allow you to customize the report data.

### Graph and data view

Toggle between viewing graphical and detailed data.

	(		(						-			
Period:	Current	•	Percentile1:	25th	•	Percentile2:	50th 🔻	Percen	tile3:	75th	•	External Internal

These categories listed are the same for both the graph view and the data view.

Budget Assessment - La Entity: EHS   Dept: 16140   Peer Group: Bo	abor ed Size: 200	0-299   Volume Statisti	C: Equivalent Patient Da	iys incl. Psych, Homeh	nealth, Rehab, Newborr	n: O		
SUMMARY LABOR	Ν	ION-LABOR	OTHER EXPENSES					
Lill Period: Current		•	Percentile1: 25th	Percentile2: 5	0th 🔻 Percentile	<b>3:</b> 75th 🔻		
								🛓 Export to Excel
			External			Internal		
		Mar - 2020	25th	50th	75th	25th	50th	75th
Worked Hrs per Equivalent Patient Day								
۹	Actuals	33,311.28	273.91	114.31	2.96	77,838.67	0.00	0.00
	Variance		(\$438,498)	(\$440,616)	(\$442,094)	\$591,002	(\$442,133)	(\$442,133)
Overtime Hrs as % of Productive Hrs								
٩	Actuals	3.93%	6.30%	4.18%	3.68%	3.91%	3.56%	2.77%
	Variance		\$130	\$6	(\$0)	(\$193)	\$0	\$0
Average Rate per Hour								
۹	Actuals	\$41.48	\$38.06	\$34.56	\$31.04	\$37.36	\$36.63	\$36.13
	Variance		(\$327)	(\$276)	(\$11)	(\$111,799)	\$0	\$0
Non-Productive Hrs as % of Paid								
٩	Actuals	8.36%	11.89%	9.79%	7.44%	9.01%	8.38%	8.07%
	Variance		\$17,035	\$6,888	(\$4,418)	\$3,149	\$85	(\$1,410)

#### Period

Select the period in which to view data.



#### Percentiles

Select the percentiles to use to display the dollar variance between each of the percentiles in the KPI section of the dashboard and determine what data displays in the charts.



#### External and internal comparison

Select to compare data against peers outside of your organization (External) or your department (Internal). This only applies to the KPI section.





The graph view displays by default and compares the budget areas against performance of peers (external) and your department (internal) across percentiles. The horizontal bars show how the department selected in the filter and the peer data compare to the current, 3-month, and next year

### budget's percentages.



To view the detailed data behind this graph, click the magnifying glass icon in the upper right corner of the screen. This opens the Metric Explorer dashboard. For more information, see Working with the Metric Explorer dashboard.

## E Key Performance Indicators (KPIs)

The KPI boxes, to the right of the graphs, display the dollar variance between each of the percentiles selected at the top of the report. You can customize the percentiles and the time period used for calculations using those drop-down menus.

**NOTE:** The system shows the variance between the actuals (rather than budget) and each of the percentiles.

Budget Assess Entity: EHS   Dept: 16140	sment - Othe	er Expenses ize: 200-299   Volume Statist	ii:: Equivalent Patient Days incl. Psych, Homehealth, Rehab, Newborn: 0
SUMMARY	LABOR	NON-LABOR	OTHER EXPENSES
Lill 🔲 Per	riod: Current	•	Percentile1: 25th v Percentile2: 50th v Percentile3: 75th v External Internal
Purchased Servic External - Inter \$60,000.00	es Expense per l nal — Current — 3-h	Equivalent Patient Day Aonth Avg — Next Year Budget	Professional Fee Expense per Equivalent Patient Day     Purchased Services Expense p Im     External — Internal — Current — 3-Month Area — Next Year Budget     S800,000.00
\$50,000.00 \$40,000.00			\$700,000.00         25th: (\$1,475)           \$500,000.00         75th: (\$1,560)

Click the graph icon in the upper-right corner of the KPI card to display a detailed graph of the percentiles and actuals over the last year.



## Working with the Metric Explorer dashboard

The Metric Explorer dashboard allows you to evaluate monthly and annual performance of key metric areas for business segments and provides a deeper analysis of data that displays in the Budget Assessment dashboard.

Using the dashboard

The dashboard is comprised of the following areas:

<b>T</b> Ø		습 ?
Filters A F		0
✓ Data Filters Focus Level     Dept     ✓ ೫ Entity	Metric Explorer - Labor Entity: EHS [ Dept: 16140 ] Peer Group: Bed Size: 200-299   Period: Current B Expense Revenue Volume + Financial + Labor + Wages +	J
1     •     ×       Standard Department Class     ER w/o Transport     •	O Paid Hours By Jobcode  Registered Nurses Paid Hrs  O Paid Hours By Jobcode  Registered Nurses Paid Hrs  O Paid Hours By Jobcode  Administrative Assistants Paid Hrs  Administrative Assistants Paid Hrs  O Paid Hours By Jobcode  Administrative Assistants Paid Hrs  O Paid Hours By Jobcode  Administrative Assistants Paid Hrs  O Paid Hours By Jobcode  D D D D D D D D D D D D D D D D D D	
Department 16140 ¥	Actual 7.2K         Bud Var: 8.7%         Actual 2.7K         Bud Var: 24.2%         Actual 383.94         Bud Var: 0.0%         Actual 348.26         Bud Var: 5.7%           Percentile (Steady): 0%        407.64         Percentile (Steady): 0%        409.84         Percentile (Steady): 0%        123.02         Percentile (Steady): 0%        66.70	
Peer Group 4 * # Period Selection	O Paid Hours By Jobcode Other Healthcare Support Occupations Paid. O Paid Hours By Jobcode Ocurselors/Social Worker Paid Hrs O Paid Hours By Jobcode Counselors/Social Worker Paid Hrs O Paid Hours By Jobcode Ocurselors/Social Worker Paid Hrs O Paid Hours By Jobcode Ocurselors/Social Worker Paid Hrs Ocurselors/S	
Current 💌 🛪		
Select Analysis Budget	Actual: 52_U9         bud var: 42_U3         Actual: 22/U1         bud var: 42_U3         Actual: 1/1 / A3         bud var: 1.0%         Actual: 1/2 / D4         bud var: 4.0%           Percentile (Steady): 0%         \$\$\$22.09         Percentile (Steady): 0%         \$\$\$\$428         Percentile (Steady): 0%         \$\$\$\$0.00         \$	
Chart Configuration     Apply     Clear All     Cancel		



Do any of the following:

- Configure the criteria to include in the dashboard by selecting the filter criteria options in the dropdowns, and click **Apply**.
- To clear a filter criteria option, click the X next to the drop-down.
- To clear all the filter criteria options, click Clear All.

The filter criteria detail you select also display above the tabs.

Metric Explorer - Labor							
Entity: EHS   De	Entity: EHS   Dept: 16140   Peer Group: Bed Size: 200-299   Period: Current						
Expense 🕶	Revenue 🕶	Volume 🗸	Financial 🔫	Labor 🔻	Wages 🔻		



Data metrics are segmented into several categories and sub-categories. Click a drop-down menu category, and click a sub-category to display the data for that element.



• Key Performance Indicators (KPIs)

The Metric Explorer dashboard displays Key Performance Indicators (KPI) data in the form of cards, which includes the following visual indicators and data points:



a

An arrow communicates month-over-month change. An up arrow indicates that the current month has improved over the previous month. A down arrow indicates that the current month worsened over the previous month. The large text next to the arrow displays the title of the metric title and the text below displays the metric description.



An alert icon indicates a visual representation of budget variance performance.

Favorable variance to budget



- Within a 0%-5% threshold of budget



🕛 - Unfavorable variance by >5% to budget

С

The first line in this section details the actuals for the period selected. The second line displays the percentile rank for the selected period. The text indicates if the percentile is rising (higher rank than the previous period), steady, or falling (lower rank than the previous period).



Click the icon to view more information comparing your organization's KPI ranking among your peer group.

A graph displays a 12-month trend from the most recent period of data available.



This area displays the budget variance percentage.



The indicator in the lower-right corner of the KPI provides you with the year-over-year (YoY) percentage change value. An up arrow indicates that the current year has improved over the previous year. A down arrow indicates the current year has worsened over the previous year.

Click the KPI card to view different charts associated with the data. When the chart view is activated, the card displays a black background. Beneath the cards, the dashboard provides three different chart view options in which to view the card data. Hover your cursor over each dot in any of the graphs to view the percentage details. To exit the chart view, click the card again.

Metric Explorer - Labor				
Entity: EHS   Dept: 16140   Peer Group: Bed Size	: 200-299   Period: Current			
Expense - Revenue - Volume -	Financial ▼ Labor ▼ Wages ▼			
Worked Hours as % Paid by      Other Healthcare Support Occupations Wor.	Worked Hours as % Paid by Im Medical and Health Services Managers Wor	Worked Hours as % Paid by      Health Technologists and Technicians Wor	Worked Hours as % Paid by      Registered Nurses Worked Hrs as % of Paid	Card displays black background in chart view
Actual: 100.0% Bud Var: 0.0	Actual: 95.3% Bud Var: 0.0%	Actual: 93.1% Bud Var: -2.4%	Actual: 92.8% Bud Var: -1.6%	
Percentile (Steady): 0%	Percentile (Steady): 0% 🕹 6.6%	Percentile (Steady): 0% 🔶 -2.4%	Percentile (Steady): 0%	
Worked Hours as % Paid by  Counselors/Social Worker Worked Hrs as %.	Worked Hours as % Paid by  Worked Hrs as % of Paid	Worked Hours as % Paid by Customer Service and Record Clerks Worke	Worked Hours as % Paid by Financial Specialists Worked Hrs as % of Pa	
Actual: 92.3% Bud Var8.2	Actual: 91.3% Bud Var: -0.5%	Actual: 86.8% Bud Var: 1.4%	Actual: 55.8% Bud Var: 39.2%	
Percentile (Steady): 0%	Percentile (Steady): 0% 🛧 -2.0%	Percentile (Steady): 0% 🕹 2.3%	Percentile (Steady): 0% 🛧 -23.7%	
O Worked Hours as % Paid by E         Administrative Assistants Worked Hrs as %         O         Actual: 46.0%         Bud Var. 47.0°         Percentile (Steady): 0%         ◆ 5.0.6°				
	ick to display rent chart views			
05.91		- EHS - Bed Size: 200-299 PeerGroup		
50 % 50 % 50 % 51 % 50 %	Hover	cursor over dots to ew percentage		 ○ ○
o/ 76 April 2019 May 2019	June 2019 July 2019 August	2019 September 2019 October 2019	November 2019 December 2019 January	2020 February 2020 Current

# Understanding the Executive Monthly Package

To help speed up report processing and distribution, you can generate executive-level reports by using the Executive Monthly Package, which combines all of the individual reports into one file. Each tab in the workbook represents a different report.

Scorecard KHA Health For The Period End 27200 - EMC Radio	- <mark>Detail</mark> ing February 29, 2020 logy - MRI (JobCode)								VP: Director: Manager: Report Date:	Scott Johanson Dianne Parnell Chris Sparks Dec-2019		
			For	the Month of Febr	uary			Ra	te Volume Varian	nce		
				Flex		Flex				Flex	Trend	
Account	Description	Actual	Flex	Variance	Percent	Alert	Rate	Volume	Efficiency	Variance	Alert	
700000	Key Volume Statistic	851	0	851	0.0%		851	0		6,366		
730000	Patient Revenue	1,257,999	0	1,257,999	0.0%	<b>A</b>	1,257,999	0	0	9,579,309	•	
	Other Operating Revenue	1,419	0	1,419	0.0%	<b>A</b>	1,419	0	0	10,993		
	Non-Operating Revenue	1,419	0	1,419	0.0%	<b>A</b>	1,419	0	0	10,993		
760000	Paid Hours	1,257	0	(1,257)	(1)	•	(1,257)	0	0	(10,595)	•	
	FTEs	7.50	0.00	(7.50)	(100.0%)					(7.61)		
	FTEs (based on Paid UOS)	7.50	0.00	(7.50)	(100.0%)							
	Hours Per Unit of Service	1.48	0.00	(1.48)	(100.0%)					(1.66)		
	Revenue per FTE	167,695.20	0.00	167,695.20	100.0%					157,412.03		
	Wages per Hour	25.46	0.00	(25.46)	(100.0%)					(25.37)		
	Salary & Benefit Expenses	38.103	0	(38.103)	(100.0%)	•	(38.103)	0	0	(310.423)	•	
		,										
60100	Salaries - Regular	28,838	0	(28,838)	(100.0%)	•	(28,838)	0	0	(215,479)	•	1
60110	Salaries - Overtime	630	0	(630)	(100.0%)	•	(630)	0	0	(11,228)	•	
60120	Salaries - Non-Productive	1,675	0	(1,675)	(100.0%)	▶	(1,675)	0	0	(35,605)	•	
60600	Salaries - Contract Labor	865	0	(865)	(100.0%)	•	(865)	0	0	(6,465)	•	
61100	Employee Annuity	675	0	(675)	(100.0%)	▶	(675)	0	0	(5,445)	•	<b>*</b>
			-			-		-	-		_	<b>r</b>

You can then process and email the report to the appropriate management personnel and attach the report file or a link to a directory. You can run the report generation process manually or set up a Scheduler job to process the reports automatically at certain times of the month.

For descriptions of each report included in the Executive Monthly Package, see Reports in the Executive Monthly Package.

## Configuring the Executive Monthly Package report

Use this utility to select and combine the multiple executive reports into a single report, which you can then distribute multiple ways - including sending an email with the attached report or a link to the directory where the report is stored. For a description of each report included in this package, see Reports in the Executive Monthly Package.

To configure the Executive Monthly Package report:

- 1. Navigate to one of the following:
  - In the Mgmt Admin task pane, in the Management Reporting section, click Executive, and double-click Executive Monthly Package.
  - In the Mgmt Report task pane, in the Performance Reporting section, click Executive, and double-click Executive Monthly Package.
- 2. Refresh the data by doing one of the following:
  - In the Main ribbon tab, click Refresh Data.



- Press F9.
- 3. Complete the following refresh variables, and click **OK**:

Option	Description
Select Time Comparison	Select Budget , Flex, 3 Mth Avg, Last Month, or Last Year.
Select Method for Projection Option in Trend Reports	Select to populate the projection months by Budget, Current Year Forecast, or Last Year Actuals.
Choose Rollup Level	Select to run the report by VP or Director.

Option	Description
Pick Director/VP	Select a Director or VP, depending on the option selected from the Choose Rollup Level drop-down. To return the data for all, leave the field blank. Leave the field blank to view all data.
Fiscal Year (optional)	Select the fiscal year to include in the report.
Fiscal Period (optional)	Select the month to include in the report (based on the year you selected in the Fiscal Year field).
Pay Period (optional)	Select the pay period to include in the report (based on the year you selected in the Fiscal Year field).

- 4. To specify the reports to output data in this batch report, do the following:
  - To output data for a report when processing, type an X in the cell next to the report name. By default, an X displays next to each report name.
  - To exclude a report from generating data when processing, clear the X from the cell.

**IMPORTANT:** When you run the batch report on your screen, the system processes the data for the reports and displays each report as a tab—even those where you have removed the X. However, when you actually process the batch report, the system will not include any data in those reports where you have removed the X, though the tab still displays.

Configuration		
Operation		
Select How To Process the Files:	Save Files	
Select Report Tabs to Include:	Cover	Х
Input an 'X' for tabs to include	TopTen	Х
	Cons-Financial	Х
	Variance_Overview	Х
	Dept_Variance	Х
	Dept_Trend	Х
	StatSum	Х
	BVRollup	Х
	BVSum	Х
	Pay	Х

5. In the **Configuration** section, do the following:

Configuration		
File Prefix:	Mar-2018	+ Executive Level + Executive Name = File Name
Dept Variance Threshhold:	25.0%	
Select Hours Code For Dept_Variance and Dept_Trend:	HoursJC	

Option	Description
File Prefix	Displays the year and month selected in the refresh variables selected in Step 3. You can edit this field, as needed. The prefix name is followed by the executive level and name. For example, Feb-2017VPSallyKlein.
Dept Variance Threshold	Type the variance percentage to use in the trend-based reports.
Select Hours Code for Dept_Variance and Dept_ Trend	Select the code used for hours accounts.

6. There are multiple ways to generate and distribute the report package, depending on your need. For more information and instructions, see Processing and distributing the Executive Monthly Package report.

## Processing and distributing the Executive Monthly Package report

This topic covers the ways in which you can process and distribute the Executive Monthly Package report to executive personnel. To configure the reports to include in the package and the reporting variables, see Configuring the Executive Monthly Package report.

**NOTE:** Before processing this report package, you may consider removing the reports from last month. For instructions, see Removing reporting source files.

File collect

The ExecutiveMonthlyPackage\_FileCollect utility allows you to process and distribute multiple Executive Monthly Package reports to multiple people using one tool. You can configure the file source and output settings and delivery method (email and/or save as a file to a directory location). If sending the report by email, you can configure the email subject line and body text, the recipient type, and file attachment options.

**TIP:** If you use file collect, you can add it to the Monthly All in One Executive Reporting batch control sheet, which allows you to automate the process of

To process and distribute package reports using the file collect:

1. From Axiom Explorer, in the Libraries section, click Reports > Management Reporting > Report Packages > Package Utilities, and double-click ExecutiveMonthlyPackage\_FileCollect.

Li	ibra	ries	
Ŧ		Rep	ports Library
			Asset Replacement Planning Reports
	►		Asset Replacement Planning Utilities
	►		Budgeting Reports
	►		Budgeting Utilities
	►		Capital Planning Reports
	►		Capital Planning Utilities
	►		Capital Tracking Reports
	►		Capital Tracking Utilities
	►		Comparative Analytics Utilities
	►		Cost Management Reports
	►		Cost Management Utilities
	►		Financial Planning Reports
	►		Financial Planning Utilities
	•		Management Reporting
			🎍 _My Reports
			📕 Analysis
			🕌 Custom Reports
		•	Financial Statements
			FTE Reports
			Payroll
			Provider Analysis
		•	Report Packages
			Lecutive Executive
			J Manager
			Package Utilities
		•	Variance Comments

2. Complete the following options in the Source and Output Settings section:

Se	etup cutive Monthly Package - File Colle	ct				
	Source and Output Settings					
	Source file name prefix	Mar-2018		VP_{DEPT.VP}.xlsx		
	Source file location	\Axiom\Reports Library\Mar	- nagement Reporting U	tilities\Report Distribution\SourceFiles		
	Output file name suffix (no extension)	VP_{DEPT.VP}_		ExecutiveMonthlyPackage	.xlsx	
	Output file location	\Axiom\Reports Library\Mar	nagement Reporting U	tilities\Report Distribution\SentFiles		
	Delivery Method Settings					
	Assemble by	VP				
	Save or email generated files	Save File				

Option	Description
Source file name prefix	Edit the source file name prefix, if needed.
Output file name suffix (no extension)	Edit the file name for report.
Output file location	Enter the location in which to save the generated report file(s).

3. Complete the following options in the Delivery Methods section:

Setup Executive Monthly Package - File Colle	ect .			
Source and Output Settings				
Source file name prefix	Mar-2018		VP_{DEPT.VP}.xlsx	
Source file location	\Axiom\Reports Library\Mar	xiom\Reports Library\Management Reporting Utilities\Report Distribution\SourceFiles		
Output file name suffix (no extension)	VP_{DEPT.VP}_		ExecutiveMonthlyPackage	.xlsx
Output file location	\Axiom\Reports Library\Mar	nagement Reporting U	tilities\Report Distribution\SentFiles	
Delivery Method Settings				
Assemble by	VP			
Save or email generated files	Save File			

Option	Description		
Assemble by	Select the executive level in which to generate and distribute the report package.		
Save or email generated files	<ul> <li>Select one of the following:</li> <li>To save the report file(s) to a directory, select Save File.</li> <li>To include the report file(s) as attachment(s) or a link to a directory where the files are stored in an email, select Email File.</li> </ul>		
	<ul> <li>To save the report file(s) to a directory and send an email, select Save File and Send Email.</li> </ul>		

4. If you select email or save file and send email as the output option, complete the **Email Settings** section:

Email Settings	
Subject text	Executive Monthly Package
Body text	Executive Monthly Package
Recipient	Approver
Attach file to email	Yes
Attach each file separately	On

Option	Description
Subject text	Type the subject line text for the email.

Option	Description
Body text	Type the body text to include in the email.
Recipient	Select the recipient type in which to send the reports.
Attach file to email	<ul> <li>Select one of the following:</li> <li>To attach the report file(s) to the email, select Yes.</li> <li>To include a link to the directory location for the report file instead of attaching a file, click No.</li> </ul>
Attach each file separately	<b>NOTE:</b> This option does not display if you select the <b>Save File</b> <b>and Send Email</b> option in step 3. Select one of the following:
	<ul> <li>To include the packaged reports into a single report file with tabs for each report, click Off.</li> <li>To generate the packaged reports as individual report files, click On.</li> </ul>

5. After making your changes, in the Main ribbon tab, click Save.

**NOTE:** The system will prompt you to save your settings as a new file. This allows you to create multiple setting versions, if needed.

- 6. In the Save As dialog, type a name for the file, and click Save.
- 7. When you are ready to process the report, in the Main ribbon tab, click Publish > File Processing
   > Process File Multipass. For more information, see Running file processing on an Axiom file.

### Executive Monthly Package utility

You can also process and distribute the report package directly from the Executive Monthly Package utility. This option is useful when generating one-off packages to just a few people or for someone wants a variant of the reporting package outside of your normal regularly scheduled process.

To process and distribute package reports using the Executive Monthly Package utility:

- 1. Open the Executive Monthly Package utility, and make any necessary report or variable configuration changes, including selecting the executive-level personnel to receive the report.
- 2. From the Select How To Process the Files drop-down, select one of the following:
  - To save the report, select **Save Files**. By default, the file saves to the following output folder: \Axiom\Reports Library\Management Reporting Utilities
  - To email the files, select **Email Files**. The report outputs to the recipient email addresses listed in the **Email Settings/Groupings** section of this report.

- To save and email the report, select Save and Email files.
- 3. If emailing the files, in the Email Settings/Groupings section, do the following:

Email Settings:		Smith.Sally@company.com
Email Grouping:	Approver	
Recipient Email Address:		
Subject Line:		0-Feb-2017 Monthend Report Package
Body Text:		Attached is the Feb-2017 monthly financial reporting package for 0

Option	Description
Recipient Email Address	Displays the email addresses the report will be sent to.
	<b>NOTE:</b> Email addresses are derived from the security profile for the user.
Subject Line	Edit the content for the email subject line, as needed.
Body Text	Edit the content for the email body text, as needed.

When you are ready to process the report, in the Main ribbon tab, click Publish > File Processing
 > Process File Multipass. For more information, see Running file processing on an Axiom file.

### Batch processing and Scheduler

Another way to process the report package is to use a report batch control sheet, which allows you to process multiple reports simultaneously. The system comes preloaded with the Monthly All in One Executive Reporting Batch control sheet, which is pre-configured with the settings needed to run the Executive Monthly Package for both the VP-level and Director-level reports, but you can change these settings if needed. After you have set up the batch control sheet, you can then perform a file process.

**TIP:** To make generating the report package even easier, you can configure a Scheduler job to process the batch control sheet for a specific date and time. By default, the Monthly All in One Executive Reporting batch control sheet does not include the ExecutiveMonthlyPackage\_FileCollect utility because not all organizations use file collect. However, you can also automate the process of distributing the report by adding the file collect utility to the batch control sheet.

To process and distribute package reports using batch processing and Scheduler:

- 1. Open the Executive Monthly Package utility, and make any necessary report or variable configuration changes.
- 2. To include the file collect in the batch control sheet, open the file collect utility, and make any necessary changes.

3. In the Mgmt Admin task pane, in the Financial Reporting Batches section, click Report Batches, and double-click Monthly All in One Executive Reporting Batch.



- 4. Update the batch control sheet, as needed, including adding the file collect utility location to generate multiple reports for multiple people. For more information, see the following:
  - For configuring the Batch tab, see Batch Control Sheet.
  - For an overview of file processing and how it works, see File Processing.
- 5. To process the batch, you can do one of the following:
  - In the batch control sheet, click File Processing > Process File.
  - Create a Scheduler job to process the report the package, if desired. For more information, see Batch processing using Scheduler.

# Understanding the Department Monthly Package

To help speed up report processing and distribution, you can generate manager-level reports by using the Department Monthly Package, which combines all of the individual reports into one file. The Department Monthly Package allows management personnel to view department performance against a static or flexible budget and against prior year's performance and Enables one-stop shopping for the department manager by providing the department's overall performance as well as reports with the detail transactions that support the expenses on the Summary reports. Each tab in the workbook represents a different report.

The purpose of the this package is to understand financial performance and find opportunities for improvement where possible. In this section, we describe the financial review process in two steps and, in each section, provide an overview of the reports available in the Department Monthly Package to complete the analysis:

- Analysis of Monthly General Ledger (Account-level) data
- Additional Analysis of Labor (Salary Expenses and FTE amounts)

#### Summary Income Statement

For The Period Ending April 30, 2020		Current Monti	n - April			Year-To-Date -	April	
	Apr-2020	Apr-2020		Apr-2019	Apr-2020	Apr-2020		Apr-2019
	Actual	Budget	Variance	Actual	Actual	Budget	Variance	Actual
Patient Revenue								
Inpatient	426,315	1,066,544	(640,229)	426,315	151,289,679	10,665,443	140,624,237	151,289,679
Outpatient	947,595	1,363,970	(416,375)	947,595	72,229,686	13,639,701	58,589,985	72,229,686
Other Patient Revenue	485	1,532	(1,047)	485	1,341,326	15,316	1,326,010	1,341,326
Total Patient Revenue	1,374,395	2,432,046	(1,057,651)	1,374,395	224,860,691	24,320,459	200,540,232	224,860,691
Deductions From Revenue								
Charity Services	0	0	0	0	0	0	0	0
Contractual Allowances	0	1,010,286	1,010,286	0	169,471,732	10,102,857	(159,368,875)	169,471,732
Other Discounts	0	0	0	0	56,084	0	(56,084)	56,084
Bad Debt	0	0	0	0	0	0	0	0
Total Deductions	0	1,010,286	1,010,286	0	169,527,815	10,102,857	(159,424,958)	169,527,815
Net Patient Revenue	1,374,395	1,421,760	(47,365)	1,374,395	55,332,876	14,217,602	41,115,274	55,332,876
Other Operating Revenue	1,628	1,376	252	1,628	15,981	13,760	2,221	15,981
Total Operating Revenue	1,376,023	1,423,136	(47,113)	1,376,023	55,348,857	14,231,361	41,117,495	55,348,857
Excess of Revenue Over Expenses from Operations	1,376,023	1,229,612	146,411	1,376,023	6,562,132	12,295,282	(5,733,149)	6,562,132
Unrestricted Contributions	0	0	0	0	0	0	0	0
Non Operating Revenue	0	0	0	0	0	0	0	0
Non Operating Revenue - Other	0	0	0	0	0	0	0	0
Investment Income	0	0	0	0	0	0	0	0
Interest Income	0	0	0	0	0	0	0	. 0
Gain(Loss) on Sale of Assets	1,628	1,376	252	1,628	13,911	13,760	151	13,911
Total New Operation	1.629	1 276	252	1 6 2 9	13 011	13 700	171	12.011

You can then process and email the report to the appropriate management personnel and attach the report file or a link to a directory. You can run the report generation process manually or set up a Scheduler job to process the reports automatically at certain times of the month.

For descriptions of each report included in the Department Monthly Package, see Reports in the Department Monthly Package.

**NOTE:** Before running the report package, you may need to update the imported data used in the reports. For more information, see Preparing data for budget go-live.

## Configuring the Department Monthly Package report

Use this utility to select and combine the multiple management reports into a single report, which you can then distribute multiple ways - including sending an email with the attached report or a link to the directory where the report is stored. For a description of each report included in this package, see Reports in the Department Monthly Package.

Before generating this report package, you may consider removing the reports from last month. For instructions, see Removing reporting source files.

To configure the Department Monthly Package report:

- 1. Navigate to one of the following:
  - In the Mgmt Admin task pane, in the Management Reporting section, click Manager, and double-click Dept Monthly Package.
  - In the Mgmt Report task pane, in the Performance Reporting section, click Manager, and double-click Dept Monthly Package.

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



- Press F9.
- 3. Complete the following refresh variables, and click OK:

Option	Description
BudVar Report ONLY - Select Comparison Time Series	For comparing to actual amounts within the reports, select either <b>Budget</b> (Static Budget) or <b>Flex</b> (Flex Budget).
BudVar Report ONLY - Populate Remaining Months with	To populate remaining months in your trend report, select <b>Budget</b> (Static Budget), <b>Current</b> Year Forecast, or Last Year Actuals(Flex Budget).
Choose Department Rollup	Select the department to include in the report.
Fiscal Year (optional)	Select the fiscal year to include in the report.
Fiscal Period (optional)	Select the month to include in the report (based on the year you selected in the Fiscal Year field).
Pay Period (optional)	Select the pay period to include in the report (based on the year you selected in the Fiscal Year field).

- 4. To specify the reports to output data in this batch report, do the following:
  - To output data for a report when processing, type an X in the cell next to the report name. By default, an X displays next to each report name.
  - To exclude a report from generating data when processing, clear the X from the cell.

**IMPORTANT:** When you run the batch report on your screen, the system processes the data for the reports and displays each report as a tab—even those where you have removed the X. However, when you actually process the batch report, the system will not include any data in those reports where you have removed the X, though the tab still displays.

Configuration				
Operation				
Select How To Process the Files:			Save Files	
Select Report Tabs to Include:	Cover	Х	AP	X
Input an 'X' for tabs to include	Scorecard	Х	MM	×
	SCDetail	×	AR	×
	VarAlert	X	RU	×
	BudVar	×	JC	×
	Charts	X	EmpID	×
	GL	X		
Sele	ection: Cover;Scorecard	;SCDetail;Va	arAlert;BudVar;Charts;GL;AP;MM;AR;Rl	J;JC;EmpID

### 5. In the **Configuration** section, do the following:

Configuration		
File Prefix:	Apr2020	+ Department Number = File Name
Configured Comparison Period for BudVar Tab:	CYB	CYB = Cur Yr Budget FLX=Flex Budget -Multi-Pass Settings
Select Other Comparison Period for BudVar Tab:	LYA	LYA = Last Yr Actual CYB = Current Yr Budget -Default Settings from Threshold Table
Trend - Remaining Yr Months for BudVar Tab:	BUD	CYF=Cur Fcst Bud= Cur Bud LYACT=LY Actual

Option	Description
File Prefix	Displays the year and month selected in the refresh variables selected in Step 3. You can edit this field, as needed. The prefix name is followed by the executive level and name. For example, Feb-2017SallyKlein.
Configured Comparison Period for BudVar	Select one of the following:
Tab	Current Year Budget (CYB)
	• Flex Budget (FLX)
Select Other Comparison Period for BudVar	Select one of the following:
Tab	Last Year Actuals (LYA)
	<ul> <li>Current Year Budget (CYB)</li> </ul>
Trend - Remaining Yr Months for BudVar Tab	Select one of the following:
	Current Year Forecast (CYF)
	Current Budget (BUD)
	Last Year Actuals (LYACT)

6. There are multiple ways to generate and distribute the report package, depending on your need. For more information and instructions, see Processing and distributing the Department Monthly Package report.

## Processing and distributing the Department Monthly Package report

This topic covers the ways in which you can process and distribute the Department Monthly Package report to executive personnel. To configure the reports to include in the package and the reporting variables, see Configuring the Department Monthly Package report. The Department Monthly Package report may also be referred to as the Manager Monthly Report.

**NOTE:** Before processing this report package, you may consider removing the reports from last month. For instructions, see Removing reporting source files.

### File collect

The DeptMonthlyPackage\_FileCollect utility allows you to process and distribute multiple Department Monthly Package reports to multiple people using one tool. You can configure the file source and output settings and delivery method (email and/or save as a file to a directory location). If sending the report by email, you can configure the email subject line and body text, the recipient type, and file attachment options.

**TIP:** If you use file collect, you can add it to the Monthly All in One Manager Reporting batch control sheet, which allows you to automate the process of

To process and distribute package reports using the file collect:

1. From Axiom Explorer, in the Libraries section, click Reports > Management Reporting > Report Packages > Package Utilities, and double-click DeptMonthlyPackage\_FileCollect.

#### Libraries

- 🔻 🗟 Reports Library
  - Asset Replacement Planning Reports
  - Asset Replacement Planning Utilities
  - Budgeting Reports
  - Budgeting Utilities
  - Capital Planning Reports
  - Capital Planning Utilities
  - Capital Tracking Reports
  - Capital Tracking Utilities
  - Comparative Analytics Utilities
  - Cost Management Reports
  - Cost Management Utilities
  - Financial Planning Reports
  - Financial Planning Utilities
  - Management Reporting
    - \_My Reports
    - 🃗 Analysis
    - Custom Reports
    - Financial Statements
      - FTE Reports
      - 퉬 Payroll
    - 퉬 Provider Analysis
    - 🔻 퉬 Report Packages
      - Executive
      - Manager Package Utilities
    - Variance Comments
- 2. Complete the following options in the Source and Output Settings section:

Se Dept	tup Monthly Package - File Collect				
	Source and Output Settings				
	Source file name prefix	Mar2018		.{DEPT.RPTMap}.xlsx	
	Source file location	\Axiom\Reports Library\Mar	nagement Reporting U	tilities\Report Distribution\SourceFiles	
	Output file name suffix (no extension)	RPTMap_{DEPT.RPTMap}_		DeptMonthlyPackage	.xlsx
	Output file location	\Axiom\Reports Library\Mar	nagement Reporting U	tilities\Report Distribution\SentFiles	
	Delivery Method Settings				
	Assemble by	RPTMap			
	Save or email generated files	Save File			

Option	Description
Source file name prefix	Edit the source location, if needed.

Option	Description
Output file name suffix (no extension)	Edit the file name for report.
Output file location	Enter the location in which to save the generated report file(s).

3. Complete the following options in the **Delivery Methods** section:

Setup Dept Monthly Package - File Collect					
Source and Output Settings					
Source file name prefix	Mar2018		.{DEPT.RPTMap}.xlsx		
Source file location	\Axiom\Reports Library\Mar	nagement Reporting U	tilities\Report Distribution\SourceFiles		
Output file name suffix (no extension)	RPTMap_{DEPT.RPTMap}_		DeptMonthlyPackage	.xlsx	
Output file location	\Axiom\Reports Library\Mar	viom\Reports Library\Management Reporting Utilities\Report Distribution\SentFiles			
Delivery Method Settings					
Assemble by	RPTMap				
Save or email generated files	Save File				

Option	Description	
Assemble by	Select the management level in which to generate and distribute the report package.	
Save or email generated files	<ul> <li>Select one of the following:</li> <li>To save the report file(s) to a directory, select Save File.</li> <li>To include the report file(s) as attachment(s) or a link to a directory where the files are stored in an email, select Email File.</li> </ul>	
	<ul> <li>To save the report file(s) to a directory and send an email, select Save File and Send Email.</li> </ul>	

4. If you select email or save file and send email as the output option, complete the **Email Settings** section:

Setup Dept Monthly Package - File Collect				
Source and Output Settings				
Source file name prefix	Mar2018	.{DEPT.RPTMap}.xlsx		
Source file location	\Axiom\Reports Library\Management R	eporting Utilities\Report Distribution\SourceFiles	5	
Output file name suffix (no extension)	RPTMap_{DEPT.RPTMap;DEPT.Approver	}_ DeptMonthlyPackage	.xlsx	
Output file location	\Axiom\Reports Library\Management R	eporting Utilities\Report Distribution\SentFiles		
Delivery Method Settings				
Assemble by	RPTMap			
Save or email generated files	Save File and Send Email			
	-			
Email Settings				
Subject text	Dept Monthly Package Mar2018 by RPT	Мар		
Body text	Dept Monthly Package Mar2018 is attac	hed and available for review \Axiom\Reports Lib	orary\Management Reporting Utilities\Report Distribution\SentFiles	
Recipient	Approver			
Attach file to email	Yes			

Option	Description
Subject text	Type the subject line text for the email.
Body text	Type the body text to include in the email.
Recipient	Select the recipient type in which to send the reports.
Attach file to email	<ul> <li>Select one of the following:</li> <li>To attach the report file(s) to the email, select Yes.</li> <li>To include a link to the directory location for the report file instead of attaching a file, click No.</li> </ul>
Attach each file separately	<ul> <li>NOTE: This option does not display if you select the Save File and Send Email option in step 3.</li> <li>Select one of the following: <ul> <li>To include the packaged reports into a single report file with tabs for each report, click Off.</li> <li>To generate the packaged reports as individual report files, click On.</li> </ul> </li> </ul>

5. After making your changes, in the Main ribbon tab, click Save.

**NOTE:** The system will prompt you to save your settings as a new file. This allows you to create multiple setting versions, if needed.

- 6. In the Save As dialog, type a name for the file, and click Save.
- 7. When you are ready to process the report, in the Main ribbon tab, click Publish > File Processing
   > Process File Multipass. For more information, see Running file processing on an Axiom file.
- Dept Monthly Package utility

You can also process and distribute the report package directly from the Dept Monthly Package utility. This option is useful when generating one-off packages to just a few people or for someone wants a variant of the reporting package outside of your normal regularly scheduled process.

To process and distribute package reports using the Dept Monthly Package utility:

- 1. Open the Dept Monthly Package utility, and make any necessary report or variable configuration changes, including selecting the management-level personnel to receive the report.
- 2. From the Select How To Process the Files drop-down, select one of the following:
  - To save the report, select **Save Files**. By default, the file saves to the following output folder: \Axiom\Reports Library\Management Reporting Utilities

- To email the files, select **Email Files**. The report outputs to the recipient email addresses listed in the **Email Settings/Groupings** section of this report.
- To save and email the report, select Save and Email files.
- 3. If emailing the files, in the Email Settings/Groupings section, do the following:

Email Settings	Dept:	0
Select the Recipient Role:	Owner	
Recipient Email Address:		
Subject Line:		0-Apr2020 Monthend Report Package
Body Text:		Attached is the Apr2020 monthly financial reporting package for 0

Option	Description
Select the Recipient Role	Select the role type of the email recipient.
Recipient Email Address	Displays the email addresses the report will be sent to.
	<b>NOTE:</b> Email addresses are derived from the security profile for the user.
Subject Line	Edit the content for the email subject line, as needed.
Body Text	Edit the content for the email body text, as needed.

When you are ready to process the report, in the Main ribbon tab, click Publish > File Processing
 > Process File Multipass. For more information, see Running file processing on an Axiom file.

## Batch processing and Scheduler

Another way to process the report package is to use a report batch control sheet, which allows you to process multiple reports simultaneously. The system comes preloaded with the Monthly All in One Manager Reporting Batch control sheet, which is pre-configured with the settings needed to run the Department Monthly Package for multiple management-level reports, but you can change these settings if needed. After you have set up the batch control sheet, you can then perform a file process.

**TIP:** To make generating the report package even easier, you can configure a Scheduler job to process the batch control sheet for a specific date and time. By default, the Monthly All in One Manager Reporting batch control sheet does not include the DeptMonthlyPackage\_FileCollect utility because not all organizations use file collect. However, you can also automate the process of distributing the report by adding the file collect utility to the batch control sheet.

To process and distribute package reports using batch processing and Scheduler:

- 1. Open the Dept Monthly Package utility, and make any necessary report or variable configuration changes.
- 2. To include the file collect in the batch control sheet, open the file collect utility, and make any necessary changes.
- 3. In the Mgmt Admin task pane, in the Financial Reporting Batches section, click Report Batches, and double-click Monthly All in One Executive Reporting Batch.



- 4. Update the batch control sheet, as needed, including adding the file collect utility location to generate multiple reports for multiple people. For more information, see the following:
  - For configuring the Batch tab, see Batch Control Sheet.
  - For an overview of file processing and how it works, see File Processing.
- 5. To process the batch, you can do one of the following:
  - In the batch control sheet, click File Processing > Process File.
  - Create a Scheduler job to process the report the package, if desired. For more information, see Batch processing using Scheduler.

## **Opening Manager reports**

To open Manager reports:

- 1. In the Main ribbon tab, click Open App Menus, and click Management Reporting.
- 2. In the Mgmt Report task pane, click Department Manager:
  - Mgmt Report displays on the task bar tab to indicate that the Management Reporting task pane is open.
  - The term Performance Reporting is used synonymously with Management Reporting.
  - The task pane lists all of the reports listed within the Department Management folder.
  - The Dept Monthly Package includes each individual report as a tab for a selected department.
  - To open a report, double-click the report name.



## Understanding financial performance

The purpose of the monthly financial package is to understand financial performance and find opportunities for improvement where possible. In this guide, we describe the financial review process in two steps and, in each section, provide an overview of the reports available in the Manager Monthly Report Package to complete the analysis:

- Analysis of Monthly General Ledger (Account-level) data
- Additional Analysis of Labor (Salary Expenses and FTE amounts)

## **Understanding Monthly Variance Analysis**

Monthly Variance Analysis is focused on departmental volumes and all expenses. While this also includes Salary related expenses and FTEs, further analysis is often completed for these items by reviewing the biweekly the reports in the Labor Analysis section.

Steps and questions for reviewing monthly general ledger data:

- 1. Review monthly financial data for variances and determine cause of variances. Then, analyze whether variances will continue, could have been prevented, or were strategic (such as "bulk buy to reduce total costs").
- 2. Review monthly financial data for positive and negative trends.

A focus on expense per unit (also known as per key statistic) values in volume-sensitive areas is particularly useful to determine if any expense variances are caused by a volume variance, a rate or cost variance, or related to efficiency. For example, if an expense line item is showing a variance and the actual expense per unit equals the budgeted expense per unit, this situation is considered a Volume variance. However, if the line item's actual expense per unit is higher than the budgeted expense per unit, volume cannot be the cause of the variance. In this case, you would determine the following:

- Is the price we are paying for the supply or service higher than budgeted causing a Rate variance? If so are there ways to lower the price? Or was this an unexpected cost increase that will cause a budget variance for the rest of the year?
- Are we using more of the supply or service on a per unit basis than planned causing an Efficiency variance, or
- Is there a combination of the circumstances above causing the variance to be attributed to both Rate and Efficiency?

In each case, why is this occurring and can we get a lower price or use the resource more efficiently?

The following tools in the Manager Monthly Package can be used for this review:

### Cover

The Cover tab is the first sheet that displays within the Dept Monthly Package. It is also included as part of the Manager's month-end distributed package.

This sheet provides general information such as the current reporting period and type of information provided within each report.

Department	Month-End Report Package	e-Dept 27280-EMC Ultrasound Department
This package records. Plea Any accounts	e contains a copy of your cu ase review the contents for s required a variance explai	accuracy and omissions. The indicated on the "Var_" tab.
Need Help? Please call/e	mail Finance at 123-456-78	90 Finance Contacts
REPORT TY	PES	
Tab Name		Type of Report
SC_Dept Nur	mber	Scorecard
Var_Dept Nu	Imber	Required Variance Explanation Summary
BV_Dept Nu	mber	Mth/YTD Summary Variance by Natural Class Reports in Package
GL_Dept Nur	mber	Journal Entries
AP_Dept Nur	mber	Accounts Payable Listing
MM_Dept N	umber	Store Issues / Materials Management
AR_Dept Nu	mber	Accrued Receipts Listing
DLL Dopt Nu	mber	Revenue & Usage
KO_Dept Nul	- la	Department Summary by Job Code
JC_Dept Nun	nber	

### Scorecard

The Scorecard report shows Key Financial and Ratio Indicators. It provides an overview of departmental performance, and highlights areas requiring further review.

Scorecard								
Key Financial Indicators	Budget	Trend	For the Month of February Actual	Budget	Var	%	Report Inf	Variance Items to Note
Workload Statistic	•	•	514	570	(56)	(9.8%)	Dept:	1. My Workload Statistics
Gross Patient Revenue	•	•	157 847	173 140	(15 293)	(8.8%)	Period:	(Volumes) are low; why?
Operating Expenses	•	-	37 770	25 741	(12,029)	(46.7%)	Manager:	Probably why Revenue is
Salaries & Benefits	•	•	30,494	20.903	(9,591)	(45,9%)		low
Supplies	•	•	1,276	4,838	3,562	73.6%		2 What is causing my
Other Expenses	•	•	6,000	0	(6,000)	(100.0%)	Legend:	Operating Expenses to be
Paid FTEs	•	٠	7.9	5.9	(2.0)	(34.3%)	•	so high?
Key Ratio Indicators	Budget	Trend	Month of February Actual	Budget	Var	%	•	why are my salaries so high - didn't I flex when census was low?
Avg Rate Per Hour	•	٠	23.4	0.0	(23.4)	0.0%	Month-En	4. Looks like I had 2 extra
Paid Hrs/UOS	•	•	2.46	1.65	(0.81)	(49.0%)		FTEs - why?
Salaries Per Unit	•	•	59.3	36.7	(22.7)	(61.8%)		
Supplies Per Unit	•	•	2.5	8.5	6.0	70.7%		5. Other Expenses are
Other Expense Per Unit			725	, 45.2	(11./)	(62,7%)		56,000; what did i spend it
	-	-	Droductivo I	4J.2	(20.3)	(02.170)		
45.0 <b>Overtime Hours</b> 40.0 35.0 30.0 25.0 20.0	$\triangleleft$		0.80 0.70 0.60 0.50 0.40	irs per Stat	$\overline{}$			6. The graph shows my Overtime is back in line Sal
Cover_27280	Scoreca	rd_2728	0 SCDeta	il_27280	VarianceA	lert_27280	BV_27280	GL_27280 AP_2728

## Scorecard Detail report (SCDetail)

The Scorecard Detail report (SCDetail) shows actual versus budget information and flags the areas requiring variance comment input explanations within the Axiom Variance Comments Collection module.

Note that some additional details can be derived from this report, we can now answer some of the questions posed within the **Variance Items to Note** box from the previous **Scorecard section**:

- Salaries are over due to Contract Labor; only benefits were budgeted in this department.
- In Other Expenses, the \$6,000 unfavorable variance was spent on Recruitment.

Scorecard-Detail KH Health System For The Period Ending February 28, 201 <sup>°</sup> 27280 - EMC Radiology - Ultrasound	7								Vice President: Director: Manager:	Scott Johanson Dianne Parnell Chris Sparks	
	Month		+ / -		Budget	Rate Vol Varian	ume ce			YTD	Trend
Account Description	Actual	Budget	Variance	Percent	Alert	Rate		Volume	Efficiency	Variance	Alert
700000 Key Volume Statistic 60600 Salaries - Contract Labor	514 29,646	570	(56)	(9.8%) (100.0%)	•	(29	0	(56) 0	0	(287) (241,955)	
69230 Recruitment	6,000	0	(6,000)	(100.0%)	•	(6	.000)	0	0	(11,730)	

### Variance Alert report (VarAlert)

The Variance Alert (VarAlert) report provides the following:

- Variance by individual account lines provide further detail. If your organization uses the Variance Comments Collection (VCC) tool, this report highlights which accounts require a variance explanation entry.
- Displays any Variance Comments and Action Plans previously entered within the VCC tool.

Month-	End Variance Alert Noti	fication								
KH Health	System									
For The Perio	od Ending February 28, 2017									
27280 - EM	C Radiology - Ultrasound									
	The Following Dept   Accounts	require comm	ent responses	for this past	month.					
			February		+/- Budget				Current Period	
Account	Description	Department	Actual	Budget	Variance	Percent	Alert	Variance	Comments	Action Plan
	Salary Expenses									
60100	Salaries - Regular	27280	14,524	15,423	899	5.8%		18,506		
60110	Salaries - Overtime	27280	975	1,173	198	16.9%		4,083		
60120	Salaries - Non-Productive	27280	1,182	1,713	531	31.0%		(3,502)		
60600	Salaries - Contract Labor	27280	29,646	0	(29,646)	(100.0%)	$\mathbf{\nabla}$	(241,955)		
61300	FICA - Social Security	27280	1,252	1,513	261	17.2%		524		
61510	Employee Benefits - PDO	27280	848	20,903	20,055	95.9%		6,025		
	Other Operating Expense									
64100	Repairs	27280	0	548	548	100.0%		(12,423)		
66200	Telephone	27280	42	4	(38)	(950.0%)		(48)		
69230	Recruitment	27280	6,000	0	(6,000)	(100.0%)		(11,730)		
69950	Rebates/Repayments	27280	(120)	0	120	100.0%		2,158		

### Budget Variance report (BudVar)

The Budget Variance report (BudVar) includes the following information:

- Key and supplemental statistics information
- Operating revenue and expenses
- Key per-unit calculations
- Staffing information

The Budget Variance Report is broken out into four sections:

- Income Statement Summary Current Month and Year-to-Date
- Income Statement Account detail Current Month and Year-to-Date
- Current Year Forecast Summary
- Current Year Forecast Account detail

If opened within the Axiom system, all four sections display on the same tab. If the report is delivered through email or saved on a network drive, the four sections may be presented on a single sheet or separated on four individual tabs.

Review the Summary Level information, then look to the detail for further explanation regarding variances. Determining the account numbers with variances will provide the link to the detailed information on the AP, AR, MM, etc. reports that support the expense. As in our example above, Salaries and Other Expenses resulted in a Red Flag Variance, specifically within accounts 60600 Salaries-Contract Labor and 69230-Recruitment.

The first section of the report contains Current Month and Year to Date information at a Summary level.

Mor	Monthly Departmental Budget Variance Report													
KH H	ealth System										Dianne Parn	ell		
For The	e Period Ending February 28, 2	017									Chris Sparks			
27280	- EMC Radiology - Ultrasou	nd												
	Current View: Default		<	Current Month		Current View: Default	Year	To Date - Februa	iry					
Accoun	t	Feb-2017	Actual	Feb-2017	Flex Budget		Feb-2017		Feb-2017	Feb 2017		Annual		
Numb er	Account Description	Actual	Per Unit	Flex Budget	Per Unit	Variance	Budget	Account Description	Actual	Flex Budget	Variance	Budget		
	Department Volumes							Department Volumes						
110	IP Procedures	274		274		0	256	IP Procedures	2,100	2,100	0	2,987		
210	OP Procedures	240		240		0	314	OP Procedures	1,762	1,762	0	3,435		
	Total Volume	514		514		0	570	Total Volume	3,862	3,862	0	6,422		
	Revenue		_		Revenue		_							
	Inpatient Revenue	70,781	258.32	80,575	294.07	(9,794)	75,282	Inpatient Revenue	558,716	587,933	(29,217)	848,164		
	Other Patient Revenue	0	0.00	173	0.34	(173)	226	Other Patient Revenue	440	1,326	(886)	2,544		
	Total Revenues	34,176	66.49	155,371	302.28	(121,195)	173,140	Total Revenues	226,631	1,162,368	(935,736)	1,950,673		
	Operating Expenses		_					Operating Expenses	_					
	Salaries & Wages	16,680	32.45	16,960	33.00	280	18,309	Salaries & Wages	128,604	140,197	11,593	222,755		
	Contract Labor	29,646	57.68	0	0.00	(29,646)	0	Contract Labor	241,955	0	(241,955)	0		
	Employee Benefits	3,389	6.59	23,374	45.47	19,985	23,374	Employee Benefits	19,170	23,111	3,941	19,643		
	Medical Supplies	1,440	2.80	4,485	8.73	3,045	4,842	Medical Supplies	13,486	33,422	19,936	54,564		
	Other Supplies	661	1.29	702	1.37	41	758	Other Supplies	5,035	5,233	198	8,543		
	Lease and Rental	7,090	13.79	7,090	13.79	0	7,090	Lease and Rental	56,719	56,720	1	85,080		
	Other Expenses	5,880	11.44	0	0.00	(5,880)	0	Other Expenses	10,578	0	(10,578)	0		
	Total Operating Expenses	65,248	126.94	53,583	104.25	(11,665)	55,345	Total Operating Expenses	497,591	266,456	(231,135)	401,825		

#### Below the first section is Current Month and Year to Date information, detailed by Account Number.

## Monthly Departmental Budget Variance Report

KH He For The	ealth System e Period Ending February 28, 2	017									Dianne Parne Chris Sparks	ell
27280	- EMC Radiology - Ultrasou	nd										
	Current View: Default		<	Current Month	- February			Current View: Default	Year	To Date - Februa	ary	
Accoun	t	Feb-2017	Actual	Feb-2017	Flex Budget		Feb-2017		Feb-2017	Feb-2017	_	Annual
Numb er	Account Description	Actual	Per Unit	Flex Budget	Per Unit	Variance	Budget	Account Description	Actual	Flex Budget	Variance	Budget
	DETAIL INFORMATION							DETAIL INFORMATION				
	*** Expenses ***							*** Expenses ***				
60100	Salaries - Regular	14,524	28.26	14,287	27.79	(237)	15,423	Salaries - Regular	105,901	118,095	12,194	187,638
60110	Salaries - Overtime	975	1.90	1,087	2.11	112	1,173	Salaries - Overtime	5,376	8,979	3,603	14,266
60120	Salaries - Non-Productive	1,182	2.30	1,587	3.09	405	1,713	Salaries - Non-Productive	17,326	13,123	(4,204)	20,851
	Total Salaries & Wages	16,680	32.45	16,960	33.00	280	18,309	Total Salaries & Wages	128,604	140,197	11,593	222,755
60600	Salaries - Contract Labor	29,646	57.68	0	0.00	(29,646)	0	Salaries - Contract Labor	241,955	0	(241,955)	0
	Total Contract Labor	29,646	57.68	0 '	0.00	(29,646)	0	Total Contract Labor	241,955	0	(241,955)	0
69100	Travel - General	0	0.00	0	0.00	0	0	Travel - General	26	0	(26)	0
69230	Recruitment	6,000	11.67	0	0.00	(6,000)	0	Recruitment	11,730	0	(11,730)	0
69900	Miscellaneous	0	0.00	0	0.00	0	0	Miscellaneous	980	0	(980)	0
69950	Rebates/Repayments	(120)	(0.23)	0	0.00	120	0	Rebates/Repayments	(2,158)	0	2,158	0
	Total Other Expenses	5,880	11.44	0 '	0.00	(5,880)	0	Total Other Expenses	10,578	0	(10,578)	0
	Total Operating Expenses	65,248	126.94	53,583	104.25	(11,665)	55,345	Total Operating Expen	497,591	266,456	(231,135)	401,825

To the right of the first section is Monthly Trend information at a Summary Level.

#### Monthly Departmental Monthly Departmental Side by Side Report

KH Health System KH Health System

For The Period Ending February 28, For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasou 27280 - EMC Radiology - Ultrasound

	Current View: Default		Current View: Default					$\frown$		$\frown$	$\frown$
Accoun	t	Account		Jul-2016	Aug-2016	Sep-2016	Oct-2016	Nov-2016	Dec-2016	Jan-2017	Feb-2017
Numb er	Account Description	Number	Account Description	Actual							
	SUMMARY INFORMATION		SUMMARY INFORMATION								
	Department Volumes		Department Volumes								
110	IP Procedures	110	IP Procedures	301	268	208	257	269	247	276	274
210	OP Procedures	210	OP Procedures	224	248	194	186	225	205	240	240
	Total Volume		Total Volume	525	516	402	443	494	452	516	514
	Operating Expenses		Operating Expenses								
	Salaries & Wages		Salaries & Wages	17,362	17,610	17,346	17,303	12,935	12,879	16,489	16,680
	Contract Labor		Contract Labor	24,062	34,108	30,155	35,988	31,855	30,688	25,454	29,646
	Employee Benefits		Employee Benefits	1,554	3,081	3,489	1,915	1,112	1,605	3,025	3,389
	Medical Supplies		Medical Supplies	2,110	1,574	1,272	1,445	2,549	718	2,379	1,440
	Other Supplies		Other Supplies	325	603	814	320	1,853	0	459	661
	Lease and Rental		Lease and Rental	7,090	7,090	7,090	7,090	7,090	7,090	7,090	7,090
	Other Expenses		Other Expenses	2,000	(1,678)	178	2,597	1,815	(120)	(94)	5,880
	Total Operating Expenses		Total Operating Expenses	54,922	63,639	62,838	68,877	64,412	53,209	64,446	65,248

### To the right of the Detail for Current and Year to Date is Monthly Trend information by Account Number.

## Monthly Departmental Side by Side Report

#### KH Health System

For The Period Ending February 28, 2017

#### 27280 - EMC Radiology - Ultrasound

	Current View: Default								
Account		Jul-2016	Aug-2016	Sep-2016	Oct-2016	Nov-2016	Dec-2016	Jan-2017	Feb-2017
Number	Account Description	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
	DETAIL INFORMATION								
	*** Expenses ***								
60100	Salaries - Regular	12,505	14,980	16,145	12,959	10,394	9,458	14,937	14,524
60110	Salaries - Overtime	719	814	459	453	23	752	1,181	975
60120	Salaries - Non-Productive	4,137	1,816	743	3,891	2,518	2,669	370	1,182
	Total Salaries & Wages	17,362	17,610	17,346	17,303	12,935	12,879	16,489	16,680
60600	Salaries - Contract Labor	24,062	34,108	30,155	35,988	31,855	30 <mark>,</mark> 688	25,454	29,646
	Total Contract Labor	24,062	34,108	30,155	35,988	31,855	30,688	25,454	29,646
69100	Travel - General	0	0	0	0	0	0	26	0
69230	Recruitment	2,000	0	178	1,618	1,935	0	0	6,000
69900	Miscellaneous	0	0	0	980	0	0	0	0
69950	Rebates/Repayments	0	(1,678)	0	0	(120)	(120)	(120)	(120)
	Total Other Expenses	2,000	(1,678)	178	2,597	1,815	(120)	(94)	5,880

### Charts

The Charts report provides an overview of comparative trends across periods for Volume, Total Expense per unit, Worked Hours per unit, and Salary Expense per unit.

Similar to the Scorecard, this report can be used to review performance trends that may require further research.

- Volume chart Compares the department's key statistic amounts by month for current year actual, current year budget, and last year actual
- Total Expense Per Unit chart Compares the department's total expense per key statistic amounts by month for current year actual, current year budget, last year actual, and current year flex budget (if used)
- Worked Hours Per Unit chart Compares the department's total worked (productive) hours per key statistic amounts by month for current year actual, current year budget, last year actual, and current year flex budget (if used)
- Salary Expense Per Unit chart Compares the department's total salary expense per key statistic amounts by month for current year actual, current year budget, last year actual, and current year flex budget (if used)

For example, when reviewing the Volume and Total Expense Per Unit charts within the screen shot below, you will notice the following:

- The department's current year actual key statistic volume represented by the red line has been moving in a positive direction since December, and is above the current year budget's blue line and is equal to last year actual's yellow line for the current month of February.
- The department's actual total expenses per unit (key statistic volume) represented by the red line is moving in the right direction with the downward trend since December. For the current month of February the actual is slightly below the current year static budget's blue line, and slightly above the current year flex budget's green line.

These trends provide a couple of positive observations for the current month of February departmental volume is above budget expectations, and total expenses per key stat are below the static budget and in line with the flex budget. The details behind these trends can be explained by reviewing the pertinent reports within this package.

## 27200 - EMC Radiology - MRI (JobCode)





## General Ledger report (GL)

The General Ledger report (GL) contains every transaction that makes up the total dollar amount for each expense account. This report, combined with the AP, MM, and AR reports described below, helps you understand the nature of the expenses. In other words, they help you recall items purchased or services utilized for each account.

The standard JE Source codes of each GL transaction are categorized as follows (individual company source codes may vary slightly):

- Salaries and wages come from the payroll source system and usually have a PR in the JE Source. To ensure the JE Salary dollars are in line with FTE amounts, the JC and EmpID tabs included in the reporting package allow you to review payroll hours by Jobcode and individual Employee.
- Invoices have a JE Source of **AP** or accounts payable if the invoice has already been processed for payment, click the AP tab.
- Invoices have a JE Source of **AR** or accrued receipts for purchase order acquisitions that have been received but have not been invoiced. For further detail of an AR expense, click the AR tab.
- Inventory items coming from supply chain or your materials management department customarily have a MM in the JE Source. For further detail of an MM expense, click the MM tab.

• A journal entry or JE code are expenses processed by the Accounting department. An example of a JE item would be an annual prepaid subscription. Even though the invoice for the subscription was paid in full with a single payment to the vendor, Accounting would hold the total amount and book one month's worth of the expense to your department for each of the 12 months covered under the subscription. For further details related to JE expense transactions, please contact your assigned Finance representative.

## **GL** Detail Listing

KH Health System For The Period Ending February 28, 2017

Acct	JE Source	JE Number	Description	JE Date	Amount
Salaries - Regular					
60100	PR	5275	PPE 2/19/16	02/07/17	8,590.61
Salaries - Contract La	bor				
60600	AP	5896	Accounts Payable	02/28/17	29,645.96
Supplies - General					
62100	MM	6273	Materials Management	02/28/17	266.10
62100	AR	6875	Accrued Receipts	02/26/17	395.36
Recruitment					
69230	AP	5896	Accounts Payable	02/28/17	6,000.00
Equip Rent - Intercor	npany				
71110	JE	5222	JE-Interco Rent-Eq	02/06/17	(367.80)
71110	JE	6133	JE-Interco Rent-Eq	03/06/17	441.36
		1			

Accounts Payable Distribution report (AP)

The Accounts Payable Distribution report (AP) comes directly from the Accounts Payable Source System and provides individual invoice information for purchases made including Description, Vendor Name, PO Number, and Amount.

### AP Detail Listing

KH Health System For The Period Ending February 28, 2017 27280 - EMC Radiology - Ultrasound

Acct	Vendor	Vendor Name	PO Number	Item Description	Invoice #	Invoice Date	Check #	Check Date	Amount
60600	10400	AUREUS RADIOLOGY LLC	M01701	Imaging Services	144781	01/10/17	35715	02/09/17	2,285.85
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	47468 KPrather	47468	01/14/17	35716	02/13/17	3,816.12
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	47674 KPrather	47674	01/23/17	35718	02/22/17	3,948.18
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	47867 KPrather	47867	01/28/17	35720	02/27/17	3,525.59
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35722	03/06/17	2,662.61
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35723	03/06/17	848.71
60600	10133	HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35724	03/06/17	78.16
60600	10400	AUREUS RADIOLOGY LLC	M01701	Imaging Services	145608	01/14/17	35717	02/13/17	2,832.61
60600	10400	AUREUS RADIOLOGY LLC	M01701	146357 M01701	146357	01/23/17	35719	02/22/17	3,086.41
60600	10400	AUREUS RADIOLOGY LLC	M01701	147312 M01701	147312	01/28/17	35721	02/27/17	3,403.32
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35725	03/06/17	2,949.48
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35726	03/06/17	143.99
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35727	03/06/17	64.93
Total 60600 S	alaries - Cont	tract Labor							29,645.96
69230	10266	AMER EXPRESS	-	3782921723510	37829217235	01/23/17	35761	02/22/17	2,898.42
69230	18711	RITT HAWKINS & ASSOCIATES INC	_	127195	127195	01/17/17	35760	02/16/17	3,101.58
Total 69230 R	ecruitment								6,000.00

AP transactions may include links to supporting documentation. In the **Link to Image** column, click the folder to open the document image.

AP Detail								
For The Period Er 26610 - EMC 6A								
Acct	PO Number	Item Description	Invoice Number	Invoice Date	Check Number	Check Date	Amount	Link to Image
61200							496.00	
61200 61200							496.00 483.00	Ē
61200 61200 61200							496.00 483.00 241.00	
61200 61200 61200 61200							496.00 483.00 241.00 158.00	© ©
61200 61200 61200 61200 61200 61200							496.00 483.00 241.00 158.00 496.00	
61200 61200 61200 61200 61200 61200							496.00 483.00 241.00 158.00 496.00 156.00	

## Materials Management Distribution report (MM)

The Materials Management Distribution report (MM) comes directly from the inventory system (store room) and provides transaction detail items pulled from inventory including Item Description, Quantity, and Amount.
#### MM Detail Listing

KH Health System For The Period Ending February 28, 2017

#### 27280 - EMC Radiology - Ultrasound

Acct	Item Number	Item Description	Location	Unit of	Unit Price	Quantity	Amount
						$\smile$	
62100	5728	Highlighters, Yellow	Stores	BX	2.57	4	10.29
62100	5729	Post-it Notes, Multicolor	Stores	BX	1.42	1	1.42
62100	5730	Paper 8x10	Stores	RM	5.00	25	124.96
62100	5731	Paper 4x6	Stores	RM	4.46	1	4.46
62100	5732	Folders, 3 tab	Stores	BX	4.17	30	124.96
Total 62100 :	Supplies - Gene	ral					266.10
62130	5737	Tray, Plastic	Stores	EA	2.41	10	24.12
Total 62130	Supplies - Med	Surg Nonbillable					24.12
62140	5740	Electrode Diaphoretic 3S	Stores	ST	0.26	1	0.26
62140	5741	Cup Medicine 1 oz.	Stores	ТВ	0.56	13	7.31
62140	5742	Syringe 3CC LI	Stores	BX	3.60	22	79.20
62140	5743	Alcohol Prep Pads 2 Ply Med	Stores	BX	1.37	3	4.10
62140	5744	IV Tubing Primary 100 Inch Y	Stores	EA	2.27	26	58.99
			~			-	

#### Accounts Receipts Distribution report (AR)

The Accrued Receipts Distribution report (AR) comes directly from the purchasing system and provides purchase order detail. Items on this report have been received in your purchasing system, however, your organization has not received an invoice for the purchases. Information provided on this report includes Vendor Name, PO Number, Item Description, Invoice Number, and Amount.

#### AP Detail Listing

KH Health System For The Period Ending February 28, 2017 27280 - EMC Radiology - Ultrasound

Acct	Vendor	Vendor Name	PO Number	Item Description	Invoice #	Invoice Date	Check #	Check Date	Amount
60600	10400	AUREUS RADIOLOGY LLC	M01701	Imaging Services	144781	01/10/17	35715	02/09/17	2,285.85
60600	10133	) HEALTH EDUCATION CENTER LTD	KPrather	47468 KPrather	47468	01/14/17	35716	02/13/17	3,816.12
60600	10133	) HEALTH EDUCATION CENTER LTD	KPrather	47674 KPrather	47674	01/23/17	35718	02/22/17	3,948.18
60600	10133	) HEALTH EDUCATION CENTER LTD	KPrather	47867 KPrather	47867	01/28/17	35720	02/27/17	3,525.59
60600	10133	) HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35722	03/06/17	2,662.61
60600	10133	) HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35723	03/06/17	848.71
60600	10133	) HEALTH EDUCATION CENTER LTD	KPrather	48063 KPrather	48063	02/04/17	35724	03/06/17	78.16
60600	10400	AUREUS RADIOLOGY LLC	M01701	Imaging Services	145608	01/14/17	35717	02/13/17	2,832.61
60600	10400	AUREUS RADIOLOGY LLC	M01701	146357 M01701	146357	01/23/17	35719	02/22/17	3,086.41
60600	10400	AUREUS RADIOLOGY LLC	M01701	147312 M01701	147312	01/28/17	35721	02/27/17	3,403.32
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35725	03/06/17	2,949.48
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35726	03/06/17	143.99
60600	10400	AUREUS RADIOLOGY LLC	M01701	148263 M01701	148263	02/04/17	35727	03/06/17	64.93
Total 60600 S	alaries - Con	tract Labor							29,645.96
69230	10266	AMER EXPRESS	-	3782921723510	37829217235	01/23/17	35761	02/22/17	2,898.42
69230	18711	RITT HAWKINS & ASSOCIATES INC	_	127195	127195	01/17/17	35760	02/16/17	3,101.58
Total 69230 R	ecruitment								6,000.00

AR transactions may include links to supporting documentation. In the Link to Image column, click the folder to open the document image.

AR Det	ail Listing							
For The Perio	or The Period Ending February 29, 2020							
26610 - EMC	6A (JobCode AD)	C)						
Acct	Vendor	Vendor Name	PO Number	Item Description	Quantity	Amount	Link to Image	
61200					0	356.00		
61200					0	201.00		
61200					0	486.00	Ē	
61200					0	194.00		
61200					0	272.00		
61200					0	129.00		

#### Labor Analysis

Labor is typically the largest expense in healthcare organizations and thus a key component to understanding and potentially improving your department's financial performance.

Steps and questions for reviewing labor (salaries and hours) data:

- In the previous section you may have identified variances in salary and/or hours at a general ledger account level. The expense per unit data on those reports would let you know if the variance is related to volume. If not volume, more detail is helpful in determining whether the cause is efficiency (using more labor hours than budgeted) or rate (paying more labor dollars per unit). If the variance is due to paying more labor dollars per unit, the cause could be an issue related to:
  - **Staffing Mix** where higher paid positions are used more than the budgeted profile (an unplanned higher use of RNs instead of LPNs); or
  - Salary Rates where the individuals within the budgeted positions earning more dollars per hour than planned.
- 2. Review payroll data to identify variances, their causes and trend data. Useful questions include:

Overtime:

- Is overtime usage value-added or resulting from undisciplined employee clocking habits?
- Is overtime usage approved?
- Is overtime the most efficient way to leverage departmental staff vs. float employees, or could a different staffing mix be used (are there other staff members available for scheduling who would not incur overtime in given period)?

Productivity:

- Are productive hours per unit consistent with budget? If not, what is cause? Are there opportunities to flex or increase/decrease staffing with an increase/decrease in departmental volumes?
- Are salary rates per productive hour consistent with budget? If not, is staffing mix a factor

#### (using more high cost positions than lower cost)?

Use the following reports in the Manager Monthly Package to complete the Labor Analysis:

#### Pay by Employee ID report (EmpID)

The Pay by Employee ID (EmpID) report contains Hour and FTE information by individual Employee, including recent individual pay periods and year-to-date.

Hours are categorized by Productive, Overtime, and Non Productive categories.

Dept Payroll Summary - By										
KH Health System										
For The Period Ending February 28, 2017										
27280 - EMC Radiology - Ultrasound			$\frown$	$\frown$	$\frown$	$\frown$	$\frown$	$\frown$	$\frown$	$\frown$
		Pay Period Ending:	12/03/15	12/17/15	12/31/15	01/14/16	01/28/16	(02/11/16)	02/25/16	FY 2017
			PP-12	PP-13	PP-14	PP-15	PP-16	PP-17	PP-18	YTD-Actual
Job Code Description	Employee ID	Employee Name	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
J00688 Diagnostic Medical Sonographe	24545	Sellars, Tanya M.	0	0	0	30	45	44	44	725
J00498 Record Clerk	25695	Norwood, Stacey	75	59	70	54	77	68	68	1,164
J00688 Diagnostic Medical Sonographe	25841	Smith, Tambra	78	78	70	70	64	68	68	1,249
J00688 Diagnostic Medical Sonographe	26515	Cornelius, Rosa	54	24	47	55	48	56	56	841
J00688 Diagnostic Medical Sonographe	27179	Waggoner, Aisher	65	69	70	80	64	72	72	1,171
		Total - Productive Hours (	272	229	257	288	299	308	308	5,150
		Total FTEs-Productive	3.40	2.86	3.21	3.60	3.73	3.85	3.85	3.58
J00688 Diagnostic Medical Sonographe	24545	Sellars, Tanya M.	0	0	0	0	0	0	0	9
J00498 Record Clerk	25695	Norwood, Stacey	1	0	0	0	1	0	0	10
J00688 Diagnostic Medical Sonographe	25841	Smith, Tambra	0	5	22	22	16	25	25	250
J00688 Diagnostic Medical Sonographe	26515	Cornelius, Rosa	6	2	0	0	0	2	2	65
J00688 Diagnostic Medical Sonographe	27179	Waggoner, Aisher	0	10	19	1	16	0	0	118
		Total - Overtime Hours	7	17	40	22	32	27	27	452
		Total FTEs-Overtime	0.08	0.21	0.50	0.28	0.41	0.33	0.33	0.31
		Total FTEs-Worked	3.49	3.08	3.71	3.88	4.14	4.18	4.19	3.89
J00688 Diagnostic Medical Sonographe	24545	Sellars, Tanya M.	0	0	0	0	0	0	0	173

#### Pay by Job Code (JC) report

The Pay by Job Code (JC) report contains Hour and FTE information by individual Jobcode , including recent individual pay periods and year-to-date.

Hours are categorized by Productive, Overtime, and Non Productive categories.

#### Department Payroll Summary - By Job Code

KH Health System

For The Period Ending February 28, 2017									
27280 - EMC Radiology - Ultrasound	$\frown$						$\frown$	$\frown$	
Pay Period Ending:	12/03/16	12/17/16	12/31/16	01/14/17	01/28/17	02/11/17	02/25/17	FY 2017	FY 2017
	PP-12	PP-13	PP-14	PP-15	PP-16	PP-17	PP-18	YTD-Actual	YTD-Budget
Job Code Description	Hours	Hours							
J00498 Record Clerk	75	59	70	54	77	68	68	1,164	1,163
J00688 Diagnostic Medical Sonographer	197	170	187	235	221	240	240	3,986	5,387
Total - Productive Hours (excluding OT)	272	229	257	288	299	308	308	5,150	6,550
Total FTEs-Productive (excluding OT	3.40	2.86	3.21	3.60	3.73	3.85	3.85	3.58	4.55
J00498 Record Clerk	1	0	0	0	1	0	0	10	10
J00688 Diagnostic Medical Sonographer	6	17	40	22	32	27	27	442	580
Total - Overtime Hours	7	17	40	22	32	27	27	452	590
Total FTEs-Overtime	0.08	0.21	0.50	0.28	0.41	0.33	0.33	0.31	0.41
Total FTEs-Worked	3.49	3.08	3.71	3.88	4.14	4.18	4.19	3.89	4.96
J00498 Record Clerk	0	19	9	14	3	11	11	180	178
J00688 Diagnostic Medical Sonographer	6	32	0	0	0	0	0	418	587
Total - NonProductive Hours	6	51	9	14	3	11	11	598	766
Total FTEs-NonProductive	0.08	0.64	0.11	0.17	0.03	0.14	0.14	0.42	0.53
Grand Total Hours	285.30	297.20	306.15	324.03	333.85	345.45	345.86	6,199.76	7,905.77
Total FTEs	3.57	3.71	3.83	4.05	4.17	4.32	4.32	4.31	5.49

#### Revenue and Usage report

This report displays actual Volume and Revenue by individual Inpatient/Outpatient CDM code for the appropriate departments.

Please note the detailed lines shown here will sum up to the actual key stat volume totals displayed within the other financial reports of this package. For example, the screen shot below provides the CDM details related to the sample department's current period key stat volume of 514 previously shown within the Scorecard section of this guide.

CDM Codes Included in Department Statistics:

• Included to determine key stat volume totals for driving variable items for Budgeting, also used as the denominator for departmental per unit calculations including Gross Revenue per unit, Salaries per unit, etc.

CDM Codes Not Included in Department Statistics:

• CDM Charges that are billed and included as revenue, but not included in the departmental key stat volume totals. For example, Supply related codes are captured and billed as revenue, but any related volume is not included or counted as a key statistic.

Revenue &	Usage Report by CDM (	Code																		
KH Health Syste	em																			
For The Period End	ding February 28, 2017																			
27280 - EMC Rad	iology - Ultrasound																			
					Cu	irrent Pe	riod - Feb	oruary 20	16						Year-to-	Date - Fe	bruary 20	16		
CDM		RVU	Units			RVU			Revenue			Units			RVU			Revenue		
Code	Description	Value	IP	OP	Total	IP	OP	Total	IP	OP	Total	IP	OP	Total	IP	OP	Total	IP	OP	Total
CDM Codes includ	ded in Dept Statistics																			
C2728005001	Us Encephalography	1.00	27	-	27	27	-	27	5,827	-	5,827	213	-	213	213	-	213	45,992	-	45,992
C2728005004	Us Abdominal Survey	1.40	56	15	71	78	21	99	22,988	5,971	28,959	443	107	550	620	150	770	181,461	43,746	225,207
C2728005006	Us Renal W/Wo Biopsy	1.60	42	16	58	67	26	93	14,718	5,461	20,179	331	114	445	530	182	712	116,179	40,012	156,191
C2728005008	Us Pregnancy Complete	0.80	4	17	21	3	14	17	1,290	5,742	7,031	31	121	152	25	97	122	10,180	42,069	52,249
C2728005012	Us Pelvis	1.00	16	24	40	16	24	40	5,560	8,374	13,934	125	175	300	125	175	300	43,890	61,351	105,241
C2728005026	Us Guidance For Thoracentesis	0.80	7	6	13	6	5	10	1,276	1,217	2,493	52	46	98	42	37	78	10,069	8,917	18,986
C2728005030	Us Biopsy Procedure	1.00	5	33	38	5	33	38	1,262	8,987	10,249	36	244	280	36	244	280	9,958	65,848	75,806
C2728005056	Us-Ruq	1.70	37	21	58	63	36	99	8,971	4,993	13,964	295	152	447	502	258	760	70,814	36,582	107,396
C2728005076	Us-32000 Thoracentesis, Punc PI Ca	0.90	7	5	12	6	5	11	981	780	1,761	52	38	90	47	34	81	7,745	5,716	13,461
C2728005502	Us-Op Ultrasound Soft Tiss/Thyr	0.50		7	7	-	4	4	-	1,602	1,602	-	54	54		27	27	-	11,737	11,737
C2728005504	Us-Op Ultrasound Abdominal Survey	0.75	2	25	27	2	19	20	766	10,235	11,002	15	183	198	11	137	149	6,049	74,993	81,042
C2728005506	Us-Op Renal W/Wo Biopsy	0.70		16	16	-	11	11	-	5,461	5,461	-	114	114	-	80	80	-	40,012	40,012
C2728005508	Us-Op Pregnancy Complete	0.60	-	19	19	-	11	11	-	5,992	5,992	-	137	137	-	82	82	-	43,899	43,899
C2728005512	Us-Op Pelvis Ultrasound	0.95	1	35	36	1	33	34	327	12,378	12,705	8	258	266	8	245	253	2,582	90,693	93,275
Total - CDM Codes included in Dept Statistics			204	239	443	274	240	514	63,966	77,192	141,158	1,601	1,743	3,344	2,157	1,749	3,906	504,919	565,575	1,070,494
CDM Codes Not in	ncluded in Dept Statistics																			
C2728005002	Us Soft Tissue/Thyroid	-	3	1	4	-	-	-	617	229	846	23	8	31	-	-	-	4,868	1,677	6,545
C2728005003	Lic Rreact			2	2					458	458		16	16					3 353	2 252

## Understanding file output options

Axiom Budgeting and Performance Reporting provides a variety of file output options to share data with people throughout your organization. This section explains the file setup to use these features.

- **Print view setup**: You can set up one or more custom print views for each sheet in an Axiom file. You can associate these print views with sheet views to automatically hide and/or format rows and columns in the print copy.
- **Snapshot setup**: Users can take snapshot copies of Axiom files without requiring any advance setup. However, if desired, you can flag certain rows and columns in the sheet to be deleted in the snapshot copy. The primary use for this would be to delete work areas or Axiom query artifacts that are no longer necessary in the snapshot copy.

#### Printing an Axiom file

You can print an Axiom file on a per sheet basis by using the Print command. Each sheet can have one or more defined print views. You can use the print views to print different views of the sheet, and to set certain standard print options such as the print orientation. For example, for a plan file, you might have one print view that prints a summary view of the sheet with certain columns and rows hidden for printing, and another print view that prints a detail view of the sheet with all columns and rows visible.

If a sheet has no predefined print views, then you can print the sheet using the settings defined for the spreadsheet using standard Excel printing features. For more information on defining print settings for a spreadsheet, see the Microsoft Excel Help. In the Windows Client, the spreadsheet print settings are defined in the Workbook Explorer, in the Page Setup section for each sheet.

**NOTE:** You can always print the file using standard spreadsheet print functionality, even if Axiom print views have been defined.

To print an Axiom file:

- 1. On the Main ribbon tab, in the File Output group, click Publish to do one of the following:
  - To select the sheets to print, click **Print > Print This Sheet**.



The **Print Sheets** dialog opens. This dialog lists the available print views for the entire workbook or for the current sheet, depending on how you entered the dialog. To sort this list by the **Sheet Name** or **Print View Name**, click the column header.

Note the following:

- If a sheet does not have a defined print view, then it is listed with a print view name of Default, and uses the print settings defined for the spreadsheet.
- Control Sheets cannot be printed using the Axiom Budgeting and Performance Reporting printing feature, whether they are visible or hidden. To print a Control Sheet, use the standard spreadsheet printing features.
- 2. In the **Print Sheets** dialog, select the sheet / print view combinations to print.

Print Sheet - 'Report'			?	×			
Select the views that you wish to print for sheet 'Report'.							
Sheet Name	Print View Name	Print Details	Print Preview				
Report	Dept	View/Edit	Print Preview				
Report	Detail	View/Edit	Print Preview				
Report	Summary	View/Edit	Print Preview				
Current Printer: \\POPRDC01\KONC554							
Choose Printer			P <u>r</u> int Can	cel			

To print all print views for all sheets, select the checkbox in the column header to select all.

If you opened this dialog by using **Print This Sheet** and the sheet has only one available print view, then that view is selected by default.

- 3. You can also do any of the following before printing:
  - View and edit the print settings. To view and potentially change the print settings for a selected view, click the View/Edit link. In the Print Options dialog, you can change any of the print settings for the current print job only (the changes are not saved in the file). For more information, see Print Options dialog.
  - **Preview a print view.** To preview a print view, click the **Print Preview** link. The native spreadsheet **Print Preview** feature opens to preview the print job. You can only view one preview at a time.
  - Select a printer. To print to a different printer than your default printer, click Choose Printer at the bottom of the dialog. In the Printer Setup dialog, select the printer to use, and then click OK.

4. Click Print.

The selected items print.

#### **Print Options dialog**

The Print Options dialog displays the print settings for the current print view. If desired, you can edit settings for the current print job only. Any changes you make are not saved in the file.

**NOTE:** Print options are read-only when using the **Print Plan Files** option to print multiple plan files.

This dialog displays all of the settings that will be applied to the print job, whether the setting is defined in the associated Print tag or inherited from the spreadsheet settings. If a setting is blank, then that print option is not defined and is not applied to the print job.

Item	Description
Print View Name	The name of the current print view.
View Name	The name of the sheet view to be applied when printing. These are the same sheet views that are available from the <b>Change View</b> menu. For example, if the sheet view is configured to hide columns or rows, those columns and rows are hidden in the print copy. Row and column sizing are also applied.
Paper Size	The paper size for the print job, either Letter or Legal.
Orientation	The print orientation for the print view, either Portrait or Landscape.
Repeat Rows	The rows to repeat at the top of the page. Rows must be specified as a range; for example: 1:3.
Repeat Columns	The columns to repeat at the left of the page. Columns must be specified as a range; for example: A:C.

#### Print View Options

#### Scaling

Item	Description
Fit To Pages Wide	The number of pages on which to fit the print area. For example, if you want the print area to fit on one page, specify 1.
Percent Zoom	The percent zoom to apply to the print range. Specify the number without a percent sign. For example, to zoom by 90%, specify 90.

#### Headers and Footers

Item	Description
Left Header	Header text to display in the left-hand side of the header.
Center Header	Header text to display in the center of the header.
Right Header	Header text to display in the right-hand side of the header.
Left Footer	Footer text to display in the left-hand side of the footer.
Center Footer	Footer text to display in the center of the footer.
Right Footer	Footer text to display in the right of the footer.

#### Emailing a hyperlink to an Axiom file

You can email a hyperlink to an Axiom Budgeting and Performance Reporting file using the E-mail feature on the Main tab. Axiom Budgeting and Performance Reporting creates a URL hyperlink to the file and includes it in an email. The email recipient can click on the link to launch the system and open the file directly, assuming that the recipient is an Axiom Budgeting and Performance Reporting user who has rights to access the file.

**NOTE:** The email hyperlink feature is not supported for use with the Axiom Budgeting and Performance Reporting shared client.

You can send the email using your default email client (such as Microsoft Outlook), or you can send the file using the Axiom Budgeting and Performance Reporting Scheduler email service. For example, you may be using Axiom Budgeting and Performance Reporting on a shared client server where you do not have access to a local email client, and therefore you would use the system's email service to send the email.

NOTE: The Scheduler email service does not support HTML format for email.

If you use the Scheduler service, the email message is sent the next time the Scheduler SMTP Email Delivery task is run. The frequency of Scheduler email delivery depends on how this task has been configured in your environment, but typically it runs continuously (or close to it).

Note the following:

• Alternatively, you can obtain a URL to an Axiom file using a variety of ways and then paste it into an email that you create manually. For example, you can use GetDocumentHyperlink or right-click a file in Axiom Explorer to obtain a URL. The email hyperlink feature is provided as a convenience to quickly send a hyperlink to the current file.

- The email hyperlink feature cannot be used to send a hyperlink to open a form-enabled file as a form; the source file is always opened as a spreadsheet.
- The hyperlink included in the email uses the same format as hyperlinks generated using GetDocumentHyperlink, including the differing URL format for systems using SAML or OpenID Authentication.

To email a hyperlink to an Axiom file:

- 1. Open the file in Axiom Budgeting and Performance Reporting.
- 2. On the Main ribbon tab, in the File Output group, click Publish > E-mail Workbook.



3. In the Email Active Workbook dialog, for Send As, select Document Link.

E-mail Active	e-mail Active Workbook						
Send a sr	napshot of or a document link to Initiative Detail.xlsx.						
Send As: OS	napshot Send using:  Outlook Ocument Link OAxiom Mail Service						
Snapshot Optic	ons:						
Send file as:	XLSX - Microsoft Excel Worksheet (.xlsx)						
Include:	<ul> <li>Active Worksheet Only</li> <li>Entire Workbook</li> </ul>						
Formulas:	<ul> <li>Convert All Formulas</li> <li>Retain Excel Native Formulas</li> </ul>						
Document Link	c Options:						
Sheet Filter:		7					
Cell Address:	ОК Са	ancel					

- 4. For Send using, select one of the following::
  - **Outlook**: Send the email using the default email client on your local machine (for example, Microsoft Outlook). The name of this option may be customized for your organization.

**NOTE:** This option is not available if you use Axiom Budgeting and Performance Reporting on a shared client server.

- Axiom Mail Service: Send the email using the Axiom Budgeting and Performance Reporting Scheduler email service.
- 5. Optional. Complete the following Document Link Options in the dialog:

Option	Description
Sheet Filter	If desired, enter a filter to apply to the file when it is opened. You can type the filter statement or use the Filter Wizard.
	The filter is applied like a Quick Filter and affects any data queries in the file. For example, Dept.Region='West' means that all data queried is limited to the West region.
	If desired, you can specify a table or table type to apply the filter to, using the same filter syntax that is available for the GetDocumentHyperlink function. In this case you must manually type the filter syntax because the Filter Wizard does not account for this type of syntax.
Cell Address	If desired, specify the cell to be made active when the document is opened. For example: Sheet1!D22 If the specified location would not be in view normally then the file will be scrolled to that location; otherwise the file will open in its default view with the cursor placed at that location.

#### 6. Click OK.

If you selected to send the hyperlink using your default email client, then a new email message opens, with the hyperlink included in the body text. You can then specify the recipient, subject, and additional body text for the email, and then send it.

If you selected to send the hyperlink using the Axiom email service, then an **E-Mail** dialog opens so that you can specify the recipient, subject, and additional body text for the email. In the Address fields (**To**, **CC**, and **BCC** fields, you can type an email address or click the button to select an Axiom Budgeting and Performance Reporting user. If you select a user, the email will be sent using the user's email address as defined in Axiom security. When you click **OK**, the email settings are saved to the database, to be sent the next time the Scheduler SMTP Email Delivery task is run.

#### Emailing a snapshot of an Axiom file

You can email a snapshot of an Axiom file using the E-mail feature on the Main ribbon tab. Axiom Budgeting and Performance Reporting creates a snapshot copy of the file and attaches it to an email. The copy can then be viewed outside of Axiom Budgeting and Performance Reporting by someone who may have no access to the system. When you use this feature, the system creates a snapshot copy of the file just like it would if you used the Snapshot feature.

You can send the email using your default email client (such as Microsoft Outlook), or you can send the file using the Axiom Budgeting and Performance Reporting Scheduler email service. For example, you may be using the software on a shared client server where you do not have access to a local email client, and therefore you would use the Axiom Budgeting and Performance Reporting email service to send the email.

#### NOTE: The Scheduler email service does not support HTML format for email.

If you use the Scheduler service, the email message is sent the next time the Scheduler SMTP Email Delivery task is run. The frequency of Scheduler email delivery depends on how this task has been configured in your environment, but typically it runs continuously (or close to it).

Note the following:

- The name of the emailed file is **Sheetname\_snapshot** (if the snapshot contains only one sheet) or **FileName\_snapshot** (if the snapshot has multiple sheets). You cannot change the name.
- You can also email snapshot copies using the File Processing feature. File processing is typically used when you want to automate the process and employ Multipass processing to send the same file to different people using different data. The E-mail feature is best used to send one-off snapshots as needed.

To email a snapshot copy of an Axiom file:

- 1. Open the file in Axiom Budgeting and Performance Reporting.
- 2. On the Main ribbon tab, in the File Output group, click Publish > E-mail Workbook.



3. In the Email Active Workbook dialog, for Send As, select Snapshot.

Workbook ?	$\times$
napshot of or a document link to Initiative Detail.xlsx.	
Snapshot Send using: Outlook Document Link O Axiom Mail Service	
ons:	
XLSX - Microsoft Excel Worksheet (.xlsx) ~	
<ul> <li>Active Worksheet Only</li> <li>Entire Workbook</li> </ul>	
<ul> <li>Convert All Formulas</li> <li>Retain Excel Native Formulas</li> </ul>	
k Options:	
: <u>O</u> K C <u>a</u> nce	I
	Workbook ?   napshot of or a document link to Initiative Detail.xlsx.   Sanapshot Send using:   Onapshot Send using:   Occument Link Outlook   Occument Link Axiom Mail Service   ons:   XLSX - Microsoft Excel Worksheet (.xlsx) ~   Image:

- 4. For Send using, select one of the following:
  - **Outlook**: Send the email using the default email client on your local machine (for example, Microsoft Outlook). The name of this option may be customized for your organization.

**NOTE:** This option is not available if you use Axiom Budgeting and Performance Reporting on a shared client server.

- Axiom Mail Service: Send the email using the Axiom Budgeting and Performance Reporting Scheduler email service.
- 5. Complete the following Snapshot Options in the dialog:

Option	Description
Send file as	Select XLS, XLSX, XLSM, or PDF. XLSX is selected by default.
	<b>NOTE:</b> PDF is not available in the Axiom Budgeting and Performance Reporting Windows Client.
Include	Select one of the following:
	• Entire Workbook: All sheets are included in the snapshot (except Control Sheets and hidden sheets, which are always removed).
	<ul> <li>Active Worksheet Only (default): Only the active worksheet is included in the snapshot.</li> </ul>
Formulas	Convert All Formulas (default): All formulas are converted to values.
	<ul> <li>Retain Excel Native Formulas: Axiom formulas are converted to values, but Excel formulas are left as is.</li> </ul>
	If an Excel formula references a sheet that is not included in the snapshot, that formula will be converted to a value.
	<b>NOTE:</b> If the file contains a pivot table, this option must be selected in order for the pivot table to work in the snapshot copy. This option does not apply if PDF is the selected file type.

#### 6. Click OK.

If you selected to send the file using your default email client, then a new email message opens, with the snapshot file attached. You can then specify the recipient, subject, and body text for the email, and then send it.

If you selected to send the file using the Axiom mail service, then an **E-Mail** dialog opens so that you can specify the recipient, subject, and body text for the email. In the address fields (**To**, **Cc**, and **BCC**), you can type an email address or click the button to select an Axiom Budgeting and Performance Reporting user. If you select a user, the email is sent using the user's email address as defined in Axiom security. When you click **OK**, the email settings are saved to the database, to be sent the next time the Scheduler SMTP Email Delivery task is run.

## Working with Balance Sheets

A balance sheet is a financial statement that reports a company's assets, liabilities and shareholders' equity at a specific point in time, and provides a basis for computing rates of return and evaluating its capital structure. It is a financial statement that provides a snapshot of what a company owns and owes as well as the amount invested by shareholders.

#### Revenues and expenses

In Axiom Performance Reporting, the balance sheets cover the following areas:

- **Current Assets** All of the assets of a company that are expected to be conveniently sold, consumed, utilized or exhausted through the standard business operations, which can lead to their conversion to a cash value over the next one year period.
- Other Assets A group of accounts listed as a separate line item in the assets section of the balance sheet, and contains minor assets that do not naturally fit into any of the main asset categories.
- Current Liabilities A company's debts or obligations that are due within one year or within a normal operating cycle
- **Other Liabilities** A balance sheet entry used by companies to group together current liabilities that are not assigned to common liabilities such as debt obligations or accounts payable.
- **Total Net Assets** The total assets minus total liabilities of a company. Net Income may be included in this section, which is calculated by taking total revenues less deductions and expenses.

#### Creating balance sheets in Axiom Management Reporting

In Axiom Performance Reporting, users with PR Admin and PR Analyst roles can create balance sheet templates for their organization using the Balance Sheet Template Builder. For example, they can create a summary and detailed version of the balance sheet using different accounting groupings for one entity, and create another summary and detailed version for a different set of account groups for another entity in the organization.

Users can select the balance sheets to view using the Balance Sheet Viewer. From the viewer, users can filter the reports by selecting the report to view along with other variables, such as the period, year, and level (summary or detail). You can also view the balance sheet by entity as well as drill down to the line item level to view amounts by department and account.

## Creating or modifying a balance sheet template

The Balance Sheet Template Builder allows anyone with the PR Admin and PR Analyst roles to easily and quickly configure balance sheets for their organization. The templates created using this wizard display to all Axiom Performance Reporting users in the Balance Sheet Viewer.

Template building includes five main steps:

- Step 1: Define the template Use this page to select the ACCT dimension column in which to pull in data to the balance sheet. By default, the template includes FSSummary and FSDetail. The FSSummary template only displays summary data to users, while FSDetail includes the line item details. You can include other columns in the template builder, but you need to configure them in the ACCT dimension before they will display as an option. For more information, see Configuring ACCT dimension columns for the Income Statement and Balance Sheet Template Builders.
- Step 2: Define Sections This step allows you to name the major sections of your balance sheet. By default, pre-loaded names are defined, but you can change them to best meet the needs of your organization. This step also displays the filters used to pull in the data for each section.

TEMPLATE: COMPANY 2019   GROUP BY: FSDETAIL   TA Step 2: Define Sections	Save <pre> <pre> </pre> </pre> <pre>   <pre>  <pre>   <pre>    <pre>   <pre>   <pre>   <pre>    <pre>    <pre>    <pre>     <pre>     <pre>     <pre>     <pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre></pre>	
Define Sections		
Display Name	Filter	
Current Assets Other Assets Current Liabilities	ACCT.FSSummary=A_CurAsset' ACCT.FSSummary=A_LTAsset' ACCT.FSSummary=L_CurLiability'	
Other Liabilities	ACCT.FSSummary='L_LTLiability'	
Total Net Assets	ACCT.FSSummary='Q_Equity'	

**NOTE:** These filters cannot be changed, even if using a column other than FSSummary or FSDetail. These filters are based on best practices related to creating balance sheets.

• Step 3: Determine Subtotal Groups - Within each section, you can organize data that comes in from the filters into subgroups. The system then displays a subtotal amount for the group.

**TIP:** Any line items with the subtotal group **None** automatically display first in balance sheet report, but the system does not subtotal the amounts for those line items.

APLATE COMPANY 2019   GROUP tep 3: Determin	en <b>esdetai</b> li targ 1e Subtota	et: BUDGET DRAFT al Groups							
termine Subtotal Groups									
FSDetail	Subtotal Gro	up							
Current Assets									
A_AR	None	*							
A_ARAllow	None	•							
A_BondCost	1	-							
A_Cash	1	$\overline{}$			Balan	ca Shaat Vie	war		
A_CashInvest	2	$\exists$ $\land$ $\land$			Dalali	ce sneet vie			
A Curl trianet		$\exists \land \land$	$\mathbf{i}$	Company 2019					
A. CurOtherdanat	2			Period: 8   Year: 2018   Level: Summary   View: M	TD   Period ending February 28,	2018			
A laurentens	2			Balance Sheet as of 05/02/2019	Balance as of Jun-2016	Balance as of Jun-2017	Balance as of Feb-2018	Change from Prior Year	Budget as of Jun-2018
Cintentory	3	$\rightarrow$							
Prepaid	4	≝ I\ \		Current Assets					
A_ThirdPartyRec	4	· / /	$\langle \rangle$						
				Q A_AR	\$69,468,176	\$73,902,309	\$87,657,118	\$13,754,809	\$74,322,097
				Q ACATALOW	(531,357,180)	(333,356,706)	(541,209,300)	(57,910,080)	(534,101,052)
				Group 1					
				Q A_BondCost	\$627,305	\$667,339	\$600,848	(\$66,491)	\$767,078
		\		Q A_Cash	\$4,974,616	\$5,289,842	\$4,770,122	(\$519,720)	\$6,108,146
		\		Subtotal Group 1	\$5,601,922	\$5,957,181	\$5,370,970	(\$586,211)	\$6,875,224
				Group 2					
				Q A_Cashinvest	\$7,097	\$7,551	\$259,457	\$251,905	\$72,438
				Q A_CurLtdAsset	\$1,488,778	\$1,583,806	\$6,236,423	\$4,652,617	\$1,800,236
				Q A_CurOtherAsset	\$2,005,571	\$2,133,585	\$2,210,383	\$76,797	\$2,108,317
				Subtotal Group 2	\$3,501,445	\$3,724,942	\$8,706,262	\$4,981,319	\$3,980,991
				Group 3					
				Q. A.Inventory	\$6,754,506	\$6.647,949	\$6.775.635	\$127,686	\$4,328,248
			\ \	Subtotal Group 3	\$6,754,506	\$6,647,949	\$6,775,635	\$127,686	\$4,328,248
			$\langle \rangle$						
			\	Group 4					
				Q A_Prepaid	\$3,785,382	\$4,026,990	\$5,404,405	\$1,377,415	\$3,674,788
				Q A_ThirdPartyRec	\$1,321,092	\$1,405,417	\$502,139	(\$903,278)	\$1,768,022
				Subtotal Group 4	\$5,106,474	\$5,432,407	\$5,906,544	\$474,137	\$5,442,810
				Total Current Assets	\$59.075.338	\$62,306,082	\$73,147,143	\$10,841,061	\$60,848,308

#### Balance Sheet Template Builder

- Step 4: Configure Subtotal Groups This page allows you to rename the subtotal group as well as the line item detail names from the filter. You can reorder how you want the line item details to display as well as exclude line items, which the system then excludes from the subgroup totals.
- Step 5: Summary and Preview From this step, you can preview the template based on the selections and configurations you selected. You can return to the wizard to make any necessary changes. When you are ready to make the template available to users, publish the template, and it will display in the Balance Sheet Viewer.

At the top of the template builder, the system displays the details about the template, including its publication status.

TEMPLATE: COMPANY 2019   GROUP BY: Step 5: Summary a	rsdetail   target: Budget DRAFT	< PREV	Save NEXT >
<mark>5</mark>			
0			
Summary and Preview			
Field	Details		
Display Name	Company 2019		
Description	Latest edition		
Group By	FSDetail		
Target	Budget		

Templates display as one of the following:

• Pending - The template has not been selected for editing.

**NOTE:** For Pending templates, you must complete and save the configurations for each step in the order they are presented. After you complete and save all of the steps, the template changes to Draft, at which point you can move around the steps freely to make modifications.

- **Draft** Any stage during the creation of the template but before the Publish toggle has been selected.
- **Published** The template has been published to the Balance Sheet Viewer. If the template is unpublished, the status changes back to Draft until it is published again.

**NOTE:** If you make and save changes to a published template, the system automatically changes the template to Draft, at which point you will need to click the Publish toggle to Yes to publish the template again.

To create or modify a balance sheet template:

1. In the Mgmt Admin task pane, in the Management Reporting section, double-click Balance Sheet Template Builder.



2. Do one of the following:

То	Then.					
Create a new	a.	From the <b>Group By Column</b> drop-down, select the column in the ACCT dimension table based on the amount and type of data to show.				
template	b.	Click + Create New Template.				
Modify a template	a.	From the <b>Group By Column</b> drop-down, select the ACCT dimension column in which the template is based.				
	b.	From the Saved Templates dro modify.	p-down, type or select the template	e to		
		<b>TIP:</b> After you select the colum Saved Templates title to indicate can select from.	n, the page displays a number next t te the number of available template	to the s you		
		Define Template				
		Group By Column	FSDetail	•		
		Saved Templates 1	Type to search	•		
			+ Create New Template			
			Modify Template Details			

- c. Click Modify Template Details.
- 3. In the Create/Modify Template dialog, complete the following fields, and click Save:

Field	Description
Display Name	Type a name for the balance sheet.
	<b>TIP:</b> This name displays in filter of the Balance Sheet Viewer as well as the header at the top of the balance sheet page.
Description	Type more information about this template.
	<b>NOTE:</b> This information only displays in the Balance Sheet Viewer.
Target	Select Budget or None.

Field	Description
Include Net Income to Fund Balance	Select the check box next to the year totals to include in the Net Income row:
	<b>NOTE:</b> By default, the balance sheet report includes columns for the current year, -1 year, and -2 year amounts, but these options allows you to configure whether or not to include those amounts in the Net Income row at the bottom of the report.
	<ul> <li>Current Year - Include in the current year (based on the system year) totals.</li> </ul>
	Ultimate Year - Include the -1 year totals.
	Penultimate Year - Include -2 year totals.
	<ul> <li>Target - Include in Budget if selected as target.</li> </ul>

#### 4. Click Next.

TEMPLATE: COMPANY 2019   GROUP BY: Step 1: Define Ten	<b>fsdetail</b>   target: <b>budget draft</b>			NEXT >
1				
Define Template				
Field	Options			
Group By Column	FSDetail	V		
Saved Templates 1	Company 2019	•		
	<ul> <li>+ Create New Template</li> <li></li></ul>			

5. In the Step 2 page, in the **Display Name** column, modify the names used as section headers in the balance sheet, as needed, and click **Save**.

TEMPLATE: COMPANY 2019   GROUP BY: FSDETAIL   Step 2: Define Sections	TEMPLATE: COMPANY 2019   GROUP BY: FSDETAIL   TARGET: BUDGET DRAFT Step 2: Define Sections					
. 2						
Define Sections						
Display Name	Filter					
Current Assets	ACCT.FSSummary='A_CurAsset'					
Other Assets	ACCT.FSSummary='A_LTAsset'					
Current Liabilities	ACCT.FSSummary='L_CurLiability'					
Other Liabilities	ACCT.FSSummary='L_LTLiability'					
Total Net Assets	ACCT.FSSummary='Q_Equity'					

**TIP:** If you build a template based on a column other than FSSummary or FSDetail (especially a customized column), you may want to rename the section headers to best suit the needs of your organization.

- 6. Click Next.
- 7. In the Step 3 page, from the **Subtotal Group** column drop-down, you can group individual line item categories into different subtotal groups by selecting a subgroup number, and click **Save**.

**TIP:** Any line items with the subtotal group **None** automatically display first in the balance sheet report, but the system does not subtotal the amounts for those line items.

тем St	iplate: <b>company 2019</b>   group by: <b>i</b>	sdetail   target: bu Subtotal C	IDGET DRAFT
	. 3		
Det	termine Subtotal Groups		
	FSDetail	Subtotal Group	
~	Current Assets		
	A_AR	None 🔻	
	A_ARAllow	None 🔻	
	A_BondCost	1 •	
	A_Cash	1 •	
	A_CashInvest	2 🔻	
	A_CurLtdAsset	2 🔻	
	A_CurOtherAsset	2 🔻	
	A_Inventory	3 🔻	
	A_Prepaid	4 •	
	A_ThirdPartyRec	4 🔻	

- 8. Click Next.
- 9. In the Step 4 page, do any of the following, and click Save:
  - To rename a subtotal group, type a new name in the Subtotal Group column field.

**NOTE:** This column field only displays if you assign line items to groups in Step 7.

- To reorder the line item, select the order number from the Order column drop-down.
- To change the name of the line item, edit the name in the **Display Name** column.

• To exclude the line item from displaying in the statement, click the check box in the Exclude column.

EMPLATE COMPANY 2019   GROUP BY: FSDETAIL   TARGET: BUDGET DRAFT						
step 4. Configure Sub	lotal Groups					
4 1						
onfigure Subtotal Groups						
Subtotal Group	FSDetail	Order	Display Name	Exclude		
Current Assets						
	A_AR	1 🔹	A_AR			
	A_ARAllow	2 💌	A_ARAllow			
Group 1						
	A_BondCost	1 🔹	A_BondCost			
	A_Cash	2 🔻	A_Cash			
Subtotal Group 1						
Group 2						
	A_CashInvest	1 🔻	A_CashInvest			
	A_CurLtdAsset	2 🔹	A_CurLtdAsset			
	A_CurOtherAsset	3 🔻	A_CurOtherAsset			
Subtotal Group 2						
Group 3						
	A_Inventory	1 🔹	A_Inventory			
Subtotal Group 3						
Group 4						
	A_Prepaid	1 🔻	A_Prepaid			
	A_ThirdPartyRec	2 🔻	A_ThirdPartyRec			
Subtotal Group 4						

#### 10. Click Next.

- 11. In the Step 5 page, do one of the following:
  - To show a preview of the template, click **Click to Preview Template**. For more information on how to navigate the balance sheet, see Steps 2-3 in Viewing balance sheets.

**TIP:** To fine tune your template, return to the Balance Sheet Template Builder and repeat steps 2-10.

• To publish the template to the Balance Sheet Viewer, click the **Publish** toggle to **Yes**.

TEMPLATE: COMPANY 2019   GROUP	BY: FSDETAIL   TARGET: BUDGET DRAFT		Save
Step 5: Summary	and Preview	< PREV	
5			
Summary and Preview			
Field	Details		
Display Name	Company 2019		
Description	Latest edition		
Group By	FSDetail		
Target	Budget		
Include Net Income to Fund Balance			
Current Year	Yes		
Ultimate Year	No		
Penultimate Year	No		
Target	No		
Publish	No		
	Q Click to Preview Template		

## Publishing or unpublishing balance sheet templates

If you unpublish a template, it will no longer display in the Balance Sheet Viewer.

To publish or unpublish balance sheet templates:

1. In the Mgmt Admin task pane, in the Management Reporting section, double-click Balance Sheet Template Builder.



- 2. From the **Group By Column** drop-down, select the ACCT dimension column in which the template is based.
- 3. From the Saved Templates drop-down, type or select the template to modify.

Define Template		
Group By Column	FSDetail	•
Saved Templates 1	Type to search	•
	+ Create New Template	
	Modify Template Details	

- 4. Click Modify Template Details.
- 5. Click the fifth square for Step 5 in the upper left corner of the page.

**TIP:** You can also navigate through each step by clicking **Next** > in the upper right corner of the page.

emplate: <b>fssummary-1</b>   group by: Step 1: Define Ter	FSSUMMARY TARGET:BUDGET DRAFT		<
, հայ			
Define Template Step 5: Summan	y and Preview		
Field	Options		
Group By Column	FSSummary	•	
	F88		

- 6. In the Step 5: Summary and Preview Page, do one of the following:
  - To publish the template, click the Publish toggle to Yes.
  - To unpublish the template, click the Publish toggle to No.
- 7. Click Save.

## Viewing balance sheets

The Balance Sheet Viewer allows you to view multiple balance sheet reports from an easy-to-use utility. From the viewer, you can filter a report by selecting the report to view along with other variables, such as year, period, level (summary or detail).

fiews	Company 2019						
t Balance Sheet Report	Period: 8   Year: 2018   Level: Summary   View: MTE	Period ending February 28, 2	018				
		D. 1	0 1 0017	D   (5   0040		D     (1 0010	
at Period	Balance Sheet as of 04/29/2019	Balance as of Jun-2016	Balance as of Jun-2017	Balance as of Feb-2018	Change from Prior Year	Budget as of Jun-2018	
• 2							
	Current Assets						
ict Year							
J18 v J	Group 1						
ct Level	Q A_AR	\$69,468,176	\$73,902,309	\$87,657,118	\$13,754,809	\$74,322,097	
ummary 🗸 🗴	Q A_ARAllow	(\$31,357,186)	(\$33,358,706)	(\$41,269,386)	(\$7,910,680)	(\$34,101,062)	
	Subtotal Group 1	\$38,110,991	\$40,543,603	\$46,387,732	\$5,844,129	\$40,221,035	
intity View (Max of 20)							
ect Entity Filter Type	Group 2						
lone 🗸 3	Q A_BondCost	\$627,305	\$667,339	\$600,848	(\$66,491)	\$767,078	
	Q A_Cash	\$4,974,616	\$5,289,842	\$4,770,122	(\$519,720)	\$6,108,146	
Apply Clear All Cancel	Subtotal Group 2	\$5,601,922	\$5,957,181	\$5,370,970	(\$586,211)	\$6,875,224	
	Group 3						
	Q A_CashInvest	\$7,097	\$7,551	\$259,457	\$251,905	\$72,438	
	Q A_CurLtdAsset	\$1,488,778	\$1,583,806	\$6,236,423	\$4,652,617	\$1,800,236	
	Q A_CurOtherAsset	\$2,005,571	\$2,133,585	\$2,210,383	\$76,797	\$2,108,317	
	Subtotal Group 3	\$3,501,445	\$3,724,942	\$8,706,262	\$4,981,319	\$3,980,991	
	Group 4						
	Q A_Inventory	\$6,754,506	\$6,647,949	\$6,775,635	\$127,686	\$4,328,248	
	Q A_Prepaid	\$3,785,382	\$4,026,990	\$5,404,405	\$1,377,415	\$3,674,788	
	Q A_ThirdPartyRec	\$1,321,092	\$1,405,417	\$502,139	(\$903,278)	\$1,768,022	
	Subtotal Group 4	\$11,860,980	\$12,080,356	\$12,682,179	\$601,824	\$9,771,058	
	Total Current Assets	\$59,075,338	\$62,306,082	\$73,147,143	\$10,841,061	\$60,848,308	
	Other Assets						
	Juliei Assels						

By default, the report displays the balance sheet report by budget (e.g. MTD), but you can also view the budget organized by entity by clicking View in the upper right corner of the page.

7 9											☆ ?
Filters #											
a All Menue											
Colors Release Chest Depart	Company 2019										
Select balance sneet Report	Period: 8   Year: 2018   Level: Summary   View: Ent	aty   Period ending February 28, 21	318								
	Balance Sheet as of 05/02/2019	KH University	KH Medical Center	KH Physician Group	Rehabilitation Care Hos	KH Medical Enterprises	KH NeuroSurgery Clinic	Eliminating Entries	KH Medical Associates	KH Physician Network	Tot
Select Period											
8	Current Assets										
Select Year											
2018 🗸 🕺	0.4.48	\$924.002	000 450 515	00	09 970 611	00	60	00	00	00	
Select Level	Q & ARAllow	(\$309.000)	(\$38,679,691)	50	(\$2,280,695)	50	\$0	50	50	50	
Summary - X											
Juninary											
<ul> <li>For Entity View Only (Select max of 20)</li> </ul>	Group 1	0000000		60	<b>A</b> 0	00	60	00	60	10	
Select Entity Filter Type	Q A Cosh	0000,040	00	80	00	00	00	00	00 06 156	00	
None	Subtotal Group 1	\$5 364 815	\$0	\$0	\$0	\$0	\$0	\$0	\$6 156	\$0	
	Subour Goup .										
Analyse Class All Constal											
Apply Clear An Cancer	Group 2	\$250.457	60	00	00	00	00	00	00	00	
	Q & Curl triasset	\$6236423	50 \$0	50	S0	50	\$0	50	50	50	
	Q A CurOtherAsset	(\$532,432)	\$1.594.635	\$0	\$1,256,680	\$0	(\$108.500)	(\$0)	\$0	SO	
	Subtotal Group 2	\$5,963,447	\$1,594,635	\$0	\$1,256,680	SO.	(\$108,500)	(\$0)	\$0	SO	
			View			v					
	Group 3		Viev	·		<u>^</u>					
	Q A inventory	ŝo	\$4.18: Ve	W Fatity	×	ŝo	\$0	ŝo	\$2.592.111	ŝo	
	Subtotal Group 3	\$0	\$4,183	MTD		\$0	\$0	\$0	\$2,592,111	\$0	
				Entity							
	Group 4										
	Q A Prepaid	\$5016342	\$38		OK Close	80	\$5,000	\$0	\$0	so	
	Q A_ThirdPartyRec	\$0	\$142,107	30 1	0000000	SO	\$0	\$0	\$0	SO	
	Subtotal Group 4	\$5,016,342	\$525,202	\$0	\$360,000	\$0.	\$5,000	\$0	\$0	\$0	

To view balance sheets:

- 1. Navigate to one of the following:
  - In the Mgmt Report task pane, in the Performance Reporting section, double-click Balance Sheet Viewer.
  - In the Mgmt Admin task pane, in the Management Reporting section, double-click Balance Sheet Viewer.

2. By default, the report displays the budget view (e.g. MTD). To view the report by entity, in the upper right corner of the page, click **View**. From the **View** dialog, click **Entity**, and hen click **OK**.

Company 2019 Period: 8   Year: 2018   Level: Summary   View: Entity	Period ending February 28, 2	2018						View
Balance Sheet as of 05/02/2019	KH University	KH Medical Center	KH Physician Group	Rehabilitation Care Hos	KH Medical Enterprises	KH NeuroSurgery Clinic	Eliminating Entries	KH Medical Associates
Current Assets	\$824,992	\$83,452,515	\$0	\$3,379,611	\$0	ŝo	ŝo	\$0
Q A_ARAllow	(\$309,000)	(\$38,679,691)	\$0	(\$2,280,695)	\$0	\$0	\$0	\$0
Group 1 Q. A_BondCost Q. A_Cash	\$600,848 \$4,763,966	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$0	\$0 \$6,156
Subtotal Group 1	\$5,364,815	\$0	\$0	\$0	\$0	\$0	\$0	\$6,156

- 3. From the **Filters** panel, do any of the following:
  - a. In the All Views section drop-downs, select the balance sheet report, the period, the year, and the summary or detail level.
  - b. If you are viewing the report by entity (as described in Step 2 above), in the **For Entity View Only** section, do one of the following:

То	Then.	
Select entities by creating or using a filter	a.	From the Select Entity Filter Type drop- down, select Filter.
	b.	From the Select Entity Filter drop-down, select or create a new filter. For instructions, see Using the Filter Wizard.
		<b>IMPORTANT:</b> An entity must be active for it to display in the report. Active entities are indicated in the Entity dimension table in the Active column. If the filter you create or use includes more than 20 entities, the system will not display the report until you adjust the filter so that it includes less than 20 entities.
	c.	Click Apply.

То	Then
Select entities by group type and name	<ul> <li>a. From the Select Entity Filter Type drop- down, select By Group.</li> </ul>
	<ul> <li>From the Select Entity Group Type drop- down, select the group type.</li> </ul>
	<ul> <li>Optionally, from the Select Group Name drop-down, select the name of the entity group.</li> </ul>
	<ul> <li>Optionally, from the Select Entity drop- down, select an individual entity included in the entity group.</li> </ul>
	e. Click Apply.

4. In the report, you can drill down to the department level by clicking the magnifying glass icon to the left of the line item to view department details regarding the associated line item. From the department level, you can then drill down to the account level.

# Working with Income Statements

An income statement measures an organization's financial health over a specific accounting period. The income statement reports income through a particular time period and focuses on four key areas:

- Revenue
- Expenses
- Gains
- Losses

#### Revenues and expenses

In Axiom Performance Reporting, the income statements cover the following areas:

- **Patient Revenue** Revenue realized through primary activities is often referred to as operating revenue. For healthcare organizations, the revenue from primary activities usually refers to revenue achieved from offering services to patients. This includes in patient, outpatient, and other patient revenue.
- **Deductions from Revenue** Deductions from Revenue means reductions from gross revenue resulting from inability to collect payment of charges. Such reductions include bad debts, contractual adjustments, uncompensated care, administrative, courtesy and policy discounts and adjustments and other such revenue deductions.
- **Other Revenue** Revenues realized through secondary, non-core business activities are often referred to as Other Revenue.
- **Operating Expenses** An operating expense is an expense a business incurs through its normal business operations. Operating expenses for healthcare organizations usually include benefits, salaries, medical supplies, drugs, rent, utilities, etc.
- Non-Operating Revenue Non-operating revenue is the portion of your organization's income that is derived from activities not related to its core business operations. Non-operating income can include such items as dividend income, gains and losses from investments, asset write-downs, and other non-operating revenues and expenses.

#### Creating income statements in Axiom Management Reporting

While the information covered above provides a basic overview of how income statements work in most healthcare organizations, the way they are created in your organization may vary depending on who is viewing the information and what they want to see. For example, someone at the Board of Directors level my only want to view high-level information while managers may want to see specific details at the line item level.

In Axiom Performance Reporting, users with PR Admin and PR Analyst roles can create income statement templates for their organization using the Income Statement Template Builder. For example, they can create a summary version of the income statement used by director-level personnel and create a detailed version template to meet the needs of those that need to see more details.

Users can select the income statement to view using the Income Statement Viewer. From the viewer, users can filter the reports by selecting the report to view along with other variables, such as the period, year, and level (summary or detail). They can also select the budget view and the target, as well as drill down to the line item detail level to view specific data.

# Configuring ACCT dimension columns for the Income Statement and Balance Sheet Template Builders

By default, both the Income Statement and Balance Sheet Template Builders include the FSSummary and FSDetail columns from the ACCT dimension. You can also include other columns from the ACCT dimension, even custom columns, but you must complete the following steps:

1. In the column description, prefix the column name with "FS". This triggers the system to add the column to the template builder.

**NOTE:** Make sure you add a space between "FS " and the column name.

2. The following dimension columns must be configured as follows:

Statement Column	Type Column	FSummary Column
IS	Must have entries	Must have entries

**Balance Sheets** 

Income Statements

Statement Column	Type Column	FSummary Column
BS	N/A	Must have entries

3. Save the changes to the dimension.

## Creating or modifying an income statement template

The Income Statement Template Builder allows anyone with the PR Admin and PR Analyst roles to easily and quickly configure income statements for their organization. The templates created using this wizard display to all Axiom Performance Reporting users in the Income Statement Viewer.

Template building includes five main steps:

- Step 1: Define the template Use this page to select the ACCT dimension column in which to pull in data to the income statement. By default, the template includes FSSummary and FSDetail. The FSSummary template only displays summary data to users, while FSDetail includes the line item details. You can include other columns in the template builder, but you need to configure them in the ACCT dimension before they will display as an option. For more information, see Configuring ACCT dimension columns for the Income Statement and Balance Sheet Template Builders.
- Step 2: Define Sections This step allows you to name the major sections of your income statement. By default, pre-loaded names are defined, but you can change them to best meet the needs of your organization. This step also displays the filters used to pull in the data for each section.

**NOTE:** These filters cannot be changed, even if using a column other than FSSummary or FSDetail. These filters are based on best practices related to creating income statements.

Step 2: Define Sections	
2	
Define Sections	
Display Name	Filter
Patient Revenue	ACCT.FSSummary='R_PatientRev'
Deductions from Revenue	ACCT.Type='Deduction'
Other Revenue	ACCT.FSSummary='R_OtherRev'
Operating Expenses	ACCT.FSSummary IN ('E_OtherExp', 'E_Salaries', 'E_Supplies','E_BadDebt')
Non-Operating Revenue	ACCT.FSSummary='R_NonOpRev'

• Step 3: Determine Subtotal Groups - Within each section, you can group the data that comes in from the filters into subgroups. In the following example, the Inpatient and Outpatient revenue are configured to display in subtotal Group 1, and Other Patient Revenue displays in subtotal Group 2.

TEMPLATE FSDETAIL-1 (GROUP BY FSDETAIL I VIEW MTD-YTD   TARGET: BUDGET Step 3: Determine Subtotal Groups 3						
Determine Subtotal Groups FSDetail Subtotal Group	Incor	ne Staten	nent Vie	wer		
✓ Patient Revenue	FSDetail-3 Period: 8   Year: 2018   Level: Summary   View: MTD	•YTD   Target: Budget   Peri	od ending February 28, 2	2018		
R_IPRev 1 V				Current Period		
R_OthPtRev 2 V	Patient Revenue	Actual	Budget	Variance	Variance %	Same Month LY
	Group 1 Q. R_IPRev	\$29,328,602	\$29,203,469	\$125,132	0.4%	\$22,630,351
	Q R_OPRev Subtotal Group 1	\$13,573,329 \$42,901,931	\$13,115,539 \$42,319,009	\$457,790 \$582,922	3.5%	\$11,217,692 \$33,848,044
	Group 2 Q. R_OthPtRev Subtotal Group 2	\$19,202,131 \$19,202,131	\$19,952,782 \$19,952,782	(\$750,651) (\$750,651)	(3.8%)	\$17,385,036 \$17,385,036
	Total Patient Revenue	\$62,104,062	\$62,271,791	(\$167,729)	(0.3%)	\$51,233,079

- Step 4: Configure Subtotal Groups This page allows you to rename the subtotal group as well as the line item detail names from the filter. You can reorder how you want the line item details to display as well as exclude line items, which the system then excludes from the subgroup totals.
- Step 5: Summary and Preview From this step, you can preview the template based on the selections and configurations you selected. You can return to the wizard to make any necessary changes. When you are ready to make the template available to users, publish the template, and it will display in the Income Statement Viewer.

At the top of the template builder, the system displays the details about the template, including its publication status.

ø					?
TEMPLATE: FSDETAIL-3   GROUP BY: FSI Step 5: Summary	Detail   view: mtd-ytd   target: Budget Draft Draft	•	< PREV	Save NEXT	
<b>.</b> 5					
Summary and Preview					
Field	Details				
Display Name	FSDetail-3				C
Description	FSDetail-3				

Templates display as one of the following:

Income Statement Template Builder

• Pending - The template has not been selected for editing.

**NOTE:** For Pending templates, you must complete and save the configurations for each step in the order they are presented. After you complete and save all of the steps, the template changes to Draft, at which point you can move around the steps freely to make modifications.

- **Draft** Any stage during the creation of the template but before the Publish toggle has been selected.
- **Published** The template has been published to the Income Statement Viewer. If the template is unpublished, the status changes back to Draft until it is published again.

**NOTE:** If you make and save changes to a published template, the system automatically changes the template to Draft, at which point you will need to click the Publish toggle to Yes to publish the template again.

To create or modify an income statement template:

1. In the Mgmt Admin task pane, in the Management Reporting section, double-click Income Statement Template Builder.



2. Do one of the following:

То	Then
Create a	a. From the Group By Column drop-down, select the column in the
new template	ACCT dimension table based on the amount and type of data to show.
	b. Click + Create New Template.

То	Then.			
Modify a template	a.	From the <b>Group By Column</b> drop-down, select the ACCT dimension column in which the template is based.		
	b.	From the <b>Saved Templates</b> drop-down, type or select the template to modify.		
		<b>TIP:</b> After you select the column, the page displays a number next to the Saved Templates title to indicate the number of available templates you can select from.		
		Define Template		
		Group By Column	FSDetail	•
		Saved Templates 🚺	Type to search	•
			+ Create New Template	
			Modify Template Details	

3. In the Create/Modify Template dialog, complete the following fields, and click Save:

c. Click Modify Template Details.

Field	Description
Display Name	Type a name for the income statement.
	<b>TIP:</b> This name displays in filter of the Income Statement Viewer as well as the header at the top of the income statement page.
Description	Type more information about this template.
	<b>NOTE:</b> This information only displays in the Income Statement Template Viewer.
View	Select how to view the income statement date.
12-Month	If you select <b>12-Month</b> from the <b>View</b> drop-down, select the type of 12-month view to display.
Target	Select the budget target.
	<b>NOTE:</b> This drop-down is not enabled when you select 12- Month or Entity from the View drop-down. We recommend, however, that you set a target - even if it is not the default view - because this information is passed on the to the drills in the income statement.

#### 4. Click Next.

TEMPLATE: FSDETAIL-1   GROUP Step 1: Define	by: <b>fsdetail</b>   view: <b>mtd-ytd</b>   target: Template	BUDGET	< PREV NEXT >
1			
Define Template			
Course Du Column	<b>F0D-t-1</b>		_
	FSDetail	▼	
Saved Templates 2	FSDetail-1	▼	
	+ Create New Template		
	Modify Template Details		

5. In the Step 2 page, in the **Display Name** column, modify the names used as section headers in the income statement, as needed, and click **Save**.

**TIP:** If you are building a template based on a column other than FSSummary or FSDetail (especially a customized column), you may want to rename the section headers to best suit the needs of your organization.

- 6. Click Next.
- 7. In the Step 3 page, from the **Subtotal Group** column drop-down, you can group individual line item categories into different subtotal groups by selecting a subgroup number, and click **Save**.
- 8. Click Next.
- 9. In the Step 4 page, do any of the following, and click Save:
  - To change the name of the subtotal group, edit the name in the Subtotal Group column.
  - To reorder the line item, select the order number from the Order column drop-down.
  - To change the name of the line item, edit the name in the **Display Name** column.
  - To exclude the line item from displaying in the statement, click the check box in the Exclude column.
- 10. Click Next.
- 11. In the Step 5 page, do one of the following:
  - To show a preview of the template, click **Click to Preview Template**. For more information on how to navigate the income statement, see Steps 2-3 in Viewing income statements.

**TIP:** To fine tune your template, return to the Income Statement Template Builder and repeat steps 2-10.

• To publish the template to the Income Statement Viewer, click the Publish toggle to Yes.

## Publishing or unpublishing income statement templates

If you unpublish a template, it will no longer display in the Income Statement Viewer.

To publish or unpublish income statement templates:

1. In the Mgmt Admin task pane, in the Management Reporting section, double-click Income Statement Template Builder.



- 2. From the **Group By Column** drop-down, select the ACCT dimension column in which the template is based.
- 3. From the Saved Templates drop-down, type or select the template to modify.

Define Template		
Group By Column	FSDetail	▼
Saved Templates 1	Type to search	•
	+ Create New Template	
	Modify Template Details	

- 4. Click Modify Template Details.
- 5. Click the fifth square for Step 5 in the upper right corner of the page.
| T | remplate: <b>pending</b><br>Step 1: Define Tem | plate          |   |  |
|---|--|----------------|---|--|
|   |  |                |   |  |
| 1 | Step 5: Summary a                              | and Preview    |   |  |
|   | Field  | Options        |   |  |
|   | Group By Column                                | Type to search | • |  |
|   | Saved Templates 4                              | Type to search | ▼ |  |
|   |  |                |   |  |

- 6. In the Step 5: Summary and Preview Page, do one of the following:
  - To publish the template, click the Publish toggle to Yes.
  - To unpublish the template, click the Publish toggle to No.
- 7. Click Save.

### Viewing income statements

The Income Statement Viewer allows you to view multiple income statement reports from an easy-to-use utility. From the viewer, you can filter the reports by selecting the report to view along with other variables, such as the period, year, and level (summary or detail). You can also select the budget view and the target, as well as drill down to the line item detail level to view specific data.

7 👳							☆ ?
Filters <b>#</b>							
Select Income Statement Report	FSDetail-3 Period: 8   Year: 2018   Level: Summary   View: MTD-	<b>YTD</b>   Target: <b>Budget</b>   Pe	riod ending <b>February 28</b> ,	2018			View
Select Period				Current Period			
•	Income Statement as of 02/28/2019	Actual	Budget	Variance	Variance %	Same Month LY	Act
Select Year 2018  Select Level	Patient Revenue						Î
Summary 🗸 🗶	Q R_OthPtRev	\$19,202,131	\$19,952,782	(\$750,651)	(3.8%)	\$17,385,036	-
Apply Clear All Cancel	In Patient and Out Patient						
	Q R_IPRev	\$29,328,602	\$29,203,469	\$125,132	0.4%	\$22,630,351	
	Q R_OPRev	\$13,573,329	\$13,115,539	\$457,790	3.5%	\$11,217,692	
	Subtotal In Patient and Out Patient	\$42,901,931	\$42,319,009	\$582,922	1.4%	\$33,848,044	ę
	Total Patient Revenue	\$62,104,062	\$62,271,791	(\$167,729)	(0.3%)	\$51,233,079	Ś
	Daduations from Dovanua						

To view income statements:

- 1. Navigate to one of the following:
  - In the Mgmt Report task pane, in the Performance Reporting section, double-click Income Statement Viewer.
  - In the Mgmt Admin task pane, in the Management Reporting section, double-click Income Statement Viewer.
- 2. From the Filters panel, do any of the following:
  - Select from any of the variables, and click Apply.
  - To remove the variable selections, click Clear All.
- 3. Do any of the following, as needed:
  - View Click View in the upper right corner of the page to change the budget view and/or target.
  - **Drill down** Click the magnifying glass icon to the left of the line item to view details regarding the associated line item. Drill-down options are available for the following levels:
    - Department
    - Account
    - Transaction
    - Job code
    - Revenue usage
    - Physician and Physician detail

## Setting Up Initiatives

In the budget workbook, users can budget new projects in the Initiatives tab by entering the project and its monthly budget values for specified accounts related to the project. These projects are outside of your organization or department's normal operations.

Before users can add projects to a budget plan file, however, you (as the Axiom Budgeting administrator) must first enter the project into the INITIATIVEID dimension table and determine if the initiative is to approved or excluded from the next year budget amounts in the database. The budgets for each new initiative save to unique initiative IDs so that users can analyze the new initiative budget separately from the ongoing operating budget.

There are two types of budgets your organization can create: System and Department. System projects are those projects that include multiple departments. Department projects are those specific to an individual department. Before users can enter initiatives in their budgets, you must first set up the projects in the INITIATIVEID dimension.

When a user enters the project in the Initiatives tab, part of the process includes adding each of the individual accounts to budget for the project. Adding each account can be time consuming—especially for larger projects that include multiple accounts. To save time, you can create initiative profiles, which allow users to copy an account structure from an existing department and use it as the model for system or department initiatives.

## Configuring accounts for initiatives

Before setting up initiatives, you need to ensure that accounts are set up in the ACCT dimension to be included for initiatives in the budget workbook.

To configure accounts for initiatives:

- 1. Open the ACCT dimension using the Dimension Maintenance Utility.
- 2. In the **InitStdLine** column for the account to make available for initiatives, double-click the folder icon to the right of the InitStdLine column.

# Maintenance Dimension : ACCT DataSet filter : (DataSetname IN ('General','BP') OR DataSetName = ") (') the column is duplicate. Only the first instance will be saved back ACCT Description 0 Default ACCT 1 Salary & Hours Analysis

0	Default ACCT	0	NA	$\simeq$	NA	2
1	Salary & Hours Analysis	$\simeq$	NA	$\simeq$	NA	$\simeq$
3	Paid Hours GL-Based Analysis	$\simeq$	NA	$\simeq$	NA	$\simeq$
4	Non Salary Assessment Supplies		NA	~	NA	2
5	Non Salary Assessment Drugs	$\simeq$	NA	$\simeq$	NA	$\simeq$
					-	

🗁 InitType

In the **Choose Value** dialog for the InitStdLine, there are five validated values to select from. The following table lists the Initiative Standard Lines that we recommend you assign to each account type:

Account Type	Initiative Standard Line
Statistics account	Detail Line
Patient Revenue accounts	Patient Revenue
Other Revenue accounts	Detail Line
Deduction accounts	Detail Line
Labor accounts	Detail Line
Benefit accounts	Detail Benefits w Percent
All other expense accounts	Detail Line
Hours accounts	Hours Line
For accounts not configured	NA

- 3. In the Choose Value dialog, select the calc method to use for the account, and click OK.
- 4. In the **InitType** column for the same account, double-click the folder icon to the right of the InitType column.

Maintenance						
Dimension : AC	CT					
DataSet filter : (DataS (*) the column is duplica	etname IN ('General','BP') OR DataSetName = '') te. Only the first instance will be saved back					
ACCT	Description	Ē	InitStdLine	þ	InitType	Ē
0	Default ACCT	$\simeq$	NA	$\simeq$	NA	$\simeq$
1	Salary & Hours Analysis	$\simeq$	NA	$\simeq$	NA	
3	Paid Hours GL-Based Analysis		NA	$\sim$	NA	
4	Non Salary Assessment Supplies	~	NA	2	NA	~

In the **Choose Value** dialog for the InitType, you can configure up to seventeen possible values. The system selects the sections using the ACCT.InitType column so that when the user refreshes the plan file, the accounts will insert into the appropriate section of the Initiative block. The section types available are noted in the following list. NA is the default value until configured or for any account not configured.

- Benefits
   IPRev
   Salaries
- Contract
   NA
   Statistic
   Labor
- Deduction
   OPRev
   Supplies
- Depreciation
   OtherExp
- Drugs
   OtherRev
- Hours 
   ProFees
- Interest
   PurchSvcs
- 5. In the **Choose Value** dialog, select where you want the account to display in the block by selecting the account type for the initiative, and click **OK**.
- 6. Repeat steps 2-5 for each account to include in the initiatives.
- 7. When you are done making changes, in the Main ribbon tab, click Save.

### Setting up initiative profiles

The Create Initiative Profile Utility is an optional feature that allows you to copy an account and/or calc method structure from an existing department and use it as your model for system or department initiatives. This saves time from having to add multiple accounts for each initiative. You can also create multiple profiles to use with your initiatives.

This utility includes three main sections:

- Initiative Profile Includes the accounts from the department you select to use as a model for your initiatives.
- Add Additional Rows Allows you to add additional accounts not included in the model department you selected.
- **Results of Saved Initiative Profile for Edit** Lists all of the accounts in the Initiative Profile section that you selected as well as any accounts you added in the Add Additional Rows section.

**NOTE:** Ensure that the **InitStdLine** and **InitType** columns have been edited for each account in the ACCT dimension before you begin setting up initiatives. For instructions, see Configuring accounts for initiatives.

To set up initiative profiles:

1. In the Explorer task pane, in the File Group section, click Budget-20xx > Utilities, and double-click Create Initiative Profile Utility.



- 2. In the Refresh Variables dialog, next to the Select Existing Department field, click Choose Value.
- 3. In the Choose Value dialog, select the department to use as your model, and click OK.

**NOTE:** The system will only display those departments in which you have permission to access.

4. In the Enter New Initiative Profile Name field, type a descriptive name for the profile (i.e. Nursing Profile), and click OK.

The utility displays a list of all the accounts for the department you selected in Step 3. The account number displays in the **Account #** column.

5. In the **Initiative Profile** section, from the **Include**? column, click the blue cell, and select **No** for any accounts you do not want to include in the initiative.

These are the accounts that were included when you selected the model department in Step 2.

If you select No, the account will not be included in the Results of Saved Initiative Profile for Edit section at the bottom of the page.



- 6. In the Add Additional Rows section, you can add any additional accounts not originally included in the department you selected in Step 3 (listed in the Initiative Profile section) by doing the following:
  - a. In the Include? column, select Yes or No from the drop-down (if not already selected).
  - b. Double-click the Select Account cell.
  - c. In the Choose Value dialog, select the account to include, and click OK.
  - d. Repeat Steps a-c for each account to add.

Add Additional Ro	ws		
Nursing1_Select Account	Nursing1	Yes 🚸	Select Account
Nursing1_Select Account	Nursing1	Yes	Select Account
Nursing1_Select Account	Nursing1	Yes	Select Account
Nursing1_Select Account	Nursing1	Yes	Select Account
Nursing1_Select Account	Nursing1	Yes	Select Account

- 7. In the Main ribbon tab, click Save.
- 8. In the **Results of Saved Initiative Profile for Edit** section, from the **Include**? column drop-down, select one of the following:
  - To keep the account in the profile, select Keep.
  - To remove the account, select **Delete**.

**IMPORTANT:** If you select Delete and save your changes, the system will remove the account from the Initiative Profile section at the top of the page. As a result, the account will not be included in any future initiatives where you use this profile.

Results of Saved In	nitiative Profile for Edi	t		
Nursing1_101	Nursing1	Admissions	Delete	101
Nursing1_102	Nursing1	Discharges	Кеер	102
Nursing1_511	Nursing1	Total Admissions	Кеер	511
Nursing1_31200	Nursing1	IP - Medicaid	Keep	31200
Nursing1_31300	Nursing1	IP - Blue Cross	Keep	31300
Nursing1_31400	Nursing1	IP - Commercial	Кеер	31400

- 9. In the Main ribbon tab, click Save.
- 10. Repeat Steps 2-9 for each profile to create.

When a user adds a new project in the Initiatives tab in the budget workbook, the system automatically inserts a block of the accounts you configured for the profile you set up in the Create Initiative Profile Utility. The user can still modify the initiative by adding more accounts, as needed, directly in the Initiatives tab, but using a profile gives the user a "running start" to complete entering the account information more quickly and easily. The profile used to populate the initiative also displays in the initiative header block next to the approval state.

65201 Equipment	Rental-GE Capital		0	0	0	0	0	0	0	0	0	0	0
69100 Travel - Ge	neral		0	0	0	0	0	0	0	0	0	0	0
71110 Equip Rent	- Intercompany		0	0	0	0	0	0	0	0	0	0	0
71210 Building Re	ent - Intercompany		0	0	0	0	0	0	0	0	0	0	0
Double Click	to Insert New Other Expense												
Total Expense	ses		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Est. Net Res	ults		\$0 <sub>0</sub>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
New MRI Ma	ichine		Approve Pro	file: Nur	sina 1								
Statistics													
511 Total Admi	ssions		0	0	0	0	0	0	0	0	0	0	0
Double Click	to Insert Statistic												
Inpatient Re	venue		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0 IP - Medica	aid	No. of Units	0	0	0	0	0	0	0	0	0	0	0
		Rate:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31200 0			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
0 IP - Blue Cr	OSS	No. of Units	0	0	0	0	0	0	0	0	0	0	0
		Rate:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31300 0			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

For more information, see the following:

- Adding or editing initiatives available to budget workbooks
- Configuring accounts for initiatives
- Initiatives tab budget workbook

## Adding or editing initiatives available to budget workbooks

There are two types of projects you can create to add to the Initiatives tab in the budget workbook: System and Department. System projects are those projects that include multiple departments. Department projects are those specific to an individual department.

Before users can add System initiatives in their budget workbooks, you must first set up these project types in the INITIATIVEID dimension. You can also do the same for Department projects, but users have the option to add them directly in the Initiatives tab, and they will automatically display in the INITIATIVEID dimension. This is not the case for System initiatives. They can only be added using the INITIATIVEID dimension.

After you enter and save the initiatives in the dimensions, they will automatically become available to select in the workbook Initiatives tab.

To add or edit an initiative available to budget workbooks:

 In the Explorer task pane, in the Libraries section, click Table Library > !Dimensions, and doubleclick INITIATIVEID.

**IMPORTANT:** At this time, only users with the Bud Admin role profile can edit this dimension.

2. To create a new initiative, in a blank row, complete the following columns:

Column	Description
INITIATIVEID	The INITIATIVEID used in Axiom Budgeting. This is used during the budget process to store new initiatives. InitiativeID 1 is used for baseline operations. All other initiative numbering is determined by the system administrator and must be numeric.
Description	Enter a description for the initiative to use for budgeting and reporting.
InitType	Groups initiatives together for reporting and categorization. Double-click the cell, and select one of the following:
	<ul> <li>System - Initiatives that affect multiple departments.</li> </ul>
	<ul> <li>Dept - Initiatives for a single department.</li> </ul>
	<b>TIP:</b> You can add a Dept initiative directly in the Initiatives tab in the workbook. The system will then also add it to this dimension. You cannot add System initiatives in this way. You must add them directly to this dimension for them to show in the Initiatives tab.
Approve	The coding for Approve/Exclude for new initiatives. Double-click the cell, and select one of the following:
	<ul> <li>Approve - Initiatives that have been approved.</li> <li>Exclude - Initiatives that are declined or deleted.</li> </ul>
SaveCustom	Used to save from the Axiom Budgeting plan file to this dimension table.
	<b>IMPORTANT:</b> Do not alter or recode.
SaveTagDocID	Used to save from the Axiom Budgeting plan file to this dimension table.
	<b>IMPORTANT:</b> Do not alter or recode.
Profile	The profile type to apply to the initiative. Double-click the cell, and select a profile to use for the initiative. For more information, see Setting up initiative profiles.

#### 3. Click Save.

## Configuring the Provider Module

The following table lists the incremental configurations needed for the areas noted to set up the Provider module:

Area to Configure	Configuration Details
New provider	Configuring threshold parameters to limit Provider data
Provider dimensions	• DEPT
	• ACCT
	• JOBCODE
	• PAYTYPE
	PROVIDER
	• CPT
	• DATATYPE
	LOCATION
	FINCLASS
Driver files	Budget Provider Configuration
	Budget Provider Driver
	Budget Provider Global Provider
	Budget Provider Global ClobalVolChg
	Budget Provider List
	Budget Provider Simple Config
	Budget Provider Simple Dept Config
	Budget Provider Simple Dept Config Basic
	Budget Provider Simple Dept Rate
	Budget Provider Vol
Budget workbook tabs	• Provider
	ProviderComp
	<ul> <li>Comp model explanations</li> </ul>
Calc methods	Provider sheet
	Stat_Rev sheet
	Expense sheet

## Adding a detail provider

**IMPORTANT:** When adding a new detail provider, it is important that you save any edits on this tab before adding the new provider. This is important because the page can be refreshed after adding the new provider, which results in the system collapsing and then rerunning the summary AQs. If unsaved data exists in a provider block that was previously expanded, the edited data will be lost.

To add a detail provider:

1. Add the new provider in the PROVIDER dimension.

NOT	E: They r	nust exist as	a valid provider with all requ	uired colum	ns completed
A	в	C D	E	F	G
		(hing	Stellar.	(hing	(hing
0	ata Type	String	string	string	String
St	ring Length	50	50	50	50
D	escription	Provider ID or Code	Short Description	Last Name	First Name
De	elete Row	Provider	Description	Last_Name -	First_Name -
17		DNEW	New Provider, MD	Provider	New

- 2. Navigate to one of the following:
  - In the Bud Admin task pane, in the Budget Files Administration section, double-click Add New Provider Detail Utility.

Budget Files Administration	^
🧱 Open Next Year Budgets	
🛱 Open Current Year Budgets	
Add New Provider Detail Utility	

• In the Budgeting task pane, in the Budgets section, double-click Add New Provider Detail Utility.

Budgets	^
📴 Open Next Year Budgets	
Open Current Year Budgets	
Add New Provider Detail Utility	

3. In the Refresh Variables dialog, complete the following:

Option	Description
Select Existing Provider	Select an existing provider to copy from.

Option	Description
Select Existing	Select an existing department to copy from.
Department	<b>NOTE:</b> The provider to copy from can be any existing department because the provider data is coming from the Act_Prov_20XX table, not an existing plan file.
Select New Provider	Select the new provider to copy to.
Select New Department	Select the new department to copy to.

4. Review the rows assigned to the new provider, and exclude any that you do not want as part of the new provider profile.

In the following example, we do not want the Allowance rows as part of the actual data of the donor provider, but we may not want these for budgeting purposes so we will set these rows to **No** in the **Include** column.

New Provid	er Setup to database						
ProviderID	Provider Description	Include?	DataType	CPT	Fincless	Location	Dept
DNEW	New Provider, MD	No	Allowance	ZProvider	Cap	ZDefault	101301
DNEW	New Provider, MD	No	Allowance	ZProvider	HS	ZDefault	101301
DNEW/	New Provider, MD	No	Allowance	ZProvider	Hybrid	ZDefault	101301
DNEW	New Provider, MD	No	Allowance	ZProvider	ZFrovider	ZDefault	101301
DNEW	New Provider, MD	16.	Encounter	ZProvider	Cap	ZDefault	101301
DNEW/	New Provider, MD	Yes	Encounter	ZProvider	FFS	ZDefault	101301
DNEW	New Provider, MD	Yes	Encounter	ZProvider	Hybrid	ZDefault	101301
DNEW	New Provider, MD	Yes	Encounter	ZProvider	ZProvider	ZDefault	101301
DNEW/	New Provider, MD	Yes	Revenue	ZProvider	Cap	ZDefault	101301
DNEW	New Provider, MD	Yes	Revenue	ZProvider	FFS	ZDefault	101301
DNEW	New Provider, MD	Yes	Revenue	ZProvider	Hybrid	ZDefault	101301
DNEW	New Provider, MD	Yes	Revenue	ZProvider	ZFrovider	ZDefault	101301
DNEW	New Provider, MD	Yes	RVU	ZProvider	Cap	ZDefault	101301
DNEW	New Provider, MD	Yes	RVU	ZProvider	FFS	ZDefault	101301
DNEW	New Provider, MD	Yes	RVU	ZProvider	Hybrid	ZDefault	101301
DNEW	New Provider, MD	Yes	RVU	ZProvider	ZProvider	ZDefault	101301
DNEW	New Provider, MD	Yes	Volume	ZProvider	Cap	ZDefault	101301
DNEW	New Provider, MD	Yes	Volume	ZProvider	FFS	ZDefault	101301
DNEW	New Provider, MD	Yes	Volume	ZProvider	Hybrid	ZDefault	101301
DNEW	New Provider, MD	Yes	Volume	ZProvider	ZProvider	ZDefault	101301
DNEW	New Provider, MD	Yes	WRMU	ZProvider	Cap	ZDefault	101301
DNEW	New Provider, MD	Yes	WRMU	ZProvider	FFS	ZDefault	101301
DNEW	New Provider, MD	Yes	WRIAU	ZProvider	Hybrid	ZDefault	101301
DNEW	New Provider, MD	Yes	WRVU	ZProvider	ZProvider	ZDefault	101301
Add Additional R	ows						
DNEW	New Provider, MD	Yes	Select DataType	Select CPT	Select FinClass	Select Location	101301
DNEW	New Provider, MD	Yes	Select DataType	Select CPT	Select FinClass	Select Location	101301
DNEW	New Provider, MD	Yes	Select DataType	Select CPT	Select FinClass	Select Location	101301
DNEW	New Provider, MD	Yes	Select DataType	Select CPT	Select FinClass	Select Location	101301
DNEW	New Provider, MD	Yes	Select DataType	Select CPT	Select FinClass	Select Location	101301

 To add additional rows, use the Add Additional Rows section. In each of the columns for DataType, CPT, FinClass, and Location, double-click the blue input cell to select from a validated list of entries for that column.

roviderID	Provider Description	Include?	DataType	CPT	Finde	Choose Val	~		
EW.	New Provider, MD	Yes	Encounter	ZProvider	FFS				
IEW .	New Provider, MD	Yes	Encounter	ZProvider	Hybrid	H Choos	e a value for DATATYPE.		
ew.	New Provider, MD	Yes	Encounter	ZProvider	ZProvid				
IEW .	New Provider, MD	Yes	Revenue	ZProvider	Cap	<type here="" td="" to<=""><td>filter values&gt;</td><td>XI Includes</td></type>	filter values>	XI Includes	
EW.	New Provider, MD	Yes	Revenue	ZProvider	FFS			- Constanting	
IEW/	New Provider, MD	Yes	Revenue	ZProvider	Hybrid	Hours (Hours	i) a		
EW.	New Provider, MD	Yes	Revenue	ZProvider	ZProvid	IPStat (IPSta	t)		
EW	New Provider, MD	Yes	RVU	ZProvider	Cap	IPVol (IPVol)	64		
EW	New Provider, MD	Yes	RVU	ZProvider	FFS	OPSat (OPSat) OPSat (OPSat) OPVol (OPVol) Payment (Payment) Price (Proce)			
EW	New Provider, MD	Yes	RVU	ZProvider	Hybrid				
EW	New Provider, MD	Yes	RVU	ZProvider	ZProvid				
EW	New Provider, MD	Yes	Volume	ZProvider	Cap	Research (Re	search RVU)		
EW	New Provider, MD	Yes	Volume	ZProvider	FFS	Revenue (Ro PML (RML)	venue)		
EW	New Provider, MD	Yes	Volume	ZProvider	Hybrid	Shadow (Sha	dow RVU)		
EW	New Provider, MD	Yes	Volume	ZProvider	ZProvid	Statistics (St	stistics)		
EW.	New Provider, MD	Yes	WRVU	ZProvider	Cap	Volume (Voli	me)		
EW	New Provider, MD	Yes	WRVU	ZProvider	HFS /	WRVU (WRV	U)		
EW	New Provider, MD	Yes	WRVU	ZProvider	Horid	Showing 22 va	lues (1 selected)		
IEM.	New Provider, MD	Yes	WRVU	ZProvider	ZProvid			OK Cano	
dd Additional I	lows								
EW	New Provider, MD	Yes	Select DataType	PROF_OFC_New	ZProvider		ZDefault	101301	
IEW	New Provider, MD	Yes	Select DataType	Select CPT	Select Fir	Class	Select Location	101301	
EW	New Provider, MD	Yes	Select DataType	Select CPT	Select Fir	Class	Select Location	101301	
IEW	New Provider, MD	Yes	Select DataType	Select CPT	Select Fir	Class	Select Location	101301	
EW	New Provider, MD	Yes	Select DataType	Select CPT	Select Fir	Class	Select Location	101301	

6. After updating the new provider's profile for all desired rows, in the Main ribbon tab, click Save.

File	MAIN	HELP	ADMIN	l Ho	me					
Open App Menus •	<b>Onlin</b> Help	ne Na	<b>O</b> avigation	Save	Refresh Data	Change View •	Drill	Additions	Quick Filter	
Application	s Help	b	File Optio	ons			Workboo	ok Options		

The system posts the values to the Act\_Prov\_20XX table, and uses the database field NYBKHA as the value to post to so no changes to actual imported data are affected.

7. Refresh the utility again to see the final results of the new provider's profile that will be used in the plan file.

To view log of the activity history, view the **Results of added Provider Profile-Information Only** section. For example, in a previous step, we added one additional record, as shown in the example below.

"Save" to save value	s to database						
ProvidedD	Provider Description	Include?	DataType	CPT	Finclass	Location	Dept
DNEW	New Provider, MD	Yes	Select DataType	Select CPT	Select FinClass	Select Location	101301
Results of added	1 Provider Protile - Information	a Only					
DNEW	New Provider, MD	Yes	Encounter	ZProvider	Сар	ZDefault	101301
DNEW	New Provider, MD	Yes	Encounter	ZProvider	FFS	ZDefault	101301
DNEW	New Provider, MD	Yes	Encounter	ZProvider	Hybrid	ZDefault	10130
DNEW	New Provider, MD	Yes	Encounter	ZProvider	ZProvider	ZDefault	10130
DNEW	New Provider, MD	Yes	Revenue	ZProvider	Cap	ZDefault	10130
DNEW	New Provider, MD	Yes	Revenue	ZProvider	FFS	ZDefault	10130
DNEW	New Provider, MD	Yes	Revenue	ZProvider	Hybrid	ZDefault	10130
DNEW	New Provider, MD	Yes	Revenue	ZProvider	ZProvider	ZDefault	10130
DNEW	New Provider, MD	Yes	RVU	ZProvider	Cap	ZDefault	10130
DNEW	New Provider, MD	Yes	RVU	ZProvider	FFS	ZDefault	10130
DNEW	New Provider, MD	Yes	RVU	ZProvider	Hybrid	ZDefault	10130
DINEW	New Provider, MD	Yes	RVU	ZProvider	ZProvider	ZDefault	10130
DNEW	New Provider, MD	Yes	Volume	ZProvider	Сар	ZDefault	10130
DNEW	New Provider, MD	Yes	Volume	ZProvider	FFS	ZDefault	10130
DNEW	New Provider, MD	Yes	Volume	ZProvider	Hybrid	ZDefault	1013
DNEW	New Provider, MD	Yes	Volume	ZProvider	ZProvider	ZDefault	10130
DNEW	New Provider, MD	Yes	WRVU	ZProvider	Cap	ZDefault	10130
DNEW	New Provider, MD	Yes	WRVU	ZProvider	FFS	ZDefault	10130
DNEW	New Provider, MD	Yes	WRVU	ZProvider	Hybrid	ZDefault	1013
DNEW	New Provider, MD	Yes	WRVU	PROF_OFC_New	ZProvider	ZDefault	1013
DNEW	New Provider, MD	Yes	WRVU	ZProvider	ZProvider	ZDefault	1013

8. Launch the plan file, and navigate to the **Provider** tab.

**TIP:** You can also use the GoTo navigation and note that the new provider will display there as well. Selecting from this location will navigate directly to the new provider.

9. To immediately add the new provider to the budget plan file, open the budget workbook, and navigate to the ProviderDetail tab.

**NOTE:** The system will also automatically add any new providers to the budget plan files overnight during processing.

10. Double-click the **Double click to collapse/refresh Provider summaries** cell to refresh the page.

**NOTE:** This action first collapses the existing list of provider details. Complete the next step to refresh the list of providers.

#### PROVIDER VOLUME DETAIL

101010 - EMA Internal Medicine (Provider Detail)

		FY 2019	Jun YTD	Jul-Dec	Manager	FY 2020	FY 2020	Global	%	Amt	FY 2021	FY 2021
		Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget
	Global Provider Driver											
	Worked Days	261	173	87		260						0 1
	Summary Department Totals											
	FTE	0.00	0.00	0.00	0.00	0.00						0.00
	Net Production Days	8,874	5,882	2,958	0	8,840						0
	Total WRVU	0	45,382	22,814	0	68,196						0
	Total Worked RVUs	0	0	0	0	0						0
	Total RVUs	0	93,044	46,766	0	139,810						0
	Total Procedure Counts	0	34,559	17,376	0	51,935						0
	Total Gross Charges	0	10,168,348	5,111,148	0	15,279,496						0
	Total Payments	0	0	0	0	0						0
	WRVU Per Prod Day	0.00	7.72	7.71	0.00	7.71						0.00
	RVUs per WRVU	0.00	2.05	2.05	0.00	2.05						0.00
	Worked RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00
	Double click to collapse/expand Provider detail											
	Double click to collapse/refresh Provider summaries											
	Champion, Richard A. MD						EmpID:	17279				
Û	Double click to hide detail											
	Relative Availability	1.00	1.00	1.00		1.00						1.00
	Production Days	261	173	87		260						0 1
	Adjustment-Production Days			0		0						0
	Net Production Davs	261	173	87		260						0

11. Again, double-click the **Double click to collapse/refresh Provider summaries** cell to refresh the list of providers.

**NOTE:** The providers will display in the collapsed mode.

#### PROVIDER VOLUME DETAIL

101010 - EMA Internal Medicine (Provider Detail)

	FY 2019	Jun YTD	Jul-Dec	Manager	FY 2020	FY 2020	Global	%	Amt	FY 2021	FY 2021
	Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget
Global Provider Driver											
Worked Days	261	173	87		260						0
Summary Department Totals											
FTE	0.00	0.00	0.00	0.00	0.00						0.00
Net Production Days	8,874	5,882	2,958	0	8,840						0
Total WRVU	0	45,382	22,814	0	68,196						0
Total Worked RVUs	0	0	0	0	0						0
Total RVUs	0	93,044	46,766	0	139,810						0
Total Procedure Counts	0	34,559	17,376	0	51,935						0
Total Gross Charges	0	10,168,348	5,111,148	0	15,279,496						0
Total Payments	0	0	0	0	0						0
WRVU Per Prod Day	0.00	7.72	7.71	0.00	7.71						0.00
RVUs per WRVU	0.00	2.05	2.05	0.00	2.05						0.00
Worked RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00
Double click to collapse/expand Provider detail											
Double click to collapse/refresh Provider summaries	$\bullet$										

12. After making any changes, click Save.

## Adding a summary provider

To add a summary provider:

1. Add the new provider in the PROVIDER dimension.

**NOTE:** They must exist as a valid provider with all required columns completed.

	в	C D	E	F	G
3					
4	Data Type	String	String	String	String
5	String Length	50	50	50	50
6	Description	Provider ID or Code	Short Description	Last Name	First Name
8	Delete Row	Provider	Description	Last_Name 🗸	First_Name 👻
11647		DNEW	New Provider, MD	Provider	New

- 2. Open the budget workbook, and navigate to the ProviderSummary tab.
- 3. Double-click the Double Click to Insert New Provider cell.

	0	0	0	0	0	0	0	0	0	Global	%	Amt	0
	0	0	0	0	0	0	0	0	/Unit	Adjust	Adjust	Adjust	/Unit
Global Provider Driver													
Summary Department Totals													
FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
Net Production Days	0	0	0	0	0	0	0	0					
Total 0	0	0	0	0	0	0	0	0					
Total Worked RVUs	0	0	0	0	0	0	0	0					
Total RVUs	0	0	0	0	0	0	0	0					
Total Procedure Counts	0	0	0	0	0	0	0	0					
Total Gross Charges	0	0	0	0	0	0	0	0					
Total Payments	0	0	0	0	0	0	0	0					
0 Per Prod Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
RVUs per 0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
Worked RVUs per 0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					

- 4. In the Calc Method Variables dialog, do the following for each provider to add, and click OK:
  - a. In the **Select Provider** field, type the provider name, or click **Choose Value** to select a provider from the list.
  - b. In the **Select Dept** field, type a department number, or click **Choose Value** to select a department from the list.
- 5. Enter values in the appropriate rows for each provider.
- 6. After making your changes, click Save.

### Configuring dimensions for Providers

Make changes to the following dimension tables to implement the Provider Module:

#### DEPT

Use the following table to make provider-specific changes to the DEPT dimension table:

Column	Valid Codes
TplOptions	To use the Physician template for any department, type the MasterProvider code.
KHACMDimGrp	Type the PhyStdLine code.
ProviderType	Select Provider Detail or Provider Summary.

#### ► ACCT

Use the following table to make provider-specific changes to the ACCT dimension table:

Column	Valid Codes
PhyStdLine	Duplicate the KHAStdLine, and adjust Salaries, Statistics, and Revenue accounts using the following New Std Planning Methods:
	Stat_Rev Methodologies
	<ul> <li>ProviderComp - Pulls information from ProviderComp sheet.</li> <li>ProviderRev - Summarizes gross charges from Provider sheet.</li> <li>Provider Stat - Summarizes statistics from Provider sheet.</li> </ul> Expense Methodologies
	<ul> <li>ProviderComp – Summarizes salaries from ProviderComp sheet.</li> </ul>
	<ul> <li>ProviderCompFICA – Summarizes FICA from ProviderComp sheet.</li> </ul>
	<ul> <li>ProviderCompHours – Summarizes hours from ProviderComp sheet.</li> </ul>
	<ul> <li>ProviderCompOther – Summarizes other expenses from ProviderComp sheet.</li> </ul>
	<ul> <li>ProviderLaborComp – Summarizes salaries from Labor and ProviderComp sheet.</li> </ul>
	<ul> <li>ProviderLaborFICA – Summarizes FICA from Labor and ProviderComp sheet.</li> </ul>
	<ul> <li>ProviderLaborHours – Summarizes hours from Labor and ProviderComp sheet.</li> </ul>
KHASum	Additional codes are available for the following:
	<ul> <li>Physicians and Midlevel Providers</li> <li>SalariesPhy</li> <li>SalariesMid</li> <li>BenefitsPhy</li> <li>BenefitsMid</li> <li>PaidHoursPhy</li> <li>PaidHoursMid</li> </ul>

#### ► JOBCODE

Use the following table to make provider-specific changes to the JOBCODE dimension table:

Column	Valid Codes
KHAInt L	Used to identify which tab an account should be interfaced to during the budget plan file create process. Valid entries include the following:
	<ul> <li>To assign to all statistics, revenue, and deduction accounts that will be budgeted in the budget plan files, type Stat_Rev.</li> </ul>
	<ul> <li>To assign to all expense and hours accounts that will be budgeted in the budget plan files, type Expense.</li> </ul>
	<ul> <li>To exclude an account from all budget plan files, type NA.</li> </ul>

#### ► PAYTYPE

Use the following table to make provider-specific changes to the PAYTYPE dimension table:

Column	Valid Codes
Provider	Group the PayTypes according to the standard rules we use in the other Labor-type columns. You need to define the PayTypes on the Configuration sheet in Global Assumptions using a BudgetGroup defined for your Physician Group. You only need to assign a PayType to Regular and the first non- productive row.
PhyStdLine	Identify the method to use by typing any of the following codes: <ul> <li>JobCode Block</li> <li>Input_Monthly</li> <li>NA</li> </ul>

#### ▶ PROVIDER

The PROVIDER dimension table contains all of the providers within the organization and is used for monthly reporting and provider-level budgeting.

Column	Description
Provider	The Provider ID used in Axiom Budgeting and Performance Reporting. Must be an alpha code, so a D is prefixed during the import process.
Description	Identifies the provider description to use for budgeting and reporting.
Last_Name	The last name of the provider.

Column	Description
First_Name	The first name of the provider.
Middle_Name	The middle name of the provider.
NPI	The National Provider ID assigned to the provider.
Zip	The zip code where the provider resides.
Entity	The entity assigned from the ENTITY table.
Туре	Reporting Use – Used to define the provider type such as MD, NP, PA, and so on.
HomeDeptNo	Used to define the provider's home department number.
Specialty	Reporting Use – Used to define the type of specialty.
EmpID	The employee ID used to match billing data to payroll.
KHABgtCode	Used to consolidate physicians where desired (such as all terminated providers that you might not want to budget individually). The default is to use the ProviderID from column A.
VolSum	Used to identify physicians that work in more than one department, yet paid in one, and their compensation package is based on TOTAL VOLUME for all areas worked. Options include Yes or No.
	There is the sheet in the Provider driver file that summarizes individual department volumes by Provider if VolSum=Yes.
GLRevAcct	The GL revenue account to transfer provider revenue to the Stat_Rev sheet. This can also be defined by FinClass or, if FinClass or CPT are used, default to 0 (zero). Do not leave blanks.
GLEncAcct	The GL Statistic Account to transfer Encounters to the Stat_Rev sheet. For non-Encounter codes, the default should be 0. Do not leave blanks.
GLVisAcct	The GL statistic account to transfer visits to the Stat_Rev sheet. For non- visit codes, leave the default at 0 (zero). Do not leave blanks.
GLWRVUAcct	The GL statistic account to transfer provider WRVU to the Stat_Rev sheet. For codes without a WRVU, leave the default at 0 (zero). Do not leave blanks.
GLRVUAcct	The GL statistic account to post provider RVUs to the Stat_Rev sheet. For codes without an RVU, leave the default at 0 (zero). Do not leave blanks.
GLProAcct	The GL statistic account to post provider procedures to the Stat_Rev sheet. For codes without a procedure, leave the default at 0 (zero). Do not leave blanks.

Column	Description
GLExpAcct	The GL statistic account to post provider expenses to the Expense sheet. For codes without a procedure, leave the default at 0 (zero). Do not leave blanks.
RFProvider	Same as Provider ID.
BudgetGroup	Used for filtering Providers in the Provider List driver file.
CostProvider	The Provider to use for costing purposes when using the Provider RVU method. This allows providers to be grouped into a generic group for costing purposes.
MedicalGroup	The primary Medical Group the provider is associated with for grouping and reporting purposes.
Active	Used to determine if the provider is active. Valid entries include the following: • Yes • No
City	The city where the provider resides.
State	The state where the provider resides.
Secondary Specialty	The secondary specialty offered by the provider.

#### CPT

The CPT dimension table contains all of the CPT Codes that have been billed within the organization and is used for monthly reporting and provider-level budgeting.

Column	Description
СРТ	The CPT code used in Axiom Budgeting and Performance Reporting. This must be an alpha code, so a C is prefixed during the import process.
Description	Identifies the CPT description to use for budgeting and reporting.
KHABgtCode	The code to equal the preferred budget level. Examples include LAB, RAD, SURG, and so on. All values in this column must be in the CPT column.
KHAInt	Used during the budget creation process. Valid entries include the following:
	<ul> <li>To budget the CPT, select <b>ZProvider</b>.</li> <li>To not budget the CPT, select <b>NA</b>.</li> </ul>

Column	Description
GLRevAcct	The GL Revenue Account to transfer Provider Revenue to the Stat_Rev sheet. This can also be defined by FinClass. If FinClass is used, the default should be 0 (zero). Do not leave blanks.
GLEncAcct	The GL Statistic Account to transfer Encounters to the Stat_Rev sheet. For non-Encounter codes, he default should be <b>0</b> (zero). Do not leave blanks.
GLVisAcct	The GL Statistic Account to transfer Visits to the Stat_Rev sheet. For non- Visit codes, he default should be <b>0</b> (zero). Do not leave blanks.
GLWRVUAcct	The GL Statistic Account to transfer Provider WRVUs to the Stat_Rev sheet. For codes without a WRVU, he default should be <b>0</b> (zero). Do not leave blanks.
GLRVUAcct	The GL Statistic Account to transfer Provider RVUs to the Stat_Rev sheet. For codes without an RVU, he default should be <b>0</b> (zero). Do not leave blanks.
GLProAcct	The GL Statistic Account to transfer Provider Procedures to the Stat_Rev sheet. For codes without a procedure, he default should be 0 (zero). Do not leave blanks.
KeyStat	Used via utility to summarize CPT volume and post to the financial data tables. Valid options are <b>Yes</b> or <b>No</b> .
	To summarize all of the Yes codes as monthly key stats, use the Summarize Provider Statistics to Financial utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane in <b>Budget Reporting &gt; Budget Utilities &gt; Provider Utilities &gt; Statistics</b> .
RVU	Used via utility to adjust volume during summarization prior to posting to the financial tables. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, in <b>Budget Reporting</b> > <b>Budget Utilities &gt; Provider Utilities &gt; Statistics</b> .
Туре	Used during the import process to summarize CPT codes for Visits Counts. Can also be used for reporting on types such as Visits, Lab, Radiology, Surgery, and so on. If summarizing CPT codes for Visit counts, the type must be <b>Visit</b> . The default value is <b>NA</b> .
RCPT	
KHABgtCodeSum	Used to configure the CPT codes for the Provider Summary option. While any existing CPT Code can be used, the intent is to combine all CPT codes to one value such as AllCodes. The value selected will be the value used to build and process the Provider tab in a plan file.
	<b>NOTE:</b> Use only one value in this column since all CPT codes will summarize to one row in the plan file.
GKHABgtCode	

#### DATATYPE

The DATATYPE dimension is used to load provider-level to the data tables. Each record is tagged with a DataType when loaded. Examples of DataTypes include Revenue, Visit, WRVU, and so on.

Column	Description
DATATYPE	The DATATYPE used in Axiom Budgeting and Performance Reporting. This must be an alpha code.
Description	Identifies the description to be use for budgeting and reporting.
BudgetType	Used during interface to determine which section each data type should interface to. Valid codes Include the following:
	Encounter
	Revenue
	• RVU
	• WRVU
	Volume
	• NA
KHAInt	Used to identify which tab an account should be interfaced to during the budget plan file creation process. Valid entries include the following:
	• Driver
	Statistic
	Financial

The following table lists all of the options available in this dimension table:

#### LOCATION

The LOCATION dimension contains all of the physical locations that have been billed within the organization and is used for monthly reporting and provider-level budgeting.

Column	Description
LOCATION	The LOCATION used in Axiom Budgeting. This must be an alpha code, so an L is prefixed during the import process. Default should be used as the Location code if this dimension is not being used.
Description	Identifies the LOCATION description to be used for budgeting and reporting.

Column	Description
KHABgtCode	Used for combining accounts together during budget plan file creation. If there are historical values for two accounts that you want to budget as one combined account, list the surviving account number on both lines. If not combining accounts, this value should match value in the Account column. The default value is <b>0</b> (zero).
KHAInt	Used to identify which tab an account should be interfaced to during the budget plan file create process. Valid entries include the following:
	<ul> <li>To assign to all statistics, revenue, and deduction accounts that will be budgeted in the budget plan files, type Stat_Rev.</li> </ul>
	<ul> <li>To assign to all expense and hours accounts that will be budgeted in the budget plan files, type Expense.</li> </ul>
	<ul> <li>To exclude an account from all budget plan files, type NA.</li> </ul>
GLRevAcct	The GL revenue account to transfer provider revenue to the Stat_Rev sheet. This can also be defined by FinClass or, if FinClass or CPT are used, default to <b>0</b> (zero). Do not leave blanks.
GLEncAcct	GL Statistic Account to Transfer Encounters to the Stat_Rev sheet. For non- Encounter codes, leave the default at <b>0</b> (zero). Do not leave blanks.
GLVisAcct	The GL statistic account to transfer visits to the Stat_Rev sheet. For non- visit codes, leave the default at <b>0</b> (zero). Do not leave blanks.
GLWRVUAcct	The GL statistic account to transfer provider WRVU to the Stat_Rev sheet. For codes without a WRVU, leave the default at 0 (zero). Do not leave blanks.
GLRVUAcct	The GL statistic account to post provider RVUs to the Stat_Rev sheet. For codes without an RVU, leave the default at <b>0</b> (zero). Do not leave blanks.
GLProAcct	The GL statistic account to post provider procedures to the Stat_Rev sheet. For codes without a procedure, leave the default at 0 (zero). Do not leave blanks.
GLAIIAcct	The GL Allowance Account to transfer Provider Allowances to the Stat_Rev sheet.
RFLocation	Not used at this time.

#### ► FINCLASS

The FINCLASS dimension contains all of the financial classes that have been billed within the organization and is used for monthly reporting and provider-level budgeting.

Column	Description
FinClass	The FINCLASS used in Axiom Budgeting and Performance Reporting. This must be an alpha code so that an F is prefixed during the import process.
Description	The FINCLASS description to use for budgeting and reporting.
KHABgtCode	Used for combining accounts together during budget plan file creation. If there are historical values for two accounts that you want to budget as one combined account, list the surviving account number on both lines. If not combining accounts, this value should match value in the Account column. The default value is <b>0</b> (zero).
KHAInt	Used to identify which tab an account should be interfaced to during the budget plan file create process. Valid entries include the following:
	<ul> <li>To assign to all statistics, revenue, and deduction accounts that will be budgeted in the budget plan files, type Stat_Rev.</li> </ul>
	<ul> <li>To assign to all expense and hours accounts that will be budgeted in the budget plan files, type Expense.</li> </ul>
	<ul> <li>To exclude an account from all budget plan files, type NA.</li> </ul>
GLRevAcct	The GL revenue account to transfer provider revenue to the Stat_Rev sheet. This can also be defined by FinClass or, if FinClass or CPT are used, default to <b>0</b> (zero). Do not leave blanks.
GLEncAcct	GL Statistic Account to Transfer Encounters to the Stat_Rev sheet. For non- Encounter codes, leave the default at <b>0</b> (zero). Do not leave blanks.
GLVisAcct	The GL statistic account to transfer visits to the Stat_Rev sheet. For non- visit codes, leave the default at <b>0</b> (zero). Do not leave blanks.
GLWRVUAcct	The GL statistic account to transfer provider WRVU to the Stat_Rev sheet. For codes without a WRVU, leave the default at 0 (zero). Do not leave blanks.
GLRVUAcct	The GL statistic account to post provider RVUs to the Stat_Rev sheet. For codes without an RVU, leave the default at 0 (zero). Do not leave blanks.
GLProAcct	The GL statistic account to post provider procedures to the Stat_Rev sheet. For codes without a procedure, leave the default at <b>0</b> (zero). Do not leave blanks.
GLAIIAcct	The GL Allowance Account to transfer Provider Allowances to the Stat_Rev sheet.
RFFinClass	The financial Class for Axiom Rolling Forecast.
GLPayAcct	The GL Payment Account to transfer Provider Allowances to the Stat_Rev sheet.

## Configuring threshold parameters to limit Provider data

Use this option to limit the Providers to include in the plan file by defining and configuring Volume and Revenue threshold criteria.

There are two threshold criteria to configure: Volume and Revenue. You define the Volume criteria by selecting a Statistics Datatype in the DATATYPE dimension table. For Revenue, you simply enter the revenue amount the Provider must meet.

The following are the main tasks for setting up the Provider threshold criteria:

- Identify the Statistic Datatype to use as the Volume driver for the criteria in the DATATYPE dimension table.
- Select the Statistic Datatype in the Provider Configuration driver.
- Enter the parameters for the Statistic Datatype and the Revenue amount that the Provider must meet to be included in the plan file. Additionally, populate the Volume threshold (next to the Revenue threshold).

**IMPORTANT:** If Providers do not meet both criteria, they will not be included in the plan file.

To configure threshold parameters to limit Provider data:

- 1. Open the Dimension Maintenance Utility to edit the DATATYPE dimension.
- 2. In the **KHAInt** column, type **Driver** for any one of the Statistic Datatypes to use to test which Providers to include in the plan file.

**NOTE:** You can only identify one Statistic Datatype as a driver.

In the following example, the user identifies worked RVU (WRVU) as the Statistics Datatype. The client could also have used Research, RVU, Shadow, Visit, or Volume. All of these are identified with Statistic in the KHAInt column.

Data Type String String Length 25		String 100	String 25	String 25
Description	Data Type	Description		
Delete Row	DATATYPE -	Description 👻	BudgetType 🗸	KHAInt 👻
	OPRev	OPRev	NA	NA
	OPStat	OPStat	NA	NA
	OPVol	OPVol	NA	NA
	Payment	Payment	Payment	NA
	Price	Price	NA	NA
	Research	Research RVU	CRVU	Statistic
	Revenue	Revenue	Revenue	Financial
	RVU	RVU	RVU	Statistic
	Shadow	Shadow RVU	CRVU	Statistic
	Statistics	Statistics	NA	NA
	Visit	Visit	Visit	Statistic
	Volume	Volume	Volume	Statistic
$\rightarrow$	WRVU	WRVU	WRVU	Driver

3. In the Bud Admin task pane, in the Budget Assumptions section, do one of the following:

- To open next year's budget drivers, click Access NY Budget Assumptions.
- To open this year's budget drivers, click Access CY Budget Assumptions.

Budget Assumptions

- Access NY Budget Assumptions
- Access CY Budget Assumptions
- 4. Double-click Budget Provider Configuration.
- 5. In the **Provider Driver Statistic Identification** section, from the **Enter the DATATYPE that houses your Driver Stat** drop-down, select the Statistics Datatype you identified as the driver in the DATATYPE dimension table.

 $\sim$ 

In the following example, the user selects WRVU.

## PROVIDER BUDGET PARAMETERS

Provider	Dimension
Select Dimension for GL Account for Driver Stat	FINCLASS
Select Dimension for GL Account for NonDriver Stat	FINCLASS
Select Dimension for GL Account for Gross Charges	FINCLASS
Select Dimension for GL Account for Secondary Stat	FINCLASS
Show Finl Class/Location Detail On ProviderTab?	No
Provider Driver Statistic Identification	
Enter the DATATYPE that houses your Driver Stat:	WRVU 🔽 🗲
Enter the DATATYPE for other non-driver to budget	Encounter

6. Navigate to the **Threshold Options** section at the bottom of the sheet, and complete the following options:

Option	Description
Turn on Threshol d Option?	Use this option to activate the threshold option and related AQs. By default, the option is set to <b>No</b> so that your provider plan files will process as usual.

\_

Option	Description
Apply Threshol	Use this option to determine whether to use the values in the current budget (For example, CYB for Bud_Prov_20XX) to evaluate the threshold values.
d Limits to Current Year	You may set this to <b>No</b> in cases where you have no budget in this table, but you have actuals in either/ both of the Act_Prov_20XX tables for prior year and YTD current year.
Budget?	In the following example where the criteria is set to Volume of 100 and Revenue of \$5,000, the system would exclude providers with zero values in Bud_Prov_ 20XX because zero is not greater than either of the criteria settings.



**NOTE:** By default, this option is set to **No** so that all of the providers are included in your plan files.

Apply Threshol	Use this option to determine whether to use the values in the prior year actual (For example, LYA for Act, Prov. 20XX) to evaluate the threshold values.
d Limits to Last Year Actual?	You may set this to <b>No</b> in cases where you have no actual prior year data in this table, but you have actuals in either/both of the Act_Prov_20XX for the current year and Bud_Prov_20XX tables.

Option	Description
Threshol	Do the following:
d Paramet ers to	a. In the Volume (Driver Stat) cell, type the parameter the Provider must meet based on the driver you selected in step 5.
limit	b. In the <b>Revenue</b> cell, type the revenue amount the Provider must meet.
Provider data	In the following example continued from above, a Provider must have more than 100 WRVUs and must have a revenue of more than \$5,000 to be included in the plan file. If the Provider has 100 or less WRVUs or \$5,000 or less in revenue, the system excludes the Provider from the plan file.

e Home ☐ [BUD19] 29 Budget Provider Configuration	ĸ		
PROVIDER BUDGET PARAN	ETERS	You must be a member of GlobalDriverMgmt to edi	t this drive
Red Flag Parameters	Volume	Revenue	
Percent Increase Threshold	2.5%	5.0%	
Percent Decrease Threshold	(2.5%)	(5.0%)	
Dollar Threshold (+/-)	1,000	20,000	
Threshold Options			
Turn on Threshold option?	Yes		
Apply Threshold Limits to Current Year Budget?	Yes		
Apply Threshold Limits to Last Year Actual?	Yes		
Threshold Parameters to limit Provider data	Volume (Driver Stat)	Revenue	
Threshold amounts greater than	100	5,000	

**NOTE:** The Provider must meet both criteria to be included in the plan file. Provider data must be *greater than* the values to be included.

7. After making your changes, in the Main ribbon tab, click Save.



## Setting up filtered Budget driver security

**NOTE:** To grant write access to the driver tables, you must assign the General Budget drivers or the Provider drivers to each Budget Admin user. If you want a Budget Admin user to manage the driver only for a specific budget group, do not assign the GlobalDriverMgmt role to that user.

To set up filtered Budget driver security:

 In the Bud Admin task pane, in the Budget Reporting section, click Budget Utilities > Security, and double-click Budget Driver Security Update.



1

2. In the Budget Driver Security Setup utility, for each Budget Admin user, do the following:

	Budget	Driver	Securi	ty Setup										
	* Note: This utilit	y configures I	Budget Admin I	Role users to Driver B	udget Groups.									
							Select	Select	Select	Select	Select	Select	Select	
	LoginName	PrincipalID	FirstName	LastName	EmailAddress	Member of Global Driver Mgmt	General Budget Drivers	Provider Drivers	Filtered Budget Group 1	Filtered Budget Group 2	Filtered Budget Group 3	Filtered Budget Group 4	Filtered Budget Group 5	
	Update	<< Update	e Database on	SAVE?	Select [SAVE] to post update t	he Security -	or- (Process F	ile] in the Task	Pane (if you a	re a System Ac	lministrator)			
	BP_NextYear	<< Select B	udget Filegrou	p to Update	BUDGET2018									BudgetGrou
[Save]	admin	1	System	Administrator	admin@axiomepm.com	FALSE	No	No						
[Save]	AEstey	113	Angela	Estey	AEstey@kaufmanhall.com	TRUE								All Access
[Save]	badmin	138	Bud	Admin	badmin@kaufmanhall.com	TRUE								All Access
[Save]	DCrane	114	Dave	Crane	DCrane@kaufmanhall.com	FALSE	No	No						
[Save]	Dmiller	115	Debra	Miller	Dmiller@kaufmanhall.com	TRUE								All Access
[Save]	droberts	127	diane	roberts	droberts@kaufmanhall.com	FALSE	No	No						
[Save]	GLeis	130	Greg	Leis	GLeis@kaufmanhall.com	TRUE								All Access
[Save]	Jchandler	120	Jonas	Chandler	jchandler@kaufmanhall.com	FALSE	No	No						
[Save]	JGoldstein	112	Jeff	Goldstein	JGoldstein@kaufmanhall.com	TRUE								All Access
[Save]	Jitterly	131	James	Itterly	Jitterly@kaufmanhall.com	TRUE								All Access
[Save]	jlandes	146	Jodie	Landes	jlandes@kaufmanhall.com	TRUE								All Access
[Save]	jmorrison	128	Joe	Morrison	jmorrison@kaufmanhall.com	TRUE								All Access
[Save]	JRohrbach	4	Jim	Rohrbach	JRohrbach@kaufmanhall.com	TRUE								All Access
[Save]	JSpence	3	Jay	Spence	JSpence@axiomepm.com	TRUE								All Access
[Save]	JVanWyck	125	James	VanWyck	JVanWyck@kaufmanhall.com	TRUE								All Access
[Save]	KHASupport	132	KHA	Support	KHASupport@kaufmanhall.com	FALSE	No	No						
[Save]	Ibanta	133	Logan	Banta	lbanta@kaufmanhall.com	FALSE	No	No						
[Save]	lholden	135	Linda	Holden	lholden@kaufmanhall.com	FALSE	No	No						

**NOTE:** The users assigned with the Budget Admin role query into the utility when you open it. If TRUE displays in the **Member of Global Driver Mgmt** cell, then you do not need to make any changes; that user already has full access by virtue of the assigned role.

- To enable access to the General Budget drivers, in the General Budget Drivers drop-down, select Yes.
- To enable access to the Provider Budget drivers, in the Provider Drivers drop-down, select

Yes.

3. To restrict the budget groups a user can view and edit, in each **Filtered Budget Group** drop-down, select the group:

	Budget * Note: This utility	Driver	Securi Budget Admin F	ty Setup Role users to Driver B	udget Groups.									
							Select	Select	Select	Select	Select	Select	Select	
	LoginName	PrincipalID	FirstName	LastName	EmailAddress	Member of Global Driver Mgmt	General Budget Drivers	Provider Drivers	Filtered Budget Group 1	Filtered Budget Group 2	Filtered Budget Group 3	Filtered Budget Group 4	Filtered Budget Group 5	
	Update	<< Update Database on SAVE?		Select [SAVE] to post update the Security -or- [Process File] in the Task Pane (if you are a System Administrator)										
	BP_NextYear	<< Select B	udget Filegrou	p to Update	BUDGET2018									BudgetGro
[Save]	admin	1	System	Administrator	admin@axiomepm.com	FALSE	No	No		-				
[Save]	AEstey	113	Angela	Estey	AEstey@kaufmanhall.com	TRUE			cau	^				All Access
[Save]	badmin	138	Bud	Admin	badmin@kaufmanhall.com	TRUE			EHH					All Access
[Save]	DCrane	114	Dave	Crane	DCrane@kaufmanhall.com	FALSE	No	No	ELM					
[Save]	Dmiller	115	Debra	Miller	Dmiller@kaufmanhall.com	TRUE			EMA EMC					All Access
[Save]	droberts	127	diane	roberts	droberts@kaufmanhall.com	FALSE	No	No	EME	¥				

4. In the Main ribbon tab, click Save.

File	MAIN H	IELP ADMIN	N Ho	me					
Open App Menus •	<b>?</b> Online Help ▼	( Navigation	Save	Refresh Data	Change View •	Drill	Additions	Quick Filter	→ GoTo
Applications	Help	File Opti	ons			Workboo	ok Options		

## Configuring Budget Simple Provider Assumptions

Budget Simple Provider Assumptions include the following drivers:

Driver	Description
Budget Provider Simple Config	The primary configuration driver for the Provider Light edition.
Budget Provider Simple Dept Config Basic	An alternate driver that provides more of a single-line spreadsheet style input for the same data that loads in the Budget Provider Simple Dept driver file.
Budget Provider Simple Dept Config driver	The primary driver that controls all of the inputs used in the Provider tab of the plan file. This driver is both provider and department specific.
Budget Provider Simple Dept Rate	Use as an override to the default Gross Charge revenue rate calculation.

Driver	Description
Budget Provider Simple Config	The primary configuration driver for the Provider Light edition.
Budget Provider Simple Dept Config Basic	An alternate driver that provides more of a single-line spreadsheet style input for the same data that loads in the Budget Provider Simple Dept driver file.
Budget Provider Simple Dept Config driver	The primary driver that controls all of the inputs used in the Provider tab of the plan file. This driver is both provider and department specific.
Budget Provider Simple Dept Rate	Use as an override to the default Gross Charge revenue rate calculation.

#### **Budget Provider Simple Config**

#### Overview

This is the primary configuration driver to use for the Provider Simple edition.

**NOTE:** There are no configurable exceptions.

## **PROVIDER SIMPLE BUDGET PARAMETERS**

Provider

Use Provider Simple CM?

Note - This will preclude the use of the Provider CM on the Provider tab of the Budget Workbook.

Show Compensation RVU? (CRVU) Use CRVU for Provider Compensation? Show Shadow and Research RVU?

Default CPT code\*

\*Needs to match CPT summary code used in CPT dimension

SettingsOpen the driver, and complete the following settings:

Drop Down (A) Drop Down (A) Drop Down (A)

Drop Down (A)

Z\_Unknown

Option	Description
Use Provider Simple CM?	From the drop-down, do the following:
	<ul> <li>To use this driver for all provider plan files with MasterProvider as the template option, select Yes.</li> </ul>
	<b>NOTE:</b> There are no configurable exceptions.
	<ul> <li>To use the existing standard provider calculation method, select No.</li> </ul>
Show Compensation RVU?	Select an alternate Compensation RVU (CRVU).
(CRVU)	For example, you can use this option if the WRVU and the CRVU are not the same value and the provider compensation is based on the CRVU value instead. This would also need to be an imported value in your database.
Use CRVU for Provider	From the drop-down, select one of the following:
Compensation?	<ul> <li>To use the CRVU as the statistic that the ProviderComp tab will use for compensation calculations, select Yes.</li> </ul>
	<ul> <li>To use the driver stat that is configured for ProviderComp calculations (for example, WRVUs, Visits, etc.), click No.</li> </ul>
Show Shadow and Research RVU?	<b>IMPORTANT:</b> Using these datatypes requires special circumstances. Please contact Kaufman Hall Support for additional details.
	From the drop-down, select one of the following:
	<ul> <li>To allow additional rows to display under the CRVU section in the plan file and allow for additional values to add to the total CRVU value, select Yes.</li> </ul>
	<ul> <li>To not allow additional rows to display under the CRVU section in the plan file and allow for additional values to add to the total CRVU value, select No.</li> </ul>
Default CPT code	Type the name used in the CPT dimension as the summary CPT code. This allows the system to use a configured CPT.
	<b>NOTE:</b> This must match the CPT summary code used in the CPT dimension table.

#### Budget Provider Simple Dept Config Basic

#### Overview

This is an alternate driver that provides more of a single-line spreadsheet style input for the same data that loads in the Budget Provider Simple Dept Config driver. We recommend that you use this driver as the standard input method.

Р	rovider Dept Co	nfig												
	Provider	ProviderID	Туре	Dept Desc	Dept	Source	Conversion Ratio	L2A	LYA	СҮВ	YTD	CY Projection	Total CYP	CYPMetric
	*	-	*	¥	*									
Save	Champion Richard A MD	D10528	AdjDays	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Champion Richard A MD	D10528	CRVU	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Champion Richard A MD	D10528	FTEAcademi	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Champion Richard A MD	D10528	FTEAdmin	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Champion Richard A MD	D10528	FTEClinical	EMA Internal Medicine (Provider Deta	101010	Previous Input	0.00	0.25	0.25	0.25	0.25	0	0	0.00
Save	Champion Richard A MD	D10528	Research	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Champion Richard A MD	D10528	Shadow	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Champion Richard A MD	D10528	WRVU	EMA Internal Medicine (Provider Deta	101010	Previous Input	0.00	0.00	0.00	0.00	0.00	0	1,241	0.00
Save	Boutwell Robert MD	D1136	AdjDays	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Boutwell Robert MD	D1136	CRVU	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Boutwell Robert MD	D1136	FTEAcademi	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Boutwell Robert MD	D1136	FTEAdmin	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Boutwell Robert MD	D1136	FTEClinical	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Boutwell Robert MD	D1136	Research	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Boutwell Robert MD	D1136	Shadow	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	Boutwell Robert MD	D1136	WRVU	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	O'Donnell Brian D PA	D1192	AdjDays	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00
Save	O'Donnell Brian D PA	D1192	CRVU	EMA Internal Medicine (Provider Deta	101010	New	0.00	0.00	0.00	0.00	0.00	0	0	0.00

Settings

Open the driver, and complete the settings.

#### Budget Provider Simple Dept Config driver

This is the primary driver that controls all of the inputs used in the Provider tab of the plan file. This driver is both provider and department specific. This tab uses both the department and the provider as the lookup values. For a description for each column, see Budget Provider Simple Dept Config Basic.

	Provider	Dept	Config									
	Dept	ProviderI	О Туре	Dept Desc	Provider	Source	Conversion Ratio	L2A	LYA	СҮВ	YTD	CY Projection
_		D5594	Aaronson Mic	aad								
_	0	D5584	584	Default	Aaronson, Michael							
	C	D5584	FTEClinical			New		0.00	0.00	0.00	0.00	
	C	D5584	FTEAcademic					0.00	0.00	0.00	0.00	
	C	D5584	FTEAdmin					0.00	0.00	0.00	0.00	
	C	D5584	WRVU									
	C	D5584	CRVU				0.00					
	C	D5584	Shadow									
	C	D5584	Research									
	C	D5584	AdjDays									0
				1								

Settings in this driver include:

**NOTE:** The criteria used to create the provider block is simply any department and provider combination that contains history in the current year actual Provider table.

Option	Description
FTEClinical	Type the value of the FTE to use in the Provider and ProviderComp tabs in the plan file.
	The FTE you specify here overrides actual payroll FTEs. This allows administrators to lock the FTE value when setting volume targets. This function also overcomes data issues with payroll hours.
	<b>NOTE:</b> The value you enter here will be the FTE value used in the ProviderComp and Provider tabs.
FTEAcademic	Type the FTE used to track the provider FTE into common functional categories of clinical, academic, and admin.
	<b>NOTE:</b> The FTE you enter here does not affect the plan file FTE. Only the FTEClinical row affects the plan file, but all three of the FTE rows save to the driver table for reporting.
FTEAdmin	Type the FTE to use to track the provider FTE into common functional categories of clinical, academic, and admin.
	<b>NOTE:</b> The FTE you enter here does not affect the plan file FTE. Only the FTEClinical row affects the plan file, but all three of the FTE rows save to the driver table for reporting.
WRVU	Type the WRVU value for this department provider.
	This gives the administrator total control over the value of the current year projection and next year budget as well as the spread of the WRVUs for each month of the budget.
CRVU	Type an adjustment to the per unit ratio to apply to CRVU if historical relationship is not desired.
	CRVU is designed in the Provide LE calculation method to be a per unit relationship the driver stat (for example, WRVU) so CRVU will not be entered from this location.
Shadow	Type the Shadow WRVU value for this department provider.
	This gives the administrator total control over the value of the current year projection and next year budget as well as the spread of the Shadow WRVU for each month of the budget.
Research	Type the Research WRVU value for this department provider.
	This gives the administrator total control over the value of the current year projection and next year budget as well as the spread of the Research WRVU for each month of the budget.
AdjDays	Type adjustments to the workdays for each department provider combination.

#### Budget Provider Simple Dept Rate

#### Overview

Use this driver as an override to the default Gross Charge revenue rate calculation.

**NOTE:** There are Budget Group and Department exceptions. For example, assume each provider within a plan file contains default revenue rates ranging from \$175/unit to \$182/unit. Now assume that you want to apply a standard budget rate of \$180/unit for all the providers within a plan file. This is the tab where you would enter the standard revenue rate.

	Provide	r Dept Rates	
			Provider
			\$ Amount
	Budget Group		
	Budget Group	Budget Group Exceptions	
Save -	CCU	CCU Budget Group	0.00
Save	EHS	Health System	52.50
Save	EMA	Medical Associates	0.00
Save	EPG	Physician Group	0.00
		Double Click to Insert New Budget Group Exception	
	DEPT	Departmental Exceptions	
Save	101012	EMA Internal Medicine (Provider Summary)	3,000.00
Save	101020	EMA Internal Medicine (Provider Summary)	235.00
Save	17883	EPG Phys Clinic-Occ Hlth Midtown	2,860.30
Save	19100	EHS Accounting Operations (Employee)	2,700.00
		Double Click to Insert New Dept Exception	

#### Settings

Open the driver, and complete the settings.

## **Configuring Budget Provider assumptions**

Budget Provider Assumptions include the following drivers:

Driver	Description
Budget Provider Configuration	Sets the default parameters for the Provider components of the budget workbook.
Budget Provider	Drives provider statistics to the Provider tab in the plan files.
Budget Provider Global Provider	Allows you to input provider compensation to push to the ProviderComp tab in the plan files.
Driver	Description
------------------------------	---
Budget Provider GlobalVolChg	Provides a central location to budget volume by provider to push into the Provider tab in the plan files.
Budget Provider List	Stores the master list of all physicians whose compensation is calculated on the ProviderComp worksheet.
Budget Provider Vol	Allows you to identify and provide total volumes for a provider working in many departments, yet paid in a single department.

### **Budget Provider Configuration**

### Overview

Use this driver to set the default parameters for the Provider components of the Budget workbook.

PROVIDER BUDGET PARAM	METERS	1	'ou must be a men	nber of GlobalDr	riverMgmt to e	dit this driver								
Provider	Dimension													
Select Dimension for GL Account for Driver Stat	FINCLASS													
Select Dimension for GL Account for NonDriver Stat	FINCLASS													
Select Dimension for GL Account for Gross Charges	FINCLASS													
Select Dimension for GL Account for Secondary Stat	FINCLASS	F	inClass/Location Label											
Show Finl Class/Location Detail On ProviderTab?	No		Financial Class	FINCLASS						Driver		Spread		
							Drivers	KHAInt		Dropdown		Dropdown		
Provider Driver Statistic Identification							Encounter	Statistic		Encounter		Procedure		
Enter the DATATYPE that houses your Driver Stat:	WRVU						Visit	NA			1	WRVU		
Enter the DATATYPE for other non-driver to budget	Encounter						WRVU	Driver	1	WRVU	2	RVU		
							RVU	Statistic	2	RVU	3			
Provider Payment/Allowance Identification														
Enter the DATATYPE that houses your payments or	Allowance													
Allowance for Percent of Net Compensation		1												
		•												
Provider Charge Spread														
Select Default Charge Spread Statistic	Encounter													
Optional Provider Column Display														
Two Year Ago Actual	Hide	[HideColumn]												
Last Year Actual	Show													
Current Year Budget	Hide	[HideColumn]												
Preliminary Budget	Hide	[HideColumn]												
CY Projection Change	Show													
NYB % Adjustment	Show													
NYB Amount Adjustment	Show													
	Remaining CY	Total CY	NYB Mth1	NYB Mth2	NYB Mth3	NYB Mth4	NYB Mth5	NYB Mth6	NYB Mth7	NYB Mth8	NYB Mth9	NYB Mth10	NYB Mth11	NYB Mth12
Default Seasonality Index	1.0		1.	0 1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Default FTE if not on ProviderComp tab	1													
Monthly FTE Spread for Providers	695	2,080	17	7 177	171	177	171	177	177	160	177	171	177	171
New Provider Financial Class Defaults	FINCLASS	9	6 Allocation			New Provider L	ocation Defau	lts						
Fee For Service	FFS		100.09	6		DEFAULT CODE	NA							

### Settings

Open the driver, and complete the following settings:

### Provider

Option	Description
Provider	<ol> <li>In the Select Dimension for GL Account for stat/charges cells, from the drop-down, select the dimension to assign.</li> </ol>
	<ol><li>In the Show Finl Class / Location Detail On ProviderTab? cell, do one of the following:</li></ol>
	<ul> <li>To display the Financial Class allocations sections in the Provider tab, from the drop-down, select Yes.</li> </ul>
	<ul> <li>To hide the sections to make the Budget workbook easier to read for the manager or director, from the drop-down, select No.</li> </ul>
	<ol> <li>In the FinClass/Location Label cell, select the label to display in the workbook.</li> </ol>
Provider Driver Statistic Identification	<ol> <li>To assign the primary statistic driver in the Providers tab, in the Enter the DATATYPE that houses your Driver Stat drop-down, select Encounter, Visit, WRVU, or RVU.</li> </ol>
	<b>NOTE:</b> This option is used as the Volume criteria used to limit the Providers included in the plan file. To specify the Volume Providers must meet to be included in a plan file, see the Threshold Parameters to limit Provider data section. For more information, see Configuring threshold parameters to limit Provider data.
	<ol> <li>If you select WVRU or RVU in the previous cell, you can still budget for Encounter or Visit in the Enter the DATATYPE that houses your other non-driver to budget cell by doing following from the drop- down:</li> </ol>
	<ul> <li>To budget for Encounter, select Encounter</li> <li>To budget for Visit, select Visit.</li> </ul>
	<ul> <li>To hide the additional rows of the Provider block where Encounter or Visit would display, select None.</li> </ul>
Provider Payment/Allowance Identification	To compute Percent of Net or Percent of Collections Provider compensation, in the Enter the DATATYPE that houses your payments or cell, select one of the following:
	Allowance
	Hide

Option	Description						
Provider Charge Spread	In the Select Default Charge Spread Statistic cell, select one of the following from the drop-down:						
	<ul> <li>Procedure</li> <li>WRVU</li> </ul>						
	• RVU						
Option Provider Column Display	<ul> <li>For each cell in this section, do the following:</li> <li>To hide the specified column in the Provider worksheet, type Hide.</li> <li>To show the specified column, type Show.</li> </ul>						
Default Seasonality Index	Used as the default for seasonality for Providers without a full 12-month history. For each cell in this row, the total of the 12 monthly values must sum to 12.						
Default FTE if no on ProviderComp tab	This is used on the Provider tab as the default FTE for each Provider block when there is no Provider block found on the ProviderCompensation tab in the Budget workbooks.						
	Do on e of the following:						
	• Type 0 (zero).						
	• Type 1.						
Monthly FTE Spread for Providers	For each month, type the spread amount to use as the default for the FTE divisor factors used in FTE calculations on the ProviderComp tab.						
New Provider	1. In the FINCLASS cell, do the following:						
Financial Class Defaults	<ul> <li>To assign the default Financial Classes to use in the Add New Provider 85 Lines Calc Method in the Provider worksheet, type the FINCLASS.</li> </ul>						
	<ul> <li>If you do not need a row and want to hide it in the worksheet, type NotUsed.</li> </ul>						
	2. In the <b>%Allocation</b> cell, type the default payor mix.						
	<b>NOTE:</b> This feature is limited to five default FinClass assignments. You cannot add additional rows to insert in global assumptions, but you can insert them into the calc method in the Budget workbook.						

### New Provider Default CPT Defaults

Option	Description
Encounters	In the assignment cells for Encounters, WRVU/RVU, Procedure Volumes , do the following:
WRVU/RVU	do the following.
Procedure Volumes	<ul> <li>To assign the default CPT category to use in the Add New Provider 85 Lines Calc Method in the Provider worksheet, type the CPT code.</li> </ul>
	<ul> <li>If you do not need a row and want to hide it in the worksheet, type NotUsed.</li> </ul>
FTE Provider CPT Account	Leave the default as Z_FTE to save the Provider FTE value from the Provider worksheet to the Provider database for reporting purposes.
Provider Comp -	Do the following:
Contract Labor	<ul> <li>In the cells in this area, type the JobCodes, PayTypes, and Default Rate to assign to use for Contract Providers on the ProviderComp worksheet.</li> </ul>
	<ul> <li>If you do not need to use all three categories, type NotUsed.</li> </ul>

### ProviderComp

Option	Description						
Compensation	Starting with Show Compensation Calculations On Provider Comp? through CompAlt3Tier - Include & Compute Method?, select whether to include (Yes) or exclude (No) the calc method.						
Default Additional Compensation Pay Type	Select the Default Additional Compensation pay type.						
Compensation Adjustment Budget from Projected	Enter the Compensation Adjustment Budget from Projected.						
Red Flag	Do the following:						
Parameters	1. In the Percent Increase Threshold cell, type the percentage.						
	2. In the Percent Decrease Threshold cell, type the percentage.						
	3. In the Dollar Threshold (+/-) cell, type the amount.						

Option	Description
Threshold Parameters to limit Provider	This option checks to see if the Driver Stat Volume and Gross Charges meet a certain level before including a provider when creating a plan file. These checks can occur for CYA, CYB, and LYA (Provider_20XX tables).
data	For both the Volume and Revenue threshold criteria, type the threshold parameters that Providers must exceed to be included in the plan file. For example, if the Volume threshold is 3 WRVUs and the Revenue is \$10,000, the Providers must exceed these thresholds to be included in the plan file.
	<b>NOTE:</b> The Provider must meet both criteria to be included in the plan file. If no records exist for Driver Stat Volume (i.e., WRVU) or Gross Charges but a secondary stat record exists (i.e., Visits), the system will build a provider block.

### **Budget Provider**

### Overview

Use this driver to input provider statistics in the Provider tab in the plan files.

### **Provider Driver:**

Enter the Provider Global Driver for All Depts on the Global Driver Row

The Global Driver Name in the Provider Driver Column Needs to be a valid statistic code found in the Enter any BudgetGroup or Department Exceptions from the Global Driver on the BudgetGroup or Departmental workbook at the Top of the Provider Tab.

	Budget Group		
	Code	Department Description	Provider Driver
		Global Driver	WorkDays
		CCU Budget Group	
ave	CCU	Global Driver	WorkDays
	Dept	Departmental Exceptions	
ave	26340	EMC CCU (Staffing)	test test
		Double Click to Insert New Dept	
		Health System	
ave	EHS	Global Driver	WorkDays
	Dept	Departmental Exceptions	
ave	19100	EHS Accounting Operations (Employee)	WorkDays
ave	19105	EHS Payroll (Alternate Employee)	Test comment issue
		Double Click to Insert New Dept	
		Physician Group	
ave	EPG	Global Driver	WorkDays
	Dept	Departmental Exceptions	
ave	17891	EPG Phys Clinic-South	Bill Test
		Double Click to Insert New Dept	
		Double Click to Insert New Budget Group	

### Settings

Open the driver, and complete the following settings:

Option	Description
Budget Group Code	Type the budget group code that will use the driver that displays in the <b>Provider Driver</b> cell in the same row. In the example above, the EMA department will use the Visits driver instead of the default WorkDays driver.
Dept	Type the department number that will use the driver that displays in the <b>Provider Driver</b> cell in the same row.
Provider Driver	Type the driver name to use as the default driver for all departments.

### Budget Provider Global Provider

#### Overview

This driver allows you to input provider compensation to push to the ProviderComp tab in the plan files. To add a new provider, double-click **Double Click to Insert New Provider**.

	Provider	Data										
	Provider	Department	Description	Two Years Ago	Last Year	Current Budget	YTD	ProjCalc	ProjTTL	Budget	Budget.P1	Budget.P2
	Title3			FY 2015	FY 2016	FY 2017	FY 2017	Mar-Jun	FY 2017	FY 2018	Jul-17	Aug-17
	Provider	Department										
Save	d20729	0	Default_Rosenthal James P MD	0		0 0	0	0	0	0	0	0
			Double Click to Insert New Provider	1								
			CHECK TOTALS:	0	0	0	0	0	0	0	0	0 0

#### Settings

Open the driver, and complete the settings.

### Budget Provider GlobalVolChg

#### Overview

Use this driver as a central location to adjust volume by provider that is pushed into the Provider tab in the plan files.

#### **NOTE:** Only edit this driver if you are using the full version of the Provider product.

Global WRVU Adjustments by Provider												
nge tab in Global A to the respective select Save to post	Assumptions base Provider in the Bu t to database.	d on YTD informa dget	tion									
							Global Ass	umption				
		YTD		CY	Annual	Preliminary	Unit	%	Est. NYB	%		
LYA YTD	CYA YTD	Variance	LYA Total	Projection	Variance	NYB Total	Change	Change	Total	Variance		
1,724	2,349	36.21%	2,584	3,577	38.42%	3,770	25	2.0%	3,871	8.23%		
0	17	-100.00%	0	0	(100.00%)	0	32	3.0%	33	(100.00%)		
0	4	-100.00%	0	0	(100.00%)	0	66	0.0%	66	(100.00%)		
0	1	-100.00%	0	0	(100.00%)	0	0	0.0%	0	(100.00%)		
1,334	689	-48.38%	1,928	0	(100.00%)	0	0	0.0%	0	(100.00%)		
0	0	-100.00%	3	0	(100.00%)	0	0	0.0%	0	(100.00%)		
0	0	-100.00%	2	0	(100.00%)	0	0	0.0%	0	(100.00%)		
1,371	4,145	202.29%	2,708	6,215	129.47%	6,388	0	0.0%	6,388	2.79%		
1	9	914.29%	3	0	(100.00%)	0	0	0.0%	0	(100.00%)		
931	0	-100.00%	1,039	0	(100.00%)	0	0	0.0%	0	(100.00%)		
0	0	-100.00%	1	0	(100.00%)	0	0	0.0%	0	(100.00%)		
0	2	-100.00%	1	0	(100.00%)	0	0	0.0%	0	(100.00%)		
981	386	-60.69%	1,307	0	(100.00%)	0	0	0.0%	0	(100.00%)		
0	0	-100.00%	2	0	(100.00%)	0	0	0.0%	0	(100.00%)		
2	4	100.00%	3	0	(100.00%)	0	0	0.0%	0	(100.00%)		
6	16	160.33%	8	0	(100.00%)	0	0	0.0%	0	(100.00%)		
536	855	59.34%	925	0	(100.00%)	0	0	0.0%	0	(100.00%)		
0	79	-100.00%	0	0	(100.00%)	0	0	0.0%	0	(100.00%)		
71	60	-15.12%	119	0	(100.00%)	0	0	0.0%	0	(100.00%)		
2,435	2,934	20.46%	4,079	4,741	16.23%	4,900	0	0.0%	4,900	3.36%		
	1,724 1,724 1,724 1,724 1,724 1,724 0 1,724 0 0 1,334 0 1,334 0 1,371 1 931 0 0 981 0 2 6 536 0 71 2,435	LYA YTD         CYA YTD           1,724         2,349           0         17           0         4           0         1           1,334         689           0         0           1,334         689           0         0           1,371         4,145           1         9           931         0           0         2           981         386           0         0           2         4           6         16           536         855           0         77           0         2           981         386           0         0           2         4           6         16           536         855           0         79           71         60           2,435         2,934	Import         Cyan         YTD           to the respective Provider in the Budget         to the respective Provider in the Budget         to the respective Provider in the Budget           to the respective Provider in the Budget         to the respective Provider in the Budget         to the respective Provider in the Budget           to the respective Provider in the Budget         to the respective Provider in the Budget         to the respective Provider in the Budget           to the respective Provider in the Budget         YTD         YTD           type         CYA YTD         YTD           1,724         2,349         36.21%           0         17         100.00%           0         1         -100.00%           1,334         689         -48.38%           0         0         -100.00%           1,331         4,145         202.29%           1         9         914.29%           931         0         -100.00%           0         2         -100.00%           0         2         -100.00%           0         2         -100.00%           0         0         -100.00%           0         0         -100.00%           0         0         -100.00%	Image tab in Global Assumptions based on YTD information to the respective Provider in the Budget select Save to post to database.           VTD         VTD         LYA Total           1/724         2,349         36,21%         2,584           0         17         -100,00%         0           0         4         -100,00%         0           1,334         689         -48,38%         1,928           0         0         -100,00%         3           0         0         -100,00%         3           0         0         -100,00%         3           0         0         -100,00%         3           0         0         -100,00%         3           0         0         -100,00%         3           0         0         -100,00%         1           931         0         -100,00%         1           931         0         -100,00%         1           981         386         -66,69%         1,307           0         0         -100,00%         3           6         16         160,33%         8           536         855         59,34%         925 <td< td=""><td>Image tab in Global Assumptions based on YTD information to the respective Provider in the Budget select Save to post to database.         YTD         CY           Image tab in Global Assumptions based on YTD information to the respective Provider in the Budget select Save to post to database.         YTD         CY           Image tab in Global Assumptions based on YTD information to the respective Provider in the Budget select Save to post to database.         YTD         CY           Image tab in Global Assumptions based on YTD information         YTD         CY         Projection           1/724         2,349         36.21%         2,584         3,577           0         17         -100.00%         0         0           0         4         -100.00%         0         0           0         1         -100.00%         0         0           1,334         689         -48.38%         1,928         0           0         0         -100.00%         3         0           1,331         4,145         202.29%         2,708         6,215           1         9         914.29%         3         0           0         0         -100.00%         1         0           0         2         -100.00%         1         0</td><td>Image tab in Global Assumptions based on YTD information to the respective Provider in the Budget select Save to post to database.           VTD         VTD         CY         Annual Projection         Annual Variance           1/724         2,349         36,21%         2,584         3,577         38,42%           0         17         -100,00%         0         0         (100,00%)           0         1         -100,00%         0         (100,00%)           0         1         -100,00%         0         (100,00%)           0         1         -100,00%         0         (100,00%)           0         1         -100,00%         0         (100,00%)           1,334         689         -48,38%         1,928         0         (100,00%)           0         0         -100,00%         2         0         (100,00%)           1,334         689         -48,38%         1,928         0         (100,00%)           1,331         4,145         202,29%         2,708         6,215         129,47%           1         9         914,29%         3         0         (100,00%)           931         0         -100,00%         1         0         (100,00%)</td><td>Image basis         Previous           rge tab in Global Assumptions based on YTD information to the respective Provider in the Budget select Save to post to database.         YTD         &lt;</td><td>Interest by Provider         Filtered for:           age tab in Global Assumptions based on YTD information to the respective Provider in the Budgets         Softward         Softward         Softward         Softward         Softward         Softward         Softward         Unit         CY         Annual         Preliminary         Unit         Change         Unit         Change         Softward         Unit         Change         NVB Total         Unit         Change         Unit         &lt;</td><td>Interest by Provider         Filtered for         WRVU           rige tab in Global Assumptions based on YTD information to the respective Provider in the Budget select Save to post to database.         Image of the Sumption         Image of the Sumption         Image of the Sumption         Image of the Sumption           LYA YTD         CYA YTD         YTD         LYA Total         Precime         Precime         Image of the Sumption           1,724         2,349         36.21%         2,584         3,577         38.42%         3,770         25         2.0%           0         17         -100.00%         0         0         (100.00%)         0         32         3.0%           0         1         -100.00%         0         0         (100.00%)         0         0         0.0%           1,334         689         -48.38%         1,928         0         (100.00%)         0         0         0.0%           0         0         -100.00%         3         0         (100.00%)         0         0         0.0%           1,334         689         -48.38%         1,928         0         (100.00%)         0         0         0.0%           1         9         914.29%         3         0         (</td><td>Number of Control of</td></td<>	Image tab in Global Assumptions based on YTD information to the respective Provider in the Budget select Save to post to database.         YTD         CY           Image tab in Global Assumptions based on YTD information to the respective Provider in the Budget select Save to post to database.         YTD         CY           Image tab in Global Assumptions based on YTD information to the respective Provider in the Budget select Save to post to database.         YTD         CY           Image tab in Global Assumptions based on YTD information         YTD         CY         Projection           1/724         2,349         36.21%         2,584         3,577           0         17         -100.00%         0         0           0         4         -100.00%         0         0           0         1         -100.00%         0         0           1,334         689         -48.38%         1,928         0           0         0         -100.00%         3         0           1,331         4,145         202.29%         2,708         6,215           1         9         914.29%         3         0           0         0         -100.00%         1         0           0         2         -100.00%         1         0	Image tab in Global Assumptions based on YTD information to the respective Provider in the Budget select Save to post to database.           VTD         VTD         CY         Annual Projection         Annual Variance           1/724         2,349         36,21%         2,584         3,577         38,42%           0         17         -100,00%         0         0         (100,00%)           0         1         -100,00%         0         (100,00%)           0         1         -100,00%         0         (100,00%)           0         1         -100,00%         0         (100,00%)           0         1         -100,00%         0         (100,00%)           1,334         689         -48,38%         1,928         0         (100,00%)           0         0         -100,00%         2         0         (100,00%)           1,334         689         -48,38%         1,928         0         (100,00%)           1,331         4,145         202,29%         2,708         6,215         129,47%           1         9         914,29%         3         0         (100,00%)           931         0         -100,00%         1         0         (100,00%)	Image basis         Previous           rge tab in Global Assumptions based on YTD information to the respective Provider in the Budget select Save to post to database.         YTD         <	Interest by Provider         Filtered for:           age tab in Global Assumptions based on YTD information to the respective Provider in the Budgets         Softward         Softward         Softward         Softward         Softward         Softward         Softward         Unit         CY         Annual         Preliminary         Unit         Change         Unit         Change         Softward         Unit         Change         NVB Total         Unit         Change         Unit         <	Interest by Provider         Filtered for         WRVU           rige tab in Global Assumptions based on YTD information to the respective Provider in the Budget select Save to post to database.         Image of the Sumption         Image of the Sumption         Image of the Sumption         Image of the Sumption           LYA YTD         CYA YTD         YTD         LYA Total         Precime         Precime         Image of the Sumption           1,724         2,349         36.21%         2,584         3,577         38.42%         3,770         25         2.0%           0         17         -100.00%         0         0         (100.00%)         0         32         3.0%           0         1         -100.00%         0         0         (100.00%)         0         0         0.0%           1,334         689         -48.38%         1,928         0         (100.00%)         0         0         0.0%           0         0         -100.00%         3         0         (100.00%)         0         0         0.0%           1,334         689         -48.38%         1,928         0         (100.00%)         0         0         0.0%           1         9         914.29%         3         0         (	Number of Control of		

### Settings

Open the driver, and complete the settings.

### **Budget Provider List**

#### Overview

The Budget Provider List driver is the master list of all the physicians whose compensation is calculated on the ProviderComp worksheet.

	Provide	r Comper	nsation Table											-
	Provider	Emp ID	Name	Primary Comp Model	Secondary Comp Model	Comp Change Month	CY FTE	NY FTE	CY Guarantee	NY Guarantee	CY Net Rev Collection Pct	NY Net Rev Collection Pct	CY Gross Charge Percent	¢
	Global Settings > :	>												
Caus	DP133			Calany	May	1	1.00	1.00	¢0.	40	40.0%	0.0%	0.0%	-
Save	100	10174 Feins	, Anita MD	Salary	Salary	1	1.00	1.00	\$0	\$0	40.0%	0.0%	0.0%	
Save	D1003	123 Rona	Id Brown	Salary	Salary	1	1.00	1.00	\$0	\$0	0.0%	0.0%	0.0%	
Save	D1406	15416 Mee	nan David M DO	CompRate	CompRate	1	1.00	1.00	\$0	\$0	0.0%	0.0%	0.0%	
Save	D14677	16768 Serar	nan, Katherine MD	Comp3Tier	Comp3Tier	1	1.00	1.00	\$250,000	\$275,000	0.0%	0.0%	0.0%	
Save	D10528	17279 Cham	npion, Richard A. MD	CompStep	CompStep	1	1.00	1.00	\$250,000	\$275,000	0.0%	0.0%	0.0%	
Save	D12221	19452 Quint	tin, Maria L. MD	Guarantee	Guarantee	1	1.00	1.00	\$250,000	\$275,000	0.0%	0.0%	0.0%	
Save	D14201	20532 Race	mark, Susan M. MD	Salary	Salary	1	1.00	1.00	\$0	\$0	0.0%	0.0%	0.0%	
Save	1000	234 Bill B	igcraft	Salary	Salary	1	1.00	1.00	\$0	\$0	40.0%	0.0%	0.0%	
		Do	uble Click to Insert New Provi	der										
нары	ProviderList							•						•

### Settings

Open the driver, and complete the following settings:

Option	Description
Provider	The provider whose compensation is calculated on the ProviderComp worksheet in the budget workbooks.
EmpID	The lookup from dimensions based on the Provider ID. This is used in the Budget workbooks to link the provider billing information with payroll information.
Name	The lookup from dimensions based on the Provider ID.

Option	Description
Primary Comp Model	<ul> <li>From the drop-down, do one of the following:</li> <li>Select a comp model for each provider.</li> <li>If the provider's compensation method is not listed, do one of the following: <ul> <li>Select GlobalProvider. You can use GlobalProvider for offline compensation calculations to feed into the Budget workbook.</li> <li>Select a comp model that most closely matches the provider's compensation method, and then in the ProviderComp tab, use the Compensation Adjustments line to make adjustments.</li> </ul> </li> </ul>
Secondary Comp Model	<ul> <li>From the drop-down, do one of the following:</li> <li>If a provider's compensation method is changing in the budget year, select a comp model for the provider.</li> <li>If the provider's compensation method is not listed, do one of the following: <ul> <li>Select GlobalProvider. You can use GlobalProvider for off line compensation calculations to feed into the Budget workbook.</li> <li>Select a comp model that most closely matches the provider's compensation method, and then in the ProviderComp tab, use the Compensation Adjustments line to make adjustments.</li> </ul> </li> </ul>
Comp Change Month	Identify the month that the compensation will change to the Secondary Comp Model by typing 1 for the first month of the organization's fiscal year, typing 2 for the second month, and so on.
CY FTE	Type the total FTE for the provider in the current year (CY). CY FTE and NY FTE are used for allocating the guarantee if the provider is split amongst multiple departments. They are also used in the FICA calculation when a portion of the salary is grossed up.
NY FTE	Type the total FTE for the provider for the next year (NY).
CY Guarantee	<ul> <li>Do one of the following:</li> <li>If the Comp Model is assigned as Guarantee, enter the amount.</li> <li>If the Comp Model is not assigned as Guarantee, type 0.</li> </ul>
NY Guarantee	<ul><li>Do one of the following:</li><li>If the Comp Model is assigned as Guarantee, enter the amount.</li><li>If the Comp Model is not assigned as Guarantee, type 0.</li></ul>
CY Net Rev Collection Pct	Type the current year percentage when using the Percent of Net and Percent of Cash Collections calculations.

Option	Description
NY Net Rev Collection Pct	Type the Next Year Budget percentage when using the Percent of Net and Percent of Cash Collections calculations.
CY Gross Charge Percent	Type the current year percentage when using the Percentage of Gross calculations.
NY Gross Charge Percent	Type the Next Year Budget percentage when using the Percent of Gross calculations.
Key Statistic	From the drop-down, select the key statistic to use on the Provider tab for the Revenue, WRVU, and RVU calculations. The default should be Encounter.
Comp Driver	From the drop-down, select the key statistic to use on the ProviderComp tab for the compensation calculations. The default should be WRVU.
CY Level 1-5	Type the rate per WRVU and the level threshold for the Current Year Projection.
NY Level 1-5	Type the rate per WRVU and the level threshold for Next Year's Budget.
Alt Level 1-5	Type the alternate rate per WRVU and the alternate level threshold for Next Year's Budget. This table is designed to allow you to model different rates and level thresholds as you make changes to your compensation model.
Additional Salary Amounts	Use this section to add components that are physician specific. You can use the first five categories to add on salary components such as directorships, honorariums, and other types of compensation that need to be added to their compensation. These rows are included in the FICA calculation.
Additional Benefit Amounts	Use this section to add components that are physician specific. You can use the last five categories to add on provider-specific expenses such as CME (Continuing Medical Education), phone allowance, malpractice, etc.
	These rows are excluded from the FICA calculation. You need to assign a pay type for each category you use. You will need to add these codes to your PayType tab in dimensions as they are used to save this additional information to the Payroll12 database for each provider. We recommend that they are prefixed with Z_ so they do not interfere with your normal pay types.
	If you do not want to use a category, leave the yellow cell blank. Use the blue drop-down cell to identify how to spread the expense in the Budget workbook. Options are: Even, FTE, Salary.

Option	Description
Provider Hours Spread	From the drop-down, do the following:
	• To spread the hours on the Provider Comp tab evenly, select Even.
	<ul> <li>To spread the hours by FTE allocation, select FTE.</li> </ul>

### **Budget Provider Vol**

#### Overview

Use this driver to identify and provide total volumes for a provider working in many departments, yet paid in a single department. This information is for display purposes only.

### Provider Exception Volume

Purpose: to identify and provide "Total" volumes for a Provider working in many, yet paid in 1 Dept. "Total" volumes are then pulled from Globals into the Salaried Dept for compensation calculations. Filter : Provider.VolSum='Yes'

				YTD	Rem	CY	NY Total	NYB1	NYB2
Provider	Emp ID	Name	DType	Volume	Volume	Volume	Volume	Volume	Volume
		ENCOUNTERS							
D1406	15416	Meenan David MDO	Encounter	2,260	582	1,346	1,392	163	269
D25986	16767	Tappolo Susan E MD	Encounter	1,436	0	0	0	156	168
D14677	16768	Seraman Katherine MD	Encounter	3,702	658	1,924	1,990	239	353
D10528	17279	Champion Richard A MD	Encounter	1,556	264	810	876	156	134
D20729	18067	Rosenthal James P MD	Encounter	1,487	667	2,154	2,229	246	357
D5752	19363	Garland Jason L MD	Encounter	1,639	0	0	0	172	213
D12221	19452	Quintin Maria L MD	Encounter	2,879	467	1,482	1,533	244	227
D17629	20135	Baumann Robert E MD	Encounter	1,446	763	2,209	2,285	364	297
D14201	20532	Racemark Susan M MD	Encounter	2,387	298	1,113	1,151	211	208
ZNoBudget	21145	Tetteh Nii A MD	Encounter	4,726	0	0	0	0	0
		WORKED RVU							
D67983	0	Sloan Sharon Ruth	WRVU	2	0	0	0	0	0
D72459	0	Ray Mandira MD	WRVU	18	0	0	0	0	0
D20012	0	Schissel Scott L MD	WRVU	1,035	0	0	0	0	0
D56953	0	Farmer David Michael MD	WRVU	(9)	0	0	0	0	0
D19782	0	Sun Jennifer K MD	WRVU	8	0	0	0	0	0
D1179	0	Blazar Philip MD	WRVU	1	0	0	0	0	0
D58663	0	Schopick Emily L MD	WRVU	37	0	0	0	0	0
D67190	0	Boyd Christopher MD	WRVU	2	0	0	0	0	0
D20901	0	Sobrin Lucia MD	WRVU	11	0	0	0	0	0
D5641	0	Gaglia Jason MD	WRVU	58	0	0	0	0	0

### Settings

Open the driver, and complete the settings.

## Provider Detail and Provider Summary sheets

**NOTE:** This tab only displays if your organization purchased the Provider module license.

There are two sheets available that include provider level information: Provider Summary and Provider Detail.

Provider statistics are computed using historical relationships. Provider volumes are computed using today's Encounters per Production Day and adjusted for next year's Available Production Days.

**IMPORTANT:** Because the tab is rebuildable, any changes made in the Provider data tables *after* the plan file is built will be automatically updated in the plan file. These changes are commonly referred to as prior period adjustments, which will be reflected in the YTD columns in the tab.

To view a list of Provider calc methods, click one of the following:

- Expense sheet calc methods
- Provider sheet calc methods
- Stat\_Rev sheet calc methods

### Provider Summary sheets

This sheet provides a summary of the totals at the department and individual provider level.

		PROVIDER VOLUME SUMM	ARY															
		101100 EMA Rediatrics (BrouiderSumman)	1															
		To Floor - EWA Fediatrics (FloviderSdminary)																
															Proi-Bud			
			FY 2019	Jun YID	Jul-Dec	Manager	FY 2020	FY 2020	Global	%	Amt	FY 2021	FY 2021	Budget	Variance		Red	
Provider	Dept		Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget	Method	Amt	%	Flag	Comments
		Global Provider Driver																
		Worked Days	261	173	87		260						0	Provider Driver	(260)	(100.0%)		Global Provider Driver
		Summary Department Totals																
		FTE	0.00	0.00	0.00	0.00	0.00						0.00					
		Net Production Days	0	0	0	0	0						0		0	0.0%		
		Total WRVU	0	0	0	0	0						0		0	0.0%		
		Total Worked RVUs	0	0	0	0	0						0		0	0.0%		
		Total RVUs	0	0	0	0	0						(		0	0.0%		
		Total Procedure Counts	0	0	0	0	0								0	0.0%		
		Total Gross Charges	0	0	0	0	0						0		0	0.0%		
		Total Payments	0	0	0	0	0						0		0	0.0%		
		WRVU Per Prod Day	0.00	0.00	0.00	0.00	0.00						0.00		0	0.0%		
		RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00		0	0.0%		
		Worked RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00	1	0	0.0%		
			_															
D1186	101100	Macaulay, Kelly M. MD						EmpID:	14624									
		Relative Availability	0.00	0.00	0.00		0.00						0.00					
		WRVU	0	0	0		0							Per Net Production Days	0	0.0%		
		Volume	0	0	0	0	0	0.000		0.00%	0.00	0.000	6	Per WRVU	0	0.0%		
		Gross Charges	0	0	0	0	0	0.000	0.0%	0.0%	0	0.000		Per Historic Rate	0	0.0%		
		Encounter	0	0	0	0	0	0.000	0.0%	0.0%	0.00	0.000	C	Per WRVU	0	0.0%		
D21030	101100	Suarez, Elliot D. MD						EmplD:	18132									
		Relative Availability	0.00	0.00	0.00		0.00						0.00					
		WRVU	0	0	0		0							Per Net Production Days	0	0.0%		
		Volume	0	0	0	0	0	0.000		0.00%	0.00	0.000		Per WRVU	0	0.0%		
		Gross Charges	0	0	0	0	0	0.000	0.0%	0.0%	0	0.000		Per Historic Rate	0	0.0%		
		Encounter	0	0	0	0	0	0.000	0.0%	0.0%	0.00	0.000	c	Per WRVU	0	0.0%		
D59902	101100	Barr, Michelle M. MD						EmpID:	18410									
		Relative Availability	0.00	0.00	0.00		0.00						0.00					
		WRVU	0	0	0		0						0	Per Net Production Days	0	0.0%		
		Volume	0	0	0	0	0	0.000		0.00%	0.00	0.000		Per WRVU	0	0.0%		
		Gross Charges	0	0	0	0	0	0.000	0.0%	0.0%	0	0.000	0	Per Historic Rate	0	0.0%		
		Encounter	0	0	0	0	0	0.000	0.0%	0.0%	0.00	0.000	c	Per WRVU	0	0.0%		
D79928	101100	Aprin-Silva Rachel MD							19704									

### Provider Detail sheet

This sheet shows summary subtotal information for each provider, but you can also access the details for each provider by using the Click-to-Expand feature.

		PROVIDER VOLUME DETAIL 101010 - EMA Internal Medicine (Provider Detail)																
			FY 2019	Jun YTD	Jul-Dec	Manager	FY 2020	FY 2020	Global	%	Amt	FY 2021	FY 2021	Budget	Varianc	Summary of	all provider	
Provi	der Dept		Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget	Method	Amt	inform	ation	ents
																intern	adon	
		Global Provider Driver													IN			
	101010	Worked Days	261	173	87		260						0	Provider Driver	(260	(100.0%)	Global Provider I	Driver
		Summary Department Totals																
		FTE	0.00	0.00	0.00	0.00	0.00						0.00					
		Net Production Days	8,874	5,882	2,958	0	8,840						0		(8,840	(100.0%)		
		Total WRVU	0	45,382	22,814	0	68,196						0		(68,196	) (100.0%)		
		Total Worked RVUs	0	0	0	0	0						0		0	0.0%		
		Total RVUs	0	93,044	46,766	0	139,810						0		(139,810	) (100.0%)		
ſ	)	Total Procedure Counts	0	34,559	17,376	0	51,935						0		(51,935	) (100.0%)	-	
		Total Gross Charges	0	10,168,348	5,111,148	0	15,279,496						0		(15,279,496	) (100.0%)	_	
Doub	ie-click to expand or	Total Payments	0	0	0	0	0						0		0	0.0%	-	
CO	llapse all provider	WRVU Per Prod Day	0.00	7.72	7.71	0.00	7.71						0.00		8)	) (100.0%)		
	detail rows	RVUS per WRVU	0.00	2.05	2.05	0.00	2.05						0.00		(2	) (100.0%)	-	
		Worked RV0s per WRV0	0.00	0.00	0.00	0.00	0.00						0.00		U	0.0%		
		Double click to collapse/expand Provider detail																
		Double click to collapse/refresh Provider summaries																
D12221	101010	Quintin, Maria L. MD						EmpID:	19452									
D12221	101010	Relative Availability	1.00	1.00	1.00	0.00	1.00						0.00					
D12221	101010	Total - WRVU	0	1,119	562	0	1,681						0					
D12221	101010	Total - Procedure Counts	0	804	403	0	1,207						0					
D12221	101010	Total - Gross Charges	0	268,793	134,781	0	403,574						0					
D12221	101010	Total - RVU	0	2,300	1,156	0	3,456						0					
D12221	101010	Total - Encounter	0	779	391	0	1,170						0	Summary information for th	e			
		Double click to show detail		_										specific provider				
D14201	101010	Racemark, Susan M. MD		Daubla				EmpID:	20532									
D14201	101010	Relative Availability	1.0	Double	CIICK TO EX	pano	1.00						0.00					
D14201	101010	Total - WRVU		provid	ter detail ro	ows	1,306						0					
D14201	101010	Total - Procedure Counts					963						0					
D14201	101010	Total - Gross Charges	0	198,309	99,675	0	297,984						0					
D14201	101010	Total - RVU	0	1,786	898	0	2,684						0					
D14201	101010	Total - Encounter	0	599	301	0	900						0					
		Double click to show detail																

The Click-to-Expand feature expands the rows and inserts the calc method that includes the provider detail information such as WRVUs, gross charges, RVUs, encounters, and so on. You can simply scan and review the summary information for each provider without having to sort through multiple lines of details to view the information you need, and if necessary, expand the details and manage only those providers that need it.

**TIP:** When you save the file, the system will remember which providers you have expanded the detail rows for that day. Let's say you expanded the detail rows for five providers and saved your changes, when you open the file later, the detail lines will still display for those five providers. When the plan file processes that evening, however, the system will collapse all of the detail rows so that the tab opens faster.

PROVIDER VOLUME DETAIL															
101010 - EMA Internal Medicine (Provider Detail)															
					_		_	_	_				Prol-Rud		
	FY 2019	Jun YTD	Jul-Dec	Manager	FY 2020	FY 2020	Global	% Autours	Amt	FY 2021	FY 2021	Budget	Variance	Rei */ Ela	d Commonts
	Actual	Actual	Projected	mput	Projected	/0/110	Kujust	Aujust	NUJUSI	70/110	buuger	wentu	Amr	/6 F1d	g comments
Global Provider Driver															
Worked Days	261	173	87		260						0	Provider Driver	(260)	(100.0%)	Global Provider Driver
Summary Department Totals															
FTE	0.00	0.00	0.00	0.00	0.00						0.00				
Net Production Days	8,874	5,882	2,958	0	8,840						0		(8,840)	(100.0%)	_
Total Worked BVLIs	0	45,382	22,814	0	68,196						0		(68,196)	(100.0%)	
Total RVUs	0	93,044	46,766	0	139,810						0		(139,810)	(100.0%)	
Total Procedure Counts	0	022.55	17.376	0	51,935						0		(\$1,935)	(100.0%)	
Total Gross Charges	0				:79,496						0		(17.070.105)	(100.08/1	
WRVU Per Prod Day	0.00				7.71						0.00				
RVUs per WRVU	0.00	Dout	ple-click a	again to	2.05						0.00		Click to	Expande	hows all of the
Worked RVUs per WRVU	0.00	col	lapse the	rows	0.00						0.00		CIICK-LO-	LAPallu s	
Double click to collapse/expand Provider detail														provider	detalls
Double click to collapse/refresh Provider summaries															
Champion, Richard A. MD					E	mpID:	17279								
1 Double click to hide detail															
Relative Availability	1.00	1.00	1.00		1.00						1.00	Clabel Assessments of			
Adjustment-Production Days	261	1/3	87		260						0	Global Assumptions			
Net Production Days	261	173	87		260						0				
Seasonality Factor			1.00												
WRVU WRVU Dec WRVU	0	649	326	0	975						0				
RVU Per WRVU	0.00	2.04	2.03	0.00	2.04						0.00				
WRVU per Prod Day	0.00	3.75	3.75	0.00	3.75						0.00				
WRVU								0.01/	0.00				(100)		
Professional Sycs-Office-Est Patient_Capitation_Office Professional Sycs-Office-Est Patient Fee For Service Office	0	310	150	0	400	1.828	0.0%	0.0%	0.00	0.000	0	Per Net Production Days Per Net Production Days	(400) (475)	(100.0%)	
Professional Svcs-Office-New Patient_Capitation_Office	0	12	6	0	18	0.068	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(18)	(100.0%)	
Professional Svcs-Office-New Patient_Fee For Service_Office	0	9	5	0	14	0.055	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(14)	(100.0%)	
Surgical Services_Capitation_Office	0	1	0	0	1	0.003	0.0%	0.0%	0.00	0.000	0	Per Net Production Days	(1)	(100.0%)	
Surgical services_ree for service_onice			0	0		0.003	0.0%	0.076	0.00	0.000		Per Net Production Days		(100.036)	
Double Click to Insert New WRVU															
Total - WRVU	0	649	326	0	975	3.751					0		(975)	(100.00%)	
Procedure Counts															
Lab Testing Services_Capitation_Office	0	18	9	0	27	0.028	0.0%	0.0%	0.00	0.000	0	Per WRVU	(27)	(100.0%)	
Lab Testing Services_Fee For Service_Office	0	15	8	0	23	0.024	0.0%	0.0%	0.00	0.000	0	Per WRVU	(23)	(100.0%)	
Professional Sycs-Office-Est Patient_Capitation_Office Professional Sycs-Office-Est Patient Fee For Service Office	0	211 214	106	0	317	0.680	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-Est Patient_Capitation_Office Per Professional Svcs-Office-Est Patient Fee For Service Office	(317) (322)	(100.0%)	
Professional Svcs-Office-New Patient_Capitation_Office	0	5	3	0	8	0.451	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-New Patient_Capitation_Office	(8)	(100.0%)	
Professional Svcs-Office-New Patient_Fee For Service_Office	0	4	2	0	6	0.418	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-New Patient_Fee For Service_Off	(6)	(100.0%)	
Surgical Services_Capitation_Office	0	1	0	0	1	1.388	0.0%	0.0%	0.00	0.000	0	Per Surgical Services_Capitation_Office	(1)	(100.0%)	
suger services_ree for service_onice	U	2	0	U	2	2.472	0.076	0.0%	0.00	0.000	U	- rei sergise services_ree roi service_onice	(2)	(100.016)	
Double Click to Insert New Procedure												_			
Total - Procedure Counts	0	470	236	0	706	0.724					0		(705)	(100.00%)	
Gross Charges		WRVU													
Lab Testing Services_Fee For Service_Office	0	570	285	0	857	0.878	0.0%	0.0%	0.00	0.000	0	Per Lab Testing Services_Fee For Service_Office	(857)	(100.0%)	
Professional Svcs-Office-Est Patient_Hybrid_Office	0	141,263	70,924	0	212,187	217.559	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-Est Patient_Hybrid_Office	(212,187)	(100.0%) 👂	
Professional Svcs-Office-New Patient_Fee For Service_Office Surgical Services Fee For Service Office	0	4,767	2,551	0	7,317	510.162	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-New Patient_Fee For Service_Off Der Surnical Services Fee For Service Office	(7,317)	(100.0%)	
suger server, eere serve one		0.14		, i	0.14	102.112	0.070	0.070	0.00	0.000	, v	renseignen sernes, rennen sernee, onde	(0.14)	(100.010)	
Double Click to Insert New Revenue															
Total - Gross Charges	0	147,214	73,761	0	220,975	226.569					0		(220,975)	(100.00%)	
RVUs															
Lab Testing Services_Capitation_Office	0	3	2	0	5	0.007	0.0%	0.0%	0.00	0.000	0	Per Total - Procedure Counts	(5)	(100.0%)	
Lab Testing Services_Fee For Service_Office	0	3	1	0	4	0.005	0.0%	0.0%	0.00	0.000	0	Per Total - Procedure Counts	(4)	(100.0%)	
Professional Svcs-Office-Est Patient_Capitation_Office Professional Svcs-Office-Est Patient See For Scribe Office	0	630	317	0	947	2.031	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-Est Patient_Capitation_Office	(947)	(100.0%)	
Professional Sycs-Office-New Patient_ree For Service_Office Professional Sycs-Office-New Patient_Capitation.Office	0	22	322	0	33	1.887	0.0%	0.0%	0.00	0.000	0	Per Professional Sycs-Office-Ess Patient_ree For Service_Office Per Professional Sycs-Office-New Patient_Capitation_Office	(33)	(100.0%)	
Professional Svcs-Office-New Patient_Fee For Service_Office	0	18	10	0	28	1.937	0.0%	0.0%	0.00	0.000	0	Per Professional Svcs-Office-New Patient_Fee For Service_Off	(28)	(100.0%)	
Surgical Services_Capitation_Office	0	3	0	0	3	4.684	0.0%	0.0%	0.00	0.000	0	Per Surgical Services_Capitation_Office	(3)	(100.0%)	
surgical services_hee hor Service_Office	0	2	0	0	2	2.908	0.0%	0.0%	0.00	0.000	0	Per surgical services_hee hor Service_Office	(2)	(100.0%)	

**IMPORTANT:** The Summary Department Totals section at the top of the tab will not update values until you save changes to the workbook.

### Updating detail provider values from the Stat\_Rev tab

Any changes made to the provider's FTE value on the ProviderComp sheet will affect the values for that provider in the Provider Detail sheet. To see that result within your session, double-click the **Double click** to collapse/refresh Provider summaries cell to refresh the data; otherwise, the nightly recalculation process will update it automatically.

#### **PROVIDER VOLUME DETAIL**

101010 - EMA Internal Medicine (Provider Detail)

	FY 2019	Jun YTD	Jul-Dec	Manager	FY 2020	FY 2020	Global	%	Amt	FY 2021	FY 2021
	Actual	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	Adjust	/Unit	Budget
Global Provider Driver											
Worked Days	261	173	87		260						0 1
Summary Department Totals											
FTE	0.00	0.00	0.00	0.00	0.00						0.00
Net Production Days	8,874	5,882	2,958	0	8,840						0
Total WRVU	0	45,382	22,814	0	68,196						0
Total Worked RVUs	0	0	0	0	0						0
Total RVUs	0	93,044	46,766	0	139,810						0
Total Procedure Counts	0	34,559	17,376	0	51,935						0
Total Gross Charges	0	10,168,348	5,111,148	0	15,279,496						0
Total Payments	0	0	0	0	0						0
WRVU Per Prod Day	0.00	7.72	7.71	0.00	7.71						0.00
RVUs per WRVU	0.00	2.05	2.05	0.00	2.05						0.00
Worked RVUs per WRVU	0.00	0.00	0.00	0.00	0.00						0.00
Double click to collapse/expand Provider detail											
Double click to collapse/refresh Provider summaries		•									
Champion, Richard A. MD						EmpID:	17279				
🖒 Double click to hide detail											
Relative Availability	1.00	1.00	1.00		1.00						1.00
Production Days	261	173	87		260						0 1
Adjustment-Production Days			0		0						0
Net Production Davs	261	173	87		260						0

### ProviderComp sheet

**NOTE:** This sheet displays only if your organization has purchased the Provider module.

The ProviderComp sheet displays the selected calc methods for provider compensation, which you can change in the Budget Provider Assumptions driver (if you have Administrator role privileges).

NOTE: Provider Volume data carries over from the Provider Summary or Provider Detail sheet.

You can automatically change compensation models at a set point during the budget year. To accomplish this, designate the Primary and Secondary Comp Models for each provider in the Budget Provider Assumptions plan file, along with the Comp Model Change month. To keep the same Comp Model throughout the year, select the same Comp Model for both the primary and secondary options.

### SALARY BUDGET - Physician 101020 - EMA Internal Medicine (Provider Summary)

Job Code			E Current Rate	Sudget Start Rate	Budget Eff Month	FTE Alloc Rate	FY 2017 Budget FTEs	YTD Actual FTEs	Mar-Jun Projected FTEs	FY 2018 Budget FTEs	FY 2017 Projected Dollars	FY 2018 Budget Dollars	Comments	Jul-2018 FTEs	Aug-2018 FTEs
	Department Total Without Benefits		-				0.00	5.00	5.00	5.00	\$1,357,450	\$1,484,405		5.00	5.00
J00655	Physician - Meenan, David M.DO					Dept:	EMA Interna	I Medicine (F	Provider Sumr	nary)		Employee ID:	15416		
	Provider Volume	WRVU				Provider Tab	0.00	1,918.82	1,081.18		3,000.00	3,100.00		258.33	258.33
	Productive - Comp Rate										\$150,000	156,550			
	Base Compensation		Primary Comp	Model:	CompRate	•					\$150,000	156,550			
	Base Salary / WRVU		Secondary Comp	Model:	None						\$50.00	50.50			
	Productive Hours Spread=>	FTE	0		0	100.00%		1.00	1.00	1.00	\$150,000	156,550		1.00	1.00
	Paid Time Off					0.00%		0.00	0.00	0.00	\$0	0		0.00	0.00
	Base Salary		\$16.73	\$16.73				1.00	1.00	1.00	\$150,000	156,550		1.00	1.00
	Other Additional Pay														
	Holiday Premium					Input Monthly					6,039	6,039			
	Double Click to Insert New Pay Type														
	Total Benefits										\$35,333	40,652			
	Total - Physician - Meenan, David M.DO							1.00	1.00	1.00	\$277,158	\$306,028		1.00	1.00
	Earned Paid Time Off														
J00655	Physician - Seraman, Katherine MD					Dept:	EMA Interna	I Medicine (F	Provider Sumr	nary)		Employee ID:	16768		
	Provider Volume	WRVU				Provider Tab	0.00	3,383.72	1,716.28		5,100.00	5,200.00		433.33	433.33
	Productive - Comp3Tier										\$225,825	232,600			
	Base Compensation		Primary Comp	Model:	Comp3Tie	r					\$225,825	232,600			
	Base Salary / WRVU		Secondary Comp	Model:	None						\$44.28	44.73			
	Productive Hours Spread=>	FTE	0		0	100.00%		1.00	1.00	1.00	\$225,825	232,600		1.00	1.00
	Paid Time Off					0.00%		0.00	0.00	0.00	\$0	0		0.00	0.00
	Base Salary		\$58.56	\$58.56				1.00	1.00	1.00	\$225,825	232,600		1.00	1.00
	Other Additional Pay														
	Holiday Premium					Input Monthly					11,749	11,749			
	Double Click to Insert New Pay Type														
	Total Benefits										\$36,515	41,729			
	Total - Physician - Seraman, Katherine MD							1.00	1.00	1.00	\$359.875	\$388,863		1.00	1.00
								1100	1.00	1.00	2355,015	2300,003		1100	1100

**IMPORTANT:** Any changes made to the provider's FTE value on this tab will affect the values for that provider in the Provider Detail tab. For instructions, see Updating detail provider values from the Stat\_Rev tab.

### Comp model explanations

Salary A traditional hourly rate calculation (usually used for Clinical Nurse Practitioners and Physician Assistants who are referred to as Midlevel providers). FTEs are input for the provider and hourly rate pulls from payroll data.	Model	Description
	Salary	A traditional hourly rate calculation (usually used for Clinical Nurse Practitioners and Physician Assistants who are referred to as Midlevel providers). FTEs are input for the provider and hourly rate pulls from payroll data.

Model	Description
Guarantee	<ul> <li>An annual salary guarantee is placed in the ProviderList sheet of the Budget Provider Assumptions driver file (generally used in the first one to two years of hire); You can also add an incentive compensation by placing rates in the tier tables on the same line. For example, Dr. Falk's guarantee is \$500,000 for next year and his total WRVUs=5,200. In addition to his guarantee, he will be paid:</li> <li>Level 1 - \$7.00 for WRVUs up to 1,000 1000 x \$ 7= \$ 7,000</li> <li>Level 2 - \$8.00 for WRVUs from 1,001-2,000</li> </ul>
	1000 x \$ 8= \$ 8,000 • Level 3 - \$9.00 for WRVUs from 2,001-3,000
	1000 x \$ 9= \$ 9,000
	<ul> <li>Level 4 - \$10.00 for WRVUs from 3,001-4,000</li> <li>1000 x \$10=\$10,000</li> </ul>
	<ul> <li>Level 5 - \$11.00 for WRVUs above 4,000 (max 9,999)</li> <li>1200 x \$11=\$13,200</li> </ul>
	His total compensation will be 5200 \$54,720.
CompRate	A five-tiered model where volume drives the rate paid. (Highest tier for volume is paid at that tier rate) For example, Dr. Champion has total WRVUs of 2,500.
	<ul> <li>Level 1 – Threshold=1,000 \$0</li> </ul>
	<ul> <li>Level 2 – Threshold=2,000 \$0</li> </ul>
	<ul> <li>Level 3 – Threshold=3,000 2500 x \$ 45 = \$112,500</li> </ul>
	<ul> <li>Level 4 – Threshold=4,000 \$0</li> </ul>
	<ul> <li>Level 5 – Threshold=9,999 \$0</li> </ul>
	His total compensation will be 2500 \$112,500.

Model	Description
CompStep	A five-tiered model where an employee is paid a different rate, by tier, over the course of a contract year. For example, Dr. Quintin has total WRVUs of 1,800.
	<ul> <li>Level 1 - \$40.00 for WRVUs up to 750</li> <li>750 x \$40= \$30,000</li> </ul>
	<ul> <li>Level 2 - \$43.00 for WRVUs from 751-1,000</li> <li>250 x \$43= \$10,750</li> </ul>
	<ul> <li>Level 3 - \$45.00 for WRVUs from 1,001-1,500</li> <li>500 x \$45= \$22,500</li> </ul>
	<ul> <li>Level 4 - \$47.00 for WRVUs from 1,501-2,000</li> <li>300 x \$47= \$14,100</li> </ul>
	<ul> <li>Level 5 - \$50.00 for any Writs above 2,000 (max 9,999)</li> <li>\$0</li> </ul>
	Her total compensation will be 1800 \$77,350.
Comp3Tier	<ul> <li>A three-tiered model where an employee is paid one rate up to a max and another rate for any volume over the max. There is also a rate if it is below a minimum level of volume. For example, Dr. Brush has total WRVUs of 5,000.</li> <li>Level 1 - \$32.00 if his total WRVUs were below 3,600 \$0</li> </ul>
	<ul> <li>Level 2 - \$36.00 for all WRVUs up to 4,800</li> <li>4800 x \$36= \$172,800</li> </ul>
	<ul> <li>Level 3 - \$48.00 for WRVUs above 4,800</li> <li>200 x \$48= \$9,600</li> </ul>
	His total compensation will be 5000 \$182,400.
Max	The highest value of Salary, Guarantee, CompRate, CompStep, and Comp3Tier calculations.
AltRate	Uses the same logic as CompRate. A five-tiered model where volume drives the rate paid. (The highest tier for volume is paid at that tier rate.) Use this model to compare an alternate CompRate table.
AltStep	Uses the same logic as CompStep. A five-tiered model where an employee is paid a different rate, by tier, over the year. Use this model to compare an alternate CompStep table.
Alt3Tier	Uses the same logic as Comp3Tier. A three-tiered model where an employee is paid one rate up to a max and another rate for any volume over the max. There is also a rate if the volume is below a minimum level. Use this model to compare an alternate CompStep table

Model	Description
Percent of Net Receivable	Calculates a percent of cash collections from the Provider sheet to use for compensation calculations. The percentage to use needs to be entered on the ProviderList sheet of the Budget Provider Assumptions driver file. For example, Dr. Champion takes cash collections and receives 25%. If his budgeted cash collections is \$1,000,000, then his total compensation will be \$250,000. For example, \$1,000,000 * 25% = \$250,000.
Percent of Net Revenue	Calculates a percent of net revenue by calculating Gross Charges minus Allowances from the Provider sheet to use for compensation calculations. The percentage to use needs to be entered on the ProviderList sheet of the Budget Provider Assumptions driver file. For example, the Gross Charges for Dr. Champion are \$2,000,000 and Deductions are \$1,500,000. He will receive 40% of Net Revenue. As a result, his total compensation will be \$200,000. Example: \$2,000,000-\$1,500,000=\$500,000 * 40%=\$200,000
GlobalProvider	Allows for a calculation amount that is calculated outside of the budget workbook. This amount is entered into the GlobalProvider sheet in the Budget Provider Assumptions driver file. The amount then pulls into the budget workbook in the ProviderComp sheet.

# 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. 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 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 Admintask pane, in the Prepare Budget Plan Files section, double-click Budget Checklist.

Prepare Budget Plan Files

- 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.

A Edit Process	?	×
Edit the definition of process 'Budget Checklist'.		
This process is currently inactive.	Start p	rocess
Process Properties Process Steps Notifications		
Process Name Budget Checklist		
Display Name Budget Checklist		
Description		
E Process Owner Admin Admin Select User Select Role		
Configuration Properties		
Allow step owners to see all steps in the process task pane		
Default Process Assignment <pre><rr></rr></pre>		

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

A Edit Process	?	×
Edit the definition of process 'Budget Checklist'.		
This process is currently inactive.	Start p	rocess
Process Properties Process Steps Notifications		
Process Name Budget Checklist		
Display Name Budget Checklist		
Description		
E Process Owner Admin Admin Select User Select Role		

- 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.

A Process Status		? ×
Process status details for process 'Budg	yet Checklist'.	
Process is Active Started on 6/17/2019 by Adm	in Admin Ed	dit process definition
Stop process      Process history	Complete step 😽 Move current step 🛛 🕀 Regenerate tasks	Dpen report
➡ 1 - Change Year and Period No due date	1 - Change Year and Period (Report Step)	Status Active
2 - Prepare Data for Budget Go-Live      Not yet started	Step Details Associated Report YearPeriod.xlsx	
► 3 - Reconcile Data ♣ Not yet started	EQ Due Date (no due date)	
4 - Create one plan file for each labor tab ter Not yet started	6/17/2019 15:45  Step 1 (Change Year and Period) activated Assigned to Admin Admin	
5 - Process one plan file for each labor tab te Not yet started		
6 - Create Plan files using the scheduled job Not yet started		

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



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: [xActionCodes].
- 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.For more information, see Restoring archived plan files.

**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.

# 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.

# Managing System Administration

This section includes topics related to system administration tasks for Axiom Budgeting and Performance Reporting.

# Configuring the home page

The Axiom Budgeting and Performance Reporting home page is Excel-based and table-driven, with each section populated from table records. You do not need to modify the file itself, but instead you use a template to make your changes.

**NOTE:** To update the home page tables, users must be assigned the Suite Admin role since the tables may contain content that impacts all Axiom Healthcare Suite products.

The home page is comprised of the following sections:

Section	Description
Announcements	Post up to 8 announcements
Calendar	Post up to 8 calendar items
Contacts	Post up to 8 contacts
Dashboards	Post up to 8 dashboard links
Key Reports	Post up to 8 key report links

To configure the home page:

1. In the Explorer task pane, in the Libraries section, click Table Library > System Tables.



2. Double-click the following tables to configure the corresponding section of the home page. The following tables outline the rules for each data field.

**NOTE:** Only enter information in the fields listed in these tables.

		_			-	
Integer	String	String	String	String	String	DateTime
	50	50	50	50	60	
nnounceID -	Product	Type 🖵	Recipien -	Creato -	Description	CalendarDate 👻
1	Global	Announcement			Under Construction. Please Ignore the dust	
1	Global	Calendar			sample calendar	3/1/2016 12:00 AM
2	Global	Announcement			Length Test 15 Length Test 15 Length Test 15 Length Test 15	
2	Global	Calendar				
3	Global	Announcement				
	Global	Calendar				
3	Global	Announcement				
4						
4	Global	Calendar				
3 4 4 5	Global Global	Calendar Announcement				

Data Field	Parameters
AnnounceID	Use number 1 – 8 for the order to display the announcement.
Product	Use Global.
Туре	Use Announcement.
Description	Type a description of the announcement. (Max length of 60 characters)

### ► HPAnnouncements (Calendar)

Data Type String Length	Integer	String 50	String 50		String 50	String 50	String 60
<b>Description</b>	Announcel[ 🔻	Product	▼ Туре	•	Recipien 🔻	Creato 🔻	Description
	1	Capital Planning	Calendar				
	1	Financial Plannin	ng Announcem	nent			sample announcement
	1	Financial Plannin	ng Calendar				
	1	Global	Announcem	Announcement			Our offices will be closed July 4th weekend.
$\rightarrow$	1	1 Global		Calendar			sample calendar
	2	Budgeting	Announcem	nent			
	2	Budgeting	Calendar				
	2	Capital Planning	Announcem	nent			
	2	Capital Planning	Calendar				
	2	Financial Plannir	ng Announcem	nent			
	2	Financial Plannir	ng Calendar				
	2	Global	Announcem	nent			
$\rightarrow$	2	Global	Calendar				July 4th - Offices closed!
	3	Budgeting	Announcem	nent			
Data Field		Parameters					
Announce	ID	Use numbe	r 1 – 8 in t	he	order to di	isplay tł	ne calendar item.

Data Field	Parameters
Product	Use Global.
Туре	Use Calendar.
Description	Type a description of the calendar item.
CalendarDate	Enter the date and time for the calendar item.

### HPContacts (Contacts)

Data Type String Length Description	Integer	String 50	String 50	String 15	
Delete Row	ProductI[ 🔻	ProductDescription <b>•</b>	Contact 🔻	ProductRe 🔻	
	1	Capital Planning & Tracking Contact:	Ext 128	Global	
	2	Financial Planning Contact:	Ext 176	Global	
	3	Budget Planning & Reporting Contact:	Ext 301	Global	
	4	General Questions:	Ext 301,302,303	Global	

Data Field	Parameters
ProductID	Type a number $1-8$ in the order to display the contact item.
ProductDescription	Type a contact description (description or name).
Contact	Type contact information (name or phone number).
ProductRef	Type Global.

### HPOtherSection (Dashboards)

Data Type String Length	ata Type Integer tring Length		String 10	String 100	String 30	
Description	Other ID		Туре	Document Path	Friendly Name	
Delete Row	HPOther	I( <b>-</b>	Section: 💌	Section2	Section3 💌	
		1	Report	\Axiom\Reports Library\Management Reporting\Analysis\MultiYear Statistic Review.xlsx	Variance Comments	
		2	Report		Review Past Variances	
		11	Dashboard	\Axiom\Reports Library\System Files\Home Files\Management Dashboard.xlsx	Management Dashboard	
	$\rightarrow$	12	Dashboard	\Axiom\Reports Library\System Files\Home Files\Financial Metrics.xlsx	Financial Metrics	
		13	Dashboard	\Axiom\Reports Library\System Files\Home Files\Productivity- BiWeekly-SingleDept xlsx	Department Productivity	

Data Field	Parameters
HPOtherID	Type number $1-8$ for the order to display the dashboard item.
	<b>NOTE:</b> Because this table allows you to include dashboards and reports, the number you assign to a dashboard cannot be the same number used for a report. In the example above, the HPOtherID 1 is assigned to a report, so you cannot assign this number to a dashboard.
Section1	Type Dashboard.
Section2	Enter the document path by copying it from Explorer and pasting it into this field.
Section3	Type a name for the dashboard to display on the home page.
ProductRef	Type Global.

### HPOtherSection (Key Reports)

Data Type String Length	Integer		String 10	String 100	String 30
Description	Other ID		Document Type	Document Path	Friendly Name
Delete Row	HPOther	( <b>-</b>	Section: 💌	Section2 💌	Section3 💌
		1	Report	\Axiom\Reports Library\Management Reporting\Analysis\MultiYear Statistic Review.xlsx	Variance Comments
		2	Report		Review Past Variances
		11	Dashboard	\Axiom\Reports Library\System Files\Home Files\Management Dashboard.xlsx	Management Dashboard
		12	Dashboard	\Axiom\Reports Library\System Files\Home Files\Financial Metrics.xlsx	Financial Metrics
		13	Dashboard	\Axiom\Reports Library\System Files\Home Files\Productivity- BiWeekly-SingleDept.xlsx	Department Productivity

#### Data Field Parameters

HPOtherID Type a number 1 – 8 in the order to display the key report.

**NOTE:** Because this table allows you to include both dashboards and reports, the number you assign to a report cannot be the same number used for a dashboard. In the example above, the HPOtherID 11 is assigned to a dashboard, so you cannot assign this number to a report.

Data Field	Parameters
Section1	Type Report.
Section2	Enter the report file path by copying it from Explorer and pasting it into this field.
Section3	Type a name for the key report to display on the home page.
ProductRef	Type Global.

3. After making changes to the appropriate table, in the Main ribbon tab, click Save.



**IMPORTANT:** To see the changes you made to the home page, you must log out and log back into the system.

# Hiding or displaying items in the task panes

Axiom Budgeting includes many different utilities, drivers, files, and other items in the Bud Admin task pane. If your organization does not use some of these items, you can remove them from the task pane to make finding what users need easier.

To hide or display items in the task panes:

1. At the top of the Bud Admin task pane, double-click Configure Budget Admin Task Pane or Configure Budget User Task Pane.

BUDGET ADMINISTRATION	^
🔜 Configure Budget Admin Task Pane	
🖾 Configure Budget User Task Pane	

- 2. In the Configure Item Visibility dialog, do any of the following:
  - To hide an item, clear the check mark next to the item name.
  - To display an item, click the empty check box next to the item name.

A Configure Item Visibility				
Und	check items to hide them			
$\begin{array}{c} \land \land$	BUDGET ADMINISTRATION Budget System Maintenance Budget Assumptions Prepare Budget Plan Files Budget Files Administration Administer Process Management Budget Financial Tools Financial Reporting Budget Reporting Manage File Groups			

- 3. After you are done making changes, click **OK**.
- 4. Close and reopen the Budgeting or Bud Admin task pane to propagate the changes.

### Importing and Integrating Source Data

To ensure that all statistics and drivers used in calculations are up to date, you will need to periodically import data from other systems such as General Ledger, Accounts Payable, Payroll, and so on. Your Kaufman Hall Implementation Consultant will help configure automated import processes for most of these systems during implementation. From there, it is your responsibility as Administrator to ensure that source data is available in the designated location in the requisite format when needed.

### Importing Data

Imports can be used to import external data into Axiom Budgeting and Performance Reporting tables, so that the data can be included in reports or used in planning models and calculations. Data can be imported from files or by directly reading a database.

Imports are created in the Import Wizard, and stored in the Imports Library. Access to imports is controlled via security.

For Axiom Cloud systems, a remote data connection can be used to access local databases or files for the import data source.

#### About imports

Imports can be used to import external data into Axiom Budgeting and Performance Reporting tables, so that the data can be included in reports or used in planning models and calculations. This topic explains some of the key concepts and requirements for importing data.

### Import sources

You can import data into Axiom Budgeting and Performance Reporting from the following sources:

- From an external database
- From a file (delimited or Excel)
- From special designated sources, such as Ellucian

### Import Wizard

Imports are defined in the Import Wizard dialog. Imports consist of the following:

- Source tab: Specifies the source of the data to be imported.
- Variables tab: Defines variables to be used in the import, in order to dynamically change certain import settings.
- **Mapping** tab: Specifies the destination table for the import, and maps the import data to columns in the destination table.
- **Transforms** tab: Defines transformation statements to be performed on the import data before it is saved to the destination table. Transforms can use SQL or built-in Axiom Budgeting and Performance Reporting functions.

The Import Wizard also contains the **Execute** tab, which can be used to execute the import in preview mode for testing, or to execute the actual data import.

### The import process

When data is queried from the source file or database, it is first placed in a temporary table known as the *temp table*. The import can perform actions on the temp table before the data is saved to the destination table in Axiom Budgeting and Performance Reporting, such as mapping or data transformations. Use the reserved term {temptable} whenever you want to refer to this temporary table in SQL statements.

When an import is executed, the following processes occur:

1. If any import variables are defined on the **Variables** tab, the user is prompted to select values for these variables. The selected variable values are then substituted for the variable names within the import settings.

When running the import using a Scheduler job, you must specify values for the import variables within the Scheduler import task, or use job variables that will populate the import variable values when the job is executed.

- 2. The import creates the temp table by querying data from the source database or by gathering data from the specified file. The settings on the **Mapping** tab are used to determine the structure of the temp table. You can insert additional columns into the temp table (meaning columns that were not in the source file or table) by adding them as work column mappings.
- 3. Any transforms defined on the **Transforms** tab are processed, in the order listed. Transforms can edit the temp table directly, and they can reference information held in other tables in the Axiom Budgeting and Performance Reporting database. Transforms can also set values for transform variables, which can then be used in subsequent transform steps and in certain import settings.
- 4. The temp table data is validated and then saved to the destination table, based on the destination column settings on the **Mapping** tab. If a column in the temp table is not mapped, then that data is not saved.

If the import utility is a multiple-file import, then steps 2-4 are performed for each file to be imported. For more information, see How multiple-file imports work.

### Import save behavior

The save-to-database process for imports is performed as follows:

- If the destination table has any validated columns (columns that have an assigned lookup column), then the temp table data is validated against these lookup columns before saving. If a data row contains an invalid value, that data row is invalid and cannot be saved.
- By default, temp table data is aggregated before the save is performed. This means that duplicate rows (rows with the same key column values) will be treated as follows:
  - Columns holding numeric data will be summed.
  - For all other column types, the duplicate rows must have the same values. For example, if a column contains strings or dates, the duplicate rows must have the same string or the same date.

If instead the optional setting Aggregate rows on final save option is disabled, then no aggregation is performed on the temp table data. In this case, any duplicate rows are invalid and cannot be saved.

**NOTE:** Aggregation only applies when importing data to a data table. If the destination table is a reference table, aggregation is not allowed. If duplicate keys are present in the import data, those rows are invalid and cannot be saved to the reference table.

• Blanks are not allowed in key columns. If a data row in the temp table contains a blank key value, that data row is invalid and cannot be saved.

If any invalid rows are present in the import data, the import behaves as follows:

• By default, if any invalid data rows are present, then the import is aborted and no data is saved to the destination table.

• If instead the optional setting **Ignore lookup and key errors** is enabled, then the save-to-database process ignores the invalid data rows and only valid data rows are saved.

#### Managing imports

Using the **Imports** menu, you can create, edit, and delete imports as needed. Each import can import data from a designated source to a designated destination table.

For information on how to execute an import, see Executing imports.

#### Creating an import

Only administrators and users with the **Administer Imports** security permission can create imports. Nonadmin users must also have read/write access to at least one folder in the Imports Library, in order to have a location to save the newly created import.

1. On the Axiom tab, in the Administration group, click Imports > Create New Import.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab.

**TIP:** You can also create new imports by right-clicking the Imports Library in the Axiom Explorer dialog or the Explorer task pane.

- 2. In the Create New Import dialog, select one of the following and then click OK.
  - Create from scratch (default): Create a new import starting with blank import settings.
  - **Create from existing**: Create a new import by copying an existing import. If you select this option, then select the import that you want to copy from the list in the bottom of the dialog.
- 3. In the **Import Wizard** dialog, complete the settings on each tab as appropriate. For details on specific import settings, see **Import Wizard**.

If you copied an existing import, that import's settings are copied into the Import Wizard, and the import is named "Copy of *ImportName*." Edit these settings as appropriate for the new import.

You can move between tabs in any order, however, before you can save the import, all required settings must be completed and no invalid settings must be present. If errors exist, an error message displays at the bottom of the dialog; you can click the error link to be taken to the tab with the error.

- 4. When you are finished completing the settings and no errors exist, click **OK** to save the import.
- 5. In the **Save As** dialog, navigate to the folder where you want to save the import, then click **Save**. By default, the import will be saved to the root of the Imports Library. You can create a new subfolder from this dialog if desired (and if you have the appropriate permissions).

Once an import has been created, it becomes available on the **Imports** menu (to users with the appropriate permissions). Imports are listed in alphabetical order based on the import name.

### Editing an import

You can edit existing imports as needed, as long as the import was not installed by a product package. Only administrators and users with read/write access to the import file can edit imports.

Product-controlled imports are locked and cannot be edited. Some of these imports may be designed to work as is, without customizations. If customizations are required, you can create a copy of the product-controlled import and make customizations in the copy. If the original import is later updated by the product, you can review the original import to see the changes that need to be made in your copy (or you can create a new copy of the import and re-make your customizations as needed).

To edit an existing import:

1. On the Axiom tab, in the Administration group, click Imports > ImportName > Edit.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab.

**TIP:** You can also edit an import from the Axiom Explorer dialog or the Explorer task pane. You can double-click an import in the Imports Library to open it.

- 2. In the **Import Wizard** dialog, edit any import settings as desired. For details on specific import settings, see Import Wizard.
- 3. Click **OK** to save your changes the import, or click **Save As** to save the edited import as a new import file.

### Deleting an import

You can delete an existing import if it is no longer needed, as long as the import was not installed by a product package. Only administrators and users with read/write access to the file and its folder can delete imports.

Product-controlled imports are locked and cannot be deleted.

To delete an import:

• On the Axiom tab, in the Administration group, click Imports > ImportName > Delete.

NOTE: In systems with installed products, this feature may be located on the Admin tab.

TIP: You can also delete an import from the Axiom Explorer dialog or the Explorer task pane.
#### Using variables in imports

Imports can use variables, so that certain import settings can change dynamically depending on the variable value. You can use two different types of variables in imports:

- Import variables: Import variables are defined on the Variables tab of the Import Wizard. Import variables can be used throughout the import settings (though not in *all* settings—see the documentation for each setting to see if variables are supported there). When the import is executed manually, the user is prompted to define values for the variables. If the import is run using Scheduler, the Scheduler job must define values for the variables.
- **Transform variables:** Transform variables are defined on the **Transforms** tab of the Import Wizard. Transform variables can only be used in transform statements, and as destination columns. Transform variables are associated with a specific SQL statement that results in a single value.

The values for import variables are defined at the start of the import, before any other import steps are processed. Therefore import variables are a good fit for actions such as:

- Selecting the appropriate source file based on user input.
- Selecting the appropriate destination table based on user input.

On the other hand, values for transform variables can only be determined as a result of a SQL statement, and are defined near the end of the import, after the temp table has been created. Transform variables are a good fit for situations where actions need to be driven dynamically based on the contents of the imported data, not by a user selection.

### Variable syntax

To use a variable in the import, enter the variable name into one of the supported areas of the import settings, enclosed in curly brackets {}. For example, if the variable name is "mycolumn", you would enter {mycolumn}.

**NOTE:** If the variable defines the destination table, then you must place the variable in double curly brackets when you use it in a SQL statement, so that the eventual table name value is enclosed in curly brackets as expected. For example, if you have a variable named "destinationtable", you would reference that variable as {{destinationtable}}. That way, when the {destinationtable} value is defined, it will resolve as {GL2020}.

# System variables

In addition to the user-defined variables, you can reference system variables in imports. The following variables are supported:

System Variable	Description	Can Be Used In
{CurrentPeriod}	The current period as defined for the destination table (if not set, then this is the system current period).	All import locations that support variables, except the destination table.
{CurrentUserDomain}	The domain name of the user running the import. Returns blank for users who do not have a defined domain.	All import locations that support variables.
{CurrentUserEmail}	The email address of the user running the import.	All import locations that support variables.
{CurrentUserLogin}	The login name of the user running the import.	All import locations that support variables.
{DefaultRemoteDataConnection}	The name of the default remote data connection for your system. If your system has multiple defined connections, then the default is determined alphabetically among the connections that are not enabled for authentication. If all of the connections are enabled for authentication, then the default is simply determined alphabetically.	In the Remote Data Connection field on the Source tab, or as an import variable choice.
	If the variable is used in a system without any remote data connections, then the variable returns blank and the import will not attempt to use a remote data connection. This allows products to develop standard imports for use in both on-premise and Axiom Cloud systems.	

System Variable	Description	Can Be Used In
{SourceFileName}	The name of the source file for the import.	Import transformation steps only.
{SystemCurrentYear}	The current year as defined for the system.	All import locations that support variables.
{SystemCurrentPeriod}	The system current period.	All import locations that support variables.
{TempTable}	The temporary table where imported data is placed before saving to the destination table.	All import locations that support variables.
{TableName}	Any user-defined table created in the Axiom Budgeting and Performance Reporting system. For example, {ACCT}, {DEPT}, {GL2020}, {BGT2020}.	All import locations that support variables.

#### **Executing imports**

When you execute an import utility, data is queried from the source database or file, import steps are processed, and the resulting data is saved to the destination table. For more information on what occurs when an import is executed, see About imports.

Only administrators and users with **Execute** permission to the import file can execute an import.

NOTE: You can also use Scheduler to execute import utilities, using the Import ETL Package task.

To execute an import:

- 1. Do one of the following to open the import for execution, depending on whether you need to access the full import settings:
  - Open the full Import Wizard: On the Axiom tab, in the Administration group, click Imports > ImportName > Edit. Then in the Import Wizard, go to the Execute tab.

Using the Import Wizard, you can switch between the Execute tab and other tabs to view and edit the import settings as needed, and then run the import again.

 Open in execute-only mode: On the Axiom tab, in the Administration group, click Imports > ImportName > Execute. This opens a special **Execute Import** dialog that only displays the import execution options and controls. Use this mode if you only need to execute the import and you don't need to review or edit any import settings. This is the only mode available to users who have execute-only permissions to the import.

NOTE: In systems with installed products, these features may be located on the Admin tab.

**TIP:** You can also open imports for execution using Axiom Explorer or the Explorer task pane. If you have read/write or read-only access to the import, the full Import Wizard opens. If you have execute-only permission to the import, then the Execute Import dialog automatically opens when you access the import from the Imports Library.

2. Click Execute to start the import.

The option at the top of the dialog, **Execute in development mode**, should only be used if you want to test or troubleshoot the import. When development mode is enabled, the import is executed, but the data is not saved to the destination table. For more information, see Executing imports in development mode.

- 3. If the import uses variables, the **Variables** dialog opens so that you can to define values for the variables. For each variable, you can select a value from the drop-down list. Some variables may also allow you to type in a user-defined value.
- 4. If the import uses a source file, you may be prompted to specify the location of the source file. In the **Open** dialog, navigate to the file that you want to use and then click **Open**.

In this case, a copy of the specified file is uploaded to the application server for processing. Once the import is complete, the temporary copy of the file is deleted.

As the import is processed, status messages display in the **Execution log** box. If an error occurs, the error message displays in the log and the import is stopped. If necessary, you can copy and paste the text in the execution log—for example, to send the error to Axiom Support. To copy the log text, right-click inside the log and choose **Select All**, then select **Copy**.

**TIP:** If an import experiences an error and you need more information on the error, try running the import in development mode. The error messages in development mode may contain more detail.

If you want to stop the import while it is executing, click **Stop**. The import stops after completing the step that is currently in-process. You cannot restart the import at the same spot—when you click **Execute**, the import starts over from the beginning.

### Import validation errors

If the import experiences import validation errors, then those errors are logged to a separate CSV file in addition to being displayed in the **Execution log** within the dialog. You can open this file separately to see exactly which rows of data were invalid within the context of the import data.

The error file includes the following information:

- Lookup validation errors from Axiom Budgeting and Performance Reporting's built-in validation against lookup columns.
- Validation errors from any Custom Data Validation steps in the transforms.
- Key validation errors such as blank keys or duplicate keys.

You can open the file from the **Execute Import** dialog by clicking the link in the Status area. The status will be either "failed" or "warning," followed by the text "click here to open errors in a spreadsheet." The status type depends on whether the option to **Ignore lookup and key errors** is selected.

A Execute Import: Import GL data	?	×
Execute in development mode (data will not be saved to destination table)		
Execute Stop Status: 🗙 failed, click here to open errors in a spreadsheet		
Execution log	Show des	<u>cription</u>
<pre>11:41:56 AM Starting import 'Import GL data' 11:42:05 AM Extracting data: C:\Users\whunter\Documents\testGL.xlsx 11:42:05 AM Imported 1 rows of data into temp table 'dbo.tmp762_40227 11:42:05 AM Validating data for save 11:42:06 AM Validating data for save 11:42:06 AM Orecord(s) updated, 0 inserted. 11:42:06 AM Orecord(s) updated, 0 inserted. 11:42:06 AM Dropping temporary table dbo.tmp762_40227 11:42:06 AM Dropping temporary table dbo.tmp762_40227 11:42:06 AM Import GL data' Lookup error: row 1. Invalid Dimension Dept (1) Import Failed: Save errors occurred during import</pre>		
	CI	ose

Example link to open validation errors in a spreadsheet

The CSV file contains the import data, followed by one or more validation columns. Validation columns are labeled as follows:

- Lookup and key validation messages are in a column named *LookupColumnName* Lookup Error. For example: "Acct Lookup Error" when looking up against the ACCT column.
- Custom Data Validation messages are in a column named AXTRANSFORM\_StepNumber, where StepNumber is the number of the associated transformation step. For example: "AXTRANSFORM\_ 5" when the associated transform is step 5 in the list.

The error CSV files are placed in a system-maintained folder in the Imports Library named **Import Errors**. Access to the error files is automatically managed based on access to the import. You can access the error file directly later by using the Explorer task pane or Axiom Explorer. Each execution of an import that results in a lookup error generates a unique error file (differentiated by a date/time stamp). These error files are not automatically deleted; you must manually delete them when you are finished investigating the error.

### Executing imports in development mode

You can execute an import in development mode, in order to test import settings or troubleshoot an import issue. In development mode, all import steps are performed except for the last step that saves the temp table data to the destination table.

When executing in development mode, additional options are available:

- You can pause the import after certain transformation steps are performed, and view the data in the temp table as it exists after performing the step. Reviewing this data can help you determine if a particular transform is working as you expect. If an import doesn't have defined transformation steps, you can view the import data as it exists after the temp table is populated from the source data.
- For delimited file imports, you can limit development mode processing to a certain number of rows, for more efficient testing and troubleshooting.

**IMPORTANT:** When an import is run in development mode, all of the steps in the **Transforms** tab are performed, including any steps that modify tables other than the temp table. If you do not want these steps to occur during testing, then you should disable the step on the **Transforms** tab before executing the import in development mode.

To run an import in development mode:

- 1. Do one of the following to open the import for execution, depending on whether you need to access the full import settings:
  - Open the full Import Wizard: On the Axiom tab, in the Administration group, click Imports > ImportName > Edit. Then in the Import Wizard, go to the Execute tab.

Using the Import Wizard, you can switch between the Execute tab and other tabs to view and edit the import settings as needed, and then run the import again.

 Open in execute-only mode: On the Axiom tab, in the Administration group, click Imports > ImportName > Execute.

This opens a special **Execute Import** dialog that only displays the import execution options and controls. Use this mode if you only need to execute the import and you don't need to review or edit any import settings. This is the only mode available to users who have execute-only permissions to the import.

NOTE: In systems with installed products, these features may be located on the Admin tab.

**TIP:** You can also open imports for execution using Axiom Explorer or the Explorer task pane. If you have read/write or read-only access to the import, the full Import Wizard opens. If you have execute-only permission to the import, then the Execute Import dialog automatically opens when you access the import from the Imports Library.

2. In the Execute Import dialog (or the Execute tab of the Import Wizard), select Execute in development mode.

Once development mode is enabled, the **Development Mode Options** section becomes available.

3. Select the Development Mode Options as needed:

Option	Description			
Limit the number of rows imported to	Limits the development mode processing to a specified number of rows. When testing the import, you may only need to process a handful of rows in order to verify that the import is working as expected. Using a smaller number of rows speeds import processing.			
	After selecting this option, enter a number of rows from 1 to 1000 into the box. By default, the row limit is 1000.			
	<b>NOTE:</b> This option is only available when the import source is a delimited file or Ellucian. If the import source is a database, you can limit the number of rows by setting a temporary WHERE clause in the SQL Select Statement.			
Pause after specified transforms and display current temp table data	Specifies whether pauses are honored during development mode			
	<ul> <li>If enabled, then Axiom Budgeting and Performance Reporting honors the pause settings on the Transforms tab. If a step has Pause enabled, then the import pauses after performing the step, and displays the temp table in the View Data dialog. When the dialog is closed, the import continues to the next step. See Troubleshooting transforms using pause.</li> <li>If disabled (the default setting), then the import continues without pausing, regardless of whether any steps are flagged with Pause.</li> </ul>			
	NOTES:			
	<ul> <li>This option is only available in the Execute tab of the full Import Wizard, and only if you have read/write access to the import.</li> </ul>			
	<ul> <li>If the import does not have any transforms, this option is renamed to Pause and display temp table data after preview data is fetched. If enabled, the temp table is populated with data from the import source, and then the temp table data is displayed in the View Data dialog.</li> </ul>			

**NOTE:** Development mode and its options only apply to the current import session—these options are not saved in the import settings.

4. Click Execute to run the import in development mode.

The import is executed and status messages display in the **Execution log** as normal. If pauses are enabled, the import pauses at the designated steps to display the **View Data** dialog. After closing the dialog, click **Continue** to continue processing. Once all transform steps have been executed, the import stops before saving data to the destination table.

### Troubleshooting transforms using pause

When running an import in development mode, you can configure the import to pause after performing certain transform steps, and view the data in the temp table.

To configure an import to pause after a transform:

• On the Transforms tab, select the Pause check box 🖑 for the transform.

Gen	eral	Source	Variables	Mapping	Transforms	Execute						
Us the	e tran e orde	sforms to r shown.	o modify th	e temp tabl	e before it is	loaded int	o the destinatio	n table. Tran	nsforms ar	e exec	uted ir	n
Exa	ample	SQL trar	<u>nsforms</u>						+		•	×
			Transform	1		Descrip	tion	Target	Variable	0	0	
1	1 Update {temptable} set M1=Bei					✓						
2	Upo	date {tem	ptable} set	M1=BegBa	+					✓		
3	Pre	-save val	idate()		Performs	the same v	alidation that o	c				

• On the Execute tab, select Execute in development mode and then select Pause after specified transforms and display current temp table data.



When the import is executed in development mode with pauses enabled, it continues until it reaches a transform step that is configured to pause. After completing that step, the import pauses and shows the current temp table data within the **View Data** dialog.

96 rows from	the import te					
		mp table			Show Filter	
Dept	M1	M2	M3	M4	M5	^
0000	5050	5050	5050	5050	5050	5
1000	3030	3030	3030	3030	3030	3
2000	4545	4545	4545	4545	4545	2
3000	5050	5050	5050	5050	5050	5
4000	3030	3030	3030	3030	3030	3
5000	4545	4545	4545	4545	4545	4
6000	5050	5050	5050	5050	5050	5
7000	3030	3030	3030	3030	3030	3
8000	4545	4545	4545	4545	4545	2
9000	5050	5050	5050	5050	5050	5
0000	3030	3030	3030	3030	3030	3.0
					2	>
	Dept 0000 1000 2000 3000 4000 5000 6000 7000 8000 9000 0000	Dept         M1           0000         5050           1000         3030           2000         4545           3000         5050           4000         3030           5000         4545           6000         5050           7000         3030           8000         4545           9000         5050           0000         3030	Dept         M1         M2           0000         5050         5050           1000         3030         3030           2000         4545         4545           3000         5050         5050           4000         3030         3030           5000         4545         4545           6000         5050         5050           7000         3030         3030           8000         4545         4545           9000         5050         5050           0000         3030         3030	Dept         M1         M2         M3           0000         5050         5050         5050           1000         3030         3030         3030           2000         4545         4545         4545           3000         5050         5050         5050           4000         3030         3030         3030           5000         4545         4545         4545           6000         5050         5050         5050           7000         3030         3030         3030           8000         4545         4545         4545           9000         5050         5050         5050           0000         3030         3030         3030	Dept         M1         M2         M3         M4           0000         5050         5050         5050         5050           1000         3030         3030         3030         3030           2000         4545         4545         4545         4545           3000         5050         5050         5050         5050           4000         3030         3030         3030         3030           5000         4545         4545         4545         4545           6000         5050         5050         5050         5050           7000         3030         3030         3030         3030           8000         4545         4545         4545         4545           9000         5050         5050         5050         5050           0000         3030         3030         3030         3030         3030	Dept         M1         M2         M3         M4         M5           0000         5050         5050         5050         5050         5050           1000         3030         3030         3030         3030         3030         3030           2000         4545         4545         4545         4545         4545           3000         5050         5050         5050         5050         5050           4000         3030         3030         3030         3030         3030           5000         4545         4545         4545         4545           6000         5050         5050         5050         5050           7000         3030         3030         3030         3030         3030           8000         4545         4545         4545         4545         4545           9000         5050         5050         5050         5050         5050           9000         3030         3030         3030         3030         3030           9000         3030         3030         3030         3030         3030

Example View Data dialog

Using this dialog, you can view and filter the data to help determine whether the transform is working as expected. When you are done viewing the data, click **Close** to return to the import. At this point the import is still paused. You can click **Continue** to continue the import, or **Stop** to stop it.

By default, the View Data dialog shows the first 500 rows of data in the temp table. This row limit is controlled by the ETLMaxRows system configuration setting. If desired, you can filter the data to make it easier to find specific records you might be looking for. To do this, click Show Filter in the top right corner of the View Data dialog. This enables the following filter options for the dialog:

Item	Description
Filter	Type a filter to limit the data shown in the dialog. The filter must use column-only syntax, using a column name in the temp table. For example:
	Dept=45000
	Where Dept is a column in the temp table.
Row count	Type a number to limit the data to a certain number of rows. The maximum number of rows that can be shown is 5000.
Columns	Select or clear columns to limit the temp table columns that display in the dialog. You can use the <b>All</b> or <b>None</b> options to select or clear all columns at once.
	If you clear a column, then that column cannot be used in the filter.
	<b>NOTE:</b> At least one column must be selected to display. If no columns are selected, then all columns will display.

After modifying the filter options, click **Refresh** to filter the data in the dialog using your selections. To clear your filter options and return to the default dialog, click **Hide Filter**.

ilter:			Acct	Dept	M1	M2	M3	M4
dept=29000			1000	29000	5050	5050	5050	5050
			4400	29000	85438.4232	85901.4828	85901.4828	85438.4232
			4900	29000	18796.4274	18898.2948	18898.2948	18796.4274
low count (5000 max):	500		5100	29000	0	0	0	0
Columns		lone	5300	29000	143.7078	385.0398	205.0812	143.7078
	<u>AU 1</u>		5600	29000	1706.358	1027.089	1539.6186	1706.358
✓ Acct ✓ Dent		^	5800	29000	0	0	0	0
✓ M1			6000	29000	212.6496	576.81	341.139	212.6496
✓ M2			6100	29000	578.9316	-3458.0652	3124.4232	578.9316
M3			6200	29000	38131.5984	95510.607	69628.005	38131.5984
✓ M4		$\sim$	6300	29000	1304.937	17330.922	5511.57	1304.937
	Defre	- h	6400	29000	0	0	0	0

Example View Data dialog with filter options

#### Import Wizard

Using the Import Wizard, you can create new imports and edit existing imports. Import settings are organized by tab.

Tab	Description
General	Defines the name of the import and other general settings.
Source	Specifies the source of the data to be imported, and how to access it.
Variables	Defines variables to be used in the import, in order to dynamically change certain import settings.
Mapping	Specifies the destination table for the import, and maps the import data to columns in the destination table.
Transforms	Defines transformation statements to be performed on the import data before it is saved to the destination table. Transforms can use SQL or built-in Axiom Budgeting and Performance Reporting functions.
Execute	Execute the import. You can run the import normally, or you can run it in development mode for testing and troubleshooting purposes.
	<b>NOTE:</b> It is possible to configure user permissions so that a user has read/write or read-only access to the import utility file, but the user does not have execute permissions for the import. In this case, the Execute tab is hidden.

As you complete the import settings, the Import Wizard performs error checking for missing required settings and invalid settings. If an error is detected, an error message displays in the bottom of the dialog. You can click the link to be taken to the tab that contains the error. Only one error is displayed at a time; once you resolve the current error message, a new message may appear.

#### Import Wizard: General tab

On the **General** tab of the Import Wizard, you can define general properties for the import—such as the import name and save options.

Item	Description
Import Name	The name of the import. The import name is how you access and execute imports from the <b>Imports</b> menu, and in other areas such as the <b>Import ETL Package</b> task in Scheduler.
Description	Optional. The import description. The description can be used to document the purpose of the import and/or to detail important import instructions. The description is limited to 2000 characters.
	When an import is opened in execute-only mode, the description can be viewed by clicking the <b>Show description</b> link in the <b>Execute Import</b> dialog.

# Save Options

The save options impact how data is saved to the destination table when the import is executed.

Item	Description
Ignore lookup and key errors	Specifies the import behavior if lookup and key errors exist in the temp table data before saving to the destination table. These errors include invalid lookup data, blank keys, and duplicate keys.
	<ul> <li>If enabled, then any rows with lookup and key errors are ignored, and only valid rows are saved to the destination table. Once the import is complete, an error log is provided to detail the invalid rows. For more information, see Import validation errors.</li> </ul>
	This option allows you to continue to save valid data even if invalid data is present. You can then investigate the invalid data, make corrections, and reimport.
	<ul> <li>If disabled (the default setting), then the import is aborted if any lookup and key errors exist in the temp table data. No data is saved to the destination table.</li> </ul>
	NOTES:
	<ul> <li>If this option is enabled and the import is executed by Scheduler, the execution status of the job is set to Partial Success if any errors are found. This will result in an email notification if the job is set to notify only on error.</li> </ul>
	<ul> <li>This option does not apply if a Pre-Save Validation function is used in the import's transform steps. If this function is used, then the import is aborted if any validation errors are found, and no further import steps are processed.</li> </ul>
	<ul> <li>Duplicate keys count as an error condition when saving to a reference table, or when Aggregate rows on final save is disabled.</li> </ul>
Aggregate rows on final save	Specifies whether duplicate rows are aggregated during the final save to the destination table. Duplicate rows are rows that have the same key column values.
	<ul> <li>If enabled (the default setting), then duplicate rows are aggregated before saving data to the destination table. This aggregation process may take some time for large imports.</li> </ul>
	<ul> <li>If disabled, then the temp table data is not aggregated before saving data to the destination table. If any duplicate rows exist, the import is aborted and no data is saved to the destination table. You can optionally use the Ignore lookup and key errors option to instead exclude the invalid rows and only import valid rows.</li> </ul>
	Disabling this option may improve import performance for large imports where aggregation is not necessary.
	<b>NOTE:</b> This option does not apply when the destination table for the import is a reference table, or any table with an identity key column.

ltem	Description
Bypass updating existing rows when saving to the destination table	<ul> <li>Specifies whether the import saves both updated data and new data, or just new data.</li> <li>If enabled, then only new records of data are saved to the destination table when the import is run. Updates to existing records are ignored.</li> <li>If disabled (the default setting), then new records and updates to existing records are saved to the destination table when the import is run.</li> </ul>
	Enabling this option may improve import performance for use cases where the import source is not expected to contain updates to existing data. Keep in mind that if you enable the option and the import source does contain updates to existing data, the updates are simply ignored with no warning.
	<b>NOTE:</b> If this option is enabled, existing records in the source data may still cause import errors, even though these records will be ignored for the final save to the destination table.

#### Import Wizard: Source tab

The **Source** tab of the Import Wizard specifies the source of the data to be imported. The contents of the tab depend on the **Import type** selection at the top of the tab.

The available import types are as follows. Select the type that corresponds to the source of the data that you want to import:

Import Type	Description	More Information
File	Use to import data from a file:	Importing from one
	Delimited files or Excel files	or more source files
	<ul> <li>A single file or multiple files</li> </ul>	
External database	Use to import data from an external database. The following database connections are supported:	Importing from an external database
	SQL Server	
	Oracle	
	• OLEDB	
	• ODBC	

**NOTE:** The OLEDB source type can also be used to import data from a file. If you want to import from a file that is not one of Axiom Budgeting and Performance Reporting's supported file types, you may be able to use the OLEDB source type. The database connection strings can be configured to pull data from various file types.

The topics in this section detail the requirements and import settings for each import type.

#### Importing from one or more source files

You can import data into Axiom Budgeting and Performance Reporting from a file, using either a delimited file or an Excel file. You can import from a single file, or from multiple files that use the same file structure.

### File requirements

When using a delimited file, the file must meet the following criteria:

- Delimiters can be any character. You specify the delimiting character in the import settings.
- The first row of the file can optionally contain column header names.
- Numeric values cannot be in scientific notation or formatted with extraneous characters such as currency signs or parentheses.

When using an Excel file, the file must meet the following criteria:

- The file format must be XLS or XLSX. XLSM files cannot be imported.
- The first row can optionally contain header names.
- Each column in the Excel file translates to a column in the destination table. Each row in the file translates to a data record in the table. Blank columns and rows are ignored.
- The data in the spreadsheet must match the designated data type for the destination column. For example, if numeric values in the spreadsheet are prefixed with a quotation mark, then Excel considers those values to be strings instead of numbers. This will cause an error if attempting to import these string values into a numeric column.

Import source files can be no larger than 2GB. Additionally, some import features may impose a smaller file size limit. If the source file exceeds the file size limit, it should be split into multiple smaller files.

## Source configuration

To import data from a file, complete the following configuration settings on the **Source** tab of the Import Wizard.

#### General settings

The following settings are always present at the top of the tab.

ltem	Description
Import type	Select File to import data from a file.

Item	Description
Remote Data Connection	If your Axiom Budgeting and Performance Reporting system is hosted on the Axiom Cloud, and you are not using the <b>Prompt for path during execution option</b> to allow the user to select a file, then you must specify a remote data connection so that the Axiom Cloud can read the file located on your network.
	You can select any remote data connection defined in your system, or you can enter an import variable name. For example, you can enter the built-in system variable {DefaultRemoteDataConnection} to automatically use the default remote data connection for your system. For information on how the default remote data connection is determined, see System variables.
	If no remote data connections have been defined in your system, then this setting does not apply and will not display.

# File import options

The following settings are present when File is selected as the import type.

Item	Description
File type	<ul> <li>Select one of the following to specify the type of file to use as the import source:</li> <li>Delimited file: Import data from a delimited text file, such as CSV or TXT files.</li> <li>Excel file: Import data from an Excel file (XLS or XLSX).</li> </ul>

Item	Description
Source path	<ul> <li>Select one of the following to specify the location of the source file:</li> <li>Use specified path: Use this option if the file path is always known. To specify the file path, use either the File path or Source folder setting, depending on whether you are importing from a single file or multiple files. The specified path must be accessible to the Axiom Application Server (for on-premise installations) or to the Axiom Cloud Integration Service (for Axiom Cloud systems).</li> </ul>
	<ul> <li>Prompt for path during execution: Use this option if you want the user to be able to specify the file when running the import. You can optionally complete the Default folder setting to provide a starting point.</li> </ul>
	When using this option, a copy of the specified file is uploaded to the application server for processing. Once the import is complete, the temporary copy of the file is deleted.
	<b>NOTE:</b> Files greater than 100 MB cannot be uploaded using the "prompt" option. While it is possible to increase this limit, it is not recommended. Instead, you should use the <b>Use specified path</b> option if you need to import a file larger than 100 MB. Please contact Axiom Support if you need assistance with a large file.
	For more information, see Design considerations for the source path.
Import from	Select one of the following:
	<ul> <li>Single file: Use when importing data from a single designated file.</li> </ul>
	<ul> <li>Multiple files: Use when importing data from multiple files within a designated folder. All of the files to be imported must use the same file structure.</li> </ul>
	When importing from multiple files, additional configuration settings become available on the <b>Source</b> tab, in the Multiple file options section.

ltem	Description
File path or	This setting applies when <b>Use specified path</b> is selected for the <b>Source path</b> . Specify one of the following, depending on whether you are importing a single file or multiple files:
Source folder	• File path: When importing from a single file, specify the path to the file. You can type the file path or click the folder icon to navigate to the file.
	• <b>Source folder</b> : When importing from multiple files, specify the path to the folder. All of the files to be imported must reside in this folder. You can type the folder path or click the folder icon to navigate to the folder.
	Once the path is specified, Axiom Budgeting and Performance Reporting will validate whether the application server or the cloud integration service can access the file or folder, and will display an error if not.
	If the path is to a network location, it must be a UNC path (i.e. \\servername\foldername\filename). If you enter a mapped drive, the entry will automatically be converted to a UNC path.
	Import variables can be used in the path. See Using variables in imports.
	<b>NOTE:</b> If a remote data connection is specified, then by default the file/folder navigation dialog shows the folder structure of the server where Axiom Cloud Integration Service is installed. If you need to point to a different location, you can either manually type the file or folder path, or you can temporarily set <b>Remote Data Connection</b> to <b><none></none></b> .
Default folder	Optional. This setting applies when <b>Prompt for path during execution</b> is selected for the <b>Source path</b> . Specify a folder path to use as the default location when prompting the user to select a file. You can type the folder path or click the folder icon to navigate to the folder.
	If a folder is specified, then when the user is prompted to select a file, the file selection dialog will open to this folder by default. The user can still browse to a different location.
	Import variables can be used in the path. See Using variables in imports.

# File options (Excel)

The following options are present if the File type is Excel file.

Item	Description
First row has column names	Select this option if the first row of the file contains column names. If the first row of the file contains data, leave this option unchecked.

Item	Description
Sheet name	The sheet in the Excel file to import. Leave this blank to use the first sheet in the file. Only one sheet can be imported.
	Variables can be used to specify the sheet name. See Using variables in imports.

# File options (Delimited)

The following options are present if the File type is Delimited file.

ltem	Description
First row has column names	Select this option if the first row of the file contains column names. If the first row of the file contains data, leave this option unchecked.
Import file has multi-line values	Select this option if the import file has data where a field value splits across rows (within the text qualifier). For example:
	DEPT, ACCT, LOCATION, A1, A2, A3 100,4000, East Region, 123, 456, 789 100,4100,"West Region",111,222,333
	If this option is selected, then the split value will be read as a single import value.
Delimiter	In the box to the right of the option, enter the delimiting character used in the source file. For example, if the delimiter is a comma, enter a comma into the box.
	Delimiter ,
	If the delimiting character is a space or a tab, place your cursor in the box and press the space bar or the tab key. The character will be indicated in parentheses to the right of the box (since the character is not visible in this case).
	Delimiter (space)
Text Qualifier	By default, the text qualifier is double quotation marks ("). If desired, you can enter a different character as the text qualifier, or you can clear the field if you do not want to use a text qualifier.
	The text qualifier is used when values in the source file may contain the delimiting character. For example, if the delimiting character is a comma, but the source file contains values such as full names that also contain a comma (for example: "Doe, Jane"). In this case, the comma within the quotation marks is considered part of the field value instead of starting a new field.

# Multiple file options

The following options are present if Import from is set to Multiple files.

ltem	Description
Import order	Select one of the following to specify the order in which multiple files are imported:
	<ul> <li>Alphabetical: Files in the specified source folder are imported in alphabetical order.</li> </ul>
	<ul> <li>Creation date: Files in the specified source folder are imported by creation date (earliest first).</li> </ul>
File filter	Optional. Specify a filter to determine the files to import within the specified source folder. If the filter is left blank, then all files in the folder are imported.
	You can use wildcard characters (* or ?) to include groups of files that share naming conventions. For example: North*.xls to collect all XLS files where the file name starts with "North". Import variables <i>cannot</i> be used in the filter.
	<b>NOTE:</b> The import attempts to process all files in the folder allowed by the file filter, regardless of whether those files meet the specified file type for the import (delimited or Excel). You should make sure that the folder only contains valid file types, or set the filter appropriately so that invalid file types will not be imported.
Archive folder	Specify a target folder in which to archive source files after they have been imported. You can type the folder path or click the folder icon to navigate to the folder.
	After the data in a file has been imported successfully, the file is <i>moved</i> from the original source folder to the archive folder. Files are not moved when running the import in preview mode.
	Import variables can be used in the path. See Using variables in imports.
	<b>NOTE:</b> If a remote data connection is specified, then by default the file/folder navigation dialog shows the folder structure of the server where Axiom Cloud Integration Service is installed. If you need to point to a different location, you can either manually type the file or folder path, or you can temporarily set <b>Remote Data Connection</b> to <b><none></none></b> .

Item	Description
Add timestamp prefix to file	Optional. Select this option if you want to add a timestamp to the file names in the archive folder.
names when archiving successful import files	<ul> <li>If enabled, then when a file is moved to the archive folder after a successful import, the file is renamed so that the name starts with the current date and time. This is intended to make it easier to find and identify files that were imported as part of a particular import execution.</li> <li>If disabled, then file names are left as is when they are moved to the archive folder.</li> </ul>

# Design considerations for the source path

There are two options to specify how the import obtains the source file: **Prompt for path during execution** and **Use specified path**. When deciding which option to use, you should consider the following to determine which option is most appropriate.

Prompt for path d	uring execution
-------------------	-----------------

File permissions	The file must be accessible by the user's file system permissions.
Data flow	<ul> <li>A copy of the file is streamed from the client machine to the application server, then from the application server to the database server.</li> <li>The file copy on the application server is deleted after the import is complete.</li> </ul>
Ramifications / Limitations	<ul> <li>Slower performance (file is copied multiple times)</li> <li>Only available when running the import interactively</li> <li>Maximum file size of 100MB</li> </ul>
Use specified path	
File permissions	<ul> <li>The file must be accessible by the application server or the cloud integration service.</li> <li>The file path must be a UNC path, not a mapped drive (meaning \\servername\foldername, not I:\foldername).</li> </ul>
Data flow	The file is streamed from the file source to the database server for import.
Ramifications / Limitations	<ul> <li>Faster performance</li> <li>Maximum file size of 2GB</li> <li>Can be used in Scheduler</li> </ul>

### How multiple-file imports work

When the import is configured to use multiple source files, the import works as follows:

• When the import begins, Axiom Budgeting and Performance Reporting inspects the source folder and compiles a list of all files found in that folder. If a file filter is specified, the list is limited to only those files that match the filter. If any files are added to the folder after this list is compiled, those new files will not be imported during the current import execution.

If no files are found, the import stops. The absence of files to import is not an error condition.

- The files in the list are then imported sequentially, in the configured order (either alphabetical by file name, or by creation date). For each file, the following occurs:
  - Data is copied from the source file into the temp table.
  - Transform statements are run.
  - Data is saved to the destination table.
  - The source file is moved from the source folder to the archive folder.

Each file must complete this import process successfully before moving on to the next file.

**NOTE:** If the import uses import variables, these values are set once, before the file list is created. The import variables will remain the same for each file that is imported. However, transform variables are set by transform statements. Since the transform statements are run per file, it is possible that transform variables could resolve differently per file.

- If any file fails to import successfully, the import stops and the import status is set to Error. No further files are imported. Currently, it is not possible to configure the import to ignore the error and continue processing other files.
- If all files in the list import successfully, the import stops and the import status is set to Success.

Because all of the files are imported sequentially, if multiple files contain data for the same set of key values, the data in the last-processed file will be saved in the database (overwriting any previously saved data for the same keys). It is *not* currently possible to batch and aggregate the data from multiple files before saving.

#### Importing from an external database

You can import data into Axiom Budgeting and Performance Reporting from an external database, such as a SQL Server or Oracle database.

When importing from an external database, you must provide the appropriate information to allow Axiom Budgeting and Performance Reporting to connect to the database, such as the server and/or database name, and the login credentials. You must also create a SQL statement to query the necessary data that you want to import into Axiom Budgeting and Performance Reporting.

**NOTE:** The Connection information is only used to connect to the source and extract the data into the import temp table. If the connection information includes a password, the password must be reentered anytime the connection information is changed.

# Source configuration

To import data from an external database, complete the following configuration settings on the **Source** tab of the Import Wizard.

Item	Description
Import type	Select External Database to import data directly from an external database.
Import source	Select one of the following database sources:
	SQL Server: Use this to import from a SQL Server database.
	Oracle: Use this to import from an Oracle database.
	<ul> <li>OLEDB: Use this to connect to any database that supports OLEDB.</li> </ul>
	<ul> <li>ODBC: Use this to connect to any database that supports Open Database Connectivity. Generally speaking, this option should only be used if no other option is available to connect to your desired database.</li> </ul>
	NOTES:
	<ul> <li>The OLEDB option can also be used to import data from files if necessary. However, it cannot be used with Excel files. The Excel file option should be used instead.</li> </ul>
	• An ODBC driver is required for use with the ODBC option. See ODBC driver.
	<ul> <li>When using the Oracle option, the Oracle Data Access Connection software (ODAC) must be installed on the Axiom Budgeting and Performance Reporting application server. If you want to import directly from an Oracle database without installing this software on the application server, you can use the OLEDB import source instead.</li> </ul>
Remote Data Connection	If your Axiom Budgeting and Performance Reporting system is hosted on the Axiom Cloud, then you must specify a remote data connection so that your Axiom Cloud system can connect to the database server located on your network.
	You can select any remote data connection defined in your system, or you can enter an import variable name. For example, you can enter the built-in system variable {DefaultRemoteDataConnection} to automatically use the default remote data connection for your system. For information on how the default remote data connection is determined, see System variables.
	If no remote data connections have been defined in your system, then this setting does not apply and will not display.

## Connection information for SQL Server

Complete the following connection information when the Import source is SQL Server.

Item	Description
Server	The name of the SQL Server.
Database	The name of the database.
User	The user name to use to connect to the specified server and database. The user credentials must be for a SQL Server account; network domain credentials cannot be used.
Password	The password to use to connect to the specified server and database.

Once you have completed the connection settings, click the **Test connection** button 🔚 to test the connection. The **Status** updates to show either a success message or an error message.

# Connection information for Oracle

Complete the following connection information when the Import source is Oracle.

Field	Description
Server	The connection parameters for the Oracle server. You can obtain this information from the Oracle TNS Names entry. A typical TNS Names entry for Oracle looks like the following:
	<pre>SERVER=(DESCRIPTION=(ADDRESS=(PROTOCOL=TCP) (HOST=MyHOSTNAME)(PORT=MyPORT))(CONNECT_DATA=(SERVICE_ NAME=MyOracleServiceID)))</pre>
	Axiom Budgeting and Performance Reporting requires this information in the following format:
	MyHOSTNAME:MyPORT/MyOracleServiceID
	Where:
	MyHostName is the name of the Oracle server machine
	<ul> <li>MyPort is the port number that the server is listening on, typically 1521</li> </ul>
	<ul> <li>MyOracleServiceID is the name of the Oracle service running on the host machine</li> </ul>
User	The user name to use to connect to the database.
Password	The password to use to connect to the database.

Once you have completed the connection settings, click the **Test connection** button let to test the connection. The **Status** updates to show either a success message or an error message.

# Connection information for OLEDB

Complete the **Connection string** field when the **Import source** is **OLEDB**. The connection string identifies the name and location of the database or file to connect to, including any necessary validation information. Any valid SQL connection string can be used. The connection string cannot contain spaces.

Once you have completed the connection settings, click the **Test connection** button let to test the connection. The **Status** updates to show either a success message or an error message.

A good resource for connection strings is http://www.connectionstrings.com/ (external link). Some examples of common connection strings are shown below:

Source	Sample string
CSV	Server=.\SQLExpress;Provider=MSDASQL;Driver={Microsoft Text Driver (*.txt; *.csv)};UID=test;PWD=test!123;Database=AxiomFinancial
SQL Server, trusted connection	Data Source=myServerAddress;Initial Catalog=myDataBase;Integrated Security=SSPI;
Oracle with TNS	Data Source=TORCL;User Id=myUsername;Password=myPassword;
SQLOLEDB (standard)	Provider=sqloledb;Data Source=myServerAddress;Initial Catalog=myDataBase;User Id=myUsername;Password=myPassword;
SQLOLEDB (trusted)	Provider=sqloledb;Data Source=myServerAddress;Initial Catalog=myDataBase;Integrated Security=SSPI;
SQLOLEDB (server instance)	Provider=sqloledb;Data Source=myServerName\theInstanceName;Initial Catalog=myDataBase;Integrated Security=SSPI;
AS400	Provider=IBMDA400;Data Source=MY_SYSTEM_NAME;User Id=myUsername;Password=myPassword;

# Connection information for ODBC

Complete the **Connection string** field when the **Import source** is **ODBC**. The connection string identifies the name and location of the database to connect to, including any necessary authentication credentials. The connection string requirements and syntax vary depending on the source database you are attempting to connect to. Consult the documentation from your database vendor to determine an appropriate ODBC connection string for this purpose.

Once you have completed the connection settings, click the **Test connection** button **Setting** to test the connection. The **Status** updates to show either a success message or an error message.

# SQL Select Statement

The SQL SELECT statement defines the data query to the source database, resulting in the set of data to be imported to the *temp table*. You can then perform mapping and transformations on the data before importing into the destination table.

In the **SQL Select Statement** box, enter any valid SQL statement to define the data query. You can click the **SQL editor** button 🖗 to open the **Edit SQL** dialog. This dialog provides a text editor for entering and reviewing large SQL statements, and several tools to check the statement. For more information, see Creating the SQL SELECT statement.

Variables can be used in the SELECT statement. See Using variables in imports.

**NOTE:** The syntax of the SQL statement cannot be validated when using OLEDB or ODBC as the source.

## ODBC driver

Use of ODBC requires an ODBC driver to be installed on the following servers:

- For on-premise systems, the driver must be installed on the Axiom Budgeting and Performance Reporting Application Server.
- For Axiom Cloud systems, the driver must be installed on the local server that is hosting the Axiom Cloud Integration Service.

The ODBC driver is specific to your source database. If you want to use ODBC with a particular database, that database vendor should provide or recommend an ODBC driver for use with that database.

#### Creating the SQL SELECT statement

If the import source is an external database or an internal database, then you must define a SQL SELECT statement to query the source database, resulting in the set of data to be imported to the *temp table*.

You can use the Edit SQL dialog to create and test the SELECT statement. To open the dialog:

• On the Source tab of the Import Wizard, click the browse button (...) to the right of the SQL Select Statement box.

The **Edit SQL** dialog provides a text editor for the statement, and also several tools to help create and test the statement.

## Creating the statement

You can type the statement into the text editor, or copy and paste from another source.

You can use the **Choose Table** tool to automatically generate a SQL statement that selects all columns in a specified table. You can then edit the statement to meet the specific data needs. To do this:

1. Click the Choose source table to create SQL button I.

2. In the **Choose Table** dialog, select the table for which to generate the SQL statement, and then click **OK**.

The **Choose Table** dialog lists all tables in the SQL Server database specified on the **Source** tab, including views.

The generated SELECT statement is placed in the text editor. Any existing text in the editor is overwritten.

# Testing the statement

**NOTE:** If the SQL statement uses variables, then these validation features are not available. Validation features are also not available if the source is OLEDB.

To validate the syntax of the SQL statement, click the **Check SQL syntax** button  $\clubsuit$ . Axiom Budgeting and Performance Reporting sends the statement to your database server to see if the statement can be parsed, resulting in either a success message or an error message.

To view a set of sample records, click the **View data** button Axiom Budgeting and Performance Reporting queries the database and returns the first 100 rows in the **View Data** dialog. You can review this data to help determine if the SELECT statement is returning the desired set of data.

When you are finished reviewing the data, click Close to return to the Edit SQL dialog.

#### Troubleshooting file access

When running an import or performing certain file processing actions, an error may occur when attempting to access the specified file or folder location. The most common reasons for this error are:

- Using a mapped drive instead of a UNC path
- Not having the appropriate permissions to the specified file or folder

## UNC path

When specifying the file or folder location, you must use a UNC path (Universal Naming Convention). A UNC path identifies the location using a server name instead of a mapped drive. For example:

UNC path: \\servername\foldername\filename

### Mapped drive: I:\foldername\filename

Mapped drives cannot be used because they may vary by computer. The mapped drives that you see may be different than the mapped drives your co-workers see, and different from the mapped drives seen by the Axiom servers. The UNC path is the only way to universally identify a location within your organization's network.

# File/Folder Permissions

The Axiom Budgeting and Performance Reporting server that is performing the process must have the proper folder share and security permissions to access the specified file or folder location. The exact configuration depends on what process you are trying to perform.

Task being performed	Where to configure permissions	Account	Required permissions
Import: Source files located on network share local to the Axiom server	<ul> <li>Cloud: Axiom Cloud Integration Server</li> <li>On-Premise: Axiom Application Server</li> </ul>	Network Service Account	<ul> <li>Folder share: At least Read permissions</li> <li>Folder security: At least Read, Read &amp; Execute, and List Folder Contents</li> </ul>
Import: Source files located on network share not local to the Axiom server	<ul> <li>Cloud: Axiom Cloud Integration Server</li> <li>On-Premise: Axiom Application Server</li> </ul>	Application Server Computer Account	<ul> <li>Folder share: At least Read permissions</li> <li>Folder security: At least Read, Read &amp; Execute, and List Folder Contents</li> </ul>
File processing: Running via Scheduler	<ul> <li>Cloud: Axiom Cloud Integration Server</li> <li>On-Premise: Axiom Scheduler Server</li> </ul>	Scheduler Service Computer Account	<ul> <li>Folder share: Full Access</li> <li>Folder security: Modify, Read &amp; Execute, List Folder Contents, Read and Write</li> </ul>
File processing: Running in Desktop Client	Desktop	User's Domain Account	<ul> <li>Folder share: Full Access</li> <li>Folder security: Modify, Read &amp; Execute, List Folder Contents, Read and Write</li> </ul>

**NOTE:** On-premise installations can use an optional system configuration setting, **ETLAccessibleFolders**, to further control access to folders when running imports. If this setting is used, then any folder location in the import settings must also be listed in the ETLAccessibleFolders. If it is not, then an error occurs when attempting to access files in the folder. Keep in mind that the error message does not differentiate whether the folder is inaccessible due to general network permissions or due to the ETLAccessibleFolders setting.

#### Import Wizard: Variables tab

In the **Variables** tab of the Import Wizard, you can define variables to be used in the import. Import variables can be used in the following import settings:

- Source and destination columns (Mapping tab)
- Destination table (Mapping tab)
- Transform statements or functions (Transforms tab)
- SQL SELECT statement to the source table (Source tab)
- Source file (Source tab)
- Sheet name (Source tab)

When the import is executed, before any import steps are processed, Axiom Budgeting and Performance Reporting checks the **Variables** tab for variables. If variables are defined (regardless of whether they are used in the import), the **Variables** dialog is presented to the user. Once the user has specified a value for each variable, the import begins processing.

For example, you might have database tables that have the year incorporated into the table name. You could define a variable for year, and configure the destination table to use the variable. Data would then be imported into the appropriate table, depending upon the year selected by the user.

To use a variable in the import, enter the variable name into one of the supported areas of the import settings, enclosed in curly brackets {}. For example, if the variable name is "mycolumn", you would enter {mycolumn}.

**NOTE:** If the variable defines the destination table, then you must place the variable in double curly brackets when you use it in a SQL statement, so that the eventual table name value is enclosed in curly brackets as expected. For example, if you have a variable named "destinationtable", you would reference that variable as {{destinationtable}}. That way, when the {destinationtable} value is defined, it will resolve as {GL2020}.

### Managing import variables

This tab has two sections. In the top section, you can create user-defined variables for the import. The bottom section displays the built-in system variables that can be used in the import. This **Built-in Variables** section is for reference only, so that you can see the variables available for use.

- To add a variable, click Add variable <sup>+</sup>. The new variable row is added below the row that is currently selected.
- To edit a variable, type the changes into the grid.

If you change the name of a variable, you must update any references to that variable in the import to use the new name.

• To delete a variable, select the row that you want to delete and then click Remove variable imes.

Make sure the variable is not used in the import before deleting it. If the import references a variable that is not defined, an error will result when executing the import.

The following settings are defined for variables:

Item	Description
Prompt for value even if variable only contains one choice	This setting applies to all defined variables for the import, and determines the system behavior when a variable has only one choice.
	<ul> <li>If enabled (default), then users will always be prompted to select variable values, even if a variable has only one defined choice.</li> </ul>
	<ul> <li>If disabled, then users will not be prompted to select variable values for variables that have only one defined choice.</li> </ul>
Name	The name of the variable.
	Import variable names cannot use the same name as transform variable names, and vice versa. Every variable name within the import must be unique.
	<b>NOTE:</b> Import variables cannot use the same names as tables defined in your system. This is because the syntax for referencing tables is the same as the syntax for referencing variables. A validation message will display in the Import Wizard if a variable name matches a table name. If a table is later created with the same name as an existing variable, then subsequent executions of the import will fail with an error identifying the table name / variable name duplication.
Choices	The set of valid choices for the variable, separated by semi-colons.
	You can leave the choices blank if there is not a defined set of values for the variable. When the import is executed, the user can type in a value for the variable (if <b>Allow Free Input</b> is enabled).
	Variables (user-defined or system variables) can also be used as choices. Note that variables used as choices will not be resolved to values in the Variables dialog that is presented to the user when the import is run interactively. However, the variable will be resolved during the import execution.
	You can also specify a column or columns in the database by entering fully qualified Table.Column syntax. The user will be presented with a drop-down list of all values (up to 500) in the specified column. For example, enter DEPT.Region if you want the user to select from the list of regions in the DEPT table. You can specify multiple database columns, separated by semi-colons. For example, DEPT.VP; DEPT.Mgr. The column values will be collected into a single list.

Item	Description
Description	Optional description text that displays in the <b>Variables</b> dialog. This dialog displays when the import is executed, to prompt the user to specify a value for the variable.
	Description text displays as follows above the variable selection drop-down list:
	VariableName:DescriptionText
Allow Free Input	Specifies whether users can type in their own values for the variable, or if they are restricted to the list of choices.
	<ul> <li>If enabled (default), then users can either select from the list of choices, or type in their own value. Keep in mind that the user-defined value may not be valid in the context of the import.</li> </ul>
	<ul> <li>If disabled, then users can only select from the defined list of choices.</li> </ul>

#### Import Wizard: Mapping tab

The **Mapping** tab of the Import Wizard maps the import data to the destination table. In this tab, you define:

- The columns to be created in the *temp table*, including any "work columns" to be used for interim calculations only.
- The destination table for the imported data.
- The destination columns for the imported data.

When an import is executed, data is first imported from the source file or table into the temp table. Each entry in the **Temp Table Column** field becomes a column in the temp table. After performing any mappings or calculations on the temp table (as defined in the transforms), data is imported from the temp table to the destination table. The entries in the **Destination Column** field determine whether a column of data is imported to the destination table, and to which column in the destination table.

## Setting the destination table

The **Destination table** field at the top of the tab specifies the table where imported data is to be saved. To specify this table, you can:

- Type the name of an existing table into the field, or use the **Choose table** button III to select an existing table.
- Enter a variable name in curly brackets. When using this approach, the destination table will be determined dynamically based on the variable value. For more information, see Using variables in imports.

If needed, you can use the **create destination table** link to create a new table to hold the imported data. This process opens the **Create Table** wizard and populates the **Columns** screen with the columns defined in the **Mapping** tab, using the temp table names and data types. Before using this option, you should first use **Auto-generate temp table and destination columns** is to generate the list of columns based on the source data. Once the new table is created, the destination table and destination columns are automatically set. Only administrators and users with the **Administer Tables** security permission can see this option and create new tables.

# Populating the import column mappings

The top section of the Mapping tab must contain a row for each column of data in the source. Each column in the source data becomes a column in the import temp table, which is then mapped to a column in the destination table.

The easiest way to generate the list of columns is to use the **Auto-generate temp table and destination columns** is button in the top right of the tab. This process reads the source data and creates a row for each column. If a destination table is already specified, the auto-generate process attempts to map the source columns to the appropriate destination columns, based on column name. After auto-generating, you should review all entries to be sure they are correct.

### NOTES:

- If the import source is set to **Prompt for file during execution**, you will be prompted to select a file to use for the auto-generated mappings.
- If the import source is set to import from multiple files, the mappings are generated based on the first file that is found in the specified folder.
- If the import uses a remote data connection, that connection is used to access the specified source file or database.
- If the import source is Ellucian, the import columns are automatically generated based on the selected data type on the Source tab. In this case, the only purpose of the auto-generate button is to map these columns to the destination columns.
- If the import source or the destination table uses variables, the Variables dialog opens so that you can specify variable values to use when generating the column mappings.

You can also define columns manually, or edit the settings after auto-generating:

- To add a row, click Add imported column mapping +. The new row is added below the row that is currently selected. This option is not available for certain source types that have a fixed set of source columns.
- To edit a row, type changes into the grid.
- To delete a row, select the row that you want to delete and then click **Remove mapping** X. This option is not available for certain source types that have a fixed set of source columns. Keep in mind that all columns in the import source must have a corresponding row in the mapping tab. If you do not need to save the corresponding data to the destination table (either because it is unneeded or because you need to manipulate data using a work column), simply leave the column unmapped.

• To change the order of rows, select the row that you want to move and then click the arrow icons to move it up or down.

**IMPORTANT:** For all import types except Ellucian, the columns must be listed in the order of the columns in the source. For example, the first column of the source data must be row 1 in the mapping grid, the second column must be row 2, and so on. If you perform any action that changes the existing order of rows, this may cause data to be imported incorrectly. After making manual adjustments to the grid, check to make sure that each mapping row in the grid matches up with the appropriate source column.

Item	Description
Source Column	The number of the corresponding source column in the import source. The first row in the grid corresponds with the first column in the source, and so on.
	These numbers cannot be edited. If you auto-generate the mappings, the name of the source column will display next to the number for reference. Names are only displayed when the import source is a database or a file with a header row.
	<b>NOTE:</b> For Ellucian imports, this field displays the source column name without a number, because the columns can be listed in any order.
Temp Table Column	The name of the column to create in the temp table to hold the imported data. The column name does not have to match the name of the column in the source. The data is imported in column order, not by name.
	Import variables can be used to define temp table column names. For more information, see Using variables in imports.
	<b>NOTE:</b> Temp table column names must follow the same rules as normal table columns. See Column naming requirements. Keep in mind that if you auto-generate the column mappings, the temp table column names are based on the headers in the source. These headers may contain spaces or other invalid naming conventions that should be manually corrected.

Each row in the top section of the Mapping tab has the following properties:

Item	Description
Туре	The data type of the column.
	The data type must match the data type of the destination column. The data type is automatically selected when you use the auto-generate mappings feature, or when you manually select a destination column. You only need to manually select a data type if the column is only for the temp table and does not have a destination column. EXCEPTION: If you are importing into a table with an identity column, and the identity column is mapped, the type should be set to Integer. For more information, see Importing data into tables with identity columns.
	If the data type is <b>String</b> , you must also specify the maximum length of the string field. This entry should match the string length of the destination column so that data is saved appropriately. To specify the string length, select the row and then click the browse button [] to the right of the field. In the <b>Edit String Length</b> dialog, type the string length (from 1 to 4000). The string length displays in parenthesis after the data type. For example: <b>String (200)</b> .
	NOTES:
	<ul> <li>To create a string column with unlimited size, leave the string field blank. You should only do this if you understand the ramifications.</li> </ul>
	• If a string column has a destination column, the column in the temp table automatically matches the Unicode status of the destination column (True/False). However, if the string column does not have a destination column, Unicode is assumed as True.

Item	Description
Nulls	Determines how blank values in the import source are brought into the temp table column.
	<ul> <li>If disabled (the default behavior), then blank values are brought into the temp table column as the default value for the specified destination column. If the column is unmapped, then the system default value as defined for the column type is used.</li> </ul>
	<ul> <li>If enabled, then blank values are brought into the temp table column as null values.</li> </ul>
	This setting can impact transform statements that look for "blank" or undefined values in the temp table. You should set this as appropriate depending on whether you want to check for null values or the default value for the affected column.
	The presence of null values in the temp table does not necessarily mean that the imported data will contain null values. When the temp table values are imported into the destination table, the default values for the destination columns are always applied to any null values at that point. However, if the default value for a destination column is null, then the null values will be retained.
Destination Column	The name of the column in the destination table where you want this data to be saved.
	You can type the name of the column directly, or use the drop-down list to select a column name. The data type of each column is displayed in the drop-down list for reference. The data type of the destination column must match the data type specified in the mapping grid.
	<b>NOTE:</b> If the destination table uses a variable and you are manually creating column mappings, the selections in the destination column drop-down lists are based on the first choice listed for the variable.
	If this column is not intended to be saved to the destination table, select <not mapped="">. "Not mapped" is the default if you do not explicitly select a destination column.</not>
	Import variables or transform variables can be used to define destination column names. If you are using a variable for a destination column and you want to set the column to not mapped, the value of the variable must be blank for import variables and empty string (") for transform variables). For more information, see Using variables in imports.

## Using work columns

You can use work columns in the temp table to perform calculations and data mapping before saving data to the destination table. For example, there may be a column in the source data that you need to manipulate before it can be saved to the destination table. In this case you would do the following:

- In the top mapping section, set the destination column for the source column to <not mapped>.
- In the work columns section, add a row for the work column, and set the destination column to the appropriate column in the destination table.
- On the **Transforms** tab, define a transform that manipulates the data from the original source column and populates the work column with the resulting desired data.

Any column defined in the **Work column mappings** section will be created in the temp table. If a destination column is specified, the data will be saved to the destination table.

- To add a row, click Add work column mapping +.
- To edit a row, type changes into the grid.
- To delete a row, select the row that you want to delete and then click Remove mapping X.
- To change the order of rows, select the row that you want to move and then click the arrow icons to move it up or down.

ltem	Description
Temp Table Column	The name of the work column in the temp table.
	Import variables can be used to define temp table column names. For more information, see Using variables in imports.
	<b>NOTE:</b> Temp table column names must follow the same rules as normal table columns. See Column naming requirements.
Туре	The data type of the work column.
	See the Type entry in the previous table for more information.

Each row in the work columns section of the Mapping tab has the following properties:

Item	Description
Null	Determines the starting values for work columns in the temp table (before transforms are applied).
	• If disabled (the default behavior), then the work column starts with the default value for the specified destination column. If the column is unmapped, then the system default value as defined for the column type is used.
	<ul> <li>If enabled, then the work column starts with null values.</li> </ul>
	This setting can impact transform statements that look for "blank" or undefined values in the temp table. You should set this as appropriate depending on whether you want to check for null values or the default value for the affected column.
	The presence of null values in the temp table does not necessarily mean that the imported data will contain null values. When the temp table values are imported into the destination table, the default values for the destination columns are always applied to any null values at that point. However, if the default value for a destination column is null, then the null values will be retained.
Destination Column	The name of the column in the destination table where you want this data to be saved. If this column is used only for calculations in the temp table and is not intended to be saved to the destination table, select <not mapped="">.</not>
	See the Destination Column entry in the previous table for more information.

## Column naming requirements

When naming temp table columns, the following requirements apply:

- Column names can use standard ASCII alphanumeric characters (a-z, 0-9) and the underscore character. No spaces and no other special characters are allowed.
- The first character in a column name cannot be a number or an underscore. For example, you can have a column named Plan 09 but you cannot have a column named 09 Plan.
- Columns cannot be named Col#, where # is a number, such as Col1, Col2, etc. Other column name constructions with text and numbers are allowed—for example, BUD1 is valid.
- Database reserved words should be avoided whenever possible.
- Column names are limited to 50 characters by default.
- Miscellaneous behavior notes
  - When importing numeric values, the number of digits in the import source cannot exceed the number of digits allowed by the data type assigned to the temp table column.
  - If column data is null in the temp table and the destination column is a String column, the null data is converted to an empty string when the data is saved to the destination table (rather than using the column's default value).

#### Import Wizard: Transforms tab

The **Transforms** tab of the Import Wizard contains a set of statements to perform actions on the data in the temp table, in order to transform the data before saving it to the destination table.

When the import is executed, the transforms are processed after import variables have been selected and after the data query has been made to the source table or file. Transforms are processed in the order listed in the tab.

Transforms can use SQL statements or built-in Axiom transform functions.

#### Managing transforms

- To add a transform, click Add transform +. The new transform is added below the row that is currently selected.
- To duplicate a transform, select the row that you want to duplicate and then click **Duplicate** selected transform =.
- To edit a transform, make changes directly in the grid.
- To delete a transform, select the row that you want to delete, and then click Remove transform X.
- To change the order of transforms, select the row that you want to move and then use the arrow icons to move it up or down.

The following settings are defined for each transform:

Field	Description
Number	The ordinal number assigned to each transform, to determine processing order. This setting is managed by Axiom Budgeting and Performance Reporting. When you change the order of rows, Axiom Budgeting and Performance Reporting automatically changes the order number.
Transform	A SQL statement, or a built-in Axiom import function.
	To define the transform, double-click the field or click the browse button () in the field. The Edit Transform dialog opens so that you define the transform. See Defining transform statements.

Field	Description
Description	Displays the description of the transform. This is for reference only. You can define this description when defining the transform.
Target Variable	Displays the name of the target variable for the SQL transform.
	For SQL statements, target variables are defined when editing the statement. Target variables do not apply to import functions. See Defining transform statements.
- C	Select the <b>Pause</b> check box if you want the import to pause and display the temp table after processing this transform. This option only applies when executing the import in development mode, using the option <b>Pause after specified transforms and display current temp table data</b> . For more information, see Executing imports in development mode.
0	Select the <b>Disable</b> check box to disable the transform. When the import is processed, this transform will be skipped.

#### Transform notes

If the import contains a transform that zeroes old data before importing the new data, the **Pre-Save Validate** function should be used before the zero step. This allows you to identify any data issues before deleting existing data. If invalid data is found, the import is aborted and the zero step will not be processed.

#### Defining transform statements

For each transform listed on the **Transforms** tab of the **Import Wizard**, you must use the **Edit Transform** dialog to define the associated SQL statement or transform function. To open the dialog, click the ... button in a transform field.

At the top of the Edit Transform dialog, specify whether the transform is a SQL statement, or a Built-in Function. By default, SQL is selected.

#### Defining a SQL statement transform

If the transform is a SQL statement, complete the following:

Field	Description
Enter a SQL statement	Type or copy and paste the SQL statement into the text editor. To validate the syntax of the SQL statement, click the <b>Check SQL syntax</b> button 4.
	<b>NOTE:</b> When referencing Axiom Budgeting and Performance Reporting tables in a SQL statement, place the table name in curly brackets. For example, to reference the table DEPT, use $\{DEPT\}$ .
	The SQL statement can use import variables and/or transform variables (that were defined in a previous transform statement). See Using variables in imports. If the statement includes variables, then the ability to check the SQL syntax is not available.
	Variables can be used in calculations in the SQL statement, for example, to calculate the value of a second variable based on the first variable.
	NOTE: If the variable defines the destination table, then you must place the variable in double curly brackets when you use it in a SQL statement, so that the eventual table name value is enclosed in curly brackets as expected. For example, if you have a variable named "destinationtable", you would reference that variable as {{destinationtable}}. That way, when the {destinationtable} value is defined, it will resolve as {GL2020}.
	For some examples of common SQL transforms, see Example SQL statements for transforms.
Target Variable Name	If you want to define a target variable for the transform, type the name of the variable.
	The SQL statement can be any query that results in a single value. If the query returns multiple values, the target variable uses the first value in the return set.
	The target variable can be used in subsequent transforms, or as destination columns in the <b>Mapping</b> tab. To use the variable in the import, enter the variable name into one of the supported areas of the import settings, enclosed in curly brackets {}. For example, if the variable name is Column, you would enter {column}.
	Transform variable names cannot use the same name as import variable names, and vice versa. Every variable name within the import must be unique.
	Transform variables should not use the same name as an Axiom Budgeting and Performance Reporting table that you plan to reference in the import, because the syntax for table names is the same as for variables (both are placed in curly brackets). If a variable name and a table share the same name, any references will be interpreted as the variable, not the table.

Field	Description			
Description	If desired, type a description for the transform.			
	The description may be useful when viewing the list of transforms on the Transforms tab, to easily identify specific transforms.			

#### Using a transform function

If the transform is a built-in function, select the function that you want to use from the **Function** list, and then complete the parameters for the function.

- Add new dimension elements
- Custom data validation
- Delete rows
- Pre-save validate
- Update temp column

You can edit the description for the transform if desired. By default, the standard description of the function is used.

**NOTE:** If you select a different function, the current description will be overwritten with the standard description of the new function. If you go back to the original function before saving the transform, the original description will be preserved.

#### Add new dimension elements during an import

To add new dimension elements during an import, create a transform step that uses the built-in function **Add new dimension elements**. You can use this function to add new accounts, departments, or other dimensions as part of the import.

This function is intended to be used in cases where the import data may contain new dimension elements that have not yet been added to the relevant reference tables in Axiom Budgeting and Performance Reporting, and the organization wants these records to be added automatically as part of the import. Other organizations may prefer to prevent these records from importing and instead add the new dimension elements manually, in which case this function should not be used.

If new dimension elements are added by this function, then after the import is complete an administrator will most likely need to edit the reference table in order to fill in grouping columns for the new element. This is why the function supports notifying one or more users of the added dimension elements. Keep in mind that it is possible for invalid dimension elements to be added when using this function, if the source data for the import is not correct.

#### Function parameters

This function uses the following parameters:

Parameter	Description
Table	The name of the dimension table to update. This can only be reference tables that have a single-level lookup relationship with the destination table for the import.
	For example, if you are importing data into GL2020, and that table has columns Acct and Dept which have lookup relationships with the Acct and Dept tables, then you can add new dimension elements to the Acct and Dept tables.
	When this transform step is performed, the data in the temp table will be validated against this dimension table. If any dimension elements are found that do not match the dimension table, those new dimension elements will be added to the dimension table.
Column defaults	Optional. Values to use for grouping columns in the target dimension table when new dimension elements are added. You can add as many column=value pairs as needed, separated by commas. See the discussion following this table for more information on the specific syntax.
	Any columns in the target dimension table that are not listed here will use the column's default value (as defined in the column properties) when the new record is added.
	If the target dimension table contains any validated columns , then you must do one of the following:
	<ul> <li>List the validated column in this parameter with a valid value. That valid value will be used when the new records are added to the table.</li> <li>OR</li> </ul>
	<ul> <li>Make sure the validated column has a valid default value in its column properties. If the validated column is not listed in this parameter, then its default value from the column properties will be used when the new records are added to the table.</li> </ul>
	If the validated column is not assigned a valid value using one of these options, then an error will occur when this transform is processed and the import cannot continue.
Email notification	Users and or roles to notify via email when new dimension elements are added to the table. Enter a list of one or more user and role names, separated by commas.
Task pane notification	Users and or roles to notify via the Notifications task pane when new dimension elements are added to the table. Enter a list of one or more user and role names, separated by commas.

#### Defining column defaults

You can populate a grouping column using a fixed default value, or by using a value from a column in the import temp table.

• To use a fixed default value, use the following syntax:

GroupingColumnName='StringValue',GroupingColumnName=NumericValue, etc.

Where *GroupingColumnName* is the grouping column in the target dimension table. If the grouping column is a string column, then the value must be placed in single quotation marks, just like when writing a filter statement.

• To use a value from a column in the import temp table, use the following syntax:

GroupingColumnName={temptable}.TempTableColumnName, etc.

For example, if the temp table contains a column named Desc that you want to use to populate the Description column in the target dimension table, you would enter: Description= {temptable}.Desc

**NOTE:** If the default values are populated from a column in the import temp table, those values must be the same for all instances of a particular dimension element. If the same dimension element has multiple rows in the temp table with different values in the specified temp table column, then the maximum value will be placed in the grouping column for that dimension element.

#### Example

To add new departments when importing GL actuals data, the function parameters could look as follows:

Table:	Dept
Column defaults:	Description={temptable}.Desc, DeptStatus='New'
Email notification:	sysadmins
Task pane notification:	jdoe

When the import is run, any departments that do not already exist in the DEPT table will be added to that table. The Description column in the DEPT table will be populated with the value from the Desc column in the import temp table, and the DeptStatus column in the DEPT table will be populated with the string "New". An email notification of the added departments will be sent to users in the role sysadmins, and a task pane notification of the added departments will display for user jdoe.

All other columns in the DEPT table will use the default value defined for the column in the column properties.

#### Deleting rows of data as part of an import

To delete rows from a target table during an import, create a transform step that uses the built-in function **Delete rows**. For example, you could use this function to clear the existing rows in a table before importing new data.

#### **Function parameters**

Parameter	Description		
Table	The name of the table from which to delete rows.		
Filter	Optional. A filter used to identify rows to delete. If omitted, all rows in the table are deleted.		
	The filter can be against the specified table or against a lookup reference table. Standard Axiom filter criteria syntax applies.		
	<b>NOTE:</b> The temp table cannot be referenced in the filter.		

For example, if the table is GL2020, then the filter could be something like:

```
GL2020.YrMo='{YrMo}'
```

Where the value of YrMo is defined by an import variable.

```
Dept.Region='North'
```

Where the GL2020 table has a column Dept that looks up to the Dept table.

#### NOTES:

- If you are only updating specific columns in the destination table, then you may want to use a SQL step to zero data rather than using the Delete rows function.
- If all rows in the target table are being deleted, Axiom Budgeting and Performance Reporting will perform a truncate instead of a delete, for improved performance. Truncate cannot be used if a filter is defined in the Delete rows function, or if the user performing the import has filtered access to the target table.

#### Updating data in the temp table based on another column

To update data in the temp table based on another column, create a transform step that uses the builtin function **Update temp column**. This function updates a column in the temp table from a specified column in another table, using the given match key. For example, this function would typically be used to look up the credit reversal sign from the Account table.

#### **Function parameters**

Parameter	Description			
Temp table column	The name of the column in the temp table to be updated.			
Source column	The name of the column to use to update the temp table. Fully qualified Table.Column syntax must be used.			
Match columns	The columns to use to match data to update, in the format <i>TempColName</i> = SourceColName. Separate multiple match sets with commas.			
	For example: ACCT = ACCT, DEPT = DEPT			
Temp table filter	Optional. A filter used in the SQL WHERE clause against the temp table, to identify rows to update. If omitted, all matching rows are updated.			
	Fully qualified Table.Column syntax must be used. The temp table must be represented as a variable.			
	<pre>For example: {temptable}.ACCT &gt; 20000</pre>			
	<b>NOTE:</b> If a temp table column uses a database reserved word (such as "Key") then in the filter you must place that column in double quotation marks and use all upper-case letters. Use of database reserved words should be avoided whenever possible.			

Validating data to be imported before the save

To validate data against lookup columns *before* performing the save for the import, create a transform step that uses the built-in function **Pre-save validation**. This function takes no parameters.

This is the same validation process that occurs automatically as part of the actual save for the data import. By performing the validation before the save, you can check for invalid data and abort the process before performing irrevocable data changes in subsequent transform steps (such as deleting old data in the destination table). If instead you want to perform a different custom validation, see Performing custom data validation for an import.

If any destination columns in the import are validated columns, this function validates the data in the temp table against the lookup columns. If exceptions are found, an error message is written to the import log and the import is aborted.

**NOTE:** If this function is used in an import, then the option to **Ignore lookup and key errors** does not apply. If invalid data is found in the pre-save validation step, then the import is automatically aborted and does not proceed to the data save.

#### Performing custom data validation for an import

To exclude rows of data from an import based on a custom criteria, create a transform step that uses the built-in function **Custom data validation**. Any data in the temp table that matches the specified filter will be excluded from the save.

This custom validation is separate from the built-in lookup validation that occurs as part of the data save (or by use of the Pre-Save Validate function).

Parameter	Description
Filter	A filter used in the SQL WHERE clause against the temp table. Any rows that match this filter are <i>excluded</i> from the save, and will be reported in the import error log with any other validation errors.
Failure Message	An error message to display next to records that are excluded due to this data validation step.
	Errors are logged in a column named <b>AXTRANSFORM_StepNumber</b> , where StepNumber is the number of the associated transformation step. For example: "AXTRANSFORM_5" when the associated transform is step 5 in the list.

#### Function parameters

For example, you might want to check to make sure that data exists in a particular column of the temp table before importing that record. If the necessary data is missing, then that record will be excluded from the import. In this case the function settings would be something like the following:

Filter: Benchmark=0

Failure Message: The Benchmark data is missing

Where Benchmark is the column in the temp table that must have a value in order to import the record.

#### Example SQL statements for transforms

The following example SQL statements can be used to perform common transforms for imports.

#### Converting data types

#### Convert a number to a string to populate into a string column

UPDATE {temptable} SET RATESTRING = CONVERT(NVARCHAR, RATENUM) WHERE RATENUM IS NOT NULL

If Unicode is disabled for the string column, then convert to varchar instead.

```
Convert a string to a number to populate into a numeric column
UPDATE {temptable} SET RATENUM = CONVERT (BIGINT, RATESTRING) WHERE
RATESTRING IS NOT NULL
```

or

```
UPDATE {temptable} SET ACCT=CAST (tAcct as BigInt)
```

If you are using Integer 32 or Integer 16, then convert to int or smallint instead.

```
Convert a datetime field to a concatenated string (yearmo)
UPDATE {temptable} SET YEARMO = YEAR(DateTimeField) * 100 + MONTH
(DateTimeField)
```

Convert a datetime field to a concatenated string (yearmonthday)

```
UPDATE {temptable} SET YEARMONTHDAY = (YEAR(DateTimeField) * 100 + MONTH
(DateTimeField)) * 100 + DAY(DateTimeField)
```

#### Other conversion statements

CONVERT (STRING (xx), RATENUM)

CONVERT (BIGINT, RATESTRING)

CONVERT (DECIMAL (28, 14), RATESTRING)

#### Math transformations

#### Convert values to a negative number if a credit column exists in the temp table

UPDATE {temptable} SET M1 = - M1, M2 = -M2, M3 = -M3, M4 = -M4, M5 = -M5, M6 = - M6, M7 = -M7, M8 = -M8, M9 = -M9, M10 = -M10, M11 = -M11, M12 = -m12 WHERE Credit = 'C'

#### Perform math on a field if another field in the temp table contains a value

UPDATE {TempTable} SET M1 = M1 \* Rate WHERE Rate <> ''

#### Round a value to 2 decimals and replace the value

UPDATE {temptable} SET RATE = ROUND(RATE, 2)

#### Divide two integer numbers and keep the decimal

Remember that an integer divided by an integer returns only an integer (example: 5/7 = 0). If you want to capture the decimal remainder, you must cast the integer values as decimal:

CAST(INT1 AS DECIMAL(28,14)) / CAST(INT2 AS DECIMAL(28,14))

Pivoting data

#### Pivot incoming data with respect to time

```
UPDATE {temptable} SET
M1 = case when (TheMonth=1) then Amt else 0 end,
M2 = case when (TheMonth=2) then Amt else 0 end,
ETC.
```

Pivot data from columns to rows (using a monthly variable)

```
Update {temptable} set Amt =
  Case
   When ({VarMonth}=1) then M1
   When ({VarMonth}=2) then M2
   ETC.
   Else 0
   End
```

General temp table transformations

**Perform a find and replace in a data column to detect the # character and replace it with nothing** UPDATE {temptable} SET AcctDesc = REPLACE(AcctDesc, '#', '')

Place zeros in a field rather than null values
UPDATE {TempTable} SET Rate = 0 WHERE Rate IS NULL

# Insert new records into the temp table by summarizing transaction detail records INSERT INTO {temptable} (DEPT,ACCT,TRANSID,M1,M2,M3,DELETE) SELECT DEPT,ACCT,'Summarized',SUM(M1),SUM(M2),SUM(M3),'DeleteFlag' FROM {temptable} GROUP BY DEPT,ACCT

Add an identity or row number to each record, using the system column AxReference UPDATE {temptable} SET MYROWNUMBER={temptable}.AxReference

#### Delete records from the temp table with a flag set

DELETE from {temptable} where FLAG = 'DeleteFlag'

# Delete records from the temp table where the dimension combination already exists in the destination table

This example might be used to load only new transactional records and leave existing destination records untouched.

DELETE FROM {temptable} WHERE {temptable}.DEPT IN (Select DEPT from {TRANSACTIONTABLE} group by DEPT) and {temptable}.TRANSID IN (Select TRANSID from {TRANSACTIONTABLE} group by TRANSID)

Concatenate strings together with a hyphen in between

UPDATE {temptable} SET DESCRIPTION = DESC1 + ' - ' + DESC2

Fill an entire column with the same value

UPDATE {temptable} SET RATE = 0

Copy the left 5 characters into a new column UPDATE {temptable} SET ShortDesc = LEFT(LongDesc, 5)

Subtract 1 character from the end of a field and copy the remaining text to a new column UPDATE {temptable} SET ShortDesc = LEFT(LongDesc, (LEN(LongDesc) - 1))

#### Aggregate balance sheet records

UPDATE	{temptable}	SET	M1=BegBal+M1
UPDATE	{temptable}	SET	M2=M2+M1
UPDATE	{temptable}	SET	M3=M3+M2
UPDATE	{temptable}	SET	M4=M4+M3
UPDATE	{temptable}	SET	M5=M5+M4
UPDATE	{temptable}	SET	M6=M6+M5
UPDATE	{temptable}	SET	M7=M7+M6
UPDATE	{temptable}	SET	M8=M8+M7
UPDATE	{temptable}	SET	M9=M9+M8
UPDATE	{temptable}	SET	M10=M10+M9
UPDATE	{temptable}	SET	M11=M11+M10
UPDATE	{temptable}	SET	M12=M12+M11

#### Import into only the current period using a variable

On the Mapping tab, for each column where you want to use a variable, set the destination column as {M1}...{M12} instead of the normal M1 ... M12.

On the Transforms tab, create 12 statements—one for each data column that you set up with a variable. The SQL for each statement is as follows (each statement will have a different current period value and a matching column name):

```
SELECT RESULT =
  CASE
  WHEN {CurrentPeriod} = 1 THEN 'M1'
  ELSE ''
  END
```

In the **Target Variable Name** section of the transform, type the name of each variable. In the text above, the variable name would be M1. The next statement would be M2, then M3, and so on. This will set the variable value to the result of the SQL statement. Columns that do not match the current period will be set to ", which means they will not be imported to the destination table.

#### Abort the import if no data exists to import

```
IF (SELECT COUNT(*) FROM {temptable}) = 0
```

```
RAISERROR ('Temptable was empty, aborting import', 11, 0)
```

#### Updating a table other than the temp table

Update a reference table with new elements that currently exist in the temp table, but not in the reference table

Whenever possible, the new built-in function Add new dimension elements should be used for this instead of a SQL statement. See Add new dimension elements during an import. If this function cannot be used, then use a SQL statement like the following:

INSERT INTO {ACCT} (ACCT, Description) Select ACCT, 'Exception from Import'
FROM {temptable} WHERE NOT EXISTS (SELECT ACCT FROM {ACCT} WHERE
{temptable}.ACCT = {ACCT}.ACCT GROUP BY ACCT) GROUP BY ACCT

#### Zero out columns in a destination based on a flag in a reference table

```
UPDATE {{destinationtable}} set M1=0,M2=0,M3=0,M4=0,
M5=0,M6=0,M7=0,M8=0,M9=0,M10=0,M11=0,M12=0 FROM {{destinationtable}} INNER
JOIN {ACCT} ON {ACCT}.ACCT={{destinationtable}}.ACCT WHERE
{ACCT}.ZEROME='1'
```

This example assumes that {destinationtable} is an import variable that resolves to a table name.

#### Delete large numbers of records from a table

```
DECLARE @RowsDeleted INTEGER
SET @RowsDeleted = 1
WHILE (@RowsDeleted > 0)
BEGIN
DELETE TOP (10000) FROM MyTable [WHERE ....]
SET @RowsDeleted = @@ROWCOUNT
END
The WHERE clause in the DELETE step is optional.
```

#### Importing data into tables with identity columns

Columns that use the Identity data type contain automatically-generated, unique ID numbers. If you want to import data into a table with an identity column, special considerations apply. The identity column can be mapped as part of the import, or left unmapped. The decision of how to handle this depends on whether you are updating existing data or only creating new records, and whether you want new records to use automatically generated numbers or specific numbers.

#### Updating existing data with an identity key column

If the import is updating existing data and the table contains an identity key column, the identity column must be mapped. In order to update existing data, the import must be able to match the value in the import temp table with an identity key in the destination table.

When mapping a temp table column to an **Identity** column in the destination table, the data type of the temp table column must be set to **Integer**. (If the identity column is **Identity32**, the temp table column should be set to **Integer32**.)

General Source Map the imported column names ca Destination table	Variables Mapping d columns and extra wo n reference variables us	rk Temp table in column set to Integer	nation table o	olumns. T	, he destination table a ( + )	nd
Source Colu	mn Temp Table Co	olumn Typ	e	Nulls	Destination Column	<ul> <li>Destination</li> <li>column is</li> </ul>
1	TestID	Integer	-		TestID	Identity
2	Description	String (50)			<not mapped=""></not>	
2	Description	Sung (50)			🎖 TestID	Identity
3	Owner	String (50)			Description	String (50)(UNICOE
	Townships	Ch.in - (EQ)			Dept	Integer
4	lemplate	String (50)			Owner	String (50)(UNICOE
Work column ma	ppings:				Template	String (50)(UNICOE
Temp Ta	ble Column	Type	Nulls	Des	Extra	Numeric
- icinp id		1)22			Date	Date
Save As				Apply	ОК	Cancel

#### Creating new records with an identity key column

If the import is creating new records in the destination table, you can opt to use automatically-generated ID numbers in the identity column or you can specify the ID numbers.

If you want to use automatically-generated ID numbers, there are two ways to accomplish this:

• Leave the identity column unmapped. When the identity column is unmapped, all records in the import data are created as new records with automatically-generated ID values. This configuration is appropriate when the only purpose of the import is to create new records. If the import data contains a mix of new and updated records, then the identity column cannot be left unmapped.

This is also the only use case where it is possible to leave a key column unmapped in an import.

• Map the identity column, but leave the column blank for new records. When the identity column is mapped, but the temp table column is left blank, new records are created for the blank values using automatically-generated ID values. This configuration is appropriate when the import data contains a mix of new and updated records. If the column contains an existing identity value, the existing record is updated.

In some cases, you may have a need to create new records using specific identity values. You can do this by mapping the identity column, and populating the import data with the desired identity values. When new records are created in the table, they will use the specified values instead of using automaticallygenerated values. When using this approach, keep in mind the following:

- In order to create new records, the values in the temp table column must not already exist in the destination table. If a temp table value matches an existing value, then the existing record is updated instead of creating a new record.
- The "seed" value for the identity column will be reset to the largest inserted value, instead of continuing where it left off. For example, if the last auto-generated value was 20, but you import a specific new value of 80, the next auto-generated value will start at 81.
- It is not possible to create new records with a mix of automatically-generated ID values and specific values. If you want to create any new records with specific values, then all new records in the import data must be assigned specific values. The temp table column cannot be left blank when using this configuration.

When mapping a temp table column to an identity column, the data type of the temp table column must be Integer (see previous section).

#### Other considerations

It is also possible for a table to contain a non-key identity column. This column can be mapped or unmapped for an import, and will be treated as follows:

- If the identity column is unmapped, then new records are created using automatically-generated values, and existing values are unchanged. This is the recommended approach unless you need to create new records with specific identity values (an unlikely situation).
- If the identity column is mapped, and new records are created in the table, the value in the temp table column will be used if it is available. If the value already exists in the identity column on another record, then the value is ignored and an automatically-generated value is used. When updating existing records, the temp table value is ignored and the existing values are left as is (in other words, it is not possible to change the identity value on an existing record).

As mentioned previously, if new records are created with specific values, the "seed" value for the identity column is reset to the largest inserted value, instead of continuing where it left off.

### **Exporting Data**

Using an export utility, you can export data from an Axiom table to an external database or to a delimited file.

When you create an export, you specify a client-defined table in Axiom Budgeting and Performance Reporting from which to export data. You can export all of the data in the table, or you can limit the data by selecting columns to export or by defining a data filter. Then, you define the destination properties, such as connection information for the target database and table, or the name and location of the destination file. For Axiom Cloud systems, a remote data connection is used to access the local target for the export.

When an export is executed, Axiom Budgeting and Performance Reporting extracts the data from the source table in the Axiom database, and then creates or updates the destination table in the target database or creates the destination file.

#### Export utility alternatives

The following features can be used as alternatives to export utilities:

- File Processing: The File Processing feature supports the ability to create a delimited export file, using the Export to File processing option. Instead of extracting data directly from a table, the desired data is first populated into an Axiom report, and then extracted from that report. The data can be manipulated within the report as needed before it is extracted.
- OData API: The Axiom Budgeting and Performance Reporting OData API can be used in custom web solutions to access data from the Axiom Budgeting and Performance Reporting database. Standard OData syntax is used to query data from specified tables, then the data is returned in JSON format.

#### Managing exports

Export utilities can be created, edited, or deleted using the Exports Library.

To access the Exports Library:

 On the Axiom tab, in the Administration group, click Manage > Axiom Explorer. The Exports Library is available in the Libraries section.

**NOTE:** In systems with installed products, this feature may be located on the **Admin** tab, as **System Browser**.

You can also use the Explorer task pane to access the Exports Library.

For details on executing an export, see Executing export utilities.

#### Creating an export

Only administrators and users with the Administer Exports security permission can create exports. Nonadmin users must also have read/write access to at least one folder in the Export Library, in order to have a location to save the newly created export.

- 1. Right-click the Exports Library, and then click New > Export Package.
- 2. In the Create New Export dialog, select one of the following and then click OK.
  - Create from scratch (default): Create a new export starting with blank export settings.

• Create from existing: Create a new export by copying an existing export. If you select this option, then select the export that you want to copy from the list in the bottom of the dialog. All settings for the existing export will be copied to the new export as a starting point.

The Export Wizard dialog opens. You can move between tabs in any order, however, before you can save the export, all required settings must be completed and no invalid settings must be present. If errors exist, an error message displays at the bottom of the dialog; you can click the error link to be taken to the tab with the error.

3. In the General tab, enter a Name for the export and an optional Description.

The export name is how users access and execute the export. If this export is a copy of an existing export, the default name is "Copy of *ExportName*".

- 4. In the **Source** tab, specify the source table for the export and then complete the source settings. For more information, see Export Wizard: Source tab.
- 5. In the **Destination** tab, specify the destination type (database or delimited file) and then complete the destination settings. For more information, see Export Wizard: Destination tab.
- 6. When you are finished completing the settings and no errors exist, click **OK** to save the export.

**NOTE:** By default, new exports are saved to the root of the Exports Library. If you want to save an export to a sub-folder instead, click **Save As** to save the export instead of clicking OK. This brings up the Save As dialog, where you can select a folder location to save.

#### Editing an export

You can edit existing exports as needed, as long as the export was not installed by a product package. Only administrators and users with read/write access to the export file can edit exports.

Product-controlled exports are locked and cannot be edited. Some of these exports may be designed to work as is, without customizations. If customizations are required, you can create a copy of the product-controlled export and make customizations in the copy. If the original export is later updated by the product, you can review the original export to see the changes that need to be made in your copy (or you can create a new copy of the export and re-make your customizations as needed).

To edit an existing export:

• Right-click the export in the Exports Library, and then click Edit.

The Export Wizard opens. You can change any export settings as desired.

**NOTE:** When editing an export, you can use the **Save As** button to save the current export as a new export file. If you have read-only rights to the export, then the **Save As** button is the only save option available.

#### Deleting an export

You can delete an existing export if it is no longer needed, as long as the export was not installed by a product package. Only administrators and users with read/write access to the file and its folder can delete exports.

Product-controlled exports are locked and cannot be deleted.

To delete an export:

• Right-click the export in the Exports Library and then click Delete.

#### **Executing export utilities**

When you execute an export utility, data is queried from the source table in Axiom Budgeting and Performance Reporting according to the export configuration settings, and then the resulting data is saved to the destination table or the destination file. If the export destination is a table, the table is either created or updated, depending on the export configuration.

#### NOTES:

- By default, only administrators can execute export utilities. Non-admin users can be granted permission to execute specific exports, as defined on the **Files** tab of Security.
- If the user executing the export has a security filter for the source table, that filter will be honored to determine the available data to export.
- You can also use Scheduler to execute export utilities, using the Export ETL Package task.

To execute an export:

 On the Axiom tab, in the Administration group, click Manage > Axiom Explorer. You can also use the Explorer task pane.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab, as System Browser.

- 2. In the Exports Library, double-click the export that you want to execute.
  - If your security permissions only allow you to execute the export, then the export opens in a special execute-only dialog, which displays the contents of the **Execute** tab.
  - If your security permissions allow you to view or edit the export settings, then the full **Export Wizard** opens.
- 3. On the Execute tab, click the Execute button to start the export.

As the export is processed, status messages display in the **Execution log** at the bottom of the dialog. If an error occurs, the error message displays in the log and the export is stopped. If necessary, you can copy and paste the text in the execution log—for example, to send the error to Axiom Support. To do this, right-click inside the log and choose **Select All**, then select **Copy**.

If you want to stop the export while it is executing, click **Stop**. When the export is complete, click **OK** to close the dialog.

#### **Export Wizard**

Using the Export Wizard, you can create new exports and edit existing exports. Export settings are organized by tab.

Tab	Description		
General	Defines the name of the export and other general settings.		
Source	Specifies the table data to be exported.		
Destination	Specifies the destination for the exported data, either a delimited file or an external database.		
Execute	Execute the export.		
	<b>NOTE:</b> It is possible to configure user permissions so that a user has read/write or read-only access to the export utility file, but the user does not have execute permissions for the export. In this case, the Execute tab is hidden.		

As you complete the export settings, the Export Wizard performs error checking for missing required settings and invalid settings. If an error is detected, an error message displays in the bottom of the dialog. You can click the link to be taken to the tab that contains the error. Only one error is displayed at a time; once you resolve the current error message, a new message may appear.

#### Export Wizard: General tab

On the General tab of the Export Wizard, you can define general properties for the export.

Item	Description
Export Name	The name of the export. The export name is how you access and execute exports from the Exports Library, and in other areas such as the <b>Export ETL Package</b> task in Scheduler.
Description	Optional. A description for the export. The description can be used to document the purpose of the export and/or to detail important export instructions. The description is limited to 2000 characters.
	When an export is opened in execute-only mode, the description can be viewed by clicking the <b>Show description</b> link in the <b>Execute Export</b> dialog.

#### Export Wizard: Source tab

Use the **Source** tab of the Export Wizard to specify the data to be exported. You can export data from any user-defined table in the system.

ltem	Description			
Source table	The Axiom table that contains the data to be exported. You can select any table in the Table Library.			
	To specify a table, click the table icon III to the right of the entry box. In the <b>Choose Table</b> dialog, select the table to use as the source table and then click <b>OK</b> . You can change the view and filter the list to find the table you are looking for.			
Filter	Optional. A data filter to specify the rows in the table to export. If no filter is applied, then all rows will be available for export.			
	<b>NOTE:</b> If the user executing the export has a security filter on the source table, that filter will be honored in addition to any filter defined here.			
	You can type in a filter criteria statement, or you can use the Filter Wizard $\frac{1}{2}$ to create one. Once you have specified a filter, you can click the validate icon $\frac{1}{2}$ to validate the filter and return the current row count for the filter.			
Choose columns to export	The columns of the table to export. By default, all columns are selected for export.			
	If desired, you can clear the check box for specific columns if you do not want to export the data in those columns. Key columns must be included in the export and cannot be changed.			
	The column list includes all regular columns, all calculated fields, and the system information columns for modified by / date.			

#### Export Wizard: Destination tab

Use the **Destination** tab of the Export Wizard to specify the export destination and configure the necessary destination properties. You can export data to the following destinations:

- External database (SQL Server or Oracle)
- Delimited file

The destination properties differ depending on the selected destination type.

#### Exporting data to an external database

Complete the following settings to export data to a target table in an external database.

Item	Description
Remote Destination	Select either SQL Server or Oracle.

Item	Description
Remote Data Connection	If your Axiom Budgeting and Performance Reporting system is hosted on the Axiom Cloud, then you must specify a remote data connection in order to connect with the external database.
	You can select any remote data connection that has been set up in Scheduler. If no remote data connections have been defined in your system, then this setting does not apply and will not display.
Server	For SQL Server, enter the server name for the external database.
	• For Oracle, enter the connection parameters for the external database. You can obtain these parameters from the Oracle TNS Names entry. For more information, see the similar discussion for setting up Oracle as an import source (Connection information for Oracle).
Database	Enter the name of the external database. This setting only applies if the database is SQL Server.
User	Enter the user name to use to connect to the external database. For SQL Server, the user credentials must be for a SQL Server account; network domain credentials cannot be used.
	<b>NOTE:</b> The user credentials must have the appropriate permissions to perform the table actions for the export in that database.
Password	Enter the password to use to connect to the external database.
	<b>NOTE:</b> The password must be re-entered whenever any of the other connection properties are changed.
Target Table	Specify the name of the table to create or update in the destination database. If desired, you can use the Choose Table button 🔟 to the right of the box to look up existing table names in the destination database.
	You can update an existing table or create a new table. The behavior is determined by the setting <b>Drop and Create Destination Table</b> . Note that if "drop and create" is not enabled for the export, then the table must already exist in the destination database because the export will not create it. You can either manually create the table in the destination database before running the export, or you can run the export once with "drop and create" enabled to initially create the table, then disable the option for future executions to update the existing table.

Item	Description
Drop and Create	Specifies whether the destination table is created or updated.
Destination Table	<ul> <li>If enabled (default), the destination table will be created as part of the export. If the destination table already exists in the destination database, it will first be dropped (deleted), and then re-created with the new data from the export. Any existing data in the table will be lost.</li> </ul>
	<ul> <li>If disabled, the existing destination table will be updated with the new data from the export. The destination table must already exist in the destination database; the export will not create the table. Any existing data in the table may or may not be retained, depending on whether the option Truncate Destination Table is enabled.</li> </ul>
Truncate Destination Table	Specifies whether the existing rows in the destination table are deleted before updating the table with new data from the export. Only applies if the export is configured to update an existing table ( <b>Drop and Create Destination Table</b> is disabled).
	<ul> <li>If enabled, all existing rows in the destination table will be deleted before the table is updated with new data.</li> </ul>
	<ul> <li>If disabled (default), then all existing rows in the destination table are preserved, and new data rows are appended to the table.</li> </ul>
	<b>NOTE:</b> New data rows are added "as is", without validating for duplicate keys or other constraints. This option should only be used if you are confident that new data will not conflict with existing data.

Once the connection information is completed, you can click **Test connection** to test the connection information for the external database. The **Status** updates to show either a success message or an error message.

**NOTE:** The test connection requires the user to have the highest level of permissions that could potentially be used by the export (permission to drop and create tables). If the specified user does not have this level of permissions, the test connection will fail. However, if "drop and create" is not enabled for the export, then the export may succeed even though the test connection failed.

#### Exporting data to a delimited file

**NOTE:** The ability to export data to a delimited file using an export utility is only supported for Axiom Cloud systems using a remote data connection. As an alternative, on-premise systems can use the File Processing feature instead.

Complete the following settings to export data to a delimited file.

Item	Description				
Remote Destination	Select Delimited File to export data to a delimited text file.				
Remote Data Connection	Select a remote data connection to use for the export. You can use any remote data connection that has been set up in Scheduler.				
Folder path	Enter the folder path where you want the destination file to be saved. You can type the path or click the folder icon to navigate to the desired path.				
	The folder path must be a UNC path (i.e. \\servername\foldername). If you enter a mapped drive, it will automatically be converted to a UNC path. The folder path must be accessible to the Axiom Cloud Integration Service.				
File name	Enter the name of the delimited file for the export to create.				
	By default, comma-delimited files are saved as CSV format, and all other delimiters are saved as TXT format. If you want a comma-delimited file to be saved as TXT format, then include the file extension on the file name.				
First row has column names	Select this option if you want the first row of the delimited file to contain column names.				
Delimiter	In the box to the right of the option, enter the delimiting character to use in the export file. For example, to delimit by a pipe character, enter a pipe character into the box. By default, the delimiter is set to comma.				
	Delimiter ,				
	If you want to use a space or tab as the delimiting character, place your cursor in the box and press the space bar or the tab key. The character will be indicated in parentheses to the right of the box (since the character is not visible in this case).				
	Delimiter (space)				
Text Qualifier	By default, the character used as the text qualifier is double quotation marks ("). If desired, you can enter a different character as the text qualifier, or you can clear the field if you do not want to use a text qualifier.				
	The text qualifier is used when values in the data may contain the delimiting character. For example, when the delimiting character is a comma, but the data contains values such as full names with a comma (for example: "Doe, Jane"). When the delimited file is created by the export, the value with the comma will be wrapped in quotation marks so that the comma is not read as a delimiter.				
Compress	Select this option if you want the export file to be compressed. If enabled, the export generates a ZIP file that contains the export file.				

## Managing document image links

Document links are stored in the VendorImageLink column of the GLTRANSACTIONS\_20XX tables. Links can be imported or managed manually.

**NOTE:** To import image URLs, you first need to add a column to your import file named VendorImageLink. For more information, see the accounts payable and accrued receipts/received not invoiced file layout topics.

The document links display in the Variance Comments Collection tab in the Month End Review dashboard as well as the AP and AR tabs in the Department Monthly Package.

Document links can only be added for AP and AR account types.

Data Type String Length	Integer	Integer	Integer	String 10	Integer	String 100	String 50	String 10	String 1000	
Description			_	_		_	_	_	Vendor Image Link	
Delete Row	ACC 👻	DEPT 👻	GLPERIOI 🔻	GLSOURCI 🔻	RECORDII 🔻	JEDes 🔻	JENun 🔻	JESource 🔻	VendorImageLink 💌	
	53210	15300	201812	ΔP	925					
	53210	15300	201912	ΔP	925					
	58000	27450	201508	ΔP	6533					
	58000	27450	201606	ΔP	6533					
	58000	27450	201608	ΔP	6533					
	58000	27450	201706	ΑP	6533					
	58000	27450	201708	ΔP	1					
	58000	27450	201708	ΔP	6533					

Manually add, edit, or remove document links

To manually add, edit, or remove document links:

1. From Explorer, in the Libraries section, click Table Library > Management Reporting > Actuals > Transactions folder.



- 2. Open the appropriate GLTRANSACTIONS\_20XX table.
- 3. To add or edit a link, in the VendorImageLink column, enter the URL in the cell for the appropriate AP or AR account using the following format: https://link address
- 4. After making your changes, click Save.

# Transferring capital project data from Axiom Capital Tracking

If your organization is licensed for Axiom Capital Planning and Axiom Budgeting, you can transfer capital project data to Axiom Budgeting using the Transfer Capital Projects to Budget utility.

**NOTE:** You must have both Capital Planning Administrator and Budgeting Administrator privileges to access this utility.

The system transfers the following information with the project:

- Capital request number (CAPREQ) and project ID
- Description of the project
- Total requested for the project
- Entity and department for the project
- Project type
- Project start year
- Project requestor

**NOTE:** If you adjust capital project data or delete a project, you can transfer the project again, and the system will update or remove the data in Axiom Budgeting. However, you will need to save the budget plan file in Axiom Budgeting to propagate the changes. For more information, see Managing transferred projects.

Mapping capital category codes to Axiom Budgeting accounts

The first step in transferring capital projects to Axiom Budgeting is to map the capital category codes to specific accounts.

**TIP:** You only need to map those categories in which you are transferring projects to Axiom Budgeting.

To map capital category codes to Axiom Budgeting accounts:

1. In the Cap Plan Admin task pane, in the Integration section, double-click Transfer Capital Projects to Budget.

Integration	^
Transfer Capital Projects to Budget	
🔚 Transfer Capital Projects to Financial P	lanning

2. In the first page of the utility, click Update Budget Account Mapping Here.

**TIP:** You can also access this same report in the Administration section, click Administrative Utilities, and double-click Dimension Update Reports.

**NOTE:** When you click the link, the mapping worksheet opens in a separate tab.

Fransfer Capital Projects to Budget
Select Capital Planning Year: 2021  Note: It looks like you have missing mapping values. Click on the link below to launch Capital Dimensions. Review BPACCT on the Code tab.
Note: All previously transferred projects will transfer to Budget again. You can mark any of these projects as 'No' to not transfer again. Click to Show Previously Transferred Projects

#### Click image to view full size

- 3. At the bottom of the worksheet, click the CODE tab (if it not already selected).
- 4. For each category, in the **BPAcct** column, double-click the cell.

## Code Update Utility

CODE	Description	Active	BPAcct (used for BP integration)
Capital Categorie	\$		
132001	New Construction	Yes	Double Click to Select
132002	Renovation/Infrastructure	Yes	Double Click to Select
132003	Equipment	Yes	Double Click to Select
132004	Moveable Equipment	Yes	Double Click to Select
132005	A/E, Consulting	Yes	Double Click to Select

#### Click image to view full size

5. In the Choose Value dialog, select the Axiom Budgeting account to map to, and click OK.

O Choose Value X
Choose a value for ACCT.
<type filter="" here="" to="" values=""></type>
37 (Insurance Expense as % of Net Operating Revenue)
38 (Equipment Maintenance Expense as % of Net Operating Re
39 (Bad Debt Expense as % of Net Operating Revenue)
40 (Other Operating Expense as % of Net Operating Revenue)
50 (Total Labor Expense per Adjusted Discharge)
51 (Total Employee Labor Expense per Adjusted Discharge)
52 (Total Employee Salary Expense per Adjusted Discharge)
53 (Overtime Salary Expense per Adjusted Discharge)
54 (Contract Labor Expense per Adjusted Discharge)
55 (Benefits Expense per Adjusted Discharge)
< >>
Showing 1415 values
OK Cancel

Click image to view full size

6. At the bottom of the sheet, map the codes in the Additional Codes for Mapping to BP section.

Additional Codes	for Mapping to BP		
910000	Inpatient Discharges	Yes	Double Click to Select
911000	Inpatient Days	Yes	Double Click to Select
912000	Outpatient Visits	Yes	Double Click to Select
911500	Inpatient Procedures	Yes	Double Click to Select
421000	Inpatient Services	Yes	Double Click to Select
422000	Outpatient Services	Yes	Double Click to Select
422500	Premium Revenue	Yes	Double Click to Select
523000	Contractual Discounts	Yes	Double Click to Select
526901	Bad Debt - Group 1	Yes	Double Click to Select
524001	Provision for Charity - Group 1	Yes	Double Click to Select
726210	Benefits Based on Salaries	Yes	Double Click to Select
726220	Benefits Based on FTEs	Yes	Double Click to Select
726230	Benefits Flat Amount	Yes	Double Click to Select
726600	Depreciation & Amortization	Yes	Double Click to Select
726700	Interest	Yes	Double Click to Select

Click image to view full size

7. After you finish mapping the appropriate categories, click **Save**.



Click image to view full size

- 8. At the Save to Database Status dialog, click OK.
- 9. Return to the Transfer Capital Projects to Budget utility to complete the transfer of projects.

#### Selecting and transferring projects

**NOTE:** By default, any previously transferred projects will transfer again unless you select them not to. For instructions on, see Managing transferred projects.

To select and transfer projects:

1. From the Axiom Capital Planning home page, click Transfer Capital Projects to Budget.

**NOTE:** To access this location from the Cap Plan Admin task pane, in the Integration section, double-click Transfer Capital Projects to Budget.

Conital Planning	
Create or Open Capital Projects	Capital Plan File Management: Create or Open Next Year Capital Project (CP2023) Capital Projects will open in a new window.
Copy or Transfer Capital Projects	Capital Plan File Management: Copy or Transfer Capital Projects Copy Capital Projects from one File Group to another. You can also use this utility to transfer Capital Projects from Capital Planning File Groups to Capital Tracking.
Launch Capital Dashboard	Capital Reports: Launch the Capital Planning Dashboard In this Dashboard, you will see a summary and analysis of your Capital Planning process for each File Group planning year.
Project Scoring & Selection Utility	Capital Reports: Launch the Capital Project Scoring & Selection Utility In this utility, you will be able to score the Capital Projects and view results.
Edit Drivers	Capital System Administration: Adjust Capital Planning Next Year Drivers (CP2023) Adjust the Capital Planning Drivers for your Next Year File Group.
Transfer Capital Projects to Budget	Capital Integration: Transfer to Axiom Budget Use this utility to select which Capital Projects to transfer to Budget.
Transfer Capital Projects to Financial Planning	Capital Integration: Transfer to Axiom Financial Planning Use this utility to select which Capital Projects to transfer to Financial Planning.

Click image to view full size

2. From the **Select Capital Planning Year** drop-down, select the file group planning year in which to transfer projects to Axiom Budgeting.





- 3. In the lower right corner of the page, click Next.
- 4. Next to the CAPREQ column, click the check box to select the project(s) to transfer.

**TIP:** To view the plan file for a project, click the folder icon next to the CAPREQ number. The plan file opens in a separate tab. From here, you can make any necessary changes to the project. However, to propagate the changes in the Transfer Capital Projects to Budget utility, you will need to refresh the utility.

Т	Transfer Capital Projects to Budget								
Ca	Capital Planning Year: 2021 Selected Plan Files: None Selected								
	CAPREQ †	Project ID	Description	Total Requested	Entity	Department	Project Type	Start Year	Creator
C	2	CP_Pending_2	Dialysate Conductivity Meter, New test plan file	\$29,700	0	2	Dialysis	2021	KWilliams
C	D 3	CP_Pending_3	Dialysate Conductivity Meter,New test plan file Copy 1	\$28,590	0	2	Dialysis	2021	KWilliams
C	₽ 4	CP_Pending_4	Dialysate Conductivity Meter,New test plan file copy2	\$27,762	0	2	Dialysis	2021	KWilliams
C	≥ 5	CP_Pending_5	Duodenoscope,capreq num 5	\$6,450	0	15000	GI	2021	KWilliams
C	₿ 6	CP_Pending_6	Contingency,Transfer this to FP	\$20,393	0	17840	Contingency	2021	KWilliams

Click image to view full size

- 5. In the lower right corner of the page, click **Next**.
- 6. The Summary page displays a list of all the capital project requests to be transferred to Axiom Budgeting. Do any of the following, as needed:
  - a. If the Axiom Budgeting account is not properly mapped, an exclamation point icon displays in the BP ACCT column.
  - b. Click the **Update Budget Account Mapping Here** link to open the mapping utility to map to the correct account code in the Code tab.
  - c. To filter the list, hover your cursor over a column heading, and click the funnel icon.
  - d. To return to the list of projects, for example, if you incorrectly selected a project or forgot to include a project, click **Previous**.
  - e. To submit the projects to transfer to Axiom Budgeting, click Submit.

Tra	Transfer Capital Projects to Budget								
Capital Planning Year: 2021 Selected Plan Files: 2, 3, 4 Note: It looks like you have missing mapping values. Click on the link below to launch Capital Dimensions. Review BPACCT on the Code tab. % Update Budget Account Mapping Here									
	CAPREQ ↑	Amount	Code	Description	BP ACCT				
	₽ 4	\$6.00	922000	Outpatient Revenue/Visit	• 0				
	🔁 4	\$385.00	955000	Payor Discharges a	0				
	🔁 4	\$20,790.00	955100	Payor Patient Days	0				
	🔁 4	\$1.00	955120	Payor Patient Days	0				
	🖻 4	(\$121.25)	983015	Unrestricted Cash Balance - Interest Earned on Unrestricted Cash	0				
	🖻 4	\$60.00	983030	Days in Accounts Receivables	0				
	🖻 4	\$30.00	983050	Days in Inventory	0				
	🔁 4	\$15.00	983060	Days in Prepaid and Other Expenses	0				
	▷ 4	\$45.00	983530	Days in Current Liabilities	0				
	▷ 4	\$30.00	983536	Days in Accrued Payroll	0				
	▷ 4	\$1.00	10105312	Case Mix Index	0				
	▷ 4	\$1.00	10910100	IP Payor Mix	0				
	B⇒ 4	\$54.00	10910200	IP ALOS	0				
	B⇒ 4	\$1.00	10910300	IP Procedures Payor Mix	0				
	⊳ 4	\$1.00	10912100	OP Payor Mix	• • d e				
					Previous 🥥 Submit				

Click image to view full size

7. After clicking the **Submit** button, review the confirmation prompt, and click **OK**.

The summary screen displays the number of plan files transferred.

For information on how to work with transferred projects in Axiom Budgeting, see Working with capital projects in Axiom Budgeting in plan files.

#### Managing transferred projects

By default, projects previously transferred automatically transfer again when you run the utility. However, you can control this action by enabling or disabling these projects from transferring again.

To manage transferred projects:

1. In the Cap Plan Admin task pane, in the Integration section, double-click Transfer Capital Projects to Budget.

Integration	^
Transfer Capital Projects to Budget	
Transfer Capital Projects to Financial I	Planning

2. Click Click to Show Previously Transferred Projects.

ransfer Capital Proj	jects to Budget
Select Capital Planning Year:	2021
% Update Budget Account Ma	pping Here
<ul> <li>Opdate Budget Account Ma</li> <li>Note: All previously transferred</li> <li>Click to Show Previously Tra</li> </ul>	projects will transfer to Budget again. You can mark any of these projects as 'No' to not transfer again.

Click image to view full size

- 3. Do any of the following:
  - a. To transfer all projects in the list, click Yes. To disable the transfer of all projects, click No.
  - b. To search for a specific project, type project information in the Search box such as the CAPREQ number, the project ID, or description.
  - c. To view the plan file for a project, click the folder icon next to the CAPREQ number. The plan file opens in a separate tab. From here, you can make any necessary changes to the project. However, to propagate the changes in the Transfer Capital Projects to Budget utility, you will need to close it and open it again.
  - d. For individual projects, click the toggle to Yes to transfer the project. Click the toggle to No to disable the transfer.

	Note: All previously transferred projects will transfer to Budget again, You can mark any of these projects as 'No' to not transfer again.										
a	Yes No	Search:	Search		× Clear						
	Transferred?	CAPREQ	Project ID	Description	Total Requested	Entity	Department	Project Type	Start Year Creator	Status	Status Comments
d	Yes	C	CP_Pending_6	Contingency,Transfer this to FP	\$20,393	0	17840	Contingency	2021 KWilliams	Approved	



4. Click Next to continue the transfer process as described in step 4 in the Selecting and transferring projects section above.

**NOTE:** The projects you disable from transferring will not display in the list.

#### Working with capital projects in Axiom Budgeting plan files

After you transfer projects into Axiom Budgeting, they display in the Expense and Stats & Revenue tabs as dark gray cells. The system also adds "From CP Integration" in the Comments and Budget Method columns.

From this point, you can enter or update budget data for each month in the blue-shaded cells, just like any other budget item. If a project is updated or deleted, you need to re-transfer the project. The data is then updated in Axiom Budgeting and the inputs are set to 0. The number in the Total Budget column in the Expenses tab always ties out to the amount coming in from Axiom Capital Planning. The system allows you to change the spread, but you cannot change the total value. If you need to transfer a project again and the Total Budget changes, the system automatically self-balances the amounts.

## Standardizing data

Kaufman Hall leverages artificial intelligence to review and categorize your key dimension elements to a pre-defined Kaufman Hall taxonomy system. The artificial intelligence method leverages descriptions and key characteristics to derive suggested classifications. These classifications provide a required level of standardization and structure to enable comparative analysis as well as key integration points.

The purpose of this section is to explain the data integrity compliance features for your Axiom products and the reasons for using them. Standardizing your data includes the following steps:

- 1. Map KHA Standard Class codes To standardize data across accounts, departments, and so on in your organization, you first need to map them to KHA Standard Class codes using a series of reports that allow you to review and modify your data classification taxonomy.
- 2. Review codes for standards compliance To help keep your organization compliant with Kaufman Hall standards, the Standard Data Assessment dashboard uses a series of icons to provide a clear and easy way to see if your accounts, departments, and so on meet the Kaufman Hall standards criteria.
- 3. Assign KHAStandardClass by department and account The Statistic Identification Update utility allows you to map ACCT.KHAStandardClass values by account/department or department/account combinations.
- 4. Review YTD statistics by KHAStandardClass classification The Statistic Classification Review report allows you to review YTD data for the statistic accounts to ensure they correctly tie out from the department summed up to the entity level.

### Mapping KHA Standard Class codes

We suggest you review each assignment and correct where you deem necessary.

If you feel there are missing categories or identifiers to accurately classify our key elements, please e-mail us at: taxonomy@kaufmanhall.com. We will continue to expand and adapt this taxonomy structure to give you quality insights through comparative elements and planning process integration.

We have included five review tools:

- Entity Standards Review
- Dept Standards Review
- Acct Standards Review

- Jobcode Standards Review
- Paytype Standards Review

Each one is similar in structure. Within each, you will review the assignment and, where needed, change the standard assignment in the over-ride column.

As part of the development of future report tools and utilities, data needs to be standardized across accounts, departments, and so on. Part of this process includes mapping these items in your organization to KHA Standard Class codes.

**NOTE:** This process will benefit your organization in the future by providing more detailed data and reporting capabilities. Once complete, you should only need to update these reports when you add new accounts, departments, etc.

#### About Machine Learning classifications

If your organization uses the cloud-based version of Axiom Budgeting and Performance Reporting, the system has access to a back-end machine learning process that analyzes and determines the best suggested classification code for the account. You can use this pre-determined classification or assign your own, depending on how well the machine learned classification meets your needs.

To map KHA Standard Class codes:

1. In the Mgmt Admin task pane, in the Data Maintenance section, click Data Reconciliation, and double click one of the following:

**NOTE:** The results returned depend on the user's write filter on the dimension table as established when using the Dimension Maintenance Security utility.

- Acct Standards Review
- Dept Standards Review
- Entity Standards Review
- Jodcode Standards Review
- Paytype Standards Review



2. In the **Refresh Variables** dialog, you can optionally filter the data in the report by KHA Standard Class and/or State by clicking **Choose Value**, select the values to filter by, and click **OK**.

NOTE: To view all of the items (accounts, departments, etc.) in the report, click OK.

- 3. In the KHA Standard Classification column, do one of the following.
  - a. To use the Machine Learning classification as determined by the system, copy the classification from the ML Classification column, and paste it into the KHA Standard Classification column.

**NOTE:** At this time, the ML Classification is only used if your organization has a cloud-based system. If your system is located on premise, the column will be blank.

- b. To select a different classification, double-click the folder next to the KHA Standard Classification column, select a classification, and click OK.
- 4. In the Entity Standards Review report, do the following:
  - a. In the Medicare Provider Number column, type the MPN number, as needed.
- b. In the Active column, identify which entity is active by doing one of the following:
  - i. In the Medicare Provider Number column, type the MPN number, as needed.
  - ii. In the Active column, identify which entity is active by doing one of the following:
    - To activate the code, click **TRUE**.
    - To deactivate the code, click FALSE.
- 5. After making your changes, in the Main ribbon tab, click Save.

The information you enter saves back to the corresponding dimension table. For example, after mapping your accounts, the system saves your changes to the ACCT dimension table.

## Reviewing codes for standards compliance

The Standard Data Assessment dashboard provides several benefits:

- Helps improve the quality of your data
- Ensures that you use standard Kaufman Hall codes to keep you compliant with Kaufman Hall standards
- Helps save time in preparing for monthly reporting and annual budgeting

**NOTE:** The dashboard includes the KHAStandardClass column in the ACCT, DEPT, ENTITY, JOBCODE, and PAYTYPE dimensions to help standardize reporting across the organization. Currently, the column populates with a default value of NotMapped. These columns will be populated at a later date, but until then they will be out of compliance.

To work with the Standard Data Assessment dashboard:

- To refresh the data in the dashboard, click **Refresh**.
- To include the net income in the fund balance, click the toggle to Yes; otherwise, click the toggle to No.
- From the View drop-down, select to view all of the entities or just warnings and failures.

To navigate to the Standard Data Assessment dashboard, in the Data Maintenance section of the Mgmt Admin task pane, double-click Standard Data Assessment.



Icon definitions

Balanced BS Actual and Budget

Shows if the balance sheet is in balance for both the actuals and budget. The icons in these columns represent the following:

Balance sheet does not balance. Run a Balance Sheet report, and review it for accuracy. Update the data using the Load GL 12 Months import, and then review the data for accuracy.

Balance sheet balances correctly. No action is required.

#### Standard FSDetail

Shows if the values from the FSDetail column (located in the ACCT dimension table) comply with the standard values established by Kaufman Hall. The icons in this column represent the following:

The codes do not comply with the standard Kaufman Hall values. To view the accounts with FSDetail codes that do not comply, click <sup>3</sup>, and update the ACCT dimension table with the standard Kaufman Hall codes.

✓ The codes comply with the standard Kaufman Hall values. No action is required.

#### Standard FSSummary

Shows if the values from the FSSummary column (located in the ACCT dimension table) comply with the standard values established by Kaufman Hall. The icons in this column represent the following:

The codes do not comply with the standard Kaufman Hall values. To view the accounts with FSSummary codes that do not comply, click 3, and update the ACCT dimension table with the standard Kaufman Hall codes. ✓ The codes comply with the standard Kaufman Hall values. No action is required.

#### **KHA Standard Class**

Shows if the values from the KHA Standard Class column (located in the ENTITY, DEPT, ACCT, JOBCODE, and PAYTYPE dimension tables) are mapped.

The value of Not Mapped exits for any record in the ENTITY, DEPT, ACCT, JOBCODE, and PAYTYPE dimension tables. To view the records that are not mapped, click <sup>20</sup>, and map the record in the dimension table with the standard Kaufman Hall code.

✓ All records have been mapped. No action is required.

#### Actual GL

Shows if the actual GL data has been loaded for the entity. The icons in this column represent the following:

A zero YTD value exists for the entity. If incorrect, update the data using the Load GL 12 Months import, and review the data for accuracy. If you purposely did not import GL data, no action is required.

✓ GL data has been loaded for the entity. No action is required.

## Budget GL

Shows if the budget GL data has been loaded for the entity. The icons in this column represent the following:

A zero YTD value exists for the entity. If incorrect, review the budget GL data for accuracy. If correct, no action is required.

✓ GL data has been loaded for the entity. No action is required.

#### Actual Bal Sheet

Shows if the actual balance sheet data has been loaded for the entity.

**TIP:** If you currently do not import your balance sheet data into Axiom Management Reporting, we recommend you do so to provide better information to use in the system. For help on loading this data, contact Kaufman Hall Support.

The icons in this column represent the following:

A zero value exists in the current month for the entity. If incorrect, import your actual GL and check it for accuracy. If correct, no action is required.

Actual balance sheet data has been loaded for the entity. No action is required.

Budget Bal Sheet

Shows if the budget balance sheet data has been loaded for the entity.

**TIP:** If you do not budget your balance sheet data in Axiom Budgeting, we recommend that you implement a budget for your balance sheet during the next budget cycle. This will provide better information to use in Axiom Budgeting and Performance Reporting going forward.

The icons in this column represent the following:

A zero budget value exists in the current month for the entity. If incorrect, review your budgeted balance sheet for accuracy. If correct, no action is required.

Budget balance sheet data has been loaded for the entity. No action is required.

#### Actual Rev/Usasge

Shows if the actual Revenue Usage data has been loaded for the entity.

**NOTE:** Revenue Usage data is only loaded if patient revenue exists in the GL. If you do not currently load Revenue Usage data, we recommend that you do so to take full advantage of Axiom Management Reporting. For help on loading this data, contact Kaufman Hall Support.

The icons in this column represent the following:

A zero value exists for the entity for the current month. If incorrect, load the data using the Load RevUsage import, and review the data for accuracy. If correct, no action is required.

Revenue Usage data has been loaded for the entity. No action is required.

#### Cur Month Volatility

Shows if the total expense in the current period compared to the percentage change from the mean is more or less than ten percent. The icons in this column represent the following:

A The percentage change of expenses in the current period compared to the mean is greater than ten percent. If correct, no further action is required. If not correct, update the data using the Load GL12 Months import, and review the data for accuracy.

✓ The percentage change is less than ten percent. No action is required.

#### **Financial Current**

Shows if the financial data has been loaded for the most recent closed period in your ACTYYYY table. Kaufman Hall defines the most recent closed period as the month and year 60 days prior to today's date. The icons in this column represent the following: The data loaded is older than 60 days from today. Update the data for the most recently closed period using the Load GL 12 Months import, and then review the data for accuracy.

✓ The data has been loaded for the entity. No action is required.

## Payroll Current

Shows if the payroll data has been loaded for the most recent closed period in your Pay\_12\_YYYY table. Kaufman Hall defines the most recent closed period as the month and year 60 days prior to today's date.

**TIP:** If you do not process the BiWeekly to Monthly utility, we recommend that you include this step monthly going forward to take full advantage of Axiom Management Reporting. For help on processing this data, contact Kaufman Hall Support.

The icons in this column represent the following:

The data loaded is older than 60 days from today. Update the data for the most recently closed period using the Load Biweekly Payroll import and processing the BiWeekly to Monthly utility to accrue the biweekly payroll data to the monthly payroll tables.

✓ The data has been loaded for the entity. No action is required.

## Assigning KHAStandardClass by department and account

The Statistic Identification Update utility allows you to map ACCT.KHAStandardClass values by account/department or department/account combinations. You can use this utility to filter the list of accounts or departments in several different ways so that you can narrow the list down to only those accounts/departments that you need to classify.

After you filter the accounts/departments, the utility then displays the list and populates the column values based on the ACCT.KHAStandardClass column in the ACCT dimension. The system displays unmapped items as NotMapped.

**IMPORTANT:** For updated or new accounts/departments, you will need to reclassify them.

To assign KHAStandardClass by department and account:

1. Update ACCT.KHAStandardClass using the Acct Standard Review utility. For instructions, see Mapping KHA Standard Class codes.

**NOTE:** Depending upon the volume of data that is loaded, the performance may be slow.

2. In the Mgmt Admin task pane, in Data Maintenance > Data Reconciliation, double-click Statistic Identification Update.

## **NOTE:** The utility opens in a separate web browser.

Data Maintenance
<ul> <li>Change Payroll 27 Tables-Current Period</li> <li>Update VCC Payroll Mapping Table</li> <li>Update Payroll Dates Table</li> </ul>
🔚 Update VCC Threshold Table
😑 Update Year and Period Tables
E FP Payor
Benchmark
CalDate Update Utility
A Names
Data Imports
Manual Data Input
<ul> <li>Jata Reconciliation</li> </ul>
Acct Standards Review
BiWeekly Payroll Reconciliation
Consolidations and Eliminations
Consolidations and Eliminations-IM
Dept Standards Review
Entity Standards Review
Jobcode Standards Keview
Monthly RevUsage Reconciliation
Paytype Standards Review
Reconcile GL to GLiransactions
Reconcile GL to Pay 12 to Pay 27
Reconcile GL to Revusage
Statistic Classification Review

3. From the Filters panel, configure any of the following criteria, and click Apply:

Option	Description
Filter by ACCT.Type	Select to review KeyStat and/or Statistic accounts, and click OK.
Entity Filter	To refine the results even further, you can create or select an advanced Entity filter to select accounts using other grouping columns. For instructions, see Using the Advanced Filter Wizard.
Select Entity	Select one or more entities, and click <b>OK</b> .
Select Dept.RptMap (ACT20XX)	Select one or more departments, and click <b>OK</b> . <b>NOTE:</b> The system refers to the system period to determine the ACT table in which to display the list of departments.
Standard Sort Order	Select to sort the list by account and department (default) or department and account.

Option	Description
Select Additional Display	Select an additional grouping column from the ACCT dimension.
Column(s)	<b>NOTE:</b> Only string data type columns display in the list.

4. Above the table, configure the following options, as needed:

Option	Description
Show YTD Value?	To view the YTD values for each account/department combination, click the toggle to Yes.
Show ACCT.KHAStandardClass?	To view the ACCT.KHAStandardClass defined in the ACCT dimension, click the toggle to Yes.
Unlock All Records?	To unlock all the records for editing, click the toggle to Yes. If the list is long and you unlock all the records, you can edit the values in spreadsheet mode by clicking Edit in Spreadsheet in the upper-right corner of the page. Any changes you make in spreadsheet mode will automatically update the values in the list after you save.
	<b>NOTE:</b> You may encounter performance issues if you unlock all records.

5. If not using the Unlock All Records option, to edit individual item, click the lock icon next to the **Department** or **Account** column (depending on how you selected to display the list).

**TIP:** The lock/unlock functionality simply provides a way for the system to update only those items that have changed. This helps maintain better system performance while working with the utility.

Performa	ance Reporting								🔝 🕫 🗘	J	AXIOM
≡ ₹	<u>م</u>										☆?
Statist	ic Classificatio	n - Dept Acct	Assignments							Edit in Sp	eadsheet 🚍
Show YTD \	/alue?	No									Save 🖺
Show ACCT	KHAStandardClass?	No									
Unlock All	Records?	No									
			Statistic	Patient		KeyStat /	Direct /		DEPT/ACCT	Conversion	
8	Department	Account	Туре	Туре	Function	Statistic	Indirect	Payor	KHAStandardClass	Factor	<b>A</b>
	19100	100	Amission CMI Adjusted	Newborn	Hospice	KeyStat	Direct	Managed	AdmitCMIAdj_NB_Hospice_Key_Dir_Ma	nag 1.00	<b>A</b>
	26230	100	Admission Obervation	Adult	Homehealth	KeyStat	Direct	Managed	AdmitObs_Adult_HH_Key_Dir_Managed	1.00	A
	26310	100				KeyStat			NotMapped	1.00	

- 6. Select values in the following columns:
  - Statistic Type
  - Patient Type
  - Function

- Direct/Indirect
- DEPT/ACCT KHAStandardClass
- Conversion Factor

**NOTE:** The exclamation point icon in the last column indicates there is a difference between the default KHAStandardClass code and the assignment selected using this utility.

7. After making your edits, click Save.

After the account/departments are mapped, you can use the Statistic Classification Review report to tie out YTD values by entity based on KHAStandardClass classification.

## Deleting department/account classification assignments

Deleting a department/account does not delete it form the ACCT table. This action simply allows you to "reset" the record by removing it from the classification identification table. After you delete an item, the record will return with the original defaults assigned in ACCT.KHAStandardClass.

To delete department/account classification assignments:

- 1. Open the Statistic Identification Update utility.
- 2. Click the delete check box next to the lock/unlock column.

Per	form	ance Reporting									🗰 🕫 🗘	J	AXIOM
≡	T	<u>م</u> م											☆?
St	atis	tic Classificatio	n - Dep	t Acct	Assignments							Edit in Spr	eadsheet 🚍
Sho	w YTD	Value?		No									Save 🖺
She	w ACC	CKHAStandardClass?		No									
Un	ck All	Records?		No									
	/				Statistic	Patient		KeyStat /	Direct /		DEPT/ACCT	Conversion	
Ê		Department	Account		Туре	Туре	Function	Statistic	Indirect	Payor	KHAStandardClass	Factor	<b>A</b>
	•	19100	100		Amission CMI Adjusted	Newborn	Hospice	KeyStat	Direct	Managed	AdmitCMIAdj_NB_Hospice_Key_Dir_Man	ag 1.00	<b>A</b>
	•	26230	100		Admission Obervation	Adult	Homehealth	KeyStat	Direct	Managed	AdmitObs_Adult_HH_Key_Dir_Managed	1.00	A
		26310	100					KeyStat			NotMapped	1.00	

3. Click Save.

# Review YTD statistics by KHAStandardClass classification

After you complete the classification process, you can use the Statistic Classification Review report to review statistics to ensure the correct YTD values tie out from the department summed up to the entity level.

To Review YTD statistics by KHAStandardClass classification:

1. In the Mgmt Admin task pane, in Data Maintenance > Data Reconciliation, double-click Statistic Classification Review.

**NOTE:** The report opens in a separate web browser.

#### Data Maintenance



2. From the Filters panel, configure any of the following criteria, and click Apply:

Option	Description
Entity Filter	To refine the results even further, you can create or select an advanced Entity filter to select accounts using other grouping columns. For instructions, see Using the Advanced Filter Wizard.
Entity Selection	Select one or more entities, and click OK.
Limit by Entity.Summary	Select to limit the list to only specified entities, and click OK.

3. Review the YTD statistics in the report to determine that they are correctly summing and rolling up from the department to the entity level. If needed, return to the Statistic Identification Update utility to make the appropriate adjustments. You can then return to this report, where the changes are automatically refreshed.

# Performance Reporting

#### Statistic Classification Review

ENTITY	1000
Description	Baylor University Medical Ctr
Admissions - Adult	7,547
Admissions - by Payor	15,339
Patient Days - Adult	108,981
Patient Days - CMI Adjusted	3,648
Patient Days - by Payor	1,400
Patient Days - CMI Adjusted - By Payor	43,958
Observation Days	427
Observation - By Payor	542
Discharges	1,500
Discharges - CMI Adjusted	240,055
Discharges - by Payor	258,124
Discharges - CMI Adjusted - By Payor	151,987
Deliveries	79,097
Deliveries - By Payor	13,383
Newborn Days	8,266
ED Visits	5,741
OR Minutes	36,505
OR Cases	71,430
Visits	86,112
Visits - by Payor	101,966

# File Processing

Using file processing, you can automatically refresh a file and then perform various actions on it. The file can be processed "as is," or you can leverage multipass processing to cycle through each element of a dimension or grouping, with an appropriate data filter automatically applied to each pass.

File processing can be used to perform the following actions:

- Save snapshot of file: Create a snapshot copy of a spreadsheet-based file, and then save and/or email it.
- Save snapshot of form: Create a snapshot copy of a form-enabled file, and then save and/or email it.
- Print: Print the current file, using one or more print views.
- Export to delimited text file: Export data in the current file to a delimited text file, and then save and/or email it.
- Save data: Perform a save-to-database from the current file.
- Alerts: Process alert conditions defined in the file.
- File collect: Combine multiple spreadsheet files into a single file, and then save and/or email it.
- Batch: Perform file processing on multiple files in a batch process, including the ability to override certain file processing settings for the file.

Although all of these activities are performed using the file processing feature, the setup and requirements differ for each processing type. In all cases, the file that you want to process must have a File Processing Control Sheet (Control\_FileProcessing) with a selected processing type. Some processing types then require additional file processing settings (such as snapshot and export), while other types require an additional control sheet where the settings specific to that operation are defined (such as file collect and batch).

One common use for file processing is report distribution, to automatically deliver report files out to multiple recipients. This frequently involves using several different features of file processing, for example:

- Multiple reports configured for snapshot file processing, and using multipass processing. For example, an income statement processed by department, region, or VP, and creating a separate snapshot file for each element.
- A report configured for file collect, to collect all of the snapshots into targeted report packages, including adding things like cover sheets and other supporting information. These packages could be saved to designated file locations and/or emailed to the appropriate recipients.
- A report configured for batch processing to run everything at once. For example, the batch would contain an entry for each report configured for snapshot processing, and then finish with the file collect report.

File processing is set up on a per file basis. File processing can be set up on any Axiom file, but the primary use case is in reports.

Once the file has been configured to use file processing, you can process it by using File Output > File Processing. From this menu, you can choose to Process File or Process File Multipass. File processing can also be performed via Scheduler, and from a task pane.

# Enabling file processing for an Axiom file

In order to use file processing on an Axiom file, the file must have a File Processing Control Sheet. Once the control sheet has been added, you can complete the file processing settings by using the File Processing task pane.

To enable file processing for an Axiom file:

1. Open the file for which you want to enable file processing. File processing can be set up for report files, templates/plan files, and driver files.

**IMPORTANT:** Before enabling file processing for a plan file, make sure that the plan file design can accommodate ongoing data refreshes. When file processing is initiated, a full refresh occurs, including all enabled Axiom queries in the file. For more information, see Considerations for using file processing in plan files.

2. On the Axiom tab, in the File Output group, click File Processing > Enable file processing in this workbook.

**NOTE:** In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

The **File Processing** pane opens, and a sheet named **Control\_FileProcessing** is added to the file. You can now set up file processing using either the task pane or the control sheet. For more information on configuring each type of file processing, see the detailed topics in this section.

#### Setting up file processing: Snapshot

Using file processing, you can set up an Axiom file to take a snapshot copy according to defined settings, and then save that copy to a file location and/or email it. "Snapshot" is a process that converts an Axiom file to a regular Microsoft Excel spreadsheet, so that it can be accessed outside of Axiom Budgeting and Performance Reporting.

Taking snapshot copies via file processing has the following advantages over using the regular snapshot features (Snapshot File and E-Mail Workbook):

- If you have a standard set of snapshot and delivery options that you use with a file, these options are saved in the file processing settings so that you do not need to select them each time you take a snapshot of the file.
- Using the multipass features of file processing, you can process a file multiple times for different dimensions, saving or emailing the snapshot copy after each pass.

**NOTE:** File processing always performs a refresh of the file, in addition to taking the snapshot copy. If you want to take a snapshot copy of the file without performing a refresh first, you must use one of the regular snapshot features.

**TIP:** You can use snapshot file processing in conjunction with batch reporting and file collect. For example, you can automatically process multiple files, save snapshot copies of the various results, and then collect those copies into "report packages" to be emailed to recipients or saved to a designated file location.

Snapshot file processing is intended for spreadsheet Axiom files. If you have a form-enabled file where you want to process the form to create snapshot PDF copies, use the separate option Save Snapshot of Form.

To set up file processing to take and deliver snapshot copies:

 Open the file where you want to set up file processing, and enable it as follows: On the Axiom tab, in the File Output group, click File Processing > Add File Processing control sheet to active workbook.

**NOTE:** In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

The File Processing pane opens, and a sheet named Control\_FileProcessing is added to the file.

- 2. In the File Processing pane, for Processing Type, select Save Snapshot of File.
- 3. In the **Sheets to Process** box, enter the name(s) of the sheet(s) to process. You can include any sheet except control sheets and hidden sheets. Control sheets and hidden sheets are not included in snapshot copies.

You can click the **Select worksheets** button 🔯 to select sheet names from a list, or you can type the sheet names. Separate multiple sheet names with semicolons.

The sheets to process will be included in the snapshot copy when the file is processed. This setting does not determine which sheets will be refreshed before the snapshot is taken; the refresh always applies to all sheets in the file when using file processing.

Item	Description
File Type	Select one of the following to determine the file type for the snapshot: XLSX (default), XLSM, XLS, or PDF.
	<b>NOTE:</b> If you select XLS, and the spreadsheet contains features that are not supported by the XLS format, the compatibility warning is not displayed during file processing. You may want to test saving the file to XLS to ensure that the end result will be as expected.
Formula Conversion	Select one of the following to determine how formulas are handled in the snapshot:
	Convert All Formulas (default): All formulas are converted to values.
	<ul> <li>Retain Excel Native Formulas: Axiom formulas are converted to values, but Excel formulas are left as is. Note that if an Excel formula references a sheet that is not included in the snapshot, that formula will be converted to a value.</li> </ul>
	<b>NOTE:</b> If the file contains a pivot table, this option must be selected in order for the pivot table to work in the snapshot copy.
	This option does not apply if PDF is the selected file type.

4. In the Snapshot Settings section, complete the following settings for the snapshot:

ltem	Description
Sheet Name	Specify how the sheets to process should be named in the snapshot. You can do one of the following:
	You can use file processing variables to generate dynamic sheet names.
	<ul> <li>You can type a "hard-coded" sheet name.</li> </ul>
	The sheet name setting cannot be left blank. By default the sheet name uses file processing variables, and is set to [Current_Value]_ [Current_SheetName]. If you do not plan to use multipass processing on the file, you should change this to just [Current_SheetName], which means that all sheets in the snapshot will use their current sheet names.
	The sheet name setting takes a single entry that applies to all sheets being processed. Therefore the option to use a "hard-coded" sheet name only applies when processing a single sheet. If you are processing multiple sheets, this setting must use file processing variables.
	If you want to use a file processing variable, you can type the variable or you can click the pencil icon 🥒 to open a text editor. From the <b>Insert Variable</b> list, select the variable that you want to use.
	For more information, see Defining sheet names for file processing.

5. In the **Output File Settings** section, complete the following settings to determine the delivery of the output file (or files):

Item	Description
Output To	Select one of the following:
	<ul> <li>Local File System (default): The output location is outside of Axiom, to either your local computer or a network share. The specific path is detailed in the Output Folder setting. Access to output files is not controlled by Axiom Budgeting and Performance Reporting.</li> </ul>
	• Axiom Repository: The output location is the Axiom file system, within the Reports Library. The specific path is detailed in the Output Folder setting. Access to output files is controlled by security access to the designated folder within Axiom.

Item	Description
Output file name	Specify how the output file (or files) should be named. You can do one of the following:
	<ul> <li>You can use file processing variables to generate dynamic file names.</li> <li>You can type a "hard-coded" file name.</li> </ul>
	The file name setting cannot be left blank. By default the file name uses file processing variables, and is set to [Current_Value]_Report. You can change "_Report" to something more specific to the file contents (or omit it to use only the current value). If you do not plan to use multipass processing on the file, then you can delete the current value variable and just type the desired file name.
	If you want to use a file processing variable, you can type the variable or you can click the pencil icon 🖋 to open a text editor. From the <b>Insert Variable</b> list, select the variable that you want to use.
	For more information, see Defining the file name for file processing.
Output folder	Specify the folder location for the output file (or files). You can type a folder path, or you can click the folder icon to browse to the folder location. The browse dialog will display either your local file system or the Axiom file system, depending on what you selected for <b>Output To</b> . This setting does not apply if you are <i>only</i> emailing files.
	For more information, see Defining the output folder for file processing.
File Generation	This option only applies when using multipass processing. Select one of the following:
	<ul> <li>Create a Single Output File (default): The results of each pass are collected into a single output file. For example, if you specified 1 sheet to process, and the multipass settings result in 10 passes, then one output file is created, containing 10 sheets (one sheet for each pass).</li> <li>Create an Output File for Each Pass: The results of each pass are saved as individual output files. For example, if the multipass settings result in 10 passes, then 10 output files are created (one file for each pass).</li> </ul>
	For snapshot, standard (non-multipass) processing always produces a single output file.

Item	Description
Save or Email Files	Select a delivery option for the output file (or files):
	<ul> <li>Save Files: The output files are saved to the specified output folder.</li> <li>Email Files: The output files are emailed to the specified recipients. The output files are not saved anywhere on the file system.</li> <li>Save and Email Files: The output files are both saved and emailed.</li> </ul>
	If you select an option that includes emailing, then the <b>Email Settings</b> section displays in the <b>File Processing</b> pane.
Purge Setting	This option only applies when the file output is being saved to the Axiom Repository.
	If you want the file output to be automatically deleted after a specified period of time, then click the pencil icon 🥒 to open the <b>Choose Date</b> dialog.
	<ul> <li>Static purge date: Select a specific date, after which the output will be deleted.</li> </ul>
	<ul> <li>Relative purge date: Specify a number of days to keep the output after it has been generated. The output will be deleted after the specified number of days have passed.</li> </ul>
	For more information, see Automatically deleting file output generated by file processing.
Remote Data Connection	This option only applies when the file output is being saved to your local file system, and only for Cloud Service systems that are using remote data connections.
	Select the name of the remote data connection to use for the file processing operation. The designated remote data connection will be used to access the local file system and save output file(s) to the designated location.
	A remote data connection is required to save files locally from a cloud system. For more information, see the section on remote data connections in the <i>Scheduler Guide</i> .

**Microsoft Sharepoint support:** You can specify a Sharepoint URL for the folder location, to save the output files to a Sharepoint portal. This feature is only available when running file processing locally via the Excel Client, and when the processing type is snapshot. The user executing the processing must have the appropriate permissions to the target folder in Sharepoint. Note that if the specified folder does not already exist in Sharepoint, this will not be detected by Axiom Budgeting and Performance Reporting during the file processing, but a Microsoft error will report the location as not found. **Opening the file after processing:** If desired, you can opt to automatically open the output file within Axiom Budgeting and Performance Reporting after the processing is complete. This option is only available if the result of the processing is a single file. If you want to use this option, it must be manually configured on the Control Sheet. In the **File Settings** section, set **Open Output File after Processing** to **On**. For more information, see File Processing Control Sheet.

6. If you chose to email the output file (or files), complete the Email Settings:

ltem	Description
To	Enter the email addresses to receive the output file via email. Separate multiple addresses with a semicolon.
	If the file will be processed using multipass processing, to multiple output files, then you should use formulas to dynamically generate the appropriate email recipients for each pass (otherwise each pass will be sent to the same recipients). See Using dynamic email addresses with file processing.
From	Select one of the following to specify the From address:
	<ul> <li>System User: The From address is the default From address specified for Axiom Budgeting and Performance Reporting in the system configuration settings.</li> </ul>
	<ul> <li>Current User: The From address is the email address for the user who performs the file processing, as defined in Security.</li> </ul>
Subject Line	Enter a subject line for the email.
	NOTE: If you want to use bracketed text in the subject line, you must escape this text with an additional set of brackets, so that Axiom Budgeting and Performance Reporting does not try to evaluate the bracketed text as a file processing variable. For example, if you want the text "[Axiom Message]" in the subject line of the email, you must enter [[Axiom Message]] in the Subject Line field. The extra set of brackets is removed when the email is generated.
Body Text	Enter body text for the email.
	NOTE: If you want to use bracketed text in the body text, you must escape this text with an additional set of brackets, so that Axiom Budgeting and Performance Reporting does not try to evaluate the bracketed text as a file processing variable. For example, if you want the text "[Sent from Axiom Budgeting and Performance Reporting]" in the body text of the email, you must enter [[Sent from Axiom Budgeting and Performance Reporting]] in the Body Text field. The extra set of brackets is removed when the email is generated.

For more information, see How email is delivered for file processing.

7. Optional. If you want to use multipass processing on the file, then complete the **MultiPass Settings**.

For **Source Column**, click the column icon 🔝 to select the source column for multipass processing. For example, if you select DEPT.VP as the source column, then the file will be processed once for each VP, and the data in the file will be automatically filtered to show only the data for that VP.

To confirm that the file will be processed using your desired list of items, click **Preview Multipass List**. A dialog opens, displaying the total number of items to process, as well as the list of individual items.

For more information on multipass processing, and for details on advanced settings, see Configuring multipass settings for file processing.

8. When you are finished configuring the file processing settings, click **File Options > Save** to save the settings in the file.

## Results

Users can now use **File Output > File Processing** to process the file. The following actions will occur:

- When using **Process File**, the file will be refreshed "as is," the snapshot copy will be taken, and the snapshot copy will be saved and/or emailed according to the file processing settings.
- When using **Process File Multipass**, the file will be refreshed using a multipass filter to limit the data to the current multipass item (for example, for the current VP if processing by DEPT.VP). This process will occur for each unique multipass item being processed, with a different multipass filter being applied for each pass.

If the file generation is to multiple output files, then a snapshot copy is taken after each pass, and then saved and/or emailed according to the file processing settings.

If the file generation is to a single output file, then the results of each pass are collected into a single file. When all of the passes are complete, the snapshot copy is taken, and then saved and/or emailed according to the file processing settings.

Snapshot settings for deleting rows and columns and for workbook/worksheet protection are honored as normal.

#### Setting up file processing: Snapshot Forms

Using file processing, you can set up a form-enabled file to generate a PDF "snapshot" of the form, and then save that copy to a file location and / or email it. The "snapshot" process converts an Axiom form to a stand-alone PDF file, so that it can be accessed outside of Axiom Budgeting and Performance Reporting. When used with multipass processing, snapshot form provides a production reporting feature for Axiom forms, where the form can be processed multiple times over a specified dimension, saving and/or emailing the PDF generated for each pass.

When you use the snapshot form option, Axiom Budgeting and Performance Reporting processes the form-enabled source file and renders the web form, then generates a PDF copy of it. This PDF generation is the same process that occurs when using **Tools > Generate PDF** on an Axiom form in the Web Client. The Axiom form should be set up as needed for optimal PDF generation.

Special design considerations may apply to certain forms, especially if the target form contains Embedded Form components. For more information, see Design considerations for snapshot form processing.

**IMPORTANT:** Snapshot form processing can only be executed by Scheduler. It cannot be executed locally on the Desktop Client. You must create a Scheduler job, add a File Processing task, and configure that task to process the form-enabled file that has been configured for snapshot form processing.

To set up file processing to create and deliver snapshot PDF copies of an Axiom form:

 Open the file where you want to set up file processing, and enable it as follows: On the Axiom tab, in the File Output group, click File Processing > Add File Processing control sheet to active workbook.

**NOTE:** In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

The File Processing pane opens, and a sheet named Control\_FileProcessing is added to the file.

- 2. In the File Processing pane, for Processing Type, select Save Snapshot of Forms.
- 3. In the **Output File Settings** section, complete the following settings to determine the delivery of the output file (or files):

Item	Description
Output To	Select one of the following:
	<ul> <li>Local File System (default): The output location is outside of Axiom, to either your local computer or a network share. The specific path is detailed in the Output Folder setting. Access to output files is not controlled by Axiom Budgeting and Performance Reporting.</li> </ul>
	<ul> <li>Axiom Repository: The output location is the Axiom file system, within the Reports Library. The specific path is detailed in the Output Folder setting. Access to output files is controlled by security access to the designated folder within Axiom.</li> </ul>

ltem	Description
Output file name	Specify how the output file (or files) should be named. You can do one of the following:
	<ul> <li>You can use file processing variables to generate dynamic file names.</li> <li>You can type a "hard-coded" file name.</li> </ul>
	The file name setting cannot be left blank. By default the file name uses file processing variables, and is set to [Current_Value]_Report. You can change "_Report" to something more specific to the file contents (or omit it to use only the current value). If you do not plan to use multipass processing on the file, then you can delete the current value variable and just type the desired file name.
	If you want to use a file processing variable, you can type the variable or you can click the pencil icon 🖋 to open a text editor. From the <b>Insert Variable</b> list, select the variable that you want to use.
	For more information, see Defining the file name for file processing.
Output folder	Specify the folder location for the output file (or files). You can type a folder path, or you can click the folder icon to browse to the folder location. The browse dialog will display either your local file system or the Axiom file system, depending on what you selected for <b>Output To</b> . This setting does not apply if you are <i>only</i> emailing files.
	For more information, see Defining the output folder for file processing.
File Generation	This option only applies when using multipass processing. Select one of the following:
	• <b>Create a Single Output File</b> (default): The results of each pass are collected into a single output file. For example, if the multipass settings result in 10 passes, then one output file is created, containing the output of all 10 passes.
	<ul> <li>Create an Output File for Each Pass: The results of each pass are saved as individual output files. For example, if the multipass settings result in 10 passes, then 10 output files are created (one file for each pass).</li> </ul>
	For snapshot, standard (non-multipass) processing always produces a single output file.

Item	Description
Save or Email Files	<ul> <li>Select a delivery option for the output file (or files):</li> <li>Save Files: The output files are saved to the specified output folder.</li> <li>Email Files: The output files are emailed to the specified recipients. The output files are not saved anywhere on the file system.</li> <li>Save and Email Files: The output files are both saved and emailed.</li> <li>If you select an option that includes emailing, then the Email Settings section displays in the File Processing pane.</li> </ul>
Purge Setting	<ul> <li>This option only applies when the file output is being saved to the Axiom Repository.</li> <li>If you want the file output to be automatically deleted after a specified period of time, then click the pencil icon </li> <li>to open the Choose Date dialog.</li> <li>Static purge date: Select a specific date, after which the output will be deleted.</li> <li>Relative purge date: Specify a number of days to keep the output after it has been generated. The output will be deleted after the specified number of days have passed.</li> <li>For more information, see Automatically deleting file output generated by file processing.</li> </ul>
Remote Data Connection	This option only applies when the file output is being saved to your local file system, and only for Cloud Service systems that are using remote data connections. Select the name of the remote data connection to use for the file processing operation. The designated remote data connection will be used to access the local file system and save output file(s) to the designated location. A remote data connection is required to save files locally from a cloud system. For more information, see the section on remote data connections in the <i>Scheduler Guide</i> .

4. If you chose to email the output file (or files), complete the Email Settings:

Item	Description
To Bcc	Enter the email addresses to receive the output file via email. Separate multiple addresses with a semicolon.
	If the file will be processed using multipass processing, to multiple output files, then you should use formulas to dynamically generate the appropriate email recipients for each pass (otherwise each pass will be sent to the same recipients). See Using dynamic email addresses with file processing.
From	Select one of the following to specify the From address:
	<ul> <li>System User: The From address is the default From address specified for Axiom Budgeting and Performance Reporting in the system configuration settings.</li> </ul>
	• <b>Current User</b> : The From address is the email address for the user who performs the file processing, as defined in Security.
Subject Line	Enter a subject line for the email.
	<b>NOTE:</b> If you want to use bracketed text in the subject line, you must escape this text with an additional set of brackets, so that Axiom Budgeting and Performance Reporting does not try to evaluate the bracketed text as a file processing variable. For example, if you want the text "[Axiom Message]" in the subject line of the email, you must enter [[Axiom Message]] in the Subject Line field. The extra set of brackets is removed when the email is generated.
Body Text	Enter body text for the email.
	NOTE: If you want to use bracketed text in the body text, you must escape this text with an additional set of brackets, so that Axiom Budgeting and Performance Reporting does not try to evaluate the bracketed text as a file processing variable. For example, if you want the text "[Sent from Axiom Budgeting and Performance Reporting]" in the body text of the email, you must enter [[Sent from Axiom Budgeting and Performance Reporting]] in the Body Text field. The extra set of brackets is removed when the email is generated.

For more information, see How email is delivered for file processing.

5. If you want to use multipass processing on the file, then complete the MultiPass Settings.

For **Source Column**, click the column icon III to select the source column for multipass processing. For example, if you select DEPT.VP as the source column, then the file will be processed once for each VP, and the data in the file will be automatically filtered to show only the data for that VP. To confirm that the file will be processed using your desired list of items, click **Preview Multipass List**. A dialog opens, displaying the total number of items to process, as well as the list of individual items.

For more information on multipass processing, and for details on advanced settings, see Configuring multipass settings for file processing.

6. When you are finished configuring the file processing settings, click **File Options > Save** to save the settings in the file.

## Results

The file can now be scheduled for execution using Scheduler. As noted previously, snapshot form processing can only be executed via Scheduler, using a File Processing task.

Axiom Scheduler - form_snaps	hot	?	×
Job Service			
New Open Save Close	Run Once Add Move Move Rem Up Down Selec Tasks Configure the task to run a form that has been set up for		
Scheduled Jobs	Apshot snapshot form processing		
Variables Scheduling Rules Event Handlers Notification Tasks File Processing Results Add File Processing Task to Scheduler job	<ul> <li>Task Details</li> <li>File to Process: form_snapshot_file_processing.xlsx Browse</li> <li>Process File Multipass</li> <li>Enable iterative calculation while processing</li> <li>Advanced Options</li> </ul> File Processing Settings Processing Type: Save Snapshot of Forms <ul> <li>Output File Settings</li> </ul>	Over	ride
	MultiPass Settings   MultiPass Data Settings  MultiPass Filter Settings  Previe  Batch Variables:	w Multipass	List
	This document does not specify any Batch Variables		

Example Scheduler job configured to run snapshot form processing

When the Scheduler job is run, the following actions will occur, depending on whether **Process File Multipass** is enabled for the job:

• If Process File Multipass is not enabled, the file will be refreshed "as is," the PDF snapshot copy will be taken, and the PDF will be saved and/or emailed according to the file processing settings.

• If Process File Multipass is enabled, the file will be refreshed using a multipass filter to limit the data to the current multipass item (for example, for the current VP if processing by DEPT.VP). This process will occur for each unique multipass item being processed, with a different multipass filter being applied for each pass.

If the file generation is to multiple output files, then the PDF snapshot copy is taken after each pass, and then saved and/or emailed according to the file processing settings.

If the file generation is to a single output file, then the results of each pass are collected into a single PDF file. When all of the passes are complete, the PDF is saved and / or emailed according to the file processing settings.

#### Design considerations for snapshot form processing

When designing a form to be used with snapshot form processing, keep in mind the following design considerations.

## Executing Axiom queries

Axiom queries in the form document are executed according to the normal file processing requirements. If you are performing multipass processing and you want an Axiom query to be executed for each pass, that query must be active and must be enabled for **Refresh during document processing**. For more information on executing Axiom queries during file processing, see:

- Refreshing Axiom queries during file processing
- Dynamic settings for multipass processing

These Axiom query rules only apply to the target form being processed. If the target form uses Embedded Form components, the child forms displayed as embedded forms are refreshed as normal and are not considered to be part of the document processing. Any Axiom queries that would be run in the Axiom forms environment when the child form is first loaded will be run for each pass of file processing. For more information, see the *Embedded forms* section of this topic.

## PDF settings in the form

During snapshot form processing, the PDF form settings apply as normal to generate the PDF:

- The **Is PDF** property on the Form Control Sheet is set to **On** for each pass. This means that you can dynamically show or hide certain components in the form during the snapshot form processing.
- The **PDF Size** and **PDF Orientation** settings on the Form Control Sheet are honored when generating the PDF.

## Embedded forms

When executing file processing on a form, only the target form is manipulated by the file processing. If the target form contains an Embedded Form component to a display child form, the child form is "unaware" of the file processing and it is rendered and refreshed within the target form as normal. This means:

- The GetCurrentValue and IsRunningMultipass functions only resolve in the target (parent) form. These functions will not return any values in the child form.
- The multipass filter is only applied to the target (parent) form. The child form is not automatically filtered for each pass.
- As noted previously, Axiom queries in the child form are run as normal and do *not* depend on having Refresh during document processing enabled (since the child form is not aware of the document processing context).

If you want to filter the child form by the same dimension element for each pass, you can use shared variables to pass the value to the child form. For example, imagine that you are multipass processing by Dept.Region, and you want the child form to be filtered by the current region value as well. You can:

• In the parent form, use the GetCurrentValue function to return the multipass filter for the current pass. For example:

```
=GetCurrentValue("Filter")
```

When processing for the West region, the multipass filter would be Dept.Region='West'

• In the parent form, use the SetSharedVariable function to set a variable to the current filter value. For example:

```
=SetSharedVariable("FPFilter",GetCurrentValue("Filter"))
```

This sets the shared variable FPFilter to the current pass filter.

• In the child form, use the GetSharedVariable function to return the current filter value. For example:

```
=GetSharedVariable("FPFilter")
```

This will return the value of FPFilter filter as set in the parent form for the current pass.

• In the child form, set up Axiom queries to be filtered as needed based on the value of the FPFilter variable.

This is just an example of how to pass information about the current multipass value to the child form. The GetCurrentValue function has several options that you can use to return different values in the parent form and then use SetSharedVariable to pass those values to the child form.

Additionally, keep in mind that snapshot form processing does not provide support for sequentially processing multiple child forms within a parent form. If the target parent form uses a Menu component to change which child form displays in the Embedded Form component, only the initially visible child form will be included during snapshot form processing.

#### Setting up file processing: Export to file

Using file processing, you can export data from an Axiom file to a delimited text file, and then save that file to a file location and/or email it.

The following file formats / delimiters are supported for data export files:

- CSV: Comma-delimited text file
- TXT: Text file delimited by space, period, pipe, tab, semicolon, or colon

In order to use file processing to export data, two setup steps must occur:

- The file must be set up with export-to-file tags, to specify the data to be exported. For more information, see Placing data export tags in a sheet.
- The file must be enabled for file processing, and configured to export to a file. This process is discussed in this topic.

To set up file processing to export data to a file:

 Open the file where you want to set up file processing, and enable it as follows: On the Axiom tab, in the File Output group, click File Processing > Add File Processing control sheet to active workbook.

**NOTE:** In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

The File Processing pane opens, and a sheet named Control\_FileProcessing is added to the file.

- 2. In the File Processing pane, for Processing Type, select Export to Delimited Text File.
- 3. In the Sheets to Process box, enter the name(s) of the sheet(s) to process.

You can click the **Select worksheets** button 🔯 to select sheet names from a list, or you can type the sheet names. Separate multiple sheet names with semicolons.

The sheets to process are the sheets from which data will be exported. This setting does not determine which sheets will be refreshed before data is exported; the refresh always applies to all sheets in the file when using file processing.

Any sheet included here must be set up with export-to-file tags, or else no data will be exported from that sheet when the file is processed.

4. From the **Export File Type** list, select the type of file to create for the data export. You can select CSV (comma-delimited), or a variety of different TXT formats using different delimiters.

**NOTE:** If text in a cell contains the delimiter, that text will be qualified using double quotation marks in the export file.

5. By default, the export file will include a header row that uses the tags in the export-to-file control row. If you do not want a header row in the export file, then set **Include Column Headers** to **Off**.

6. In the **Output File Settings** section, complete the following settings to determine the delivery of the output file (or files):

Item	Description
Output To	<ul> <li>Select one of the following:</li> <li>Local File System (default): The output location is outside of Axiom, to either your local computer or a network share. The specific path is detailed in the Output Folder setting. Access to output files is not controlled by Axiom Budgeting and Performance Reporting.</li> <li>Axiom Repository: The output location is the Axiom file system, within the Reports Library. The specific path is detailed in the Output Folder setting. Access to output files is not designated folder within Axiom.</li> </ul>
Output file name	Specify how the output file (or files) should be named. You can do one of the following:
	<ul> <li>You can use file processing variables to generate dynamic file names.</li> <li>You can type a "hard-coded" file name.</li> <li>The file name setting cannot be left blank. By default the file name uses file processing variables, and is set to [Current_Value]_Report. You can change "_Report" to something more specific to the file contents (or omit it to use only the current value). If you do not plan to use multipass processing on the file, then you can delete the current value variable and just type the desired file name.</li> <li>If you want to use a file processing variable, you can type the variable or you can click the pencil icon ? to open a text editor. From the Insert Variable list, select the variable that you want to use.</li> <li>For more information, see Defining the file name for file processing.</li> </ul>
Output folder	Specify the folder location for the output file (or files). You can type a folder path, or you can click the folder icon to browse to the folder location. The browse dialog will display either your local file system or the Axiom file system, depending on what you selected for <b>Output To</b> . This setting does not apply if you are <i>only</i> emailing files. For more information, see Defining the output folder for file processing.

Item	Description
File Generation	Select one of the following:
	• Create a Single Output File (default): The results of each pass are collected into a single output file. Note that if you selected multiple sheets to process, you will get a single output file for each sheet. In the latter case, the sheet name is automatically appended to the output file name.
	• Create an Output File for Each Pass: The results of each pass are saved as individual output files. For example, if the multipass settings result in 10 passes, then 10 output files are created (one file for each pass). Note that if you selected multiple sheets to process, you will get an output file for each sheet / pass combination.
Save or Email	Select a delivery option for the output file (or files):
Files	<ul> <li>Save Files: The output files are saved to the specified output folder.</li> <li>Email Files: The output files are emailed to the specified recipients. The output files are not saved anywhere on the file system.</li> <li>Save and Email Files: The output files are both saved and emailed.</li> <li>If you select an option that includes emailing, then the Email Settings</li> </ul>
Durgo Sotting	Section displays in the File Processing pane.
Purge Setting	Repository.
	If you want the file output to be automatically deleted after a specified period of time, then click the pencil icon 🥒 to open the <b>Choose Date</b> dialog.
	<ul> <li>Static purge date: Select a specific date, after which the output will be deleted.</li> </ul>
	<ul> <li>Relative purge date: Specify a number of days to keep the output after it has been generated. The output will be deleted after the specified number of days have passed.</li> </ul>
	For more information, see Automatically deleting file output generated by file processing.

Item	Description
Remote Data Connection	This option only applies when the file output is being saved to your local file system, and only for Cloud Service systems that are using remote data connections.
	Select the name of the remote data connection to use for the file processing operation. The designated remote data connection will be used to access the local file system and save output file(s) to the designated location.
	A remote data connection is required to save files locally from a cloud system. For more information, see the section on remote data connections in the <i>Scheduler Guide</i> .

**Opening the file after processing:** If desired, you can opt to automatically open the output file within Axiom Budgeting and Performance Reporting after the processing is complete. This option is only available if the result of the processing is a single file. If you want to use this option, it must be manually configured on the Control Sheet. In the **File Settings** section, set **Open Output File after Processing** to **On**. For more information, see File Processing Control Sheet.

7. If you chose to email the output file (or files), complete the Email Settings:

Item	Description
То	Enter the email addresses to receive the output file via email. Separate multiple addresses with a semicolon.
Bcc	If the file will be processed using multipass processing, to multiple output files, then you should use formulas to dynamically generate the appropriate email recipients for each pass (otherwise each pass will be sent to the same recipients). See Using dynamic email addresses with file processing.
From	<ul> <li>Select one of the following to specify the From address:</li> <li>System User: The From address is the default From address specified for Axiom Budgeting and Performance Reporting in the system configuration settings.</li> <li>Current User: The From address is the email address for the user who performs the file processing, as defined in Security.</li> </ul>

Item	Description
Subject Line	Enter a subject line for the email.
	NOTE: If you want to use bracketed text in the subject line, you must escape this text with an additional set of brackets, so that Axiom Budgeting and Performance Reporting does not try to evaluate the bracketed text as a file processing variable. For example, if you want the text "[Axiom Message]" in the subject line of the email, you must enter [[Axiom Message]] in the Subject Line field. The extra set of brackets is removed when the email is generated.
Body Text	Enter body text for the email.
	NOTE: If you want to use bracketed text in the body text, you must escape this text with an additional set of brackets, so that Axiom Budgeting and Performance Reporting does not try to evaluate the bracketed text as a file processing variable. For example, if you want the text "[Sent from Axiom Budgeting and Performance Reporting]" in the body text of the email, you must enter [[Sent from Axiom Budgeting and Performance Reporting]] in the Body Text field. The extra set of brackets is removed when the email is generated.

For more information, see How email is delivered for file processing.

8. If you want to use multipass processing on the file, then complete the MultiPass Settings.

For **Source Column**, click the column icon III to select the source column for multipass processing. For example, if you select DEPT.VP as the source column, then the file will be processed once for each VP, and the data in the file will be automatically filtered to show only the data for that VP.

To confirm that the file will be processed using your desired list of items, click **Preview Multipass List**. A dialog opens, displaying the total number of items to process, as well as the list of individual items.

For more information on multipass processing, and for details on advanced settings, see Configuring multipass settings for file processing.

9. When you are finished configuring the file processing settings, click **File Options > Save** to save the settings in the file.

## Results

Users can now use File Output > File Processing to process the file. The following actions will occur:

• When using **Process File**, the file will be refreshed "as is," the data will be extracted to the specified file format, and the export file will be saved and/or emailed according to the file processing settings.

• When using **Process File Multipass**, the file will be refreshed using a multipass filter to limit the data to the current multipass item (for example, for the current VP if processing by DEPT.VP). This process will occur for each unique multipass item being processed, with a different multipass filter being applied for each pass.

If the file generation is to multiple output files, then the data is extracted to the specified file format after each pass, and then saved and/or emailed according to the file processing settings.

If the file generation is to a single output file, then the data from each pass is extracted and stored in memory until all passes are complete. When all of the passes are complete, the data is placed in the specified file format, and then saved and/or emailed according to the file processing settings.

#### Placing data export tags in a sheet

Using file processing, you can export data from an Axiom file to a CSV or TXT file. You may want to export data to one of these file formats in order to import the data into another application.

In order to export data to a file, you must set up the sheet with ExportToFile tags. These tags work in a similar manner as the Save2DB tags used for Save Type 1, except that instead of flagging data to be saved to the database, they flag data to be exported to a file.

There are three components:

- The primary ExportToFile tag, which enables data export and defines the control row and control column.
- Column tags in the control row, which flag columns of data to be exported and define the contents of the header row in the export file.
- Row tags in the control column, which flag rows of data to be exported.

Once a file has been set up with ExportToFile tags, you can create the export file using the File Processing feature. When setting up file processing for a file, you can choose to export to a specific file format. You can also use multipass processing to generate multiple export files, one for each pass.

Тад Туре	Tag Syntax					
Primary tag	[ExportToFile; CustomSaveTag					
Row tags	Save]					
	[CustomSaveTag]					
Column tags	HeaderName					

Export-to-file tag summary

## Defining the export-to-file control row and control column

To define the location of the export-to-file control row and control column, place the following tag in any cell in the sheet, within the first 500 rows:

```
[ExportToFile; CustomSaveTag]
```

*CustomSaveTag* is optional, and defines a custom save tag to place in the control column, to determine rows to be saved. If you want to use the default save tag, [Save], then this parameter should be omitted. The primary purpose of this optional feature is to allow you to use the same export-to-file control column with multiple export-to-file control rows.

The row containing ExportToFile becomes the export-to-file control row, and the column containing ExportToFile becomes the export-to-file control column.

#### NOTES:

- The primary tag must be placed in the first 500 rows of the sheet.
- Formulas can be used to create the tags, as long as the initial bracket and identifying keyword are whole within the formula.

## Marking columns to export in the control row

Within the export-to-file control row, for each column of data that you want to export, enter a header tag for that column.

The header tags can be anything you like. When the data is exported to a file, the text in the export-to-file control row becomes the first row in the file, and defines the header row.

The header tags do not need to be enclosed in brackets. For example, the header tag can be just ACCT, not [ACCT].

Header tags are required. A column of data is only exported if it is marked with a header tag in the exportto-file control row.

#### NOTES:

- If desired, you can exclude the header row from the export file. When configuring the file processing settings for the export, set Include Column Headers to Off.
- Reserved Axiom tags are ignored by the export process. For example, if the export-to-file control row also contains a [DeleteColumn] tag for the purposes of deleting the column in snapshot copies, that column is ignored when exporting.

Marking rows to export in the control column

Within the export-to-file control column, for each row of data that you want to export, enter the save tag. By default, the save tag is [Save]. If you defined a custom save tag in the ExportToFile tag, use that tag instead.

**NOTE:** If you defined a custom save tag for the export process, that export process *only* recognizes that unique save tag. For example, if you have defined a custom save tag of [SavePayroll], only rows flagged with [SavePayroll] will be exported. You cannot also use the default [Save] tag for that export process.

## Export file example

The following sheet is set up with ExportToFile tags. The entries in row 1 (the control row) mark the columns to be exported, and define the contents of the header row. The [save] tags in column G (the control column) mark the rows to be exported.

	Α	В	С	D	E	F	G
1		Acct	Dept	M1	M2	M3	[ExportToFile]
2							
3		4000	42000	678450	613650	615850	[save]
4		4000	46000	287100	342560	248350	[save]
5		4000	47000	184410	240950	207570	[save]
6		4000	49000	416050	235320	412990	[save]
7		4000	50000	438410	442430	596680	[save]

When the file is processed, the resulting output file would look like this, if saved as a CSV file:

export_test.csv - Notepad								
File	Edit	Format	View	Help				
Acct	,Dep	t,M1,M	2,МЗ					
4000	),420	00,678	450,61	13650,	615850			
4000	).470	00,287.	410.24	40950.	246550			
4000	,490	00,416	050,23	35320,	412990			
4000	,500	00,4384	410,44	42430,	596680			

#### Saving data to the database using file processing

You can use file processing to refresh the file and then perform a save-to-database. Multipass processing can be used to iterate this action over many passes, processing different data in each pass.

There are two different file processing types for saving data:

• Save Data: Save data to the database as part of regular or multipass processing. All normal multipass settings and behaviors apply. This is the standard option for saving data using file processing.

• Save Data in Batches: This is a specialized multipass processing option that uses an Axiom query to define the records to process, and then processes those records in batches—meaning, multiple records are included in each pass. Although the processing iterates over many passes, normal multipass settings and behaviors do not apply. This option is intended for specialized use cases where many records are being processed but processing does not depend on filtering each pass for a particular dimension element.

## Save-to-database setup for file processing

The relevant sheets in the file must be enabled for Save Type 1, and set up with save-to-database tags. For more information on setting up save-to-database, see the *Axiom File Setup Guide*.

Only Save Type 1 processes are performed when using file processing. If sheets in the file are enabled for other save-to-database processes, those processes are ignored.

All sheets in the file will be processed. If the file has multiple sheets that are enabled and configured for Save Type 1, all those sheets will save data to the database during this process.

**NOTE:** The [Delete] tag for Save Type 1 is not supported for use with multipass file processing.

#### Setting up file processing: Saving data

Using file processing, you can save data from an Axiom file to the Axiom Budgeting and Performance Reporting database. The most typical use of this feature is to save data via multipass processing.

**NOTE:** This topic discusses the standard option for saving data to the database using file processing. Another specialized option is available to process many records per pass. For more information on this option, see Setting up file processing: Saving data in batches.

To set up file processing to save data to the database:

 Open the file where you want to set up file processing, and enable it as follows: On the Axiom tab, in the File Output group, click File Processing > Add File Processing control sheet to active workbook.

**NOTE:** In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

The File Processing pane opens, and a sheet named Control\_FileProcessing is added to the file.

- 2. In the File Processing pane, for Processing Type, select Save Data.
- 3. From the Save Data Mode list, specify how data should be saved:
  - Save After Each Pass: A save-to-database occurs after each pass.

• Save Once at the End: The data from each pass is saved in memory until all passes are complete, and then the save-to-database occurs.

You should save at the end if the process could result in multiple rows of data with the same key codes, so that the rows are summed before saving to the database, rather than having the data from one pass overwrite the other.

• Save to Output Sheet: The data from each pass is collected and saved to an "output sheet" within the file being processed. No data is saved to the database. The output sheet is named SaveData\_SheetName, where sheetname is the name of the sheet set up to save to the database.

This option is primarily intended for testing the file setup, so that you can review the data that would be saved without actually saving it.

4. Optional. Select Save data tags are static for all passes if your save-to-database setup is static and will not dynamically adjust for each pass.

This option assumes that your data is brought in using functions or update-only Axiom queries, so that the number of rows and the placement of the save-to-database tags remain static for each pass. Enabling this option allows Axiom Budgeting and Performance Reporting to read the save-to-database tags once at the start of the process. The File Processing Control Sheet settings and the default Control Sheet settings are also cached at the start of the process and will not be refreshed for each pass. Eliminating the need to refresh these settings speeds up processing for each individual pass.

If instead you are using rebuild Axiom queries to bring in your data, or if you are dynamically enabling or disabling save-to-database tags or other settings for each pass, then you should not select this option.

5. Complete the **MultiPass Settings**. Although it is not required to perform save data using multipass processing, this is the most typical use of the feature.

For **Source Column**, click the column icon it to select the source column for multipass processing. For example, if you select DEPT.VP as the source column, then the file will be processed once for each VP, and the data in the file will be automatically filtered to show only the data for that VP.

To confirm that the file will be processed using your desired list of items, click **Preview Multipass List**. A dialog opens, displaying the total number of items to process, as well as the list of individual items.

For more information on multipass processing, and for details on advanced settings, see Configuring multipass settings for file processing.

6. When you are finished configuring the file processing settings, click **File Options > Save** to save the settings in the file.

## Results

Users can now use File Output > File Processing to process the file. The following actions will occur:

- When using **Process File**, the file will be refreshed "as is," and the data will be saved according to the specified save mode.
- When using **Process Multipass**, the file will be refreshed using a multipass filter to limit the data to the current multipass item (for example, for the current VP if processing by DEPT.VP). This process will occur for each unique multipass item being processed, with a different multipass filter being applied for each pass. Data will be saved according to the specified save mode.

#### Setting up file processing: Saving data in batches

Using file processing, you can save data to the database from an Axiom file. The processing type **Save Data in Batches** is intended for specialized use cases where multipass processing is desired but many records can be processed per pass.

The Save Data in Batches processing type works as follows:

- You create an Axiom query to define the list of records to be processed. This query is then specified as the source query for the file processing action. The query should be set up as normal within the sheet, where it will serve as the main driver for processing records.
- When file processing is initiated, Axiom Budgeting and Performance Reporting runs the designated Axiom query in memory first to obtain the full list of records. The number of passes for the process is determined by dividing the total number of records by the specified batch size. For example, if the Axiom query returns 7,000,000 records and the batch size is 7,000, then there will be 1000 passes (each pass processing 7,000 records).
- Multipass processing then begins. For each pass of the process, Axiom refreshes the file but only returns a subset of records (a "batch") to the Axiom query in the sheet. This process continues, iterating over multiple passes, until all of the records that were retrieved in memory have been processed.
- Data is saved to the database according to the save options specified in the file processing setup. You can save data after each pass, or save data once at the end of the process, or save data to an output sheet (for testing).
- Although the process is iterative and therefore considered "multipass processing," none of the normal multipass settings apply and will be ignored if set. No dimension filter is applied to each pass as when using normal multipass processing, because each pass encompasses multiple records.

**NOTE:** When using Save Data in Batches, the only valid use of the GetCurrentValue function is the PassNumber option to return the number of the current pass. All other options are inapplicable in this context. For example, GetCurrentValue() is inapplicable because there is no single current value to return; instead multiple values (records) are being processed in each pass.
To set up file processing to save data in batches:

 Open the file where you want to set up file processing, and enable it as follows: On the Axiom tab, in the File Output group, click File Processing > Add File Processing control sheet to active workbook.

**NOTE:** In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

The File Processing pane opens, and a sheet named Control\_FileProcessing is added to the file.

- 2. In the File Processing pane, for Processing Type, select Save Data in Batches.
- 3. From the Save Data Mode list, specify how data should be saved:
  - Save After Each Pass: A save-to-database occurs after each pass.
  - Save Once at the End: The data from each pass is saved in memory until all passes are complete, and then the save-to-database occurs.

You should save at the end if the process could result in multiple rows of data with the same key codes, so that the rows are summed before saving to the database, rather than having the data from one pass overwrite the other.

Save to Output Sheet: The data from each pass is collected and saved to an "output sheet" within the file being processed. No data is saved to the database. The output sheet is named SaveData\_SheetName, where sheetname is the name of the sheet set up to save to the database.

This option is primarily intended for testing the file setup, so that you can review the data that would be saved without actually saving it.

- For Source Worksheet, specify the worksheet that contains the Axiom query to use for the process.
- 5. For Source Axiom Query ID, specify the Axiom query to use for the process.

**TIP:** You can use the **Preview Axiom Query Data** button to see the number of records that will be processed and to preview the data to be returned by the query.

 Optional. For Batch Size, specify the number of records to include in each pass. By default this is set to 7,000.

In most cases, you can leave the default batch size. However, you might consider making the batch size smaller if your in-sheet calc method uses many rows.

For example, if your calc method is 1 row and the batch size is 7,000, that means the Axiom query will return and process 7,000 rows of data per pass. However, if the calc method is 20 rows and the batch size is 7,000, that means the Axiom query will return and process 140,000 rows of data per pass. In the latter case, the processing performance may be improved if you lower the batch size to lower the overall rows of data to be processed per pass.

7. When you are finished configuring the file processing settings, click **File Options > Save** to save the settings in the file.

Users can now process the file. Although the traditional multipass settings do not apply, the file must be processed using **Process File Multipass** in order to enable the iterative pass behavior. This can also be initiated using the **Process Save Data in Batches** action in the File Processing task pane.

### Setting up file processing: Printing

Using file processing, you can print the current file. In most cases this would be used with multipass processing, so that you would print the file multiple times, using the data for each pass—for example, to print an income statement once for each region. However, you could also use the print option with non-multipass processing, simply to save your desired print view and preferred printer for convenience.

**NOTE:** File processing always performs a refresh of the file before performing the file processing action (in this case, printing). If you want to print the file without performing a refresh first, you must use regular printing features.

**TIP:** You can use print file processing in conjunction with batch reporting. For example, you can use batch to specify multiple files to process, and print them all at once by processing the batch.

To set up file processing to print the file:

 Open the file where you want to set up file processing, and enable it as follows: On the Axiom tab, in the File Output group, click File Processing > Add File Processing control sheet to active workbook.

**NOTE:** In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

The File Processing pane opens, and a sheet named Control\_FileProcessing is added to the file.

- 2. In the File Processing pane, for Processing Type, select Print.
- 3. In the **Print Views** box, enter the name(s) of the print views to process. This setting also defines the sheets to process.

Print views are specified using the following syntax: *SheetName*: *ViewName*. You can type the view names, or click the **Select Print Views** button to select print views from a list. Separate multiple view names with semicolons.

You can specify multiple print views for a single sheet if applicable. If a sheet does not have any defined print views, select the Default view, which uses the native spreadsheet print settings. You can print any sheet except control sheets and hidden sheets.

- 4. In the **Printer** box, enter the name of the printer to use, or leave this setting blank to use the default printer. Use the **Select Printer** button **b** to select a printer other than the default printer.
- 5. If you want to use multipass processing on the file, then complete the MultiPass Settings.

For **Source Column**, click the column icon 🔝 to select the source column for multipass processing. For example, if you select DEPT.VP as the source column, then the file will be processed once for each VP, and the data in the file will be automatically filtered to show only the data for that VP.

To confirm that the file will be processed using your desired list of items, click **Preview Multipass List**. A dialog opens, displaying the total number of items to process, as well as the list of individual items.

For more information on multipass processing, and for details on advanced settings, see Configuring multipass settings for file processing.

6. When you are finished configuring the file processing settings, click **Save** to save the settings in the file.

### Results

Users can now use **File Output > File Processing** to process the file. The following actions will occur:

- When using **Process File**, the file will be refreshed "as is" and then printed using the specified print view(s) and printer.
- When using **Process File Multipass**, the file will be refreshed using a multipass filter to limit the data to the current multipass item (for example, for the current VP if processing by DEPT.VP). This process will occur for each unique multipass item being processed, with a different multipass filter being applied for each pass. Each pass will be printed using the specified print view(s) and printer.

### Setting up file processing: Alerts

You can process alerts using file processing. The primary reason to use file processing for alerts is so that you can set up one set of alert conditions, and then leverage multipass processing to evaluate those conditions for all members of a particular grouping level—such as for each department, each region, or each VP.

For example, imagine that you want to alert the department manager if their department exceeds a variance threshold for a particular area. While you could set up a report that brings in each department and calculates the variance, and then define an alert for each individual department value. However, it would be much more streamlined to set up a report that brings in the consolidated value and then define one dynamic alert against that value, and then process the report using multipass processing by department. For each pass, it will automatically apply the department-specific filter for the data and then

process the alert against that data. The alert settings would need to dynamically change for each pass for example you could set up the alert ID, message title, etc., using GetCurrentValue() so that the current department number is reflected for each pass of alerts.

In order to use file processing to process alerts, two setup steps must occur:

- Alerts must be defined in the file, on the Alert Control Sheet (Control\_Alert).
- The file must be enabled for file processing, and configured to process alerts. This process is discussed in this topic.

To set up file processing to process alerts:

 Open the file where you want to set up file processing, and enable it as follows: On the Axiom tab, in the File Output group, click File Processing > Add File Processing control sheet to active workbook.

**NOTE:** In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

The File Processing pane opens, and a sheet named Control\_FileProcessing is added to the file.

2. In the File Processing pane, for Processing Type, select Alerts.

This is the only setting to complete in the File Processing Settings section of the task pane. No other settings apply. You do not need to specify a sheet to process because it is always Control\_Alert.

3. In the **MultiPass Settings** section, click the column icon III to select the source column for multipass processing.

For example, if you select DEPT.VP as the source column, then the file will be processed once for each VP, and the data in the file will be automatically filtered to show only the data for that VP.

To confirm that the file will be processed using your desired list of items, click **Preview Multipass List**. A dialog opens, displaying the total number of items to process, as well as the list of individual items.

For more information on multipass processing, and for details on advanced settings, see Configuring multipass settings for file processing.

**NOTE:** The only reason to use File Processing to process alerts is to apply multipass settings. If you do not need to use multipass processing, then you can process alerts by using the Process Document List task in Scheduler; you do not need to set up File Processing.

4. When you are finished configuring the file processing settings, click **File Options > Save** to save the settings in the file.

## Results

You can now use **File Output > File Processing > Process File Multipass** to process the alerts, or you can schedule processing using the File Processing Scheduler task. The following actions will occur:

- The file will be refreshed using a multipass filter to limit the data to the current multipass item (for example, for the current VP if processing by DEPT.VP). This process will occur for each unique multipass item being processed, with a different multipass filter being applied for each pass.
- For each pass, alert conditions will be evaluated. If an alert evaluates to True and does not match an existing alert (based on alert ID), then an alert notification will be created for that alert. All the specified recipients will see the alert notification in their Notifications task pane.
- If the alert points to the source document as the supporting file, then when the user clicks on the link to open the file from the Notifications task pane, the multipass filter will automatically be applied to the file. This way the user can see the file using the same context that generated the alert.

### File Processing task pane

The File Processing task pane is provided to assist you in completing file processing settings.

<	Axiom Assistant	
er	File Processing Settings	
cplore	Processing Type: Save Snapshot of File	~
EX	Sheets to Process: Report	ą
ant	Snapshot Settings	
Assist	> Output File Settings	
Sheet	MultiPass Settings Show Advanced View	N
Ħ	Source Column: DEPT.Region	
Assista	Preview Multipass Lis	t
ource /	Actions	
ita Sc	Refresh settings from workbook	
Da	Process file	
File Processing	Recess file multipass	

Example task pane

**NOTE:** Access to the File Processing pane is controlled by Security for plan files and reports. Administrators always have access to the pane for managed files. The File Processing task pane is not available for non-managed files.

As you select options in the pane, such as the processing type, the pane updates to display only the relevant settings. In most cases, it is easier to use the pane rather than editing the File Processing Control Sheet directly.

The pane displays the file processing settings as currently defined in the control sheet. As you edit the settings in the pane, the control sheet is updated for your changes, and vice versa. Ultimately you must save the file in order to save any changes made within the current session.

You can use cell references and formulas just as you can when defining settings in the control sheet. The pane displays formula results by default, but if you click in a field that contains a formula, you can edit the formula.

You can use file processing variables in the pane. These variables will return values when the file is processed, such as returning the item being processed in the current pass (for multipass processing).

File processing settings are validated as you complete them. If an entry is invalid, a red outline appears around the box of the invalid entry. To get more information about the error, hover your cursor over the box, and the error message will display in a tooltip.

**NOTE:** Certain advanced file processing settings cannot be made in the File Processing pane; they can only be made in the control sheet:

- Enabling or disabling file processing (conditional processing)
- Enabling or disabling screen updating
- Enabling the output file to open in Axiom Budgeting and Performance Reporting after processing
- Defining current value defaults for source columns
- Defining batch variables

Once you have completed the file processing settings, you can initiate file processing directly from the pane. In the Actions section, click Process File or Process File Multipass. These are the same actions available in the Ribbon, in File Output > File Processing.

The pane updates automatically in response to changes in the workbook—for example, changes made to the File Processing Control Sheet directly, or changes made to cells that are referenced by formulas in the pane. However, you can also click **Refresh Settings from Workbook** in the **Actions** section of the pane to manually refresh the pane.

### **File Processing Control Sheet**

The File Processing Control Sheet defines settings for file processing. Using file processing, you can automate certain processes for a file, including file delivery, exporting data, and saving data to the database. Files can be processed "as is," or you can use multipass processing to process the file using a unique filter for each pass.

To add a File Processing Control Sheet to an Axiom file:

 On the Axiom tab, in the File Output group, click File Processing > Enable File Processing in this workbook.

**NOTE:** In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

The **File Processing** pane opens, and a sheet named **Control\_FileProcessing** is added to the file. In most cases, it is easiest to use the **File Processing** pane instead of the control sheet. The control sheet is updated for changes made in the pane, and vice versa. However, there are certain configuration settings that cannot be made in the pane:

• Enabling or disabling file processing (conditional processing)

- Enabling or disabling screen updating
- Enabling the output file to open in Axiom Budgeting and Performance Reporting after processing
- Defining current value defaults for source columns
- Defining batch variables

The File Processing Control Sheet is only visible to administrators or to users with the **Allow File Processing** permission to the file. Otherwise, it is hidden by default.

# Multipass Columns and Current Value Defaults

The following settings apply when using multipass processing:

ltem	Description
Source Columns	The source columns for multipass processing. Each source column must be placed in a separate cell in this row.
	For more details on source columns, see Configuring advanced multipass settings.
Current Value	The corresponding current value default for each source column.
Defaults	Current value defaults are optional. If defined, each current value default must be placed directly underneath its corresponding source column.
	If a current value default is defined for a source column, then that value will be returned by the GetCurrentValue function (and the [Current_Value] variable) when the file is processed using standard, non-multipass processing (Process File).
	If no current value default is defined for a source column, then the function and the variable will return nothing (blank) when the file is processed using standard, non-multipass processing.
	For more information, see Defining default values for current value.
	The only way to edit current value defaults is on the control sheet. Current value defaults cannot be defined in the File Processing pane.

# General Settings

The following general settings apply to all configurations of file processing:

Item	Description
Processing Enabled	Determines whether or not the file processing action occurs once the file refresh is complete. If <b>True</b> , the action (snapshot, export, save data) occurs. If <b>False</b> , the action does not occur and the process either ends (if not using multipass processing) or continues to the next pass (if using multipass processing).
	The purpose of this setting is to allow turning the file processing action on or off based on a condition in the file. For example, if the data in the file is all zeros for a particular pass, you may not want to send that file. You can set up a formula that returns True if the file has data, and False if the file has no data.
	The <b>Processing Enabled</b> setting is checked after the file refresh occurs. The file refresh always occurs when you execute file processing, regardless of this setting.

Item	Description
Processing Type	Specifies the action to be taken on the file when it is processed. Select from one of the following:
	<ul> <li>Snapshot File: Take a snapshot of the file and deliver it. For more information, see Setting up file processing: Snapshot.</li> </ul>
	<ul> <li>Snapshot Forms: Generate a PDF of an Axiom form and deliver it. For more information, see Setting up file processing: Snapshot Forms.</li> </ul>
	<ul> <li>Export to Delimited Text File: Export data in the file to a text file and deliver it. For more information, see Setting up file processing: Export to file.</li> </ul>
	<ul> <li>Save Data: Save data in the file to the database using standard processing features. For more information, see Setting up file processing: Saving data.</li> </ul>
	• Save Data in Batches: Save data in the file to the database using a specialized processing style where multiple records are processed in batch. For more information, see Setting up file processing: Saving data in batches.
	<ul> <li>File Collect: Collect the contents of multiple spreadsheet files into a single file and deliver it. For more information, see File Collect.</li> </ul>
	<ul> <li>Batch: Process multiple files in a batch process, and/or the same file using different settings. For more information, see Batch Processing.</li> </ul>
	<ul> <li>Alerts: Process alerts in the file and generate alert notifications. For more information, see Setting up file processing: Alerts.</li> </ul>
	• <b>Print</b> : Apply a print view to the file and then print the specified sheets. For more information, see Setting up file processing: Printing.
	<b>NOTE:</b> The file is always refreshed before the action is performed.
Screen Updating	Specifies whether the screen is updated during file processing, or whether all actions take place using background processing.
	By default, this is set to <b>Off</b> . Updating the screen can be resource-intensive and slow the process, particularly when performing multipass processing.
	If set to <b>On</b> , then the screen refreshes as if you were performing the process manually. If using multipass processing, the screen updates for each pass of data.
	This setting is primarily for demonstration or testing purposes.

# Multipass Settings

For more information on these settings, see Configuring advanced multipass settings. For more information on how multipass processing works, see How the multipass list of items is determined and How data is filtered during multipass processing.

These settings do not apply and will be ignored if the processing type is File Collect, Batch, or Save Data in Batches.

Item	Description
Primary Table	The primary table for the multipass query that determines the list of items to process.
Sum data by these columns	The sum level for the multipass query that determines the list of items to process.
Sort results by these database columns	The sort for the multipass query that determines the list of items to process. The sort determines the order in which items are processed.
Limit MultiPass iterations by this filter	A filter criteria statement to filter the list of items to process.
Apply MultiPass Data Filter to these Tabletypes Apply MultiPass Data Filter to these Tables	Specifies the tables and/or table types that you want filtered by the current pass item, when multipass processing occurs. <b>IMPORTANT:</b> These settings are optional and are only used if you want to override the default multipass filter behavior. If these settings are used, then only the tables or table types listed here are filtered, and the default multipass filtering behavior no longer applies.

# Snapshot Settings

These settings only apply if the file processing type is Snapshot File.

ltem	Description
Snapshot file type	The file type for the snapshot: XLSX (default), XLSM, XLS, or PDF.
	<b>NOTE:</b> If you select XLS, and the spreadsheet contains features that are not supported by the XLS format, the compatibility warning is not displayed during file processing. You may want to test saving the file to XLS to ensure that the end result will be as expected.

ltem	Description
Formula Conversion	Specifies how formulas are handled in the snapshot:
	Convert All Formulas (default): All formulas are converted to values.
	<ul> <li>Convert Axiom Formulas Only: Axiom formulas are converted to values, but Excel formulas are left as is. Note that if an Excel formula references a sheet that is not included in the snapshot, that formula will be converted to a value. This option is shown as Retain Excel Native Formulas in the File Processing task pane.</li> </ul>
	<b>NOTE:</b> If the file contains a pivot table, this option must be selected in order for the pivot table to work in the snapshot copy.
	This option does not apply if PDF is the selected file type.

# Export to Text File Settings

These settings only apply if the file processing type is Export.

Item	Description
Delimiter and File Type	The file type and delimiter for the output file. You can select CSV (comma- delimited), or a variety of different TXT formats using different delimiters.
Include Headers	Specifies whether to include the header row in the export file. By default, this is <b>On</b> . The header row uses the tags in the export-to-file control row.
	If you do not want a header row in the export file, change this setting to <b>Off</b> .

# File Settings

These settings only apply if the file processing type is Snapshot or Export.

ltem	Description
Sheets to Process	The sheets to include in the output file. Separate multiple sheet names with semicolons.

ltem	Description
Output To Local File System or Axiom Repository	<ul> <li>The location for the output file, either:</li> <li>Local File System (default): The output location is outside of Axiom, to either your local computer or a network share. The specific path is detailed in the Output Folder setting. Access to output files is not controlled by Axiom Budgeting and Performance Reporting.</li> <li>Axiom Repository: The output location is the Axiom file system, within the Reports Library. The specific path is detailed in the Output Folder setting. Access to output files is controlled by security access to the designated folder within Axiom.</li> </ul>
Remote Data Connection Name	Specifies the name of the remote data connection to use for the file processing operation. This option only applies when snapshot or export file output is being saved to your local file system, and only for Axiom Cloud systems that are using remote data connections. When the output file is created, the designated remote data connection will be used to access the local file system and save the file to the designated location. A remote data connection is required to save files locally from an Axiom
	Cloud system. For more information, see the section on remote data connections in the <i>Scheduler Guide</i> .
Purge Files Setting	Specifies whether and when the file output will be automatically purged by Axiom Budgeting and Performance Reporting. This only applies if the file output is saved to the Axiom Repository.
	If blank, then file output is not purged. Otherwise, specify either of the following:
	<ul> <li>A date, to delete output after that date. For example, specify 12/10/2014 (or the appropriate date format for your locale) to delete the output after that date is passed.</li> </ul>
	<ul> <li>A number representing the number of days to keep the output after it is generated. For example, specify 20 to keep the output for 20 days and then delete it.</li> </ul>
	The deletion is performed by the System Data Purge job in Scheduler.

ltem	Description
Output Folder	The folder location for the output files. For more information, see Defining the output folder for file processing.
	Microsoft Sharepoint support
	You can specify a Sharepoint URL for the folder location, to save the output files to a Sharepoint portal. This feature is only available when running file processing locally via the Excel Client, and when the processing type is snapshot. The user executing the processing must have the appropriate permissions to the target folder in Sharepoint. Note that if the specified folder does not already exist in Sharepoint, this will not be detected by Axiom Budgeting and Performance Reporting during the file processing, but a Microsoft error will report the location as not found.
Output Filename	The file name for the output file. For more information, see Defining the file name for file processing.
Output Sheet Name	Specifies how the sheets to process will be named in the output file. The sheet name setting takes a single entry that applies to all sheets being processed.
	For more information, see Defining sheet names for file processing.
Save or Email	Specifies a delivery option for the output file (or files):
Generated Files	<ul> <li>Save Files: The output files are saved to the specified output folder.</li> <li>Email Files: The output files are emailed to the specified recipients. The output files are not saved anywhere on the file system.</li> </ul>
	• Save and Email Files: The output files are both saved and emailed.
	If you select an option that includes emailing, then the Email Settings section displays in the File Processing pane.
Multipass File	Select one of the following:
Generation Mode	<ul> <li>Create a Single Output File (default): The results of each pass are collected into a single output file.</li> </ul>
	<ul> <li>Create an Output File for Each Pass: The results of each pass are saved as individual output files. For example, if the multipass settings result in 10 passes, then 10 output files are created (one file for each pass).</li> </ul>
	Note that if you are exporting data to a file, and you selected multiple sheets to process, then you will get one file per sheet (and also per pass, if you selected to create an output file for each pass).

Item	Description
Open Output File after Processing	Optional setting to open the output file in Axiom Budgeting and Performance Reporting after processing. By default, this is set to <b>Off</b> .
	If <b>On</b> , and if the processing results in a single file, then the output file is opened after processing. If an output folder is specified, then the file is saved as normal and then opened. If no output folder is specified, then the file is opened as a temporary file and must be manually saved if you want to retain it.

# Save Data Settings

These settings only apply if the processing type is Save Data or Save Data in Batches.

Item	Description
Save Data Mode	Specifies how data is saved:
	<ul> <li>Save After Each Pass: A save-to-database occurs after each pass.</li> <li>Save Once at the End: The data from each pass is saved in memory until all passes are complete, and then the save-to-database occurs.</li> </ul>
	You should save at the end if the process could result in multiple rows of data with the same key codes, so that the rows are summed before saving to the database, rather than having the data from one pass overwrite the other.
	<ul> <li>Save to Output Sheet: The data from each pass is collected and saved to an "output sheet" within the file being processed. No data is saved to the database. The output sheet is named SaveData_SheetName, where sheetname is the name of the sheet set up to save to the database.</li> </ul>
	This option is primarily intended for testing the file setup, so that you can review the data that would be saved without actually saving it.

ltem	Description
Use Cached Settings	Specifies whether save data tags and other settings are read once at the start of the process, or whether they are refreshed and evaluated for each pass. By default this option is not enabled, which means that the tags and settings are refreshed each pass. (This is the same setting as <b>Save data tags are static for all passes</b> on the File Processing task pane.)
	This option should only be enabled if you are bringing in data using functions or update-only Axiom queries, so that the number of rows and the placement of the save-to-database tags remain static for each pass. Enabling this option allows Axiom Budgeting and Performance Reporting to read the save-to-database tags once at the start of the process. The File Processing Control Sheet settings and the default Control Sheet settings are also cached at the start of the process and will not be refreshed for each pass. Eliminating the need to refresh these settings speeds up processing for each individual pass.
	If instead you are using rebuild Axiom queries to bring in your data, or if you are dynamically enabling or disabling save-to-database tags or other settings for each pass, then you should not enable this option.
Batch Mode Batch Size	The number of records to process in each batch. Only applies when using Save Data in Batches.
	By default, this is set to 7,000. In most cases, you can leave the default batch size. However, you might consider making the batch size smaller if your in-sheet calc method uses many rows.
	For example, if your calc method is 1 row and the batch size is 7,000, that means the Axiom query will return and process 7,000 rows of data per pass. However, if the calc method is 20 rows and the batch size is 7,000, that means the Axiom query will return and process 140,000 rows of data per pass. In the latter case, the processing performance may be improved if you lower the batch size to lower the overall rows of data to per processed per pass.
Batch Mode Source Sheet	The sheet that contains the source Axiom query for the process.
Batch Mode Source AQ	The source Axiom query for the process. Only applies when using Save Data in Batches.

# Print Settings

These settings only apply if the file processing type is Print.

Item	Description
Print views	Specifies the print views (and sheets) to print. Print views are specified using the following syntax: <i>SheetName</i> : <i>ViewName</i> . Separate multiple view names with semicolons.
	You can specify multiple print views for a single sheet if applicable. If a sheet does not have any defined Axiom print views, specify the Default view, which uses the native spreadsheet print settings. You can print any sheet except control sheets and hidden sheets.
Printer	The name of the printer to use. Leave this setting blank to use the default printer.

# Email Settings

These settings only apply if an email option is selected for **Save or Email Generated Files**. For more information, see How email is delivered for file processing.

ltem	Description
Distribution List	The email addresses to receive the output file via email. (This corresponds to the "To:" field on the File Processing task pane.) Separate multiple addresses with a semicolon.
	If the file will be processed using multipass processing, to multiple output files, then you should use formulas to dynamically generate the appropriate email recipients for each pass (otherwise each pass will be sent to the same recipients). See Using dynamic email addresses with file processing.
Всс	The email addresses to be blind copied on the email. Separate multiple addresses with a semicolon.
	If the file will be processed using multipass processing, to multiple output files, then you should use formulas to dynamically generate the appropriate email recipients for each pass (otherwise each pass will be sent to the same recipients). See Using dynamic email addresses with file processing.

ltem	Description
From	Select one of the following to specify the From address:
	<ul> <li>System User: The From address is the default From address specified for Axiom Budgeting and Performance Reporting in the system configuration settings.</li> </ul>
	<ul> <li>Current User: The From address is the email address for the user who performs the file processing, as defined in Security.</li> </ul>
Subject Line	Enter a subject line for the email.
	<b>NOTE:</b> If you want to use bracketed text in the subject line, you must escape this text with an additional set of brackets, so that Axiom Budgeting and Performance Reporting does not try to evaluate the bracketed text as a file processing variable. For example, if you want the text "[Axiom Message]" in the subject line of the email, you must enter [[Axiom Message]] in the Subject Line field. The extra set of brackets is removed when the email is generated.
Body Text	Enter body text for the email.
	NOTE: If you want to use bracketed text in the body text, you must escape this text with an additional set of brackets, so that Axiom Budgeting and Performance Reporting does not try to evaluate the bracketed text as a file processing variable. For example, if you want the text "[Sent from Axiom Budgeting and Performance Reporting]" in the body text of the email, you must enter [[Sent from Axiom Budgeting and Performance Reporting]] in the Body Text field. The extra set of brackets is removed when the email is generated.

# Batch Variables

Batch variables can be used when processing the file using batch processing, or when processing via Scheduler. You can specify variable values in the Batch Control Sheet or in the Scheduler **File Processing** task, and those values will be placed in the corresponding value cells on the File Processing Control Sheet. If the file is set up to reference those cells and use the value in some way, then the file can be processed differently for each batch or File Processing task.

For more information, Using batch variables with file processing.

ltem	Description	
Variable Names	The names of the batch variables. Each variable must be in a separate cell.	
	When the file is processed via batch processing or via Scheduler, the value for the variable will be placed in the cell directly underneath the variable name.	
Variable Values	The cells where the variable values will be placed by Scheduler. Each cell corresponds to the variable name directly above it.	
	You can reference these cells in the report, to change the report in some way based on the variable value.	

# Configuring multipass settings for file processing

To set up multipass processing, you specify a "source column" to define the list of items to process. For example, to process by region, the source column would be DEPT.Region. If your organization is divided into four regions (North, South, East, West), then the file would be processed using four different passes, with each pass being filtered for a particular region.

Any file can use multipass processing once the multipass settings have been defined using the **File Processing** task pane (or the File Processing Control Sheet). You do not have to do any special setup in the worksheets, although you will likely want to use the GetCurrentValue function to create dynamic settings such as dynamic titles. For example, if you are processing a report by region, you can use this function to create a title that displays the region for the current pass.

Multipass settings have a basic mode and an advanced mode. The basic mode settings should be sufficient for most multipass use cases. When using basic mode, you can define one setting, the source column, and Axiom Budgeting and Performance Reporting takes care of all supplementary settings automatically. However, the advanced multipass settings are available if your file requires a different multipass configuration.

This topic assumes that you have already set up the file processing settings for the desired process, such as saving snapshot copies for distribution, or saving data to the database.

When you open the **File Processing** pane, the **Multipass Settings** section displays the basic mode by default. If you see more than one setting in this section, then the advanced mode has been opened. To return to basic mode, click **Hide Advanced View**.

To specify a source column for multipass processing:

1. In the File Processing pane, in the Multipass Settings section, click the column icon 💷 to the right of the Source Column box.

The **Column Chooser** dialog opens. By default, this dialog only displays reference tables, which is the most common use case for multipass processing. If you want to use a data table, you must use the advanced mode settings.

2. Select the column that you want to use for multipass processing, and then click OK.

For example, you may want to process by DEPT.DEPT or ACCT.ACCT, or by a grouping column in a reference table, such as DEPT.VP or ACCT.Category.

The selected column is entered into the **Source Column** box. When multipass processing is performed, it will include a pass for every unique item in the selected column. If you want to filter the list of items to a subset, or use only the items that exist in a particular data table, you can use the advanced mode settings.

If the basic multipass settings are not sufficient for this particular file, then you can use the advanced settings. For more information, see Configuring advanced multipass settings.

### Previewing the multipass list

You can check the list of items to be processed by clicking the **Preview Multipass List** button. The **MultiPass Data** dialog opens, displaying the total number of items to be processed, as well as the list of individual items. For example, if the source column is DEPT.WorldRegion and your organization is divided into six regions, then the preview returns six items to be processed, and shows you what those six items are.

A Mu	ItiPass Data	×
	6 items to process	
The table below shows data retrieved using the current Multipass settings. During Multipass processing, one processing pass will be made for each row (6 passes).		
	Worldregion	
1	Africa	
2	Asia	
3	Corporate	
4	Europe	
5	North America	
6	South America	
		ОК

Example preview

In the case of large multipass lists, this dialog only displays the first 100 items in the list. However, the number displayed at the top of the dialog is always the total number of items.

# Multipass data filtering

When multipass processing is performed, for each pass Axiom Budgeting and Performance Reporting automatically applies a filter to the report. If a data query is made to any data table that links to the reference table, then the filter will be applied. If you want different filter behavior for the multipass processing, you can use the advanced mode settings.

### NOTES:

- The multipass filter is only applied during multipass processing, and is not visible in the file itself. The multipass filter is applied in addition to any filters defined in the file (sheet filters, Axiom query data filters, etc.), and in addition to the current user's security filters.
- The IgnoreSheetFilter parameter for the GetData function can be used to prevent the multipass filter from being applied to a particular GetData function in the file.

For more details, see How data is filtered during multipass processing.

### Configuring advanced multipass settings

When using multipass processing, you can use the basic settings and allow Axiom Budgeting and Performance Reporting to automatically apply all supplementary settings, or you can use the advanced settings to configure advanced properties such as:

- Specify a data table as the source table
- Specify additional source columns to return pass-specific information during the multipass process
- Specify grouping and sorting settings other than the default settings
- Specify a subset of items to be processed instead of processing all items
- Apply different multipass filter settings than the default filter settings, to explicitly control which tables are filtered by the multipass filter in the report

To access the advanced multipass settings on the File Processing pane, click the Show Advanced View link in the Multipass Settings section. (You can also use the File Processing Control Sheet.)

If you show the advanced mode settings after already completing the **Source Column** in basic mode, you will see that some settings have been automatically determined by Axiom Budgeting and Performance Reporting based on your source column selection. You can edit any of these settings as desired in advanced mode, as well as define additional settings.

**NOTE:** If you return to basic mode after making advanced mode changes, and then you change the **Source Column** in basic mode, the advanced mode settings are cleared. Once you have used the advanced mode settings, any future changes should also be made in advanced mode (or on the File Processing Control Sheet).

Multipass settings are validated as you complete them. If an entry is invalid, a red outline appears around the box of the invalid entry. To get more information about the error, hover your cursor over the box, and the error message will display in a tooltip.

# Multipass Data Settings

The multipass data settings determine the list of items to be processed. For more information, see How the multipass list of items is determined. After making any changes to the multipass data settings, click **Preview Multipass List** to make sure that the list of items to process is as you expect.

**IMPORTANT:** If a report uses advanced multipass data settings, and you want to process that report using batch processing, then you cannot set a multipass source column for the report in the batch settings. When a multipass source column is specified in the batch settings, it overwrites the current multipass settings in the target report (as if you had gone back to "basic mode" and selected a new multipass source column). However, the report can be run using batch processing if you use the native multipass settings defined in the report (meaning, leave **Multipass Source Column** blank in the batch settings).

Item	Description
Source Table	The source table for the multipass processing. The source table is similar to the primary table for Axiom queries. All other data settings for the multipass process must be valid in the context of the source table.
	<ul> <li>If the source table is a reference table, then the data settings can only be columns in the reference table.</li> </ul>
	<ul> <li>If the source table is a data table, then the data settings can be columns in the source table, or columns in a lookup reference table, or columns from other data tables that share the same key columns.</li> </ul>
	You can type a table name, or click the table icon 🎫 to the right of the box to select a table.
	If you use basic mode, the source table is automatically set to the table of your specified source column.

Item	Description	
Source Columns	The source column or columns for the multipass processing. Source columns provide information about the current pass.	
	You can type a column name, or you can click on the column icon 🎫 to the right of the box to select a column. Separate multiple columns with semicolons.	
	In basic mode, you specify a source column, which also determines the <b>Group</b> <b>By</b> and <b>Source Table</b> settings, and therefore determines the multipass list of items. In advanced mode, it is not required to specify a source column. You only have to specify source columns in advanced mode if you want to:	
	<ul> <li>Return the current pass value for a related column, using the GetCurrentValue function. For example, you may be processing the report by department, but you also want to dynamically display the name of the department's VP in the report titles. If you include DEPT.VP as a source column, then you can use GetCurrentValue("DEPT.VP") to return the relevant VP name for each pass.</li> </ul>	
	<ul> <li>Define a current value default for a column, to be returned by the GetCurrentValue function during non-multipass processing. These current value defaults can be defined on the File Processing Control Sheet.</li> </ul>	
Group By	The column or columns to group by, to determine the multipass list of items. For example, if you want to process by department, the group by column should be DEPT. DEPT.	
	You can type a column name, or you can click on the column icon 🄝 to the right of the box to select a column. Separate multiple columns with semicolons.	
	Although this setting is not technically required, it should be specified in most cases. If left blank, the multipass list is grouped by the key columns of the source table.	
	If you use basic mode, the grouping level is automatically set to your specified source column.	
Sort By	The column or columns by which to sort the multipass list of items, to determine the order in which the list of items is processed. Separate multiple columns with a semicolon. The sort is always ascending order.	
	You can type a column name, or you can click on the column icon 🄝 to the right of the box to select a column. Separate multiple columns with semicolons.	
	If left blank, the multipass list is sorted by the Group By column(s).	

ltem	Description
Source Filter	If desired, you can specify a filter criteria statement to limit the multipass list of items to be processed. For example, if you are processing by department, you could specify DEPT>2000 to process the departments greater than 2000, or DEPT.Region='North' to process only the departments that belong to the North region.
	You can type a filter criteria statement, or you can use the Filter Wizard
	The only purpose of this filter is to limit the multipass list of items to be processed. It does not impact any data queries in the report.

**NOTE:** Alias names and column-only syntax can be used in the multipass data settings.

# Multipass Filter Settings

Using this section, you can override the default filter behavior for multipass processing. For more information on how the filter is applied by default, see How data is filtered during multipass processing.

Item	Description
Override Default Filter Behavior	Select this check box if you want to override the default filter behavior for the multipass process.
	Once this check box is selected, the other settings in this section become available. If you do not select a table type or a table to be affected by the multipass filter, then the default filter behavior continues to apply. The default filter behavior is only overridden once you specify a different filter behavior.
Affected Table Types	Click the table icon III to select table types to be affected by the multipass filter. The <b>Select Table Types</b> dialog lists all table types defined in the system. To select a table type, click the folder for the table type and then click <b>Add</b> . You can expand the table type folders to see that tables that belong to the table type.
	<b>NOTE:</b> Tables that do not have a table type are listed under a <b>(No Type)</b> folder; that folder cannot be added as an affected table type. If you want to filter tables that do not belong to a table type, use the <b>Affected Tables</b> setting.
	The multipass filter will be applied to any table that belongs to a table type listed in this field.
Affected Tables	Click the table icon III to select individual tables to be affected by the multipass filter. The <b>Select Tables</b> dialog lists all data tables defined in the system. To select a table, click the table name and then click <b>Add</b> (or double-click the table name).
	The multipass filter will be applied to any table listed in this field.

### How the multipass list of items is determined

When you use multipass processing, the file is processed multiple times, using a different item for each pass. This topic explains how the multipass list of items is generated based on the multipass settings.

Behind the scenes, a system-controlled Axiom query is used to generate the multipass list of items. When you click **Preview Multipass List**, you are viewing the rows returned by this Axiom query.

When using the multipass "basic mode" settings, you specify a single source column from a reference table, such as DEPT. DEPT. This setting creates an Axiom query as follows:

Primary Table:	DEPT
Sum data by:	DEPT.DEPT
Field definition row:	DEPT.DEPT

By default this data is sorted by the key column of the primary table, so no sort level is explicitly set. This basic setting would return the full list of departments in the DEPT table, and therefore the multipass process would result in one pass per department.

When using advanced mode, you can define more of the system-controlled Axiom query settings, to explicitly control how the multipass list is generated.

Advanced Mode Multipass Setting	Corresponding Axiom Query Setting
Source Table	Primary Table
Source Columns	Entries in the Field Definition Row
Group By	Sum data by these columns
	Entries in the Field Definition Row
Sort By	Sort by database columns
	Entries in the Field Definition Row
Source Filter	Data Filter

The multipass advanced mode settings correspond to Axiom query settings as follows:

You can adjust these settings as needed to result in the desired multipass list of items to process. Whatever results would be returned by an equivalent Axiom query will be returned by the multipass query. For example, if you want to process by department, and the source table is DEPT, then you will get one pass for each department defined in the DEPT table. On the other hand, if the source table is GL2020, then you will get one pass for each department that has data in the GL2020 table.

### How data is filtered during multipass processing

When multipass processing is performed, Axiom Budgeting and Performance Reporting automatically applies a filter to the report, to limit the data returned by the item currently being processed. For example, if you are processing by department, then the pass for Dept 1000 has a filter applied to limit the data in the report to Dept 1000.

By default, the multipass filter for each pass works as follows:

• The filter criteria statement for the multipass filter is determined by the **Group by** column(s) defined for the multipass settings.

In basic mode, the group by column is automatically set to the selected source column. In advanced mode, you can manually specify a group by column, including multiple columns if desired. If **Group by** is left blank, then the key columns of the source table are the group by columns.

For example, if the group by column is DEPT.VP, then each pass is filtered by VP (such as DEPT.VP='Jones').

- In the report, the multipass filter is applied as follows:
  - If the source table is a reference table, the filter is applied to any Axiom query or GetData function that queries a data table that links to the reference table (or the reference table itself).
  - If the source table is a data table, the filter is applied to any Axiom query or GetData function that queries a data table that belongs to the same table type as the source table. (If the source table does not have a table type, then only the source table is filtered.)

If desired, you can use the advanced mode settings to define different behavior for the multipass filter. Although the filter criteria statement is always defined by the **Group by** columns, you can override the default filter behavior and explicitly specify which tables or table types the filter should be applied to in the report. See Configuring advanced multipass settings.

#### NOTES:

- The multipass filter is only applied during multipass processing, and is not visible in the file itself. The multipass filter is applied in addition to any filters defined in the file (sheet filters, Axiom query data filters, etc.), and in addition to the current user's security filters.
- The IgnoreSheetFilter parameter for the GetData function can be used to prevent the multipass filter from being applied to a particular GetData function in the file.
- When performing snapshot form processing, if the target form contains an Embedded Form component to display a child form, the multipass filter is not applied to the child form. For more information, see Design considerations for snapshot form processing.

### Using a data table as the source table for multipass processing

When using "basic mode" to define multipass settings, the source table is determined automatically based on your selected source column. Because basic mode only allows selecting columns from reference tables, the source table is always a reference table, such as ACCT or DEPT. However, in some cases you may want to use a data table as the source table.

For example, imagine that you want to perform multipass processing by department. In basic mode you select DEPT.DEPT as the source column, which means that the report will be processed once for each department in the DEPT table. Depending on the data in the data tables that the report queries, this may result in processing the report for departments that have no data.

Imagine that the report queries data in the BGT2020 table. The DEPT table contains department 3200, but this is a newly-added department that was not part of the 2020 planning process, and therefore has no records of data in the BGT2020 table. When department 3200 is processed as part of the multipass process, it will return no data for that report.

This may be the desired result—you may want to process the full list of departments, even if a few departments may not have data in the current context. Reference tables are used by default in basic mode so that you can be certain that every item was included, and because this is the most common use case. However, if you only want to process the items that are relevant to the data being queried, you can specify a data table as the source table instead.

Continuing the example, you could use advanced mode settings to specify BGT2020 as the source table instead of DEPT. Although the source column and grouping level is still DEPT.DEPT, because the multipass list of items is now being generated from the data table, the multipass process will only process departments that are found in the BGT2020 table. While the DEPT table might have 100 departments, the BGT2020 table might have data for only 90 of those departments. When BGT2020 is the source table, the multipass process will result in 90 passes instead of 100 passes.

**TIP:** You can see exactly how many items will be processed based on the current multipass settings by using **Preview Multipass List**.

Now imagine that the report queries two tables, GL2020 and GL2019, and you want to use multipass processing on this report by department. The easiest and most common way to ensure that the report is processed for all relevant items is to use DEPT as the multipass source table. However, if you do not want any no-data passes, but you want to ensure that the report is processed for every department that has data in *either* GL2020 or GL2019, then you can do the following:

- Set the source table to one of the data tables. For example: GL2019.
- Specify two columns for the source columns. For example: DEPT.DEPT and any data column from the GL2020 table.

DEPT.DEPT is evaluated against the source table by default, and includes all of the departments that have data in the GL2019 table. By including any data column from the GL2020 table, the multipass list also includes any departments that have data in the GL2020 table.

**IMPORTANT:** If the source table is a data table, then by default the multipass filter is only applied to Axiom queries and GetData functions that query a data table from same table type as the source table. If your file uses tables from multiple table types, then either the source table should be a reference table instead, or you should override the default filter behavior using the advanced multipass settings. For more information, see How data is filtered during multipass processing and Configuring advanced multipass settings.

### Returning related values for each pass

When performing multipass file processing, you may need to bring in related values for each pass. For example, if you are multipass processing by Dept, you may also want to return the VP associated with each department, or the Region associated with each department.

It is not necessary to use the GetData function to query these values. Instead, you can use the GetCurrentValue function to dynamically bring in the related information for each pass. In order to do this, you must first add the desired columns as source columns in the multipass settings.

### Adding source columns

To add source columns to the multipass settings, click **Show Advanced View** in the File Processing task pane. This exposes the full set of advanced multipass settings.

By default, the **Source Columns** field lists the column that you selected for multipass processing in the simple view. In this example, we are processing by department, so Dept.Dept is listed in the Source Columns.

The Source Columns field determines which values from the source record will be available for each pass. You can list any number of columns in addition to the main multipass column (Dept.Dept), to make those values available as well. In this example, we have added Dept.VP and Dept.Region to the Source Columns list. You can type additional column names manually (separated by semicolons), or you can click the columns icon III to open the **Select Columns** dialog.

MultiPass Settings Hide Advanced View		iew
✓ MultiPass Data S	Settings	
Source Table:	DEPT	
Source Columns:	DEPT.Dept;DEPT.VP;DEPT.Region	
Group By:	DEPT.Dept	
Sort By:	DEPT.Dept	
Source Filter:		7

Using multiple source columns does not affect the overall list of values to be processed, as that is determined by the **Group By** field.

If the source table is a reference table, then you can list any column in that table, or any column in a lookup reference table. If the source table is a data table, then you can list any column in that table, any column in a lookup reference table, or any column from another data table that would be eligible to join with the source table. Basically, if you could include the column in the field definition of an Axiom query if the source table were the primary table of the query, then you can list it in the source columns.

Alternatively, you can add source columns directly in the File Processing Control Sheet (Control\_ FileProcessing), in the **Multipass Columns and Current Value Defaults** section at the top of the sheet. Any columns added here will automatically be listed in the advanced multipass settings, and vice versa.

#### FILE PROCESSING CONTROL SHEET

Multipass Columns and Current Value Defaults			
Source Columns	DEPT.Region	Dept.Region.Reporting	
Current Value Defaults	Consolidated	jdoe	

**IMPORTANT:** If additional source columns are used in the report, and you want to process that report using batch processing, then you cannot set a multipass source column for the report in the batch settings. When a multipass source column is specified in the batch settings, it overwrites the current multipass settings in the target report, including any additional source columns. However, the report can be run using batch processing if you use the native multipass settings defined in the report (meaning, leave **Multipass Source Column** blank in the batch settings).

### Returning values using GetCurrentValue

Once additional columns have been listed in the Source Columns, you can return those values by using the GetCurrentValue("*ColumnName*") function. For example:

#### =GetCurrentValue("Dept.VP")

During multipass processing, this function returns the VP name associated with the department for the current pass.

The column must be listed in the Source Columns in order for the GetCurrentValue function to return a value. If it is not, then GetCurrentValue returns #ERR during multipass processing.

This is the most efficient way to return related values during multipass processing. Axiom Budgeting and Performance Reporting is already querying the source table to gather the list of values for processing, and can obtain the necessary related values as part of that query. If you instead use GetData functions or data lookups to return related values, that introduces additional data queries which can impact performance.

When multipass processing is *not* occurring, the GetCurrentValue function will return the values defined in the **Current Value Defaults** section of the File Processing Control Sheet. If the cell underneath the column name is blank, then GetCurrentValue("*ColumnName*") will return blank. Otherwise, it will return the value defined here.

FILE PROCESSING CONTROL SHEET			
Multipass Columns and Current Value Defaults			
Source Columns	Dept.Dept	Dept.Region	Dept.VP
Current Value Defaults			

### Dynamic settings for multipass processing

As you perform multipass processing on a file, you may want certain settings to change for each pass. A classic example is the email address for file delivery—in most cases you want each pass to be emailed to different email recipients. However, you may also want to dynamically skip certain passes or adjust other settings per pass. This topic explains how multipass file processing executes and which settings can be dynamically adjusted for each pass.

The following diagram indicates the general processing steps that occur during multipass processing. Understanding the process can assist in setting up dynamic file processing.



\* Only certain file processing settings are re-read for each pass, and only certain worksheet settings are reapplied for each pass. See the following sections for more information.

It is important to understand that the file is not closed and reopened for each pass. All passes are performed in the same file instance, and the starting point for each pass is the ending point of the prior pass.

Most importantly, data is not zeroed between passes. This means that you should not dynamically enable or disable an Axiom query per pass, because this means that the query will still contain the data from the previous pass. Depending on what you are trying to accomplish, you should do one of the following instead:

- Dynamically use an "empty" filter in the Axiom query, such as 1=2. This will effectively zero the query for the pass, because the filter does not match any data.
- Dynamically disable the pass, using the Processing Enabled setting.

### NOTES:

- If you are performing snapshot form processing, and the form uses an Embedded Form component to display a child form, keep in mind that the child form is rendered normally and is not impacted by the file processing filter or Axiom query requirements. For more information, see Design considerations for snapshot form processing.
- The discussions in this topic generally do not apply to multipass file collect processing, because the purpose of file collect processing is not to refresh data, and the majority of file collect settings are defined on the File Collect Configuration sheet. All of the settings on the File Collect Configuration sheet can be dynamic per pass.

# Dynamic file processing settings

The following file processing settings are refreshed during each pass and therefore can be dynamic. The report worksheets are refreshed with data first, then the file processing settings are refreshed, and then the file processing action occurs. See the diagram in the previous section for more information.

When the file processing action is snapshot or export, the dynamic settings only apply if the file generation option is **Multiple Output Files**. If you are using **Single Output File**, then there is only one file to save and/or email, and therefore only one file name, file folder, list of email recipients, etc. The exception is sheet names—these can be dynamic in all cases (and must be dynamic if using **Single Output File**).

All other file processing settings that are not listed here are evaluated once, at the start of the process. For example, you cannot change settings such as the file processing type or the file type on a per pass basis.

Setting	Description	More Information
Output File Name	The file output name can change to reflect the contents of each pass. For example, if you are multipass processing by region, you may want to include the region name on the file name. You can use the [Current_Value] variable or the GetCurrentValue function to achieve this.	Defining the file name for file processing

Setting	Description	More Information
Output folder	The output folder name and/or path can change for each pass. For example, you might have folders on your network that are designated to hold reports for certain regions or managers. You can use the [Current_Value] variable or the GetCurrentValue function to read the current value and save the file to the appropriate location.	N/A
	Remember that Axiom Budgeting and Performance Reporting will attempt to create the folder if it does not already exist.	
Sheet Names	The sheet name can change to reflect the contents of each pass. For example, if you are multipass processing by region, you may want to include the region name on the sheet name. You can use the [Current_Value] variable or the GetCurrentValue function to achieve this.	Defining sheet names for file processing
То	The list of email recipients can change for each pass. In this case you are likely to use GetData to look up email addresses stored in a table, but you can use any variable or function in a formula to resolve to valid email addresses.	Using dynamic email addresses with file processing
Subject Line	The subject line of the email can change for each pass. For example, if you are multipass processing by region, you may want to include the region name in the subject line. You can use the [Current_Value] variable or the GetCurrentValue function to achieve this.	N/A
Body Text	The body text of the email can change for each pass. For example, you could set up an IF formula to use different body texts depending on information in the report. If the variance in the report is over a certain amount, you could send one version, otherwise send the other version.	N/A
Processing Enabled	You can turn the file processing action on and off for each pass. For example, you could set up an IF formula so that if the contents of the report is all zeros, the report is not saved or emailed.	Setting up conditions for file processing

Setting	Description	More Information
Sheets to Process	The sheets to process can dynamically change for each pass. For example, if you are multipass processing by department, some department types might use 3 sheets to process, while other department types use 2 sheets. You could use a formula to change the list of sheets to process based on the department type of the current pass.	N/A
	<b>NOTE:</b> There must be at least one sheet to process for each pass. If a pass has no designated sheets to process, then no action will occur for that pass.	

### Dynamic Axiom query settings

Axiom query settings are read at the start of each pass and can be dynamic—for example, to dynamically change the data filter applied to a query.

Generally speaking, you should not dynamically enable or disable an Axiom query on a per pass basis. If a query runs for pass A, and then does not run for pass B, then the data for pass A will still be present in the query when pass B is performed. Because the query is inactive for pass B, the query is not rebuilt or updated and therefore the data for pass A remains. Alternatively, you can leave the query active but dynamically set a filter that will result in no data (such as 1=2). This approach will result in the query being rebuilt or updated to reflect no data for that pass.

### Dynamic worksheet settings

The sheet options from the default Control Sheet are also applied for every pass of a multipass process. This means that settings such as freeze panes, sheet visibility, and the active cell can be dynamic for each pass.

**NOTE:** It is not possible to dynamically change the view applied during file processing. Whatever view is applied when the process begins will be used for the duration of the process. If you are manually performing file processing, you can apply the desired view before initiating the process. If processing is performed via Scheduler or Batch processing, then the process will use the Initial Dynamic View if defined (otherwise it will use whichever view was applied when the file was last saved).

This does not apply during snapshot form processing, because the form is not affected by these spreadsheet display settings.

#### GetCurrentValue function

Returns information about the current filter context applied to the file, for either multipass processing or for a temporary sheet filter.

Temporary filters supported by this function include:

- Sheet filters applied by use of the Quick Filter feature.
- Sheet filters applied by use of a GetDocumentHyperlink URL.

This function is most commonly used for report titles and headers, so that the information updates dynamically when different filters are applied to the file.

Syntax

GetCurrentValue("ColumnNameorCode")

The valid entries for *ColumnNameorCode* depends on whether you are using the function in conjunction with multipass processing or with a temporary sheet filter.

Value	Description
Blank	If the parameter is left blank (open parentheses), the function returns the item being processed for the current pass. For example, if the multipass process is by department, then the function returns the department code for the current pass.
ColumnName	You can specify any column listed as a <b>Source Column</b> for the multipass process, and the function returns the value in that column, for the current pass. You can also specify columns that are listed only in the <b>Group By</b> and <b>Sort By</b> settings for the multipass process, but in this case no values can be returned for standard (non-multipass) processing. See GetCurrentValue behavior during non-multipass processing for more information.
	For example, if the multipass process is by department, and you specify DEPT.VP as the column name, then the function returns the VP of the department for the current pass.
	You can use fully qualified Table.Column syntax to specify the column, or you can use column-only syntax.
PassNumber	You can enter the keyword PassNumber to return the number of the current pass in the context of the overall multipass operation. For example, if the multipass process has 10 items to process, and the current item is the fifth item to be processed, the function returns 5.
Filter	You can enter the keyword Filter to return the full filter criteria statement being applied for the current pass. For example, this would return Dept.Region='West' when processing by Dept.Region and the current pass is for the West region.

### Multipass processing

Value	Description
Table	You can enter the keyword Table to return the table being used for the multipass process. For example, this would return Dept when processing by Dept.Region.
Column	You can enter the keyword Column to return the column being used to determine the list of values for the multipass process. For example, this would return Region when processing by Region.
	When using the Column keyword, an optional Boolean parameter is available to specify whether to return just the column name or the fully qualified column name. By default, this parameter is False, which means the column name is returned. To return the fully qualified column name, specify True. For example: GetCurrentValue("Column", True) to return Dept.Region instead of just Region.

### Temporary sheet filter

Value	Description
QuickFilter	You can enter the keyword QuickFilter to return the filter criteria statement that is being applied by a temporary sheet filter. For example, if the sheet filter uses the filter criteria statement Dept.VP='Jones', that value is returned. If no temporary sheet filter is currently applied to the file, the function returns None.
	<b>NOTE:</b> The prior version of this keyword is <pre>Temp_Filter_Value.</pre>
Temp_Filter_Key	You can enter the keyword Temp_Filter_Key to return the table or table type that is being used as the "key" for a temporary sheet filter. For example, if the filter uses the table type GL, that table type name is returned. If no temporary sheet filter is currently applied to the file, the function returns None.

All non-numeric entries must be placed in double quotation marks, unless you are using cell references to reference the text held in another cell.

### Remarks

- The return values for multipass processing and temporary sheet filters are mutually exclusive. The codes used for multipass processing do not recognize temporary sheet filters, and the codes used for temporary sheet filters do not recognize multipass processing. The function cannot be constructed in a way to return a filter value in both contexts.
- When using the file processing type of Save Data in Batches, the only valid use of GetCurrentValue is to return the pass number. The other options do not apply in this context and will not return data.
- GetCurrentValue is a non-volatile function.
## Multipass examples

#### =GetCurrentValue()

This example returns the value of the current item being processed. For example, "Jones" if processing by DEPT.VP.

=GetCurrentValue("DEPT.VP")

This example returns the value in the DEPT.VP column for the current item being processed.

The difference between this example and the first one is that DEPT.VP does not have to be the column that defines the multipass list of items. For example, you may be processing by departments, but you have included DEPT.VP as an additional source column. As each department is processed, this example returns the name of the VP associated with that department.

Note that you could accomplish the same result by passing the current item value into GetData: =GetData("vp", "dept="&GetCurrentValue()&"", "dept")

=GetCurrentValue("PassNumber")

This example returns the number of the current pass. For example, "5" if the current pass is the fifth pass of the process. If the multipass process has 10 passes, this function will return 1-10 for each successive pass.

=GetCurrentValue("Filter")

This example returns the filter being applied for the current pass. For example, "Dept.Region='West'".

### Temporary sheet filter examples

=GetCurrentValue("QuickFilter")

This example returns the filter criteria statement of the temporary sheet filter applied by the Quick Filter feature or GetDocumentHyperlink. For example: DEPT.Region='West'.

=GetCurrentValue("Temp\_Filter\_Key")

This example returns the table or table type that the temporary sheet filter applies to. For example: DEPT.

# GetCurrentValue behavior during non-multipass processing

Although the primary intent of the GetCurrentValue function is to return information during multipass processing, you can configure the multipass settings so that the function also returns relevant values when using non-multipass processing (**Process File**). This applies when using GetCurrentValue with open parentheses or with a source column name.

The top of the File Processing Control Sheet has a section to define source columns and their current value defaults. For each source column listed in the top row, you can define a corresponding current value default in the bottom row. For example:

Multipass Columns and Current Value Defaults				
Source Columns	Dept.VP			
Current Value Defaults	All VPs			

In this example, when using multipass processing, GetCurrentValue ("DEPT.VP") returns the name of the VP currently being processed. When using non-multipass processing, the same function returns the text "All VPs". If the default value was left blank, then the function would return nothing (blank) during non-multipass processing.

You can define a default value for each source column as desired, or leave it blank to return blank.

If you use the GetCurrentValue function with open parentheses—GetCurrentValue()—then a value will only be returned during non-multipass processing if the **Group By** column is also listed as a source column (this happens automatically when using basic mode multipass settings), and the source column has a default value defined on the control sheet. Otherwise, the open parentheses function returns nothing during non-multipass processing.

When no file processing is occurring, using open parentheses or a column name returns the default values if defined; otherwise the function returns blank.

### NOTES:

- You must use the File Processing Control Sheet if you want to define current value defaults for your source columns. The File Processing pane does not have a section to define these values.
- The other options for GetCurrentValue are only intended to return values during multipass processing. This applies to the keywords PassNumber, Filter, Table, and Column. All of these options return blank when multipass processing is not occurring, except for PassNumber. PassNumber returns 0 if no processing is occurring, and 1 when non-multipass processing is occurring.

### IsRunningMultiPass function

Returns True if the file that contains the function is currently being processed using multipass processing. Can be used to create dynamic headers or change file settings based on whether multipass processing is occurring.

Syntax IsRunningMultiPass()

This function does not take any parameters.

Remarks

IsRunningMultiPass is a non-volatile function.

### Examples

### =IsRunningMultiPass()

This example returns "False" when multipass processing is not occurring, and "True" when it is occurring.

#### =IF(IsRunningMultipass()=TRUE,GetCurrentValue(),"Consolidated")

In this example, the IsRunningMultiPass function is used within an IF function to change the result depending on whether multipass processing is occurring. This function returns the current pass item during multipass processing, and returns the text "Consolidated" otherwise. (You can get the same end result by using just the GetCurrentValue function, if you define the current value default as "Consolidated" for the column that defines the multipass list of items.)

# Additional Setup Considerations

This section contains detailed setup information for various aspects of file processing. File processing can be configured to handle many different use cases.

#### File processing variables

File processing variables can be used in file processing settings, to return information such as the current pass value. These variables are valid when entered into one of the following areas:

- File Processing task pane
- File Processing Control Sheet

File processing variables are typically used to generate dynamic values when during multipass processing. For example, if you are using multipass processing to create a snapshot copy of a file, and all of the sheets are being combined into one output file, you can use file processing variables to dynamically generate unique sheet names for each pass.

**NOTE:** File processing variables cannot be used on the special File Collect Configuration Sheet or the Batch Control Sheet. If you need to create dynamic settings for file collect multipass processing, you can use the GetCurrentValue function and other special settings. For more information, see Using multipass processing with file collect.

The following rules apply to file processing variables:

• File processing variables only return values when they are used in file processing settings. They can be entered into the setting field directly, or referenced via a cell reference.

When used anyplace else, file processing variables do not return a value. If you want to return the current value or current pass number for use within a report sheet (for example, to create a dynamic report title), then you can use the GetCurrentValue function instead.

• File processing variables only return values during file processing. When viewing the variables within the file processing settings, they will always display just the variable name.

• File processing variables use the following syntax: [VariableName]. The variables must be placed in brackets in order to be recognized during file processing.

Variable	Description
[Current_PassNumber]	Returns the number of the current pass.
	<ul> <li>When multipass processing, the first pass returns 1. Subsequent passes are incremented by 1. If the multipass settings result in 10 passes, then this variable will return 1-10, with the sort order determining which item is the first pass.</li> <li>When non-multipass processing, the variable always returns 1.</li> </ul>
[Current_SheetName]	Returns the name of the current sheet being processed. This variable is for use in generating sheet names for snapshot copies.
	For example, you could use [Current_Value] [Current_ SheetName] when using multipass processing and combining all results into a single file. If the multipass processing was by VP, the sheets would have names such as Jones_IncomeStmt, Smith_ IncomeStmt (where the sheet being processed is named IncomeStmt).
	If you are doing standard (non-multipass) processing, or if you are multipass processing to separate files, then you can use just [Current_SheetName] to replicate the original sheet name in the snapshot copies.
	This variable is only valid within the Sheet Name setting for file processing. It cannot be used in other settings.
[Current_Value]	Returns the item being processed in the current pass.
	For example, if the multipass process is by VP, this variable would return "Jones" when VP Jones is being processed, "Smith" when VP Smith is being processed, etc.
	This variable returns nothing (blank) during standard (non-multipass) processing, unless a default current value is defined for the column that defines the multipass list of elements. Default current values can be defined on the File Processing Control Sheet.

File processing variables are not case sensitive.

If you want to use a file processing variable within a formula, the formula must be constructed so that the file processing variable is returned as text within the file processing setting. For example:

Valid formula:	=Sheet1!B5&"_IS_[Current_Value]"
Invalid formula:	=Sheet1!B5&"_IS_"&[Current_Value]

### Defining sheet names for file processing

When you use file processing to save a snapshot copy of a file, you must specify how the sheet names are determined in the snapshot. This setting is called **Sheet Names** in the **File Processing** pane, and applies to all snapshot file types except PDF.

The sheet name setting cannot be left blank. You must use file processing variables to dynamically generate sheet names, or type a "hard-coded" sheet name.

**NOTE:** The sheet name setting takes a single entry that applies to all sheets being processed. Therefore if you are processing more than one sheet (as specified in the **Sheets to Process** setting), you must use file processing variables to define the sheet name. "Hard-coded" sheet names can only be used when processing a single sheet.

How you define the sheet name primarily depends on whether you plan to use multipass processing on the file, and whether the multipass output is to a single file or multiple files.

# Sheet names for standard processing

If the file will be primarily processed using standard (non-multipass) processing, you can do one of the following:

- Use the file processing variable [Current\_SheetName]. The sheets in the snapshot copy will use the same names as the original file.
- Type a sheet name. The sheet in the snapshot copy will use this "hard-coded" file name. This option only applies when processing a single sheet (otherwise you will have multiple sheets with the same name). Formulas can also be used to create sheet names.

[Current\_Value] primarily applies to multipass processing and is typically not used in this context. However, if you have a file that you process using both standard and multipass processing, you can define a default current value for the multipass source column on the File Processing Control Sheet, and that value will be returned by [Current Value] during standard processing.

# Sheet names for multipass processing

If the file will be primarily processed using multipass processing, then how you define the sheet name depends on whether you are outputting to a single file or multiple files (the **File Generation** setting).

 If you are outputting to a single file, then the sheet (or sheets) resulting from each pass must have unique sheet names, so that you can tell which sheets are associated with each pass. In this case, you should use the default setting of [Current\_Value]\_[Current\_SheetName]. This will append the current pass value to the original sheet name.

For example, if you are using multipass processing to process by VP, you will get sheet names like the following: "Jones\_IncomeStmt", "Smith\_IncomeStmt", etc. If you are processing multiple sheets, then you will get sheet names like the following: "Jones\_IncomeStmt", "Jones\_Analysis", "Smith\_IncomeStmt", "Smith\_Analysis", etc. (where you are processing two sheets named IncomeStmt and Analysis).

• If you are outputting to multiple files, then you have the option of whether to use the [Current\_Value] variable in the sheet name or not.

In this case, the current value variable is most likely being used in the file name, so you could have a file named "IncomeStatement\_Jones.xlsx", with a sheet name of simply "IncomeStmt". However, you may want to leave the current value variable in the sheet name anyway, so that the sheet name will work regardless of whether you output to a single file or multiple files.

In this case, you also have the option of using a "hard-coded" sheet name instead of using the current sheet variable (as long as you are processing only one sheet).

Formulas can also be used to create sheet names.

### Defining the file name for file processing

When you use file processing to create an output file (either a snapshot or an export file), you must specify how the file name is determined. This setting is called **Output File Name** in the **File Processing** pane.

The file name setting cannot be left blank. You must use file processing variables to dynamically generate file names, or type a "hard-coded" file name.

How you define the file name primarily depends on whether you plan to use multipass processing on the file, and whether the multipass output is to a single file or multiple files.

**NOTE:** This discussion does not apply to file collect processing, because the output file settings for file collect are defined on the special File Collect Configuration sheet. For more information, see File Collect Configuration sheet.

# File names for standard processing

If the file will be primarily processed using standard (non-multipass) processing, then you can type the desired file name, without using any file processing variables. When you process the file, the output file will use the specified file name. Formulas can also be used to create file names.

By default, the file name is set to [Current\_Value]\_Report. If you never plan to process this file using multipass processing, then you can delete the default text and enter the desired file name, such as: Income\_Statement.

If you leave the [Current\_Value] variable in the file name, then it will return nothing during standard processing unless you have: 1) configured multipass settings for the file, and 2) defined a default current value for the source column on the File Processing Control Sheet.

# File names for multipass processing

If the file will be primarily processed using multipass processing, then how you define the file name depends on whether you are outputting to a single file or multiple files (the **File Generation** setting).

• If you are outputting to a single file, you can use the [Current\_Value] variable, or you can type the desired file name, such as Income\_Statement\_by\_VP. Formulas can also be used to create file names.

If you use the [Current\_Value] variable, make sure to define a default current value for the multipass source column on the File Processing Control Sheet. In this context, the [Current\_Value] variable returns the default value. If no default value is defined, the variable will return nothing.

• If you are outputting to multiple files, then the file name for each pass must be unique, so that you can tell which file is associated with each pass. You can use the [Current\_Value] variable, or you can use formulas and the GetCurrentValue function to create a file name.

For example, if the file name is set to Income\_Statement\_[Current\_Value] then each pass will create file names such as Income\_Statement\_Jones.xlsx, Income\_Statement\_Smith.xlsx, etc.

### Defining the output folder for file processing

When you use file processing to create an output file (either a snapshot or an export file), you must specify where the file is to be saved. This setting is called **Output Folder** in the **File Processing** pane. This setting does not apply if you are *only* emailing files.

You can use file processing variables or formulas to generate the output folder name (for example, if you are multipass processing and you want to save the file for each pass to a different location). If the specified folder does not already exist, Axiom Budgeting and Performance Reporting attempts to create it.

The valid entries for the output folder depends on whether **Output To** is set to **Local File System** or **Axiom Repository**:

**NOTE:** This discussion does not apply to file collect processing, because the output folder settings for file collect are defined on the special File Collect Configuration sheet. For more information, see File Collect Configuration sheet.

# Local file system

If you are outputting to your local file system, then the folder location should be entered as a UNC path instead of a mapped drive. If you browse to the folder, it is automatically entered as a UNC path.

You can use a folder on your local drive, but it will only be valid when running file processing interactively from your own computer. If you want to process this file using Scheduler, the output folder should be a shared network drive (or you can override the output folder in the Scheduler task). For Axiom Cloud systems, a remote data connection is required to save a file locally when processing via Scheduler.

The ability to save files to the specified location and to create new folders (if necessary) depends on the network permissions for the user processing the file. Access to the files after they are created is also dependent on your network permissions.

# Axiom repository

The specified location in the Axiom file system must be within the Reports Library, and the location must use the full path (meaning: \Axiom\Reports Library\...). The ability to save files to the specified location and to create new folders (if necessary) depends on the Axiom Budgeting and Performance Reporting security permissions for the user processing the file. Users can only create new folders if they have read/write permissions to the parent folder, and they can only create new files if they have read/write permissions to the target folder.

Once the files are created within the Axiom file system, access to those files is dependent on the user's permissions to the output folder. Typically you should create the output folder in advance (or if you want to create output folders on-the-fly, create a parent folder to hold the output folders), and then set permissions for that folder as appropriate in Axiom Budgeting and Performance Reporting security, so that the appropriate users will be able to access the files after they are created.

### Setting up conditions for file processing

When using file processing, you may want to conditionally determine whether the file processing action occurs, depending on information within the file. This can be especially useful when using multipass processing, and you want the action to occur on some passes but not others.

The **Processing Enabled** setting on the File Processing Control Sheet enables conditional processing. By setting up a formula in this field that conditionally returns either **True** or **False**, you can turn the file processing action on or off for each individual pass.

When file processing is initiated, the file is always refreshed. After the refresh occurs, Axiom Budgeting and Performance Reporting checks the **Processing Enabled** setting to see if the file processing action (snapshot, export, save data) should be performed.

- If **True**, the file processing action is performed as normal.
- If False, the file processing action is not performed.

In both cases, the process moves on to the next pass (if using multipass processing), refreshes the file again, and checks the **Processing Enabled** setting again. This continues until all passes are complete.

For example, you may want to configure file processing so that a snapshot is not sent if a particular pass results in zero data. You can set up a formula in the report sheet that totals all of the data columns. Then you can set up a formula in the **Processing Enabled** setting that checks this total, and returns **False** if the total results in zero, or **True** if it doesn't. Snapshots will be created for passes that have data, and passes without data will be skipped.

The **Processing Enabled** setting is only available on the File Processing Control Sheet. You cannot turn file processing on and off from the File Processing pane.

## Using dynamic email addresses with file processing

When you are emailing the results of multipass file processing, in most cases you will want to dynamically determine the email address for each pass. If instead the email address is hard-coded, then all passes of the process will be sent to the same email address.

**NOTE:** This discussion does not apply to file collect processing, because the email settings for file collect are defined on the special File Collect Configuration sheet. For more information, see File Collect Configuration sheet and Using multipass processing with file collect.

There are a variety of ways to obtain the appropriate email address for each pass. The method you use will depend on how you have stored email addresses within the system and what dimension you are using to perform the multipass processing. This topic details some examples that you may be able to use directly, or the examples may get you started in the right direction for your particular system.

### Example 1: Obtaining email addresses from a reference table

Imagine that you are performing multipass processing by department, and you want to send the output to the "owner" of each department. If the Dept table contains a column that lists the appropriate email address for each department (such as Dept.Email), then you can return this email address using GetCurrentValue.

In this example, you can use GetCurrentValue by itself if you list Dept.Email as an additional source column for the multipass process. In order to do this, you must switch the file processing task pane to Advanced View, and then add Dept.Email as a second source column (assuming the primary source column is Dept.Dept). The multipass settings would look like the following:

ľ	AultiPass Settings	Hide Advan	ced V	iew	
,	✓ MultiPass Data Settings				
	Source Table:	DEPT			
	Source Columns:	DEPT.Dept;DEPT.Email			
	Group By:	DEPT.Dept			
	Sort By:	DEPT.Dept			
	Source Filter:			7	

For the **To** field of the Email Settings, you could then enter the following formula:

```
=GetCurrentValue("Dept.Email")
```

When multipass processing is performed, this function will return the email address associated with the department for the current pass.

Alternatively, you could use GetCurrentValue to return the department code, and then use GetData to return the email address. When using this approach, you do not need to add any additional source columns to the multipass settings.

```
=GetData("Dept.Email", "Dept="&GetCurrentValue())
```

### Example 2: Obtaining email addresses from security

In order to obtain email addresses from security as part of a multipass process, a user login name must be associated with the multipass source column in some way. For example, you may be performing multipass processing by department, and the Dept table contains a column lists the user name of the department "owner" (such as Dept.Owner). You can return the user name using GetCurrentValue, and then return the email address from security using GetSecurityInfo.

As discussed in the first example, you must first add Dept.Owner as an additional source column for the multipass process (again we are assuming that Dept.Dept is the primary source column for the process). Then in the To field of the Email Settings, you could enter the following formula:

=GetUserInfo("UserEmail",GetCurrentValue("Dept.Owner"))

When multipass processing is performed, the GetCurrentValue function will return the user name from the Owner column for the current department, and then GetUserInfo will return the email address for that user name.

Alternatively you could use GetCurrentValue() with GetData to look up the owner name based on the department code, instead of using Dept.Owner as an additional source column.

## Defining default values for current value

Axiom Budgeting and Performance Reporting has two ways to return the current value during multipass processing: the file processing variable [Current\_Value], and the function GetCurrentValue.

During multipass processing, these features return information relating to the current item being processed. For example, if processing by region, they would return "North" when North is the region being processed.

You may want to process the same report using "standard," non-multipass file processing. In this case, you must decide what you want the current value to return when not using multipass processing.

On the File Processing Control Sheet, you can define a default value to use when using non-multipass processing. For example, if your multipass setting is DEPT.VP, you can define a default value that is something like "Consolidated" or "All VPs". When you process the file using multipass processing, the current value will return the VP name. When you process the file using non-multipass processing, the current value will return "All VPs". This way you can use the same settings for both processing contexts.

If you do not define a default value, then the current value will return nothing (blank) during nonmultipass processing. This may be the desired effect. However, if you have set up file names or other settings using constructions such as "[Current\_Value]\_IncomeStatement," then you should define a default value, otherwise you will get the following when non-multipass processing: "\_IncomeStatement". (This may not matter if the file is *only* for use with multipass processing.)

To define a default value for the current value:

1. In the file, go to the File Processing Control Sheet (Control\_FileProcessing).

You must use the control sheet to set default values. The task pane does not contain settings for this feature.

2. At the top of the control sheet, under **Source Columns and their Current Value defaults**, locate the source column for which you want to define a default value.

If you used "basic mode" to set up the multipass settings, this area lists only one column: the column you selected as the source column. If you used advanced mode settings, then this area may list multiple columns. Each column listed here can have a corresponding default value.

3. In the cell directly underneath the source column, type the value that you want to use as the default value.

#### Example

This file has been set up to use "All VPs" as the default value for the DEPT.VP source column:

Multipass Columns and Current Value Defaults			
Source Columns	Dept.VP		
Current Value Defaults	All VPs		

When using **Process File** to process the file, the current value is "All VPs". When using **Process File Multipass** to process the file, the current value is whichever VP is being processed for the current pass (for example, "Jones").

#### Using batch variables with file processing

When you set up file processing for a report, you can define one or more batch variables to be used when processing the report via Scheduler's File Processing task, or via batch processing.

Batch variables can be used to change the report in some way as part of file processing. When you set up a file processing task for Scheduler, or when you list the report in a batch, you can define values for the variables. When the report is processed, the variable values are temporarily placed in designated cell locations in the report. If the report is configured to reference those cells, then the report will change based on the variable values.

The batch variables can be used for virtually anything within the report. You could reference them in report titles, or in data query settings, or within the file processing settings. The usage of the variables is entirely user-definable.

**NOTE:** Batch variables cannot be used to change the Initial Dynamic View of the report for processing. The Initial Dynamic View is already applied by the time the variables are passed in, and it is not applied again. There is no way to dynamically determine the view to be applied for file processing; it will use whatever view is already applied in the file when the processing begins.

# Defining a batch variable

Batch variables are defined on the File Processing Control Sheet. This is an advanced file processing setting that is not available in the File Processing pane.

To define a batch variable, go to the **Batch Variables** section at the bottom of the File Processing Control Sheet, and type a value into any empty cell in the **Variable Names** row. The name can be anything you want, but it should reflect what the variable value is used for.

64	Batch Variables		
65	Variable Names	MyVariable	
66	Variable Values	MyValue	

To use the batch variable in the report, you would reference the cell in the **Variable Values** row directly below the variable name (in this case, cell D66).

You can leave the value blank, or you can type in a value to be used by default. When the file is processed, it will be replaced by whatever value is specified in the Scheduler task settings or the batch settings. (If no value is specified, then the default value in the file is used.)

## Using a batch variable

Batch variables can be used when the file is processed by a batch report, or when it is processed by Scheduler's File Processing task.

• To specify a variable value in a batch report, use the Batch Variables column. Enter each variable/value pair using the following syntax: variablename=variablevalue

If you want to define values for multiple variables, separate each variable/value pair with a semicolon.

7	File Path	Batch Variables
8	\MonthlyReports\Income_statement.xlsm	MyVariable=NewValue

• To specify a variable value for a Scheduler File Processing task, use the Batch Variables section of the task. Select the **Override** check box and then type the desired value.

Batch Variables:				
Name	Value	Override		
MyVariable	NewValue			

### Automatically deleting file output generated by file processing

If file processing creates an output file—such as when using snapshot or export file processing—then you can configure the file processing settings so that the output file is automatically deleted after a certain period of time. Using this feature can help prevent a buildup of outdated files from regular executions of

file processing.

**NOTE:** This feature only applies when saving output files to the Axiom repository. Axiom Budgeting and Performance Reporting cannot automatically delete files that are saved to a file share outside of Axiom Budgeting and Performance Reporting.

In the File Processing task pane, you can use the **Purge Setting** to configure output files for automatic deletion. Clicking the pencil icon  $\checkmark$  brings up the **Choose Date** dialog, where you can select either of the following:

- Static purge date: Select the purge date from a calendar. Files will be deleted after the specified date has passed.
- **Relative purge date**: Specify the number of days to keep the output after it has been generated. The output will be deleted after the specified number of days have passed.

A Choose Date	<
Configure automatic purging of generated output files.	
○ No purge date ○ Static purge date ● Relative purge dat	e
Files will be deleted 20 day(s) after they are created	
OK Cancel	



# How the file output is purged

When file processing is executed, the output files are stamped with a purge date according to the configured purge setting. For example, if the purge setting is 20 days and file processing is executed on 12/1/2020, then the stamped purge date is 12/21/2014. Files are eligible to be purged *after* that date, in this case starting on 12/22/2014.

The file deletion is performed by the System Data Purge job in Scheduler. This is a system job that runs periodically to purge old data and files from the Axiom Budgeting and Performance Reporting database. When the job runs, if it finds files that are eligible to be deleted based on the stamped purge date, then it will delete those files.

#### Executing file processing from a custom task pane or ribbon tab

You can perform file processing on a report file directly from a custom task pane or ribbon tab, by linking to the file and then using shortcut parameters to trigger file processing. You can choose to perform either regular file processing or multipass file processing.

document://\Axiom\Reports Library\Budget Reports\Incon				
		Y		
Process File Multipass 🔻 🔶		_		
	oorts Library\Budget Reports\Incon	ports Library\Budget Reports\Incon		

If file processing is enabled for the shortcut target, double-clicking the item executes the file processing action. The file itself is opened in the background and is not visible to the user.

When using this option, you may want to configure the file processing report so that the output file opens in Axiom Budgeting and Performance Reporting after processing instead of being saved or emailed (or in addition to that). You can use the **Open Output File after Processing** option on the File Processing Control Sheet . If the output folder is left blank, then the output file will open as a temporary file within Axiom Budgeting and Performance Reporting, and the user will need to manually save it if they want to keep it. (Note that this feature is not supported when using file collect or batch.)

#### NOTES:

- If the file is already open when this command is executed, it will be closed at the end of the process, regardless of whether the file contains any unsaved changes.
- The user does not need to have the **Allow File Processing** permission for the file in order to initiate file processing from a task pane, the user only needs access to the file.

#### File processing using Scheduler

Using the **File Processing** Scheduler task, you can schedule a report for processing. The report must already be configured for file processing in order to process it using Scheduler.

Once you have a Scheduler job set up, you can run it on demand, or you can schedule it for future execution. For example, you may have a set of reports that you want to run every week, every month, or every quarter. For more information on using Scheduler, see the *Scheduler Guide*.

## Requirements and limitations

Note the following requirements when running file processing using Scheduler:

- The **Output Folder** location must be accessible by the Scheduler service user account. If you specify a network folder location using the Browse button, the location is automatically entered as a UNC path. If you specify a C: drive location, that location will be evaluated as the C: drive of the Scheduler server.
- If the file processing type is **Print**, the Scheduler server(s) must be configured to access the specified printer. This may require the assistance of your IT department.

Creating the Scheduler job

In order to create a Scheduler job, you must be an administrator or have the **Scheduled Jobs User** security permission. Non-admin users must also have read/write access to at least one folder in the Scheduler Jobs Library.

Scheduler jobs can only be created in the Desktop Client. Although you can view the status of existing jobs in the Web Client, you cannot create new jobs in that environment.

To create a File Processing job in Scheduler:

1. On the Axiom tab, in the Administration group, click Manage > Scheduler.

File	AXIOM	Home				
ि Budge	et • Il Requests •	Reports		Tables	Imports	Manage
File	Groups	Reports		Axiom	Explorer	
			6	File G	roups	
		1		Proces	ss Manag	ement 🕨
			Task Panes			
		(	R	Ribbo	n Tabs	
			8	Securi	ity	•
		1	2	Locke	d Items	
		[	ę	Sched	luler	
		[	q	Auditi	ng Histor	у
			0	Softw	are Updat	es
		[	ą	Packa	ge Manag	er
		6		Restor	re Deleteo	d Files

Scheduler on default Axiom ribbon tab

In systems with installed products, this feature may be located on the Admin tab. In the System Management group, click Scheduler.



Scheduler on Admin tab (example product ribbon)

2. In the Scheduler dialog, click New.

Axiom Scheduler - Scheduled Jobs					
Job	Service				
New	Open Save	Close Run Once			
	Job				
🕼 Sched	uled Jobs				
ID		Job	User	Status	
4575512	4575512 System.ProcessNotification		System	Pending	
4575500	75500 System.SystemDataPurge		System	Pending	
4575502 System.IndexMaintenance		System	Pending		

A new job is opened in the dialog, with a tab name of **New Job**.

3. Click Add > File Processing to add the task to the new job.

A Axio	Axiom Scheduler - New Job					
Job	Service					
			2			F 🗣 🐥 📥 📉
New	Open	Save	Close	Run Once	Ade	d Move Move Remove Clear Up Down Selected All
		Job			Ē	Active Directory Import
🕼 Sche	duled Jol	bs [	] New Jo	b	Ē	Collect Worksheets
						Copy On Demand Plan Files
Ger Vari	iables					Create Plan Files
Sch	eduling F	lules				Echo Task
Eve	nt Handle	ers				Execute Command Adapter
Tasl	cs					Execute SQL Command
Results					Export ETL Package	
				Ē	File Processing	
					Import ETL Package	
						Process Document List

The task is added to the job, and you can now configure the task properties.

4. In the Task Details section, click Browse to select the File to Process.

A Axiom Sche	duler - Ne	w Job								
Job Service	•									
New Open	Save Job	Close	Run Once	Add •	Move Up	Move Down Tasks	Remove Selected	Clear All		
Scheduled Jo	obs 🗋	New Jo	b							
General Variables Scheduling Event Hand Notification Tasks File Pro Results	Rules lers cessing		Task     File to I     Ena	Control Details Process: [ ible iterat	ive calcu	lation w	hile proce	ssing	Browse	

You can select any file that you have access to in the Reports Library, or in the Utilities folder of a file group. The file must already be enabled for file processing in order to be processed using Scheduler. If you select a file that is not enabled for file processing, the task will display a configuration error.

5. If you want to process the file using multipass processing, make sure that **Process File Multipass** is selected. It is selected by default for most file processing files. However, if you do not want to perform multipass processing, then you should clear this option.

Axiom Scheduler - New Job		? ×
Job Service		
New Open Save Close	Run Once Up Down Selected All Tasks	
Scheduled Jobs 🗋 New Jo	b	
General	> Task Control	
Variables Scheduling Rules	▼ Task Details	
Event Handlers	File to Process: Budget Variance.xlsx Browse	<u>^</u>
Notification ◢ Tasks	Process File Multipass     Enable iterative calculation while processing	
File Processing	→ Advanced Options	
Results		
	File Processing Settings	
	Processing Type: Save Snapshot of File	
	Sheets to Process: BudgetVariance	🔂 🗌 Override
	Snapshot Settings	
	> Output File Settings	
	MultiPass Settings	
	MultiPass Data Settings	
	MultiPass Filter Settings	
		Preview Multipass List
	Batch Variables:	~

6. If needed, you can override certain file processing settings defined in the file (including batch variables), so that the override value is used when the file is processed by Scheduler. In order to override a setting, select the **Override** check box for that setting and then enter the override value into the field.

In the following example, the file type of the output file has been overridden and changed to PDF output for the Scheduler execution.

General Variables Scheduling Rules Event Handlers Notification Tasks File Processing Results	Task Control
	File Processing Settings         Processing Type:       Save Snapshot of File         Sheets to Process:       BudgetVariance         Shapshot Settings         File Type:       PDF         Vourride         Output File Settings
	MultiPass Settings         > MultiPass Data Settings         > MultiPass Filter Settings         Preview Multipass List

When overriding values, Scheduler job variables can be used in fields that accept typed input. The following example shows a Scheduler job variable being used to set the value of a batch variable.

General	> Task Control						
Variables Scheduling Rules Event Handlers Notification Tasks File Processing	Task Details     Advanced Optio     File Processing Sett	ns t <b>ings</b>					^
Results	Processing Type:	Save Snapsh	not of File			V Override	2
	Sheets to Process:	BudgetVaria	nce			🔂 🗌 Override	:
	> Snapshot Settings						
	Output File Settings						
	MultiPass Settings MultiPass Data S MultiPass Filter S	ettings ettings				Preview Multipass List	- t
	Batch Variables:						
	Month		{CurrentMonth}	Value		Override V	-

- 7. Complete any other job or task properties as needed. For example, you may want to configure the following:
  - Scheduling Rules: You can create a scheduling rule to execute the job according to a predefined schedule.
  - Notification: You can edit the notification settings to send emails to designated recipients when the job executes successfully and/or when it errors.

For the remaining properties, in most cases the default settings are sufficient.

8. Click **Save**. You can define a name for the job and save it to the desired location in the Scheduler Jobs Library.



Once the job is saved, you can run it as needed by clicking **Run Once**. If the job has a defined scheduling rule, then it will be automatically placed on the schedule for future execution according to that rule.

# File Processing Behavior Notes

This section details how certain features behave during file processing. It is important to understand this behavior so that you can set up file processing appropriately.

# Refreshing Axiom queries during file processing

When you perform file processing, the file is refreshed before the processing action occurs. If you are using multipass processing, the file is refreshed for each pass of the multipass operation.

Axiom queries have several different refresh options that dictate when they are refreshed. These options are configured in the **Refresh behavior** section for the query on the Control Sheet. The following details which Axiom queries are refreshed as part of file processing.

• When the file is opened, any queries set to **Refresh on file open** are run. This occurs before file processing begins.

**NOTE:** When performing file processing, the file is *not* closed and reopened for each pass. If you open a file and then initiate file processing, the "refresh on open" queries are not run again because the file is not being opened again. For more information on how file processing is executed, see Dynamic settings for multipass processing.

- If multipass processing is being performed, then any queries set to **Refresh once before multipass processing** are run. This occurs before the file processing begins.
- When the file processing begins, any queries set to Refresh during document processing are run.
   If non-multipass processing is performed, then this refresh occurs once, before the file processing action. If multipass processing is performed, then the refresh occurs for each pass, before the file processing action is performed for that pass.

These refresh options are configured independently—multiple options can be enabled for a single query. So if a query is set to refresh on open *and* to refresh during document processing, then it will be refreshed multiple times when the file is processed—once when the file is opened, and then one or more times during file processing (depending on whether you are performing multipass processing or not). If you have a query that is set to refresh on open or to refresh before multipass processing, and you do not want that query to run again during processing, then you should disable refresh during document processing for that query.

**NOTE:** File processing does not support the ability to run Axiom queries in parallel. If a **Batch Number** is specified for an Axiom query, it will be ignored during file processing and the queries will be processed in sequential order as normal.

# How email is delivered for file processing

When you select to email the output file for file processing, the email operation is handled by Axiom Budgeting and Performance Reporting Scheduler. This means:

- Email is processed by the **SMTP Message Delivery** task set up in Scheduler for the current Axiom Budgeting and Performance Reporting system. This task must be configured to point to a valid SMTP server and set up to run at regular intervals, or else email will not be delivered.
- The email resulting from file processing will be delivered the next time the message delivery task is run by Scheduler.

The email client on the local machine is not used and will not open when file processing is initiated.

When you define the email settings for file processing, you specify whether to send the email as the **Current User** (the user initiating the file processing), or as the **System User**. The system user is the user defined as the default "From" address for Scheduler, in the system configuration settings for the database.

You may want to use the system user so that it is clear that the emails are coming from Axiom Budgeting and Performance Reporting, regardless of which user happens to perform the file processing.

If you use the current user, the email address is the address defined for that user in Axiom Budgeting and Performance Reporting security.

# Considerations for using file processing in plan files

File processing can be used in plan files. In the plan file environment, the primary use case is standard (non-multipass) processing, for the purposes of snapshot file delivery.

It is very important to understand that file processing always performs a full refresh of the file, including refreshing all enabled Axiom queries. If plan files are being used for typical financial planning purposes, such as budgeting and forecasting, the files may be designed so that after the plan files are initially

created, the files are not intended to be refreshed again. Or, they may be designed to be refreshed by administrators at specific intervals, such as after a new month of actuals has been imported into the database.

If your plan files are designed this way, then you should *not* set up plan files to use file processing, because the act of file processing will refresh the file and may update data that is intended to remain static, such as a YTD value.

Plan files are extremely flexible and can be used for many different purposes. With other plan file designs, it may be perfectly fine to refresh the file periodically. If your plan files are designed to accommodate ongoing data refreshes, then you can use file processing in those files if desired.

# Considerations for using feature tags with file processing

Axiom Budgeting and Performance Reporting supports several features that are defined using tags in a sheet. You may want to use some of these features in conjunction with file processing, such as:

- Action codes
- Print views
- Sheet views

When file processing is initiated, Axiom Budgeting and Performance Reporting checks the worksheets for any instances of the primary tags for these features (for example, the ActionCodes tag or the View tag). If these tags are not found, Axiom Budgeting and Performance Reporting does not check for them again during the file processing. This is to optimize the performance of file processing.

This means that primary tags cannot be inserted into the sheet by use of Axiom queries, because Axiom Budgeting and Performance Reporting will not check for them again after failing to find them initially. However, once Axiom Budgeting and Performance Reporting has found the primary tags, the system knows to continue to scan the sheet for tags during file processing, so supporting row and column tags such as Copy and HideRow can be brought in by Axiom query.

In most cases, primary tags are "hard-coded" into the sheet and do not need to be brought in by Axiom query. However, if you have a setup where this is required, and you want these features to be applied during file processing, you can set up "dummy" tags in the file, for the sole purpose of forcing Axiom Budgeting and Performance Reporting to continue to scan for the "real" tags during file processing.

# Considerations for using refresh variables with file processing

Refresh variables are ignored during file processing and therefore cannot be used to impact file processing data. However, you may have a report that you want to set up for both end user access ("on-demand reporting") and for use with file processing. If you use refresh variables in a report that is also enabled for file processing, you need to be careful to configure the report to handle both use cases.

For example, imagine that you have a refresh variable that prompts the user to select a region. The Axiom query in the report is then filtered by the user's selected region. If a user runs the report, selects a region, and then saves the report, that region filter is now saved in the Axiom query settings.

This isn't an issue for the "on-demand reporting" use case, because the next time a user opens the file and refreshes it, the refresh dialog will prompt the user to select a region. The previous region will be selected by default, but the user can still select any region they want at this point. However, the file processing use case is broken now. The region filter that got saved in the file from use of the refresh variable will now be applied during file processing. When performing multipass file processing, every pass of the process will now be filtered by that region filter (in addition to the automatically applied filter for the current pass).

To prevent this situation, you can use the function IsRunningMultipass to "toggle" the refresh variable filter on and off depending on whether multipass file processing is being performed. For example, the data filter for the Axiom query could be defined using a formula like the following:

=IF(IsRunningMultipass()=True,"",Variables!C3)

Where Variables!C3 indicates the location in the file where the result of the refresh variable is used to construct a filter.

When the file is refreshed by an end user, IsRunningMultipass will return False, so the value in Variables!C3 will be used to define the Axiom query filter. When multipass file processing is being performed, IsRunningMultipass will return True, which means that the Axiom query filter will be left blank (thereby ensuring that no additional unintended filter will be appended to the automatic multipass filter).

**NOTE:** IsRunningMultipass only returns True for multipass file processing. If you process the file using non-multipass file processing, then IsRunningMultipass will return False, which in this example means the refresh variable filter would still be applied. Currently there is no way to toggle between all three use cases (end user refresh, non-multipass file processing, and multipass file processing).

# File Collect

Using the "file collect" feature, you can combine multiple Microsoft Excel spreadsheets into a single file, and then deliver the file.

For example, you might have several reports that are set up to use multipass file processing to save snapshot copies to various folders. After running all of those reports, you could use file collect to combine the various snapshot copies into a single "report package." You can process these packages with different settings to impact which files are collected and how they are delivered—for example, you could use a file filter to collect all of the "North" reports into one package, and all of the "West" reports into another package, and send them to the appropriate department managers.

File collect allows you to:

- Combine multiple Excel spreadsheets into one output file, and then save that file to a designated file location and/or deliver it via email to one or more recipients.
- Define "common files" to be automatically added to each package, such as a cover page, or a supporting document, or a consolidated top-level report.

- Automatically refresh file lists based on source folder locations, so that the list of files to collect can be determined dynamically. Source files can also be "hard-coded" as needed.
- Define multiple packages for processing and/or use multipass processing to dynamically change package settings such as the output file name, file filter, and target email recipient.

File collect is a special feature of file processing. Unlike other file processing types, where you are refreshing sheets in the file with data and then performing actions on those sheets, file collect uses a special configuration sheet to define the settings of the collect operation. Although the file can contain other sheets, these sheets are essentially ignored for the file collect operation (unless the configuration sheet references the other sheets to determine file collect settings). In most cases, the only purpose of the file is to contain the file collect configuration settings.

When you set up file processing for file collect, you specify the processing type, the sheets to process, and optional multipass settings. All other file processing settings do not apply to file collect. All file collect settings are managed within the special File Collect Configuration sheet.

## Setting up file collect

Using file collect, you can combine multiple Microsoft Excel spreadsheets into a single output file and then save and/or email the file. To set up file collect, you must enable the file for file processing, and then complete one or more special File Collect Configuration sheets.

# Enabling file collect within a file

It is recommended to use a dedicated report file to hold the file collect settings. Using a report file allows the file to be scheduled using Scheduler's File Processing task.

- 1. Open or create a report to contain the file collect settings, and enable the report for file processing:
  - On the Axiom tab, in the File Output group, click File Processing > Enable File Processing in this workbook.

**NOTE:** In systems with installed products, this feature may be located on the **Main** tab (either directly on the tab, or on the **Publish** menu).

The File Processing task pane opens, and a sheet named Control\_FileProcessing is added to the file.

2. In the File Processing task pane, for Processing Type, select File Collect.

File Processing Settings					
Processing Type:	Save Snapshot of File ~				
Sheets to Process:	Save Data				
✓ Snapshot Settin	Save Data in Batches Export to Delimited Text File				
File Type:	Save Snapshot of File				
Formula Conversi	Save Snapshot of Forms				
Sheet Names:	File Collect				
> Output File Sett	Batch Alerts				
	Print				
MultiPass Settings	Show Advanced View				
Source Column:					
	Preview Multipass List				

3. A message box prompts you to add a file collect sheet to the file. Click **Yes**.

Confirma	ation	$\times$
?	The active workbook does not contain any File Collect sheets. Would you like to add one now?	
	Yes No	

A File Collect Configuration sheet, named **FileCollect**, is added to the file. The File Collect Configuration sheet is where you define the configuration settings for the file collect option.

4. By default, the newly added FileCollect sheet is automatically set as the **Sheets to Process**. There is no need to change this unless you want to rename the sheet or add more File Collect Configuration sheets.

File Processing Sett	tings	0
Processing Type:	File Collect	Ŷ
Sheets to Process:	FileCollect	Ŕ
MultiPass Settings		Show Advanced View
Source Column:		
		Preview Multipass List

5. Optional. If you want to use multipass processing for the file collect operation, then complete the **MultiPass Settings**.

For **Source Column**, click the column icon III to select the source column for multipass processing. For example, if you select DEPT.VP as the source column, then the file collect operation will be processed once for each VP. You can use the GetCurrentValue function in the File Collect Configuration sheet to dynamically change certain settings per pass, such as the email address or the output file name. Additionally, the file filter can use special syntax to filter the file list based on a column relating to the multipass column.

For more information, see Using multipass processing with file collect.

- 6. Define one or more file collect packages on the File Collect Configuration sheet (FileCollect). Each package column defines a set of files to collect and delivery settings, such as:
  - An optional package name, such as "Monthly Report Package".
  - Whether to save and/or email the collected files
  - A source folder and other related settings to generate a list of files to collect
  - Email settings such as the recipient, subject, and body text
  - Output file settings such as the file name, file type, and target folder location

For more information on setting up a file collect package, see:

- File Collect Configuration sheet
- Creating and refreshing file lists for file collect

A H	ome 📳 File Collect Monthly Packages 🛛		
	FILE COLLECT CONFIGURATION		<u> </u>
	Package name (Optional)	Common Files	Monthly Reporting Package
	Active		On
	Email Settings		
·	Email CO list	Common Files are added at the begin	yolfree@company.com
· ·	Email Collist	of a package if Include common files	In Deventrieferenzenu een
	Subject text	package is set to 'On .	Monthly Reporting Package For Period 7
	Body text	and the second s	Monuny Reporting Fackage For Feriou 7
		sections can be added from	Attached is your monthly reporting package
		the task pane.	from Axiom Software.
	Message priority		Normal
· ·	Attach file to email	Source folders are used when	On
· ·	Attach each file separately (don't combine them into one)	auto-generating file lists.	Off <
÷	Source Folder Settings		
:	File source (Axiom or Local)	Axiom Repository	Axiom Repository
·	Source folder path	Axiom/Reports Library/FP/C	Axiom\Reports Library\FP\MonthlySnapshot
·	File filter list		
	(Multipass only) filter template (e.g. {Dept.Dept}_*.xlsx)		{Dept.VP}*.xlsx <
·	Source folder path		
·	File filter list		
II Д.	(Multipass only) filter template (e.g. {Dept.Dept}_*.xlsx)		
l r .	Output File Settings Output location (local file or Axiom)		Aviem Repository
	Output file purge setting (Axiom files only) - can be a static purge date or num	per of days	7
	Output folder path		Axiom\Reports Library\FP\MonthlyCollect
	Remote Data Connection Name		
·	Output file name (no extension)		VP_jdoe_MonthlyReportPackage
·	Output file type		.xlsx
IT.	Save or email generated files		Save File and Send Email
Τ.	File List Settings		
-	Auto-generate file list	On	On
	Lociude common filer in package	Off	On On
	include common mes in package		
		File List	File List
		Axiom\Reports Library\FP\C	Axiom\Reports Library\FP\MonthlySnapshot
		CoverSheet.xlsx	Yolanda Free_BudgetVariance.XLSX
			Yolanda Free_Forecast.XLSX
			Yolanda Free_IncomeStatement.XLSX
	H FileCollect / Control_FileProcessing / Control_Sheet /	•	

Example File Collect Configuration sheet

**NOTE:** On the File Processing Control Sheet (Control\_FileProcessing), the only settings that apply to file collect are the **Processing Type**, the **Sheets to Process**, and the multipass settings. All information relating to the file collect packages, including the output file and email details, are defined on the File Collect Configuration sheet instead of the File Processing Control Sheet.

Using multiple File Collect Configuration sheets

If desired, you can add multiple File Collect Configuration sheets to the file, and process them in the same operation.

To add more File Collect Configuration sheets to the file: In the Actions section of the File
 Processing task pane, click Add new file collect sheet. If you are using multiple File Collect
 Configuration sheets, it is recommended to rename the sheets to something that indicates the
 purpose of each sheet.

<	Axion	n Assistant		
er	File F	Processing Set	tings	0
plor	Pro	cessing Type:	File Collect	~
â	She	ets to Process:	FileCollect	<u>ି</u>
Sheet Assistant	<b>Multi</b> Sou	Pass Settings	DEPT.VP	Show Advanced View
File Processing Data Source Assistant	Actio	ns <u>Refresh file list</u> <u>Refresh all file</u> <u>Add additiona</u> <u>Add new sour</u> <u>Add new file c</u> <u>Process file</u> <u>Process file m</u>	ts in selected colu lists I package colum ce folder section collect sheet	<u>umn(s)</u> <u>ns</u>

To process multiple File Collect Configuration sheets: In the File Processing Settings section of the File Processing task pane, click the Select worksheets icon a to the right of the Sheets to Process box, and then select the desired sheets. Only File Collect Configuration sheets are eligible for processing.

However, since there are many different options to process different file collect packages, it is typically not necessary to use multiple sheets. You can define multiple packages in a single sheet (all using

different settings), and/or you can process the sheet using multipass to dynamically change key settings for each pass. You can also process the same sheet using different multipass settings by use of batch processing and batch variables.

One reason you might add a new File Collect Configuration sheet is if you need to make changes to the existing sheet, or if you need to get an updated copy of the File Collect Configuration sheet. You can add a new sheet to the file, copy and update the existing file collect settings from the old sheet to the new one, and then update the file processing settings to use the new sheet. You can then keep the old sheet as an archive or remove it if you no longer need it.

## File Collect Configuration sheet

The File Collect Configuration sheet defines settings for the File Collect action of file processing.

- The first column of the sheet, titled **Common Files**, can be used to maintain a list of common files to be automatically added to each package when file collect is processed.
- Each subsequent column in the sheet can be used to define a file collect package. By default, the sheet contains one package column. In many cases, you can meet your file collect and delivery needs by defining one package column with dynamic settings and then processing that column using multipass processing. However, if you need more package columns, you can add them by using the Add additional package columns action in the File Processing task pane.

File Collect Configuration sheets can only be added to a file that is enabled for file processing and where **File Collect** has been specified as the processing type. When you initially select the processing type, you will be prompted to add a configuration sheet to the file. You can add more configuration sheets to the file by using the **Add new file collect sheet** action in the **File Processing** pane.

The File Collect Configuration sheet is only visible to administrators or to users with the Allow File **Processing** permission to the file. Otherwise, it is hidden by default.

# General Settings

Item	Description
Package name	Optional. The name for the file collect package, such as "Monthly Report Package".
Active	Specifies whether the package is included when the file is processed. By default, this is set to <b>Off</b> . Change this to <b>On</b> if you want the package to be included in processing.
	This setting can be used to dynamically enable or disable certain packages based on a condition. For example, you may have certain packages that you run monthly and others that you run quarterly. You could define these packages in different files and run the files at different times, or you could define them in the same file and disable the packages that you do not need to run currently.

The following general settings are defined for each package:

# Email Settings

These settings only apply if Save or email generated files is set to Email File or Save File and Send Email.

Item	Description
Email to list	The email addresses to include on the To line of the email. Separate multiple addresses with a semicolon.
	When performing multipass processing, this setting should be determined dynamically so that the results of each pass are emailed to a different recipient. For example, if the email addresses are stored in a table column, you can use the GetCurrentValue function to return an email address relating to the current pass.
Email CC list	The email addresses to include on the CC line of the email. Separate multiple addresses with a semicolon.
Email from	The email address to include on the From line of the email.
Subject text	The subject line of the email.
	When performing multipass processing, you can optionally use formulas such as GetCurrentValue to dynamically change the subject text for each pass.
Body text	The body text of the email.
	When performing multipass processing, you can optionally use formulas such as GetCurrentValue to dynamically change the body text for each pass.
Message priority	The priority of the message, either Normal (default) or Urgent.
Attach file to email	Specifies whether the output file is attached to the email. By default, this option is set to <b>On</b> . You can set this option to <b>Off</b> to exclude the output file from the email.
	For example, you might want to save the file to a network location and then send an email to recipients to let them know the file is available for viewing, without attaching the file to the email.

ltem	Description
Attach each file separately (don't combine them into one)	Specifies whether to attach the individual files from the file list to the email directly. By default, this is set to <b>Off</b> , which means that "normal" file collect processing applies—the files in the file list are collected into a single output file, and that single file is attached to the email.
	If this option is set to <b>On</b> , then the files in the file list are attached to the email as individual files instead of being collected into a single output file. This option is useful when there is not a one-to-one correlation between the desired email recipients and the package output.
	For example, imagine that you need to generate one report package per region and then deliver those packages to the appropriate VPs. If each region has a unique VP, then this can easily be done in one file collect operation. But if some VPs are responsible for multiple regions, then normal file collect processing will result in the VPs getting multiple emails (one for each region). If instead you want those VPs to get one email with multiple region attachments, then you can perform file collect processing in two phases:
	<ul> <li>Phase one to collect and create the report packages for each region, and save them to a file location.</li> </ul>
	<ul> <li>Phase two to attach the relevant region packages to an email for each VP. In this phase, Attach each file separately is enabled, so that all files in the file list are attached as individual files rather than being collected together.</li> </ul>
	For a detailed example of using this feature, see Two-phase file collect example.
	<b>NOTE:</b> In order to use this option, <b>Save or email generated files</b> must be set to <b>Email File</b> . This option is ignored otherwise.

# Source Folder Settings

In order to automatically generate the file list for a package, you must specify one or more source folders. By default, each package has settings for two source folders. If you need more source folders, use the **Add new source folder section** action in the **File Processing** pane.

Source folders are only used when Refresh file list is set to On.

Item	Description
File source	<ul> <li>Specifies the location of the source folder or folders:</li> <li>Local File System: The source folders are located outside of Axiom Budgeting and Performance Reporting—on a shared network drive or on your local machine.</li> </ul>
	<ul> <li>Axiom Repository: The source folders are located in the Axiom Budgeting and Performance Reporting file system, within the Reports Library.</li> </ul>
	This setting applies to all source folders for this package.
Source folder path	The path to the desired source folder. This folder contains the source files that you want to include in the file collect operation. What you enter here depends on the file source.
	Local File System
	The path should be entered as a UNC path. For example: \\ServerName\Reports\MonthlyReports
	If you use a folder on your local drive, it will only be valid when running file processing interactively from your own computer. If you want to process this file using Scheduler, the output folder should be a shared network drive.
	If your system is a Cloud Service system, then you must also specify a <b>Remote</b> <b>Data Connection Name</b> in order to collect files from a local location.
	Axiom Repository
	Specify the full path to the folder within the Reports Library. For example: \Axiom\Reports Library\File_Processing
	To browse to the desired location, right-click this cell and select Select Reports Library Folder. In the Choose Folder dialog, select the desired folder and then click OK.

Item	Description
File filter list	Optional. File filter(s) to specify which files in the source folder to add to the file list.
	Only Excel files can be collected (XLS, XLSX, or XLSM). If the filter is left blank, then Axiom Budgeting and Performance Reporting will include all valid files in the folder.
	You can use wildcard characters (* or ?) to include groups of files that share naming conventions. For example: North*.xls to collect all XLS files where the file name starts with "North". You can also exclude files using the ! operator— such as !*Branch* to exclude all files that contain the word "Branch". If only exclusion filters are used, then it is assumed that all files are included except those that match the exclusion filters. If inclusion filters are used, then only the files that match the inclusion filters are included (minus any files that also match any exclusion filters).
	Separate multiple filters with commas. For example, the following filter would include XLS files and XLSX files, but exclude XLSM files: *.xls, *.xlsx
(Multipass only) Filter template	Optional. A filter template to apply during multipass processing, to specify which files in the source folder to add to the file list.
	The filter template serves the same purpose as the <b>File filter list</b> , but it can change dynamically during multipass processing by using a column value. For example, imagine that the source folder contains files where the file name starts with a department code. If you are multipass processing by Dept.VP, you want to collect all files where the department is assigned to that VP.
	To do this, you can set a filter template such as {Dept.Dept}*.xlsx. When multipass processing is performed, the {Dept.Dept} portion of the filter is resolved using the department codes that belong to the current pass VP. If departments 200, 300, and 600 belong to the current pass VP, then the filter list will be resolved as:
	200*.xlsx, 300*.xlsx, 600*.xlsx
	The filter template can use any Table.Column that can be resolved in the context of the multipass <b>Source Column</b> . The Table.Column name must be placed in curly brackets, such as {Dept.Dept} or {Dept.VP}.
	If the File filter list and the Filter template are both defined, then the file filter list is combined with the resolved filter template for each pass.
	The filter template only applies when performing multipass processing. When performing non-multipass processing, or when manually refreshing file lists, it is ignored.

# Output File Settings

These settings define the output file to be created for the package. The output file is the file that contains the collected results of the source files.

ltem	Description
Output location	The location for the output file, either:
	<ul> <li>Local File System (default): The output location is outside of Axiom, to either your local computer or a network share. The specific path is detailed in the Output Folder setting. Access to output files is not controlled by Axiom Budgeting and Performance Reporting.</li> <li>Axiom Repository: The output location is the Axiom file system, within the Reports Library. The specific path is detailed in the Output Folder setting. Access to output files is controlled by security access to the designated folder within Axiom.</li> </ul>
Output file purge setting	Specifies whether and when the output file will be automatically purged by Axiom Budgeting and Performance Reporting. This only applies if the output file is saved to the Axiom Repository.
	If blank, then the output file is not purged. Otherwise, specify either of the following:
	<ul> <li>A date, to delete the output file after that date. For example, specify 12/10/2020 (or the appropriate date format for your locale) to delete the output file after that date is passed.</li> </ul>
	• A number representing the number of days to keep the output file after it is generated. For example, specify 20 to keep the output for 20 days and then delete it.
	The file deletion is performed by the System Data Purge job in Scheduler.

ltem	Description
Output folder path	The folder location in which to save the output file. This setting only applies if Save or Email Generated Files is set to Save File or Save File and Send Email.
	Local File System
	The path should be entered as a UNC path. For example: \\ServerName\Reports\ReportPackages
	If you use a folder on your local drive, it will only be valid when running file processing interactively from your own computer. If you want to process this file using Scheduler, the output folder should be a shared network drive.
	The ability to save the output file to the specified location and to create a new folder (if necessary) depends on the network permissions for the user processing file collect. Access to the file after it is created is also dependent your network permissions. If your system is on the Axiom Cloud, then you must also specify a <b>Remote Data Connection Name</b> in order to save the output file to a local location.
	Axiom Repository
	The specified location in the Axiom file system must be within the Reports Library, and the location must use the full path (meaning: \Axiom\Reports Library\). To browse to the desired location, right-click this cell and select Select Reports Library Folder. In the Choose Folder dialog, select the desired folder and then click OK.
	The ability to save the output file to the specified location and to create a new folder (if necessary) depends on the Axiom Budgeting and Performance Reporting security permissions for the user processing file collect. Users can only create a new folder if they have read/write permissions to the parent folder, and they can only create a new file if they have read/write permissions to the target folder.
	Once the file is created within the Axiom file system, access to the output file is dependent on the user's permissions to the output folder. Typically you should create the output folder in advance (or if you want to create output folders on- the-fly, create a parent folder to hold the output folders), and then set permissions for that folder as appropriate in Axiom Budgeting and Performance Reporting security, so that the appropriate users will be able to access the file after it is created.
Item	Description
-----------------------------------	---
Remote Data Connection Name	Specifies the name of the remote data connection to use for the file collect operation. Enter the name of any defined remote data connection in your system. This option only applies to Axiom Cloud systems.
	A remote data connection is required to save files locally from the Axiom Cloud, or to collect files stored on a local file system. For more information, see the section on remote data connections in the <i>Scheduler Guide</i> .
	By default, this setting uses the function GetSystemInfo ("DefaultRemoteDataConnection"), so that the field is automatically populated with the name of your default remote data connection. If you do not have any remote data connections, the field is blank. If you want to use a different remote data connection, you can simply delete the function and enter the desired name.
Output file name	The name of the output file, without a file extension. For example, enter "MonthlyReports" ( <i>not</i> "MonthlyReports.xlsx").
	When performing multipass processing and saving files, this setting should be determined dynamically so that each pass results in a unique output file name (or alternatively, a unique output folder path). For example, if you are multipass processing by VP, you can use the GetCurrentValue function to include the current VP name in the output file name.
Output file type	The file type of the output file: XLS, XLSX, XLSM, or PDF.
Save or email	Specifies the action to take after the output file has been created:
generated files	• Save File: The output file is saved to the output folder path.
	• Email File: The output file is emailed to the specified recipients.
	<ul> <li>Save File and Send Email: The output file is saved and emailed.</li> </ul>
	NOTES:
	<ul> <li>If you want to save the file to a folder and then send a notification email to recipients (without attaching the file to the email), then select Save File and Send Email. In the email settings, set Attach file to email to Off.</li> </ul>
	<ul> <li>If you want to use the Attach each file separately option, then select Email File.</li> </ul>

# File List Settings

These settings impact the file list for the package.

Item	Description
Auto-generate file list	<ul> <li>Specifies whether the file list for the package is automatically generated:</li> <li>If On (default), then the file list is automatically generated based on the source folder settings defined for the package. The auto-generation occurs when the file lists are refreshed manually, and whenever file collect is processed. Any existing content in the file list is cleared when the list is autogenerated.</li> <li>If Off, then the file list is not automatically-generated. Only the files that are currently listed in the column will be included when processed.</li> </ul>
Continue on error	<ul> <li>Specifies whether the file collect process will continue or cancel if an error relating to the file list occurs—for example, if a listed file is missing or if the file list is empty.</li> <li>If On, then errors will be ignored and the file collect process will continue. Errors will be listed in the confirmation dialog shown at the end of the process.</li> <li>If Off (default), then any errors will cancel the process.</li> <li>This setting should be set to On if you want packages to be created even if some or all of the source files cannot be found.</li> </ul>
Include common files in package	<ul> <li>Specifies whether common files are included in the package:</li> <li>If On (default), then when file collect is processed, any files listed in the Common Files column will be added to the beginning of the package. If the Common Files column uses auto-generation to create its file list, that auto-generation will occur before any of the packages are processed.</li> <li>If Off, then common files are ignored and will not be added to the package.</li> </ul>

### File List

The file list section contains the list of source files to be collected within the output file. This list can be generated automatically (using the source folder settings), or it can be created manually. For more information, see Creating and refreshing file lists for file collect.

When file collect processes the file list and collects the contents of each file into the output file, it takes a snapshot of each file. The result of each snapshot is the same as if you had manually snapshot the file and selected to **Retain Excel Native Formulas** while including **All Sheets in File**. The snapshot version of the file is what gets included in the output file.

**NOTE:** If **Attach each file separately** is enabled, then the files in the file list are not transformed in any way. The files are simply attached to the email as is.

#### Creating and refreshing file lists for file collect

When you create a file collect package, you specify the source files to be combined into the output file. The list of source files for a package can be created in the following ways:

- You can automatically generate the list of files, given a source folder and optional file filter. When you refresh the file list, Axiom Budgeting and Performance Reporting checks the source folder, finds all of the files that match the file filter, and then creates the list of files to collect. Each file collect package can have multiple source folders.
- You can manually type file names and folder paths, to create a fixed list of files.

In addition to the file lists for each defined package, you can specify "common files" that are automatically added to the beginning of each package. For example, if you have a cover sheet or a supporting document that you want added to each package, you can define these as common files. The list of common files can be generated in the same way as for packages—dynamically generated from a source folder, or manually typed.

Setting up source folders to automatically generate file lists

Each package has a **Source Folder Settings** section that can be used to specify source folders to automatically generate file lists. By default, the File Collect Configuration sheet contains settings for two source folders per package. If you need more source folders, click **Add new source folder section** in the **Actions** area of the **File Processing** pane.

Complete the following settings to define a source folder:

Item	Description
File source	Specifies the location of the source folder or folders:
	<ul> <li>Local File System: The source folders are located outside of Axiom Budgeting and Performance Reporting—on a shared network drive or on your local machine.</li> </ul>
	<ul> <li>Axiom Repository: The source folders are located in the Axiom Budgeting and Performance Reporting file system, within the Reports Library.</li> </ul>
	This setting applies to all source folders for this package.

Item	Description
Source folder path	The path to the desired source folder. This folder contains the source files that you want to include in the file collect operation. What you enter here depends on the file source.
	Local File System
	The path should be entered as a UNC path. For example: \\ServerName\Reports\MonthlyReports
	If you use a folder on your local drive, it will only be valid when running file processing interactively from your own computer. If you want to process this file using Scheduler, the output folder should be a shared network drive.
	If your system is a Cloud Service system, then you must also specify a <b>Remote</b> Data Connection Name in order to collect files from a local location.
	Axiom Repository
	Specify the full path to the folder within the Reports Library. For example: \Axiom\Reports Library\File_Processing
	To browse to the desired location, right-click this cell and select <b>Select Reports</b> Library Folder. In the Choose Folder dialog, select the desired folder and then click OK.
File filter list	Optional. File filter(s) to specify which files in the source folder to add to the file list.
	Only Excel files can be collected (XLS, XLSX, or XLSM). If the filter is left blank, then Axiom Budgeting and Performance Reporting will include all valid files in the folder.
	You can use wildcard characters (* or ?) to include groups of files that share naming conventions. For example: North*.xls to collect all XLS files where the file name starts with "North". You can also exclude files using the ! operator— such as !*Branch* to exclude all files that contain the word "Branch". If only exclusion filters are used, then it is assumed that all files are included except those that match the exclusion filters. If inclusion filters are used, then only the files that match the inclusion filters are included (minus any files that also match any exclusion filters).
	Separate multiple filters with commas. For example, the following filter would include XLS files and XLSX files, but exclude XLSM files: *.xls, *.xlsx

Item	Description
(Multipass only) Filter template	Optional. A filter template to apply during multipass processing, to specify which files in the source folder to add to the file list.
	The filter template serves the same purpose as the <b>File filter list</b> , but it can change dynamically during multipass processing by using a column value. For example, imagine that the source folder contains files where the file name starts with a department code. If you are multipass processing by Dept.VP, you want to collect all files where the department is assigned to that VP.
	To do this, you can set a filter template such as {Dept.Dept}*.xlsx. When multipass processing is performed, the {Dept.Dept} portion of the filter is resolved using the department codes that belong to the current pass VP. If departments 200, 300, and 600 belong to the current pass VP, then the filter list will be resolved as:
	200*.xlsx, 300*.xlsx, 600*.xlsx
	The filter template can use any Table.Column that can be resolved in the context of the multipass <b>Source Column</b> . The Table.Column name must be placed in curly brackets, such as {Dept.Dept} or {Dept.VP}.
	If the File filter list and the Filter template are both defined, then the file filter list is combined with the resolved filter template for each pass.
	The filter template only applies when performing multipass processing. When performing non-multipass processing, or when manually refreshing file lists, it is ignored.

When the file list is refreshed, Axiom Budgeting and Performance Reporting checks each source folder, finds all of the valid files that match the filter (if defined), and then creates the list of files to collect (overwriting anything that is listed there currently). The files will be listed in alphabetical order per source folder. There is no way to specify an alternate file order when auto-generating the file list.

Manually defining source files

If desired, you can manually define source files for a file collect package. To do this, go to the **File List** section for the package and type in each source file to be collected. If you do this, make sure to set **Auto-generate file list** to **Off**, so that file collect processing will not overwrite your manual list.

If the File Source is Local File System, then you can enter the source files using the full path and file name, or you can enter a folder path followed by one or more file names. For example:

\\server\folder\myfile.xlsx

```
or
```

```
\\server\folder
myfile1.xlsx
myfile2.xlsx
```

However, if the File Source is Axiom Repository, then you must use the second approach of a folder path followed by one or more file names. Full paths and file names on the same line will not be recognized.

Each entry in the list must resolve to a valid path and file name. Wildcard characters cannot be used in this list—if you want to include files by using wildcards, then you must automatically generate the list using source folders. Only Excel files (XLS, XLSX, or XLSM) can be listed here—if other file types are listed, an error will result when file collect is processed.

If a folder path is listed without any subsequent file names, then that folder path will be ignored as long as the package has other valid files to include.

When using a manual list of source files, the order of the files is honored during file collect processing.

#### Using common files

Using the "common files" feature, you can specify one or more files to automatically add to the beginning of each package when file collect is processed.

- The common files are defined in the first column of the File Collect Configuration sheet. If you do not want to use common files, then you can simply ignore this column.
- You can specify the list of common files just like you would for a regular file collect package. You can define one or more source folders to automatically generate the file list, or you can manually type the file list.
- By default, the common files are added to all packages in the sheet when file collect is processed. If you have a package that you do not want to add the common files to, you can disable common files for that package by setting **Include common files in package** to **Off**.
- When file collect is processed, the common file list is refreshed first (if Auto-generate file list is On), before any of the packages are processed.

**NOTE:** If the file list for a package is blank, but common files have been defined, then the package will be created and only the common files will be added. However, if the file list for a package is blank and no common files are defined, then a file collect error occurs and processing stops (unless **Continue On Error** is enabled, in which case the package is skipped).

The following screenshot shows an example File Collect Configuration sheet using common files. When this package is processed, the output file will first collect CoverSheet.xlsx from the Common Files column, then collect the files in the Monthly Reporting Package column.

	B C	DE	F	G	Н
1	FILE COLLECT CONFIGURATION				
8	Package name (Optional)	Commo	n Files	1	Monthly Reporting Package
9	Active			1	On
11					
43	Auto-generate file list	On			On
44	Continue On Error	Off			On
45	Include common files in package				On
46					
47		File List		I	File List
48					
49		\Axiom\F	Reports Library\FP\	C	Axiom\Reports Library\FP\MonthlySnapshot
50		CoverSh	eet.xlsx		Yolanda Free_BudgetVariance.XLSX
51					Yolanda Free_Forecast.XLSX
52					Yolanda Free_IncomeStatement.XLSX
53					
				I [	

#### Refreshing file lists

When file collect processing is performed, the file lists are automatically refreshed for any package column (and common files) where **Auto-generate file list** is set to **On**. When a file list is refreshed, the following occurs:

- Any existing content in the list is cleared.
- The file list is updated with files from the designated source folders for the package, limited by any file filter.

You can also refresh file lists manually using the File Processing task pane. Generally speaking, there are two reasons to do this:

- For testing purposes, to help verify that you have set the source folder and file filters correctly.
- To generate an initial list of files that you plan to convert to a manual list. You can refresh the file list, then disable **Auto-generate file list**, then make further manual updates to the file list.

**NOTE:** If you intend to use multipass processing and have defined a multipass filter template, the filter template is not applied when refreshing file lists manually. It cannot be applied because it has no current pass value to resolve any columns referenced in the template.

To manually refresh file lists:

- Click Refresh file lists to refresh all lists in the workbook.
- Click Refresh file lists in selected column(s) to refresh only selected columns. You must select
  one or more package columns in a File Collect Configuration sheet (or place your cursor in a single
  package column) before performing this action. Note that the common files list will be refreshed
  along with the selected columns.

#### **Processing file collect**

When you process file collect, Axiom Budgeting and Performance Reporting creates all active packages in the specified sheets to process. If **Auto-generate file list** is set to **On** for a package, then the file list is refreshed before processing occurs.

This topic discusses how to process file collect within the file itself. You can also process file collect as part of a File Processing Scheduler task. For more information, see Using Scheduler to perform file collect.

To process file collect:

- 1. Open the file that you want to process. The file must already be set up for file collect and at least one package must be active.
- 2. In the **File Processing** task pane, in the **Actions** section, click one of the following options to start processing:
  - **Process File**: File collect processing is performed without multipass settings. All enabled package columns are processed once.
  - **Process File Multipass**: File collect processing is performed multiple times, with a unique value applied to each pass. For example, if the file is set up to process by DEPT.VP, then file collect processing is performed once per VP. The function GetCurrentValue and the multipass filter template are resolved using values relating to the current pass VP. All enabled package columns are processed per pass.

**TIP:** You can also process the file using the **File Processing** menu on the Axiom tab. (In systems with installed products, this feature may be located on the **Main** tab.)

All active packages in the specified sheets to process are created. When the process is complete, a confirmation message displays information about the created output files.

When file collect processes the file list and collects the contents of each file into the output file, it takes a snapshot of each file. The result of each snapshot is the same as if you had manually snapshot the file and selected to **Retain Excel Native Formulas** while including **All Sheets in File**. The snapshot version of the file is what gets included in the output file.

**NOTE:** If **Attach each file separately** is enabled, then the files in the file list are not transformed in any way. The files are simply attached to the email as is.

#### Using multipass processing with file collect

File collect can use multipass processing to iteratively generate report packages over a designated dimension, such as by Facility, Region, or VP. This can streamline the setup and maintenance necessary to perform file collect. Instead of needing to define multiple file collect packages for different recipients, in many cases you can define one file collect package and use multipass processing to dynamically adjust the package settings per pass.

For example, imagine that your organization has six regions and you want to create and deliver a report package for each region. When using non-multipass processing, this requires you to define six different package columns in the File Collect Configuration Sheet—one for each region. Each package column needs to use different settings such as email addresses, output file names and/or locations, and file filters in order to generate a unique report package for each region.

When using multipass processing, you can define just one package column in the File Collect Configuration sheet. If the source column for multipass processing is Region, then this single package column will be evaluated six times, using a different region for each pass. Assuming that the package column uses dynamic settings, then each pass in multipass processing is resolved differently to generate a unique report package for each region. The function GetCurrentValue can be used in the file collect settings to dynamically return information about the current pass, and a special multipass filter template can be used to dynamically generate the list of files to collect.

#### Multipass settings

The easiest way to define multipass settings is to designate a **Source Column**. In this example, the source column is Dept.Region. When multipass processing is performed, the File Collect Configuration sheet will be iteratively processed over the values in the designated column (once per region). All enabled package columns will be processed once per pass.

File Processing Set	tings	0
Processing Type:	File Collect	~
Sheets to Process:	FileCollect	<u>ି</u>
MultiPass Settings	Show Advanced View	
Source Column:	DEPT.Region	
		Preview Multipass List

This works in a similar manner as normal multipass processing, but the goal is slightly different. For example, when performing snapshot multipass processing on a report, you are filtering the report data per pass. When performing multipass processing for file collect, the goal is not to filter report data but simply to dynamically change the package settings per pass.

To confirm that the file will be processed using your desired list of items, click **Preview Multipass List**. A dialog opens, displaying the total number of items to process, as well as the list of individual items.

4	A MultiPass Data							
6 items to process								
1 I	The table below shows data retrieved using the current Multipass settings. During Multipass processing, one processing pass will be made for each row (6 passes).							
		Region						
	1	Corporate						
	2	France						
	3	UK						
	4	US Central						
	5	US East						
	6	US West						
			OK					

If you need to configure advanced multipass settings, you can click **Show Advanced View** to expose the advanced settings. For example, you may want to define a **Source Filter** to limit the list of items. For more information, see Configuring advanced multipass settings.

#### Using GetCurrentValue in file collect settings

You can use the GetCurrentValue function in various file collect settings to dynamically change the settings per pass. The most common use case is in the output file name and/or folder path, and in the email settings to determine the recipient's email address. You might also use the function in the source folder path, if the source files for each path were saved to unique folder locations.

The two most common ways to use the GetCurrentValue function are as follows:

• The syntax GetCurrentValue() returns the name of the current pass value. If you are multipass processing by Dept.Region, and the current pass is for region US West, the function returns "US West".

• The syntax GetCurrentValue ("ColumnName") returns the value in that column for the current pass. For example, the column Dept.Region looks up to the Region table, and the Region table contains a column named Reporting that holds the target user to receive the report package for each region. If the current pass is for region US West, the function GetCurrentValue ("Dept.Region.Reporting") returns the name of the user to receive the report package for that region.

In order for GetCurrentValue to return a value for a particular column, that column must be used in the multipass settings, typically as a secondary source column. To add more source columns, you can use the advanced multipass settings in the File Processing task pane, or you can go to the File Processing Control Sheet (Control\_FileProcessing) and add the additional source columns to the multipass section at the top of the sheet. When editing the File Processing Control Sheet directly, you can also specify default values that the GetCurrentValue function will return when multipass processing is not occurring.

FILE PROCESSING CONTROL SHEET		
Multipass Columns and Current Value Defaults		
Source Columns	DEPT.Region	Dept.Region.Reporting
Current Value Defaults	Consolidated	jdoe

For more information, see GetCurrentValue function and Returning related values for each pass.

**NOTE:** It is *not* possible to use the file processing variables such as [Current\_Value] in the File Collect Configuration Sheet. File processing variables are only valid for use in the File Processing Control Sheet.

#### Output file name and/or folder

The following example shows GetCurrentValue being used to set the output file name, so that the file name changes for each pass. For example, when the pass is performed for region "US West", the name of the file will be resolved as "US West\_MonthlyReportPackage". The function returns "Consolidated" when multipass processing is not occurring, because that is the current value default set on the File Processing Control Sheet (as seen on the previous screenshot).

H38									
1 2	3		BC	DE	F	0	н		
		31	(Multipass only) filter template (e.g. {Dept.Dept}_*.xlsx)						
Ē	] [	32							
		33	Output File Settings						
11		34	Output location (local file or Axiom)				Axiom Repository		
	· [	35	Output file purge setting (Axiom files only) - can be a static (	ourge date or number o	of days		7		
	•	36	Output folder path				\Axiom\Reports Library\FP\MonthlyCollect		
		37	Remote Data Connection Name						
	· [	38	Output file name (no extension)				Consolidated_MonthlyReportPackage		
	•	39	Output file type				.xlsx		
		40	Save or email generated files Save File and Send Email						
ЦĊ	1								

The same concept could be used to change the output folder path per pass, if desired.

#### Email recipients

The following example shows GetCurrentValue being used to return the name of the user who should receive the report package for each region. In this example, the column Dept.Region looks up to the Region table, and the Region table contains a column named Reporting that holds the target user. If the current pass is for region US West, the function GetCurrentValue("Dept.Region.Reporting") returns the name of the user to receive the report package for that region. The GetUserInfo function is then used to look up the user's email address from security.

H13			getuserinfo("useremail",getcurrentvalue("Dept.Region.Reporting"))		
1 2 3	-	В	С	D E F G	н
	8		Package name (Optional)	Common Files	Monthly Reporting Package
	9		Active		On
	10	É.			
[·	12	2	Email Settings		
ll [·	13	3	Email to list	Common Files are added at the begin	jdoe@company.com
•	14	ŧ.	Email CC list	of a package if 'Include common files	in
.	15	5	Email from	package' is set to 'On'.	noreply@company.com
.	16	5	Subject text		Monthly Reporting Package For Period 7
			Body text	package. More source folder	

The GetCurrentValue function returns user "jdoe" when multipass processing is not occurring, because that is the current value default set on the File Processing Control Sheet.

If the target email addresses were stored in the table directly (instead of looking them up from security), then GetCurrentValue could be used on its own to return the email address.

#### Using a file filter template

When performing multipass processing with file collect, you can use the **(Multipass only) Filter template** setting to dynamically filter the files to collect per pass. Although you could use GetCurrentValue in the file filter, the multipass filter template is a more flexible option to set the file filter for multipass processing. The multipass filter template can use a table.column name that will be resolved during each pass to dynamically set the file filter.

For example, imagine that you are performing multipass file collect processing by region, and you want to collect all files that contain a department code that belongs to the current region. Using GetCurrentValue doesn't work in this case, because there are multiple departments per region, and GetCurrentValue("Dept.Dept") would only return one of these values (the max department). Instead you can set a file filter template using {Dept.Dept}, and a filter will be created for each department value that belongs to the region. For example:

	В	с	DE	F	0	3	н
22	Source Folder Settings						
23	File source (Axiom or Local)			Axiom Repository		Axiom Repository	
27							
25	Source folder path			\Axiom\Reports Lib	rary\FPC	c \Axiom\Reports Libra	ary\FP\MonthlySnapshot
26	File filter list						
27	(Multipass only) filter template (e.g.	{Dept.Dept}_*.xlsx)	[			{Dept.Dept}*.xlsx	

If departments 200, 300, and 600 all belong to the current pass region, then this file filter template will create the following filter:

```
200*.xlsx, 300*.xlsx, 600*.xlsx
```

All xlsx files that start with these values will be collected into the report package.

#### Using Scheduler to perform file collect

You can use Scheduler to run one or more reports, collect the results into report packages, and then save and/or email the packages.

In the majority of cases, this is accomplished by creating a single batch report, and then running that report using a File Processing task in Scheduler. The batch report lists each report to process, and then the last report in the list would be the file collect report. For more information on setting up a report for batch processing, see Batch Processing.

However, there may be times when you want the file collection to be a separate operation, not included within a batch report. For example, you may have decided to create a "batch" of reports by using multiple File Processing tasks in a Scheduler job, instead of using one batch report. In this case, there are two ways that you can perform file collect using Scheduler:

- You can create another File Processing task in the Scheduler job, and use it to process the file collect report.
- You can use the Collect Worksheets Scheduler task. This is a special task that is only available within Scheduler.

The basic file collect functionality is the same for both options. However, the file processing option has more robust features, and offers some additional setup advantages. For example, when using file processing to perform file collect, you can:

- Use additional features such as multipass processing, common files, email priority, email CC list, and the ability to send a notification email without attaching the file. You can also pull source files from the Axiom file system, and save the output file to the Axiom file system.
- Create settings and file lists using a spreadsheet interface. This allows use of formulas to complete settings, and may be a preferable user experience for some users.

On the other hand, the Scheduler task has fewer settings and therefore may be simpler to set up for smaller, on-the-fly jobs. Additionally, because all of the file collect settings are defined within Scheduler instead of a source file, you can use Scheduler job variables.

**NOTE:** When using file processing to perform file collect, you will *not* be able to override any file collect settings in the Scheduler task because they are defined in the special File Collect Configuration sheet, not in the File Processing Control Sheet. The only setting that you can override is the sheets to process. Alternatively, you may be able to use batch variables to "override" certain settings if necessary.

#### File collect examples

The following examples are intended to show common file collect configurations. These examples use batch processing to generate snapshots and then collect the snapshots into report packages. The second example also uses the "attach files separately" option to email collected files at a different level than the file collect operation.

#### Simple file collect example

This example does the following:

- Snapshot file processing on three different reports, using multipass to generate snapshots per region
- File collect processing to collect the region snapshots into a report package, and email the package to the region owner

	С	D	E				
5	BATCH CONTROL SHEET						
6							
7	File Path	Enabled	Process Multipass				
8	\Axiom\Reports Library\Monthly Reports\Income Statement.xlsx	On	On				
9	\Axiom\Reports Library\Monthly Reports\Budget Variance.xlsx	On	On				
10	\Axiom\Reports Library\Monthly Reports\Forecast.xlsx	On	On				
11	\Axiom\Reports Library\Monthly Reports\FileCollect\File Collect Monthly Packages.xlsx	On	On				

The batch file lists the three snapshot reports, then the file collect report at the end.

Batch file to create snapshots and then collect them into packages

The first three reports are set up using standard snapshot processing, to process each report by VP and then create a snapshot. The snapshot output files are prefixed with the VP name and saved to a designated output folder. The following screenshot shows an example of the snapshot settings.

File Processing Settin	igs	?		
Processing Type:	Save Snapshot of File	~		
Sheets to Process: Ir	IncomeStatement			
✓ Snapshot Setting:	s			
File Type: XLSX				
Formula Conversion	Convert All Formulas	~		
Sheet Names: [CURRENT_VALUE]_[Current_SheetName]				
✓ Output File Settin	gs			
Output To:	Axiom Repository	~		
Output File Name:	[Current_Value]_IncomeStatement	1		
Output Folder:	\Axiom\Reports Library\FP\MonthlySnapshot			
File Generation:	Multiple Output Files	~		
Save or Email Files:	Save Files	~		
Purge Setting:	Delete after 7 days	1		
MultiPass Settings Show Advanced View				
	Preview Multipass	List		

Snapshot settings to generate reports by VP

After the first three reports in the batch are processed, the folder containing the snapshot output files looks something like the following screenshot. There are three snapshot reports for each VP. The file collect report will collect the three reports into a report package for each VP.

A Axiom Explorer					?	×
🔇 📀 🏂 🗛 🖓	rary\FP\MonthlySnapshot					đ
File - View -						
My Files ^ ^	Name	Modified	Locked By	Size	Туре	N ^
Favorites	Bree Sigman_BudgetVariance	7/24/2019 4:38 PM		9 KB	Microsoft E	adm
Gerent	Bree Sigman_Forecast	7/24/2019 4:39 PM		19 KB	Microsoft E	adm
F Wy Documents	Bree Sigman_IncomeStatement	7/24/2019 4:38 PM		19 KB	Microsoft E	adm
File Groups 🗸	David Prince_BudgetVariance	7/24/2019 4:38 PM		6 KB	Microsoft E	adm
Libraries	David Prince_Forecast	7/24/2019 4:39 PM		19 KB	Microsoft E	adm
Reports Library	David Prince_IncomeStatement	7/24/2019 4:38 PM		19 KB	Microsoft E	adm
Web Reports	Diana Prince_BudgetVariance	7/24/2019 4:38 PM		6 KB	Microsoft E	adm
Archive	Diana Prince_Forecast	7/24/2019 4:39 PM		19 KB	Microsoft E	adm
Dashboards	Diana Prince_IncomeStatement	7/24/2019 4:38 PM		19 KB	Microsoft E	adm
File Processing	Evan Simpson_BudgetVariance	7/24/2019 4:38 PM		9 KB	Microsoft E	adm
Forms	Evan Simpson_Forecast	7/24/2019 4:39 PM		19 KB	Microsoft E	adm
Common	🔄 🖾 Evan Simpson_IncomeStatemen	7/24/2019 4:38 PM		19 KB	Microsoft E	adm
MonthlyCollect	Frank Martinez_BudgetVariance	7/24/2019 4:38 PM		7 KB	Microsoft E	adm
MonthlySnapshot	Frank Martinez_Forecast	7/24/2019 4:39 PM		19 KB	Microsoft E	adm

Output files after running the three snapshot reports using multipass processing

In this example, the file collect setup is fairly straightforward, because the goal is to create one report package for each VP and deliver that package to the VP. In the File Processing task pane, the process is configured for multipass processing by Dept.VP.

File Processing Set	tings	0
Processing Type:	File Collect	v
Sheets to Process:	FileCollect	2
MultiPass Settings		Show Advanced View
Source Column: [	DEPT.VP	
		Preview Multipass List

Multipass settings for the file collect operation

The File Collect Configuration Sheet is set up as follows:

- The Common Files column is used to start each report package with a cover sheet.
- The GetCurrentValue function is used in the Email to field, to dynamically change the email for each pass. In this example, the target email addresses for each VP are being held in a table column, so we can use GetCurrentValue ("Dept.VP.Email") to return the relevant email address.

- A (Multipass only) Filter template of {Dept.VP}\*.xlsx is used to dynamically filter the file list to only return the snapshots that start with the current VP name. For example, when the current VP is Bree Sigman, the filter template is resolved as Bree Sigman\*.xlsx, which will collect the first three files in the example snapshot folder shown previously.
- The GetCurrentValue function is used in the output file name, to prefix the name of the resulting report package with the VP name.

H13		<pre>= getcurrentvalue("Dept.VP.Email")</pre>		
1 2 3		в с	D E F	н
	1	FILE COLLECT CONFIGURATION		
	8	Package name (Ontional)	Common Files	Monthly Reporting Package
	9		Common r nes	On
				01
[ · ]	12	Email Settings		
[ ·	13	Email to list	GetCurrentValue used	n jdoe@mycompany.com
·	14	Email CC list	to dynamically change mmon files	in
· · ·	15	Email from	email address per pass 'on'.	noreply@company.com
·	16	Subject text		Monthly Reporting Package For Period 7
		Body text	package. More source folder	
·			sections can be added from	Attached is your monthly reporting package
	1/	Message priority	the task pane.	Normal
	18	Attach file to email	Source folders are used when	
	20	Attach each file separately (don't combine them into one)	auto-generating file lists	Off
	20		auto-generating mensis.	
· ·	22	Source Folder Settings		
Ir.	23	File source (Axiom or Local)	Axiom Repository	Axiom Repository
	27	Source folder nath	Aviem/Reports Librard/ER/	Aview/Deports Library/ED/Monthly@pepohet
	25	File filter list	(AxioIII(Reports Library)) F (C	A AXION (Reports Library): P (Monuny-Shapshot
	20	(Multipass only) filter template (e.g. {Dept.Dept} *.xlsx)		{Dept VP}* xlsx
·	20	Course folder meth	Multipass filter template	
· · ·	29	Source tolder path	used to dynamically	
	30	(Multinass only) filter template (e.g. /Dept Dept), * v(sy)	change the file list per pass	
니는	31	(Multipass only) filter template (e.g. {Dept.Dept]xisx)	change the life has per pass	
· ·	33	Output File Settings		
Ir.	34	Output location (local file or Axiom)		Axiom Repository
.	35	Output file purge setting (Axiom files only) - can be a static purge date	e or number of days	7
	36	Output folder path		\Axiom\Reports Library\FP\MonthlyCollect
·	37	Remote Data Connection Name		
·	38	Output file name (no extension)	GetCurrentValue used to	VP_jdoe_MonthlyReportPackage
·	39	Output file type	dynamically change	.xlsx
IT.	40	Save or email generated files	output file name per pass	Save File and Send Email
	41			
Т.	42	File List Settings		
-	43	Auto-generate file list	On	On
	44	Continue On Error	Off	On
	45	Include common files in package		On
	46	Common file	S Eile Liet	Cile 1 ist
	47	used to add	a	File List
	40	cover sheet t	0	Aviom\Reports Library\EP\MonthlySnapshot
	50	each packag	e CoverSheet xlsx	Bree Sigman BudgetVariance.XLSX
	51			Bree Sigman_Forecast.XLSX
	52			Bree Sigman_IncomeStatement.XLSX
	53			David Prince_BudgetVariance.XLSX
	54			David Prince_Forecast.XLSX
	55			David Prince_IncomeStatement.XLSX

File Collect Configuration sheet to create and deliver the report packages to VPs

Note the following about this example File Collect Configuration Sheet:

- The file list currently shows all files in the source folder path, because the multipass filter template is only applied during multipass processing. If you refresh the list manually as shown here, the filter template is ignored. Unfortunately there is no way to preview the resulting file lists when using the filter template.
- The GetCurrentValue functions currently return information for user jdoe, because that is what is set as the **Current Value Defaults** for the source columns on the File Processing Control Sheet. When multipass processing is performed, the functions will return the values relating to the current pass VP. It can be useful to set current value defaults so that the functions do not return errors when multipass processing is not being performed.

When the file collect report is processed at the end of the batch, it creates the report packages for each VP. The cover page and the three report snapshots for each VP have been placed in the output files.

Axiom Explorer				?	$\times$
🔇 📀 🏂 🗛 🖓	ary\FP\MonthlyCollect				2
File • View •					
My Files ^ ^	Name	Modified	Locked By	Size	2
Favorites	VP_Bree Sigman_MonthlyReportPackage	7/24/2019 4:39 PM		38 KB	
Recent	VP_David Prince_MonthlyReportPackage	7/24/2019 4:39 PM		35 KB	
P inv Documents	VP_Diana Prince_MonthlyReportPackage	7/24/2019 4:39 PM		35 KB	
File Groups 🗸	VP_Evan Simpson_MonthlyReportPackage	7/24/2019 4:39 PM		38 KB	
Libraries  VP_Frank Martinez_MonthlyReportPackage 7/24/2019 4:39 PM				36 KB	
Reports Library	VP_Javier Grant_MonthlyReportPackage	7/24/2019 4:39 PM		36 KB	
Web Reports	VP_Jen Smith_MonthlyReportPackage	7/24/2019 4:39 PM		39 KB	
<ul> <li>Archive</li> </ul>	VP_Michelle Choi_MonthlyReportPackage	7/24/2019 4:39 PM		36 KB	
Dashboards	VP_Mike Cook_MonthlyReportPackage	7/24/2019 4:39 PM		36 KB	
File Processing	🕮 VP_Yolanda Free_MonthlyReportPackage	7/24/2019 4:39 PM		36 KB	
Forms					
Common					
MonthlyCollect					
MonthlySnapshot					

*Output files after running file collect* 

Additionally, each report package has been emailed to the appropriate VP:

	Wed 7/24/2019 4:39 PM noreply@company.com
	Monthly Reporting Package For Period 7
To Sigman, Bre	ee
1 This item wi	ill expire in 1 days. To keep this item longer apply a different Retention Policy.
VP_Bree 39 KB	e Sigman_MonthlyReportPackage.XLSX
Attached is	your monthly reporting package from Axiom Software.
Email to VP a	fter running file collect

#### ► Two-phase file collect example

This example is similar to the first example, except that now we want to create the file collect packages at a different level than the email recipients. To do this, we need to use a two-phase file collect operation, where the first file collect phase creates the report packages, and the second file collect phase attaches multiple individual report packages into emails. This example does the following:

- Snapshot file processing on three different reports, using multipass to generate snapshots per department
- File collect processing to collect the department snapshots into a report package by region
- File collect processing to email the region snapshots to the appropriate VPs, where some VPs are responsible for multiple regions

The batch file lists the three snapshot reports, then two file collect reports at the end.

	с	D	E			
5	BATCH CONTROL SHEET					
6						
7	File Path	Enabled	Process Multipass			
8	\Axiom\Reports Library\Monthly Reports\Income Statement.xlsx	On	On			
9	\Axiom\Reports Library\Monthly Reports\Budget Variance.xlsx		On			
10	\Axiom\Reports Library\Monthly Reports\Forecast.xlsx	On	On			
11	\Axiom\Reports Library\Monthly Reports\FileCollect\File Collect Monthly Packages Phase1.xlsx	On	On			
12	\Axiom\Reports Library\Monthly Reports\FileCollect\File Collect Monthly Packages Phase2.xlsx	On	On			

Batch file to create snapshots, then collect snapshots into region packages, then email the packages to VPs

The first three reports are set up using standard snapshot processing, to process each report by department (Dept) and then create a snapshot. The snapshot output files are prefixed with the department code and saved to a designated output folder. The following screenshot shows an example of the snapshot settings.

File Processing Settings					
Processing Type: Save Snapshot of File					
Sheets to Process: IncomeStatement					
✓ Snapshot Settings					
File Type: XLSX					
Formula Conversion: Convert All Formulas					
Sheet Names: [CURRENT_VALUE]_[Current_SheetName					
✓ Output File Setting	IS				
Output To:	Axiom Repository Y				
Output File Name:	[Current_Value]_IncomeStatement				
Output Folder:	\Axiom\Reports Library\FPCollect\MonthlyS				
File Generation:	Multiple Output Files Y				
Save or Email Files:	Save Files Y				
Purge Setting:	Delete after 7 days 🥒				
MultiPass Settings Show Advanced View					
Source Column: DEP	T.Dept				
	Preview Multipass List				

Snapshot settings to generate reports by department

After the first three reports in the batch are processed, the folder containing the snapshot output files looks something like the following screenshot. There are three snapshot reports for each department.

Axiom Explorer					?	×
🔇 📀 🏂 \Axiom\Reports Library\FPCo	llect\MonthlySnapshot					C
File • View •						
My Files ^	Name	Modified	Locked By	Size	Туре	^
Favorites	20000_BudgetVariance	7/30/2019 4:02 PM		6 KB	Microsoft	E
P 🔚 Recent	20000_Forecast	7/30/2019 4:03 PM		19 KB	Microsoft	E
<ul> <li>My Documents</li> </ul>	20000_IncomeStatement	7/30/2019 4:02 PM		19 KB	Microsoft	E
File Groups ~	21000_BudgetVariance	7/30/2019 4:02 PM		6 KB	Microsoft	E
Libraries	21000_Forecast	7/30/2019 4:03 PM		19 KB	Microsoft	E
ICorrecto	21000_IncomeStatement	7/30/2019 4:02 PM		19 KB	Microsoft	E
Web Reports	22000_BudgetVariance	7/30/2019 4:02 PM		6 KB	Microsoft	E
Archive	22000_Forecast	7/30/2019 4:03 PM		19 KB	Microsoft	E
Jashboards	22000_IncomeStatement	7/30/2019 4:02 PM		19 KB	Microsoft	E
File Processing	23000_BudgetVariance	7/30/2019 4:02 PM		6 KB	Microsoft	E
Forms	23000_Forecast	7/30/2019 4:03 PM		19 KB	Microsoft	E
✓ I FPCollect	23000_IncomeStatement	7/30/2019 4:02 PM		19 KB	Microsoft	E
Jb Common	24000_BudgetVariance	7/30/2019 4:02 PM		6 KB	Microsoft	E
MonthlyCollect	24000_Forecast	7/30/2019 4:03 PM		19 KB	Microsoft	E
MonthlySnapshot	24000_IncomeStatement	7/30/2019 4:02 PM		19 KB	Microsoft	E
r j images						

Output files after running the three snapshot reports using multipass processing

The first file collect report (phase 1) will collect the department reports into a report package per region. In the File Processing task pane, the process is configured for multipass processing by Dept.Region.

File Processing Sett	ings	0
Processing Type:	File Collect	v
Sheets to Process:	FileCollect	Ŕ
MultiPass Settings		Show Advanced View
Source Column:	EPT.Region	
		Preview Multipass List

Multipass settings for the phase 1 file collect operation, to create region packages

For phase 1, the File Collect Configuration Sheet is set up as follows:

- The Common Files column is used to start each report package with a cover sheet.
- There are no email settings configured, because phase 1 just creates the report package files. Phase 2 emails them.

- A (Multipass only) Filter template of {Dept.Dept}\*.xlsx is used to dynamically filter the file list to only return the snapshots that start with the department codes for the current region. For example, when the current region is US West, the filter template will be resolved using department codes such as 40000\*.xlsx, 40500\*.xlsx, 44000\*.xlsx (and so on, depending on which department codes belong to the current region).
- The GetCurrentValue function is used in the output file name, to prefix the name of the resulting report package with the region name.



File Collect Configuration sheet to create the region report packages

Note the following about this example File Collect Configuration Sheet:

- The file list currently shows all files in the source folder path, because the multipass filter template is only applied during multipass processing. If you refresh the list manually as shown here, the filter template is ignored. Unfortunately there is no way to preview the resulting file lists when using the filter template.
- The GetCurrentValue functions currently return information for region Corporate, because that is what is set as the **Current Value Defaults** for the source column on the File Processing Control Sheet. When multipass processing is performed, the functions will return the values relating to the current pass region. It can be useful to set current value defaults so that the functions do not return errors when multipass processing is not being performed.

When the phase 1 file collect report is processed at the end of the batch, it creates the report packages for each region. The cover page and the report snapshots for all departments in the region have been placed in the output files.

A Axiom Explorer					?	×
🚱 📀 🏂 \Axiom\Reports Library\FPCollect\MonthlyCollect						
File • View •						
My Files	^	Name	Modified	Locked By	Size	Туре
A Favorites		China_MonthlyReportPackage	7/30/2019 4:04 PM		4 KB	Microso
Gecent		Corporate_MonthlyReportPackage	7/30/2019 4:04 PM		4 KB	Microso
File Groups       India_MonthlyReportPackage       7/30/2019 4:04 PM       4 KB         India_MonthlyReportPackage       7/30/2019 4:04 PM       4 KB					4 KB	Microso
					4 KB	Microso
Libraries		Italy_MonthlyReportPackage	7/30/2019 4:04 PM		4 KB	Microso
Reports Library		Singapore_MonthlyReportPackage	7/30/2019 4:04 PM		4 KB	Microso
Web Reports		UK_MonthlyReportPackage	7/30/2019 4:04 PM		4 KB	Microso
Archive		🔊 US Central_MonthlyReportPackage	7/30/2019 4:04 PM		4 KB	Microso
Dashboards		IVS East_MonthlyReportPackage	7/30/2019 4:04 PM		4 KB	Microso

Output files after running file collect

The second file collect report (phase 2) will send an email to each VP and attach the appropriate region files to the email, where some VPs are responsible for multiple regions. In the file processing task pane, the process is configured for multipass processing by Dept.VP.

File Processing Set	0	
Processing Type:	File Collect	v
Sheets to Process:	FileCollect	Ŕ
MultiPass Settings		Show Advanced View
Source Column:	DEPT.VP	
		Preview Multipass List

Multipass settings for the phase 2 file collect operation, to email packages to VPs

An email could have been sent as part of the phase 1 file collect, but in that case there would be one email per region, so some VPs would have received multiple emails. If you want to consolidate the emails in cases where there is not a one-to-one correlation between the output files and the email recipients, you can use this two-phase collect approach instead.

For phase 2, the File Collect Configuration Sheet is set up as follows:

- The GetCurrentValue function is used in the Email to field, to dynamically change the email for each pass. In this example, the target email addresses for each VP are being held in a table column, so we can use GetCurrentValue ("Dept.VP.Email") to return the relevant email address.
- The option Attach each file separately is enabled, so that the files in the file list will be attached to the email as individual files, rather than being collected into an output file. This option is only valid when Save or email generated files is set to Email File.
- A (Multipass only) Filter template of {Dept.Region}\*.xlsx is used to dynamically filter the file list to only return the files that start with the region names for the current VP. For example, when the current region is Bree Sigman, the filter template will be resolved using region names such as France\*.xlsx, UK\*.xlsx (and so on, depending on which regions belong to the current VP).
- The output file settings are blank, because no output file is being generated in this phase. The files in the file list are being attached to the email directly.



File Collect Configuration sheet to email the region report packages to VPs

Note the following about this example File Collect Configuration Sheet:

- The file list currently shows all files in the source folder path, because the multipass filter template is only applied during multipass processing. If you refresh the list manually as shown here, the filter template is ignored. Unfortunately there is no way to preview the resulting file lists when using the filter template.
- The GetCurrentValue functions currently return information for user jdoe, because that is what is set as the **Current Value Defaults** for the source column on the File Processing Control Sheet. When multipass processing is performed, the functions will return the values relating to the current pass VP. It can be useful to set current value defaults so that the functions do not return errors when multipass processing is not being performed.

When the phase 2 file collect report is processed as the last item in the batch, the relevant region report packages are emailed to the appropriate VPs. In the following example, this VP is responsible for two regions, so two report packages were attached to the email.

	Wed 7/31/2019 9:44 AM	
	noreply@company.com	
	Monthly Reporting Package For Period 7	
To Sigman, Bre	e e	^
France_ 5 KB	MonthlyReportPackage.XLSX UK_MonthlyReportPackage.XLSX 5 KB	·
Attachod is y	your monthly reporting package from Avien Software	
Attached is		

Email to VP after running file collect (two region packages attached as individual files)

# **Batch Processing**

Using the batch processing feature, you can perform file processing on multiple files in batch. Each file can use its own native file processing settings, or you can override certain settings and use batch variables.

For example, you might have several reports that you want to run at the end of each month. You can set up these reports in a batch, and then run the batch manually or schedule it for execution using Scheduler. Each report can be processed once or multiple times, using different settings—for example, you might have an income statement that you want to run by country, then by region, then by VP.

Batch processing allows you to:

- Create a list of files to be run in a single batch process. Files can be enabled or disabled for each particular execution of the batch. The files must already be set up to use file processing.
- Define alternate file processing settings for each file as desired, or use the native settings defined in the file itself. Batch variables can also be used to impact the file processing.
- Process the same file multiple times, using different file processing settings for each execution.
- Combine multiple file processing types within a batch, for an "end-to-end" process. For example, you can process several files to create various snapshot copies, and then run a file collect report to combine all the snapshots into a single report package.

Batch processing is a special feature of file processing. Unlike other file processing types, where you are refreshing sheets in the file with data and then performing actions on those sheets, batch processing uses special control sheets to define the settings of the batch operation. Although the file can contain

other sheets, they are essentially ignored for the batch operation (unless the control sheets reference those sheets to determine batch settings). In most cases, the only purpose of the file is to contain the batch settings.

When you set up file processing for batch, you specify the processing type and the sheets to process. All other file processing settings, including multipass, do not apply to the batch process itself. All batch settings are managed within the special Batch Control Sheets.

#### Setting up a batch

Using batch processing, you can perform file processing on multiple files in batch. To set up batch processing, you must enable the file for file processing, and then complete one or more special Batch Control Sheets.

#### Enabling batch processing within a file

It is recommended to use a dedicated report file to hold the batch settings. Using a report file allows the file to be scheduled using Scheduler's File Processing task.

- 1. Open or create a report to contain the batch settings. The report must first be enabled for file processing before you can configure the batch settings:
  - On the Axiom tab, in the File Output group, click File Processing > Enable File Processing in this workbook.

The File Processing pane opens, and a sheet named Control\_FileProcessing is added to the file.

- 2. In the File Processing pane, for Processing Type, select Batch.
- 3. A message box is displayed, asking if you want to add a batch sheet to the file. Click Yes.

A Batch Control Sheet, named **Batch**, is added to the file. This sheet will hold the configuration settings for the batch processing.

Only one setting displays in the File Processing pane: **Sheets to Process**. By default, the Batch sheet is listed here. This means that when the file is processed, it will process all of the enabled files listed on the Batch Control Sheet.

If desired, you can add multiple Batch Control Sheets to the file, and process them in the same operation. In the **File Processing** pane:

- To add more Batch Control Sheets to the file: In the Actions section, click Add batch sheet. If you are using multiple Batch Control Sheets, it is recommended to rename the sheets to something that indicates the purpose of each sheet.
- To process multiple Batch Control Sheets: Click the Select worksheets icon at the right of the Sheets to Process box, and then select the desired sheets. Only Batch Control Sheets are eligible for processing.

No other file processing settings apply to batch processing. All information relating to the batch process is defined on the Batch Control Sheet.

#### Setting up the batch file list

Each row in the Batch Control Sheet represents a file that you want to process as part of the batch. For each file, you specify:

- The folder path and name of the file. The Reports Library is assumed as the location unless a full repository path is specified.
- Whether the report is enabled or not within the batch.
- Whether the report is to be processed using multipass processing. If multipass processing applies, you can use the settings defined in the report or specify optional override settings.
- If batch variables are defined in the report, you can specify values for the batch variables, to be used when the report is processed.

For more information on the batch settings, see Batch Control Sheet.

The files in the batch can run any file processing action. For example, the batch could contain several reports to be processed using snapshot, and then the last report in the batch could be a report that is set up for file collect.

1	С	D	E	F	G	
5	BATCH CONTROL SHEET					
6						
7	File Path	Enabled	Process Multipass	Multipass Source Column	Multipass Data Filter	Batch Variables
8	MonthlyReports\Income_statement.xlsx	On	On		Dept.Country='USA'	
9	MonthlyReports\Income_statement.xlsx	On	On	Dept.VP	Dept.Country='USA'	
10	MonthlyReports\Income_statement.xlsx	On	On	Dept.Region	Dept.Country='USA'	
11	MonthlyReports\Income_statement.xlsx	On	On	Dept.Manager	Dept.Country='USA'	
12	MonthlyReports\CollectMonthly.xlsx	On				
13						

Example Batch Control Sheet

Once you have set up the list of batch files, you can validate it using the **Validate batch configuration** action in the **File Processing** pane. The validation process checks for issues such as:

- Invalid file paths or names
- Invalid source column or data filter entries
- Invalid batch variable entries

The validation process reports the first error that it finds in the list. Once you have corrected that error, run the validation again to ensure that no additional errors exist.

The validation process only checks rows where a file is listed and enabled for processing.

#### **Batch Control Sheet**

The Batch Control Sheet defines settings for the batch action of file processing. Each row in the control sheet lists a file to be processed as part of the batch. If desired, you can list the same file multiple times, using different configuration settings.

**NOTE:** All files listed for batch processing must already be set up to use file processing. If a file is not set up to use file processing, an error will occur during processing.

Batch Control Sheets can only be added to a file that is enabled for file processing and where **Batch** has been specified as the processing type. When you initially select the processing type, you will be prompted to add a Batch Control Sheet to the file. You can subsequently add more control sheets to the file by using the **Add batch sheet** action in the **File Processing** pane.

When the batch processing is performed, only the control sheets listed in the file processing **Sheets to Process** will be processed.

To validate entries in the Batch Control Sheet, use the Validate batch configuration action in the File Processing pane.

The Batch Control Sheet is only visible to administrators and to users with the **Allow File Processing** permission to the file. Otherwise, it is hidden by default.

The following settings are defined for each file in the batch:

Item	Description				
File Path	The folder location and file name of the file to be processed, including the file extension.				
	The Reports Library is assumed as the file location and can be omitted from the file path (however, full paths can be used as well). However, if you want to process a non-report file, you must specify the full repository path. Only files in the Axiom Budgeting and Performance Reporting file system can be processed.				
	For example:				
	<ul> <li>If the report is located in a subfolder of the Reports Library, specify the subfolder name and the file name. Do not place a slash before the folder name.</li> </ul>				
	MonthlyReports\IncomeStatement.xlsx				
	<ul> <li>If the report is located in the root of the Reports Library, specify only the file name.</li> </ul>				
	IncomeStatement.xlsx				
	<ul> <li>If you want to process a non-report file, specify the full repository path.</li> <li>\Axiom\File Groups\Budget 2021\Drivers\US_Drivers.xlsx.</li> </ul>				
	To look up a report file path, right-click and select <b>Select Report</b> . In the <b>Select</b> <b>Report to Process</b> dialog, navigate to the desired report and then click OK. The file path and report name is inserted into the cell.				
Enabled	Specifies whether the file will be processed as part of the batch ( <b>On/Off</b> ). If blank, Off is assumed.				
	You can use this setting to temporarily exclude files from a batch process, or to conditionally include files based on some other selection in the file (if the cell is set up to use an IF formula to return either On or Off).				

ltem	Description					
Process Multipass	<ul> <li>Optional. Specifies whether the file is processed using multipass processing.</li> <li>If On, then the file is processed using multipass processing. The file must have valid multipass settings defined, and/or you can define multipass settings within the Batch Control Sheet.</li> <li>If the processing type of the target file is Save Data in Batches, then only multipass processing is supported and this setting must be On.</li> <li>If Off or blank, then the file is processed using normal non-multipass processing. Any multipass settings in the file or in the Batch Control Sheet are ignored.</li> <li>If the processing type of the target file is Batch, then multipass processing</li> </ul>					
Multipass Source Column	does not apply and this setting must be Off. Optional. Specifies the source column for the multipass processing. For example: DEPT.DEPT to process the file once for each department. This setting					
	only applies if Process Multipass is set to On.					
	If left blank, then the multipass process will use the source column settings defined in the report.					
	<b>IMPORTANT:</b> This override is equivalent to specifying a source column in the multipass "basic" view, meaning that advanced settings such as the source table and the "group by" are automatically configured based on the source column. If the file to be processed uses advanced multipass settings (including additional source columns), then using the override may not return results as expected. For example, if the source report uses a data table as the source table, and you specify a batch override of DEPT.VP, then the source table will be changed to DEPT. If this does not meet your needs, you may be able to use batch variables instead to override specific multipass settings.					
Multipass Data Filter	Optional. Specifies a filter for the multipass processing, to limit the items to be processed. This setting only applies if <b>Process Multipass</b> is set to <b>On</b>					
	For example, you could specify DEPT > 5000 to only process departments greater than 5000, or DEPT.Region='North' to only process departments in the North region.					
	If left blank, then the multipass process will use the source filter settings defined in the report.					

Item	Description
Batch Variables	Optional. Specifies values for one or more batch variables, to be applied to the file during processing.
	Batch variables use the following syntax:
	VariableName=VariableValue
	The variable name must be defined in the source file, and the file must be set up to use the value in some way. When the batch is processed, the variable value defined in the Batch Control Sheet will be placed into the corresponding Variable Value cell within the source file, and then the file will be processed.
	You can list multiple variable name/value pairs, separated by semicolons. For example:
	VariableName1=Value1;VariableName2=Value2

#### Processing a batch

When you process a batch, Axiom Budgeting and Performance Reporting processes each enabled file listed in the Batch Control Sheet. Reports are processed in the order that they are listed.

In order to run the batch, you must have rights to the file that contains the batch settings, as well as all of the files to be run by the batch. If you do not have rights to one of the files in the batch, then an error will occur during processing.

**NOTE:** You can also process a batch using Scheduler, using the File Processing task. For more information, see Batch processing using Scheduler.

To process a batch manually:

- 1. Open the file that contains the batch settings. The file must already be set up for batch processing and at least one file in the batch must be enabled.
- 2. On the Axiom tab, in the File Output group, click File Processing > Process File.

**TIP:** You can also perform batch processing using the **File Processing** pane. In the **Actions** section, click **Process batch**.

When the process is complete, a confirmation message displays information about the files that were processed and the results.

#### Batch processing using Scheduler

You can use Scheduler to perform batch processing of files. There are two options to perform batch processing in Scheduler:

• Run batch report using a File Processing task. You can set up a report file for batch processing, using a Batch Control Sheet. Then in Scheduler, you use a File Processing task to run the single report that is set up for batch. That batch report then processes all the files in the list.

A Axiom Scheduler - Batch						? ×
Job Service						
New Open Save Close		ve Move	Remove Clear			
Job	Once + U	p Down Tasks	Configure the task to run a report that has been set up for Batch	-		
General	Task Control	_	processing			]
Variables	✓ Task Details					
Scheduling Rules Event Handlers	File to Process: batch	h_report.xls	x Browse			
Notification A Tasks	Enable iterative ca	alculation w	/hile processing			
File Processing Results	File Processing Sett	ings				
Add File	Processing Type:	Batch				- Override
Processing Task	Sheets to Process:	Batch			If batch variables are	📄 🔯 📃 Override
to Scheduler job	Batch Variables:				needed	
	Name			Value		Override
	Variable1		Value1			
	Variable2		Value2			

OR

• Run multiple File Processing tasks in the same job. You can set up multiple File Processing tasks in a Scheduler job, each one processing a different report (or the same report with different settings). In this scenario, no Batch Control Sheet is used—effectively, the Scheduler job defines the batch.



In most cases, it is more intuitive and flexible to set up a file for batch processing, rather than use multiple File Processing tasks. Using the Batch Control Sheet, you can easily see all of the files in the batch and review their settings side-by-side. You can list a file collect report as the last file in the batch, to collect the results of the prior files in the batch. Additionally, you have the option of processing the batch manually, without Scheduler.

Generally, only certain edge cases will gain advantages from using multiple Scheduler tasks to define a batch. For example:

- You can process the reports in parallel instead of consecutively. When using the Batch Control Sheet, reports are processed consecutively, in the order listed. If you instead create a batch by using multiple Scheduler tasks, you can configure the tasks to run as parallel sub-jobs, which may improve the performance of the overall job. This would only be a significant advantage if the batch contained several reports with lengthy processing times.
- You can easily override any file processing setting for any file. When using the Batch Control Sheet, the only "built-in" override settings are for the multipass source column and the source filter. It is possible to override other settings, but you must set up batch variables to do so. If you instead use File Processing Scheduler tasks for each report, you can directly override any file processing setting.

#### Batch processing and file collect

If batch processing is used to generate snapshot copies of various reports, you can use file collect to combine those snapshot copies into report packages and then deliver the packages to the appropriate recipients (and/or save the packages to a file share).

There are a variety of ways that you can incorporate file collect as part of a batch process. The most common method is to create a file collect report (using the file collect option of file processing), and then list that report as the last file in the batch. This way, the entire batch process—from generating snapshots, to creating report packages, to delivering the packages—is contained within a single file that can be processed manually or via Scheduler.

If desired, you can use any of the alternate methods for incorporating file collect. For example:

- If you are using the multiple-Scheduler-task method of creating a "batch," the last task in the job can perform the file collect operation. This task can be either a File Processing task that processes a file collect report, or it can be the Scheduler-specific Collect Worksheets task.
- You could still use a batch report to define the files to process, but maintain file collect separately. When running the batch report via Scheduler, you could use either the Collect Worksheets task or a separate File Processing task to perform the file collect. For example, you might want to separate the file collect operation from the batch list if you wanted to process multiple batch reports and then have only one file collect process at the very end. If your file collect process is set up to dynamically generate file lists, then you could optionally include or exclude reports or entire batches, and still generate file collect packages.

For more information on the differences between using file collect reports and the Scheduler-specific Collect Worksheets task, see Using Scheduler to perform file collect.

# **Using Process Management**

Using the Process Management feature, you can define a set of process steps—including assigning ownership and due dates—and then track the completion of these steps.

Process management provides the following benefits:

- A documented workflow to complete a particular process in Axiom Budgeting and Performance Reporting. You can detail all of the necessary steps in the process, including steps that happen outside of Axiom Budgeting and Performance Reporting. Steps can be dependent on prior steps, or they can be performed in parallel, as appropriate.
- Clear ownership of each process step, including due dates. Users who are assigned a step are notified of this responsibility, and can view and complete the step within their Process task pane.
- Easy access to features necessary to complete process steps. You can associate each step with certain features in Axiom Budgeting and Performance Reporting, so that the user responsible for the step can often launch the necessary feature directly from the Process task pane and perform the assigned task.

• A permanent audit trail for the process, including who completed a step and when. You can view the process status details while the process is active, and also after the process is complete, so that there is always a record of the process.

When using the Process Management feature to manage a planning process, you use a special type of process known as a *plan file process*. These processes are defined at the file-group level using a *plan file process definition*.

Plan file processes are dedicated to editing and reviewing plan files. Each plan file in the file group progresses independently through the process steps. Although the basic process features and setup are the same, plan file processes support additional features that only apply to plan file processes.

**NOTE:** This chapter includes only a portion of the features available when using Process Management. For more information, see the *Axiom Software Process Management Guide*.

## About process management

Process management can be used to manage and track an Axiom-related process from end to end encompassing all aspects of the process, including steps that may need to be completed outside of the system.

#### Defining processes

In order to use process management, you first create a process definition. This file defines the properties of the process, such as:

- Name and description (for example "Annual Rollover")
- Process owner
- Steps in the process
- Owners and due dates for each step
- Associated files and features for each step
- Notifications to be sent during the process

A Edit Process		?	×
Edit the definition of process 'Monthly U	pdates'. Define general process		
• This process is currently inactive.	properties, process steps, and notifications	Start pr	ocess
Process Properties Process Steps Notifications			
🕈 Add 👻 🖹 Duplicate 🗙 Delete	Step Properties Assignments Step Notifications		
Generate import file from GL system	🔄 Import Step		
<ul> <li>Import monthly actuals</li> <li>Run tie out report</li> <li>Approve monthly close</li> <li>A Update current periods</li> <li>Run monthly report packages</li> <li>Steps in the process</li> </ul>	Display Text Import monthly actuals Description Description Define step properties, owner assignment and due date, and step-specific notifications Process Step Configuration Selected Import Import GL data.axi		
	Apply OK	Can	cel

Example process definition

The process definition is a file that is stored in the Process Definition Library (or for processes that belong to a file group, within the file group's Process Definitions folder). The process definition can be subsequently edited and "activated" as needed, whenever you need to perform and track the process. When a process is activated, a new incarnation of the process is created to track the details of that particular process instance. This ensures that you always have a history of each time the process is performed, including who completed each step in the process and when.

#### Performing a process

When you are ready to perform a process, you "activate" or start it. The first step in the process is made active, and a notification is sent to the assigned step owner (or owners). This default notification gives the user information such as the process name, the step name and description, and the due date. You can optionally customize the notifications for a process, and you can disable them if desired.

When a process is active, the process owner and all administrators can see the process in the Process task pane. Other users only see the process if they are the assigned owner of a step in the process.


Example process task pane for a step owner (non-admin)

The assigned user must perform the task and then mark the step as complete by the designated due date. For more information, see Step ownership and completing process tasks. If necessary, an administrator or the process owner can override step ownership and complete the step.

Once the currently active step is complete, the process moves to the next step, and so on until all steps are complete. Generally speaking, only one step at a time is active in a process. However, there can be multiple active steps at the same time if a Parallel Subprocess step is used in the process. When the active step is a parallel subprocess, all sub-steps of the subprocess become active simultaneously and can be completed in parallel. The subprocess is not completed until all sub-steps are completed. For more information, see Performing process steps in parallel. The Multiple Approvals Process Step also counts as a parallel subprocess.

When all steps in the process are complete, the process instance is automatically completed.

# Step ownership and completing process tasks

Each step in a process represents a task to be performed, and that step has one or more assigned owners. When a step becomes active in a process, a task is generated for the assigned owner. This user is expected to perform the task for that step, and then mark the step as complete by its assigned due date. This is done using the Process task pane.

If a user is the assigned owner of an active step, the process and the active step display in the Process task pane (or in a custom task pane that has been configured to show the process task control).



Example active task in task pane

The process task may be an activity that the assigned user performs in Axiom Budgeting and Performance Reporting, such as running an import, or it may be an activity that the user completes externally, such as obtaining the source file for the import from another system and saving it to the designated location. The task may be simply to confirm that the process is ready to continue (an approval step).

The step name and description should be defined so that the assigned user clearly understands what they are expected to do to complete the task. In some cases, the step may have an associated "action", such as the **Open report** button in the example screenshot above. This is provided as a convenience, so that the user can easily access features that are related to the task. However, once the file or feature is open, it is up to the user to decide what to do with that file or feature in order to perform the task. Axiom Budgeting and Performance Reporting does not perform any validation before allowing a step to be completed; it is up to the assigned user to determine that the step is complete.

Once the user has completed the task to their satisfaction, they can mark the step as complete by clicking the button in the task pane. This opens the Process Action dialog, so that the user can confirm that they want to complete the step, as well as enter any step comments.

This dialog displays slightly differently depending on step type. Most steps will display as follows, showing a step progression diagram for context:

A Process Action	×
Mark process step as completed in process 'Monthly Updates'.	
Current Step         Import monthly actuals         Jane Doe (jdoe)         Wendy Hunter    Comment Any comment will be stored with the process and included in notifications to the next step owner.	
1000 characters remaining OK Cancel	I

**NOTE:** If the step is part of a Parallel Subprocess, then the step progression diagram is not displayed, because the process does not continue to the next step until all steps in the subprocess are complete. The user is simply informed that they are completing the current step.

Certain step types have slightly different step completion behavior. For example:

- If the step is an Approval Process Step, then the Mark step as complete button does not display in the task pane. Instead, the user can click either **Approve** or **Reject**. If they click Approve, the step is completed and the process moves to the next step. If they click Reject, the process is moved back to the prior step.
- If the step is a Scheduler Process Step, then the step displays in the Process task pane for information only, because the step will be processed and completed automatically by Axiom Budgeting and Performance Reporting. However, if the Scheduler job experiences errors, then the user has various options to restart the job or to manually mark the step as complete if the job does not need to be re-run.

In most cases, the current, next, and prior step owners show in the completion dialog. Prior steps and their owners only show when the task can be rejected back to the prior step. However in some cases, it is not possible or feasible to show the step owners. For example, if the next step in the process is a subprocess that may resolve to multiple steps with multiple possible owners, then Axiom Budgeting and Performance Reporting does not attempt to show the next steps or their owners. Instead it displays the name of the subprocess and that there will be "(multiple step owners)".

Once the step is completed, the process no longer displays in the user's Process task pane (unless the user is also the step owner of the next step). If the user has no active tasks in any processes, then the Process task pane will be empty for the remainder of the current session, and will not open the next time the user logs in (unless the user has been assigned a new active task in the meantime). Exceptions are as follows:

- Process owners see the process in their Process task pane as long as the process is active.
- The Process task pane is visible to administrators as long as any process in the system is active.

If necessary, an administrator or the process owner can mark a step as complete. For example, imagine that the assigned user already performed the necessary task but then left on vacation before they marked the step as complete. The administrator can mark the step as complete so that the process can continue. In this case the process history will reflect both the original assigned owner, and the fact that the administrator completed the step.

# Performing process steps in parallel

In general, the order of steps in your process definition determines the order in which tasks for the process can be completed.

When the process is started, the individual steps are made active in the order they are listed. By default, each step is dependent on the prior step being completed (sequential steps). So if step 1 is the currently active step, step 2 is not made active and cannot be completed until step 1 is marked as complete. Once step 1 is completed, step 2 becomes active, and so on.

However, you may have some steps in your process that are not dependent on each other and can be completed in any order. These steps are known as parallel steps, meaning they can all be active at the same time.

To configure parallel steps, you must use a **Parallel Subprocess** step, and then define the parallel steps as sub-steps of the subprocess. This tells Axiom Budgeting and Performance Reporting that the sub-steps of the subprocess can be completed in any order.

Process Properties Process Steps Notifications				
🕈 Add 🕶 🖹 Duplicate 🗙 Delete	Step Properties Step Notifications			
A Generate import file from GL system	🔒 Parallel Subprocess			
Import monthly actual Run tie out report Approve monthly close	S Step Text Update current periods			
<ul> <li>Lupdate current periods</li> <li>Change system current period</li> <li>Change current month in Budget file group</li> <li>Change current month in Forecast file group</li> <li>Run monthly report packages</li> </ul>	The 3 child steps will become active simultaneously and can be completed in any order			

When the Parallel Subprocess step becomes the active step, all sub-steps are also made active. Once all sub-steps in the subprocess are completed, then the Parallel Subprocess step is automatically marked as completed, and the process moves to the next step.

Imagine that step 2 of a process is a Parallel Subprocess step, and the subprocess has 5 sub-steps. Once step 1 is completed, then step 2 becomes active as well as all 5 of its sub-steps. The owners of the sub-steps can work on these steps and complete them in any order. Once all 5 of the sub-steps are completed, step 2 is automatically completed, and then step 3 of the process becomes the active step.

**NOTE:** The Multiple Approvals Process Step is a special type of Parallel Subprocess. It can only contain Approval Process Steps as sub-steps, but otherwise its behavior is the same as the Parallel Subprocess.

#### Tracking process status and history

Administrators and process owners can view process status and history at any time. Using the Process Manager dialog, you can see the status of all active processes or all current processes at-a-glance.

A Process Manager			? ×
Manage current proc	esses and process history.		
Current Processes	Show inactive processes	📇 View Details 🥒	Edit Process 🕨 Start 👋 Stop
Process Name	Process State	Current Step	Error Details
Budget Process	Active	N/A	
Capital Request Approval	Active	N/A	
Monthly Updates	Active	2 - Import monthly actuals	
Process History: Monthly Up	odates		🖂 View Details 🗙 Delete
Process State	Started On:	Ended On	Process Definition ID
Aborted	3/6/2019	3/6/2019	27854
			ОК

Example Process Manager dialog

Administrators and process owners can view the details for an active process, to see when each step was completed and by whom, as well as any comments added by users. You can also perform process administration tasks within this dialog, such as overriding step ownership, restarting stalled steps, and stopping the process.



Example process details in the Process Status dialog

Administrators can view the historical details for any process. For example, if you have a process that you run monthly, you can go back and view the prior month's details, or any amount of history that you want to retain.

# **Creating Process Definitions**

Using a process definition, you can define the set of steps to be managed and tracked as part of a process, including step order, ownership, associated actions, and due dates.

Process definitions are stored in the Process Definition Library. Access to the definitions is controlled by the file security settings on the **Files** tab of security. Only users who need to create and modify the process definitions need access to these files. Users who are assigned to perform individual steps in the process do not need access to the definition in order to perform the task or to view the process status.

**NOTE:** This topic discusses how to create a general process definition. If you want to manage plan files in a planning process, then you should use a *plan file process definition* instead. General process definitions and plan file process definitions share certain basic settings, but plan file process definitions are dedicated to plan file process steps, and also support additional features that are unique to plan file processes.

Process definitions are typically created by administrators, or other power users who are responsible for administrating parts of the system. The creator of the process definition needs to understand all steps of the process, who needs to perform each step, and when that step needs to be performed.

Process definitions do not have any impact on the system until they are activated.

To create a new process definition:

1. On the Axiom tab, in the Administration group, click Manage > Processes > Process Definitions.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the Workflow group, click Process Management > Process Definitions.

The Axiom Explorer dialog opens, filtered to show the Process Definition Library. If you have access to the Process Definitions folder for any file groups, those folders also display here.

 Right-click the Process Definition Library (or a subfolder), then click New > Process Definition. If you want to create a process definition for a file group, you can right-click the Process Definitions folder in the file group.

The **Edit Process** dialog opens. As you are working in this dialog, any validation errors for missing or invalid settings will display at the bottom of the dialog. You can save the process definition with configuration errors, however, you will not be able to start the process until all configuration errors are resolved.

- 3. In the **Process Properties** tab, complete the general process settings as desired. For more information, see:
  - Designating the process owner
  - Configuring process visibility to step owners
  - Process Definition Properties
- 4. In the Process Steps tab, define the steps for the process.
  - To add a step, click Add and then select the type of step to add. New steps are added after the step that you currently have selected in the list.

However, if the currently selected step supports sub-steps, then the new step is added as a sub-step. This applies to step types such as Parallel Subprocess. In this case, if you want to add a new top-level step that comes after the subprocess step, you must click **Add After Current Step** and then select the type of step to add.

- To remove a step, select that step and then click **Delete**. If the deleted step has child steps, those steps are removed as well.
- To change the order of steps, you can drag and drop them to different locations in the list.
- To copy a step, select the step and then click **Duplicate**. You can then modify the copied step as needed and move it to the desired location in the list.

Steps are performed in the order listed. By default, steps are dependent and sequential meaning, each step in the list must be completed before the next step can be done. However, it is possible to use a Parallel Subprocess to define parallel steps—meaning multiple steps that are not dependent and can be performed at the same time. The parallel steps are then defined as substeps to the Parallel Subprocess. (Multiple Approvals Process Steps also behave like Parallel Subprocesses.)

Once you have added a step to the process, you can configure the settings for that step in the right-hand pane. This includes the display text for the step, the step ownership and due date, and other properties specific to the step type. You can also configure step-specific notification settings.

For more information on configuring the steps in the process, see the following topics:

- Assigning owners to process steps
- Defining the due date for a process step
- Process step types
- Defining notifications at the step level

**TIP:** In most cases, you should configure the process-level notification settings on the **Notifications** tab before configuring any step-level notification settings. This way the steps will have access to the inherited process-level settings.

- 5. In the **Notifications** tab, complete the notification settings for the process. You can enable or disable notifications for the process, define the default notification delivery method, and define default notifications to apply to the steps in the process. For more information, see Configuring Notifications.
- 6. Click Apply to save, or OK if you are finished editing.

# Copying an existing process definition

You can create a new process definition by copying an existing definition. To do this, use normal Axiom Explorer functionality:

- Right-click the definition file in the Process Definition Library, and then select Copy.
- Right-click a folder, and then select **Paste** to paste a copy of the file. The new file will be named *OriginalFileName* Copy.
- Rename the file, then open the file and change the process definition settings as desired.

# Creating a general process definition for a file group

You can create general process definitions that belong to a file group. For example, you might use a general process definition in a file group to document and manage the rollover procedures for the file group.

General process definitions in file groups have the following special properties:

- The processes are stored in the **Process Definitions** folder of the file group, instead of in the Process Definition Library.
- All step types that require a designated file group are automatically associated with the current file group. There is no option to specify a file group because the current file group is assumed.
- Processes can be copied when the file group is cloned, so that you do not have to create new processes for cloned file groups.
- The ability to create and edit processes for a file group is reserved for administrators and for users with the appropriate file access to the Process Definitions folder of the file group (as granted on the Files tab of the Security Management dialog).

General process definitions cannot be used to manage the plan files in a file group through a defined set of planning steps. To do that, you must use a *plan file process definition*. This is a special type of process definition that can only be created in a file group.

#### Designating the process owner

Each process definition has a designated owner. The process owner receives all administrative notifications for the process, and can also:

- Start and stop the process
- Access the Process Status dialog when the process is active
- Move, complete, and regenerate steps

**NOTE:** Administrators can also perform all of these actions, regardless of whether or not they are the process owner.

The owner of the process is designated by the **Process Owner** setting on the **Process Properties** tab. By default, the process owner is set to the user who created the process definition. If desired, you can change the owner to a different user or to a role by clicking **Select User** or **Select Role**. If the owner is a role, then all users in that role are treated as process owners.

Process Properti	es Process Steps Notifications
Process Name	Rollover
Description	Use for annual rollover
Process Ow	ner Wendy Hunter (whunter) Select User Select Role

If the designated owner is a non-admin user, then you should make sure that the user has read/write access to the process definition, so that the user can open and edit the definition as needed, and can start the process. Once the process has been started, the process will display in the owner's Process task pane for the duration of the process, and the owner will gain access to the **View status** link so that they can perform any necessary administrative functions for the process. Process owners can also access the Process Manager dialog to perform process management activities for the processes they own.

#### Administrative notifications

Notifications are automatically sent to the designated process owner when the following situations occur:

- The process is started or stopped.
- An error occurs in a process step.

These notifications are system-managed and cannot be disabled or customized. However, you can designate additional users to receive these notifications.

The Admin Notification Recipients are designated on the Notifications tab. By default, the process owner is the only recipient of these notifications. To add or remove recipients, click Edit Recipients.

Notification Email From Address	noreply@axiomepm.com	
Admin Notification Recipients	Process Owner	Edit Recipients

In the Edit Recipients dialog:

- To add a recipient, click Add Recipients>User or Add Recipients> Role to choose a user or role.
- To remove a recipient, select the user or role in the Notification Recipients list and then click **Delete**.

The process owner cannot be removed as a recipient. If the designated process owner is a role, then all users in that role will receive the administrative notifications.

**NOTE:** If the user who stopped or started the process is also an administrative notification recipient, that user will not receive a notification, because that user already knows about the change in process status. The intent of the started/stopped notifications is to inform interested parties that somebody else stopped or started the process.

#### Configuring process visibility to step owners

When you create a process definition, you can specify whether step owners can see all steps in the process in the Process task pane, or only their current step. This is controlled using the following setting on the **Process Properties** tab: Allow step owners to see all steps in the process task pane.

Process Properti	es Process Steps	Notifications				
Process Name	Monthly Updates					
Description						
Process Ow	ner Wendy Hunter	(whunter)			Select User.	Select Role
	1					
Configuration	Properties					
	n owners to see all s	tens in the prov	ess task nane	-		
	p owners to see an s	iceps in the prot	cos task pane			
Bill Default P	rocess Assignment	Wendy Hunter	(whunter)	1	×	

This setting is disabled by default, which means that step owners only have access to the Task View in the Process task pane. The Task View displays the currently active step as follows:

- The name and details of the currently active step are displayed without any reference to the step number. However, the user can see the step number in the tooltip.
- The step owner cannot see any other steps in the process, within the Process task pane. When the user completes the step, they can see the next step in the process. If the step can be rejected backwards, the user can also see the prior step.

If desired, you can enable this setting, which gives step owners access to the Process View in the Process task pane. Process View displays the full list of all steps in the process, so that the user can understand the context of the currently active step within the overall process. Process View is for information only—users cannot complete steps or launch files / features from Process View. Users can toggle between Task View and Process View as desired.

The following screenshots show examples of Task View versus Process View, including the toggles to switch back and forth. If a user does not have permission to see Process View, then the **Show process** view toggle does not display.

Current Processes	Ourrent Processes	(
✓ Ø Monthly Updates You have one active task in this process	✓ Ø Monthly Updates You have one active task in this process	
Run tie out report Show proce Tie out monthly data.xlsx Open r Due tomorrow Mark step as comp	s view port ete ete Process view Show task Completed import file from GL syste Completed by Wendy Hunter on 8/1/2016 Some task Completed by Wendy Hunter on 8/2/2016 Some task Completed by Admin Admin on 8/2/2016	<u>vie</u> m
ask View	<ul> <li>➡ ■ 3 - Run tie out report Due on 8/3/2016</li> <li>□ ➡ 4 - Approve monthly close</li> <li>▶ □ ➡ 5 - Update current periods</li> <li>□ ➡ 6 - Run monthly report packages</li> </ul>	

Process View

This setting does not apply to administrators or to process owners. These users always have access to Process View, regardless of whether this setting is enabled. Process View is the only available view for these users when they do not have an active task in the process.

#### Assigning owners to process steps

Each step in a process definition must have a defined owner to perform that step and mark it as complete. The assigned step owner can be a user or a role.

When a step is made active, the assigned owner is notified that they have a task to complete in the process (if notifications are enabled for the process and for the step). The owner can view the active task in the Process task pane, perform actions associated with the task, and then mark the step as complete.

This topic discusses step ownership options for general process definitions. Plan file process definitions have additional options to assign step ownership, so that each plan file can be assigned a different owner for each step.

**NOTE:** When using a Parallel Subprocess or a Multiple Approvals step, ownership assignments are only made on the child steps. The parent step does not have ownership assignments.

# Assigning owners to individual steps

In the process definition, step owners are assigned on the **Process Steps** tab, in the **Assignments** subtab. Select the step for which you want to assign ownership, then use the **Assignment Type** field to select the ownership type.

Assignment Configuration			
Assignment Type	User 🔹		
Assigned User	Wendy Hunter (whunter)	1	×
🔯 Due Date	3 days after the process is started	1	×

For steps in general process definitions, the assigned owner can be a user or a role:

Assignment Type	Description
User	Assign a specific user as the owner of the step. When the step becomes active, a process task will be generated for the user to complete the step.
	Click the Edit button 🖋 to the right of the Assigned User box to select a user. You can select any user in the Axiom Budgeting and Performance Reporting system.
	<b>NOTE:</b> If most or all of the steps in your process use the same owner, you can choose to set a default owner at the process level. If you do this, then you can leave the Assigned User at the step level blank, and that step will automatically be assigned to the default owner.
Role	Assign a role as the owner of the step. When the step becomes active, a process task will be generated for all users in that role, and any of those users can complete the step.
	Click the Edit button 🖋 to the right of the Assigned Role box to select a role. You can select any role in the Axiom Budgeting and Performance Reporting system.

Until a process is active, you can edit step ownership settings as desired. Once a process is active, you can edit ownership settings for any step that is not already completed. If you change the ownership settings of an active step, new tasks will be regenerated as needed to reflect the new settings, including sending new Step Activated notifications (if enabled for the process).

# Defining a default user assignment for the process

If desired, you can specify a default user assignment at the process level. This option is useful when you have a process where most or all of the steps are performed by the same user.

The default user assignment can be set on the Process Properties tab, as the Default Process Assignment.

Configuration Properties			
Allow step owners to see Enable this option if you w only see their current step	all steps in the process vant step owners to be able to see all process steps in the Process task pane. By default, step ).	owners	can
Default Process Assignment	Wendy Hunter (whunter)	1	×

If an individual step is set to User as the Assignment Type, but no user has been specified, then the step will use the default assignment. This is indicated in the step properties as follows:

Assigned User	<using assignment="" default="" process=""></using>	1	$\times$
🔯 Due Date	7/12/2013	1	$\times$

Once a process has been started, the default process assignment cannot be changed. However, you can still change the owner of any individual steps that have not yet been completed.

# Step ownership and security permissions

For steps in a general process definition, step ownership only grants the ability to mark the step as completed in the process. It does not grant the user the necessary security permissions to perform any associated action for the step, and it does not prevent any other user from performing that associated action. When assigning owners to process steps, you should be sure that the owner has the appropriate security permissions to perform the associated task for the step.

For example, imagine that the step is "Import actuals data" and the step has been linked to the GLActuals import utility. If the user has permission to execute that import (as defined in security), then the user can click **Open import** for the task in the Process task pane to execute that import. However, if the user does not have permission to execute the import, then being the step owner does not grant them the permission. Additionally, if other users have security permissions to execute that import, they can still do so.

#### Defining the due date for a process step

Each step in a process definition can have a defined due date. If a step has not been completed by the due date, then the step becomes overdue. If the active step in a process has become overdue, a warning displays in the Process task pane and the due date displays in red.

Current Processes	G
Monthly Updates You have one active task in	n this process
🥼 You have one overdue	task
Run tie out report	Show process view
Tie out monthly data.xlsx	Dpen report
🛕 Due yesterday 🛛 🗸	Mark step as complete

Example display of overdue step

In the process definition, step due dates are defined per step on the **Process Steps** tab, in the **Assignments** sub-tab.

To define the due date for a step:

1. Click the Edit icon 🥒 to the right of the Due Date box.



- 2. In the Choose Date dialog, select one of the following options:
  - No Due Date: The step does not have a due date.
  - Static Due Date: Select a specific date for the due date. You can select the date from a calendar.
  - Relative Due Date: Specify a number of days to dynamically determine the due date. The number of days can be relative to the date the process was started (process start date), or to the date this particular step was started (step start date). For example, the step can be due 7 days after the process was started, or 7 days after this step was started. By default, the process start date is used.

A Choose Date	×
Choose due date for pro	ocess step
○ No due date ○ Static du	e date
Due date is 1 day(s) after	step start date process start date step start date
	OK Cancel

Example Choose Date dialog

 If you specified a relative due date that is based on the step start date, decide whether or not to enable Reset relative due date when step is reopened. This option displays underneath the Due Date field.

By default this option is disabled, which means that the step due date is calculated when the step is first started, and that due date does not change if the step is later reopened. So if the step due date is 6/1/2020 when the step is first started, and then later the step is reopened on 6/2/2020, the step due date will remain at 6/1/2020 and the reopened task will be 1 day past due.

If instead you want the step due date to be reset (recalculated) based on the date the step is reopened, then you should enable this option. Continuing the above example, if the step is reopened on 6/2/2020 and the due date for the step is configured to be 3 days after the step start date, the due date for the reopened task will be recalculated to 6/5/2020.

#### Changing due dates

You can change the due date of a step at any time if the process is not active. If you have already defined a due date and now you want to clear it (so that the step has no due date), click the **Delete** icon X to the right of the **Due Date** field.

For active processes, you can change the due date of any step that is not already completed. If you change the due date of an active step, new tasks will be regenerated as needed to reflect the new due date, including sending new Step Activated notifications (if enabled for the process).

#### Using the result of a previous step

You can configure a step in a process definition to perform an action on the result of a previous step. This is intended to support processes where an item is created in one step and then you want to perform one or more actions on this newly created item.

Currently, this configuration is only supported for processes that use a File Group Process Step with the Clone File Group action. This is the only step type that officially creates a new item in Axiom Budgeting and Performance Reporting. Although you can use other process steps to direct step owners to create any kind of item, the creation is not an official step action and is not tracked by the process.

The typical use case for this configuration is for a rollover process. For example:

- Step 1 uses the Clone File Group action to create a new file group for the new cycle of planning.
- Step 2 creates the plan files for the new file group that was created in Step 1.
- Step 3 processes the plan files for the new file group that was created in Step 1.

For Step 1, you would point the step to an existing file group such as Budget 2020. When the process is activated, the step owner would perform the cloning process and create a new file group such as Budget 2021. However when setting up the process definition, you can't point Step 2 to the Budget 2021 file group because it isn't created yet. Instead, you would configure Steps 2 and 3 to use the result of Step 1.

Configuring a step to use the result of a previous step

When defining a File Group Process Step, do the following to use the result of a previous step:

- 1. For File Group Source, select Previous Process Step.
- 2. For Selected Process Step, click the Browse button to select the step where the file group is created.



The Select Process Step dialog displays a list of steps that are eligible for selection. If no steps are eligible, a message informs you of this. Only steps that meet the following criteria are eligible for selection:

- Must precede the current step.
- Must create a file group using the Clone File Group action.

To continue the example in the previous section, the configuration for Step 2 will look like the following:

Process Step Configuration				
File Group Source	Selected File Group	Previous Pro	cess Step	
Selected Process Step	Clone current file grou	p (Step 1 of 5)		<b>2</b>
Selected Action	Create Plan Files		•	)

This means that Step 2 will create plan files for the file group that was created in Step 1.

# Tracking the step result in active processes

If a process is configured to use the result of a previous step, then the result of that step must be tracked within the process. To continue the previous example, when Step 1 is completed the process needs to know the name of the file group that was created, so that it can pass the name of that file group to Steps 2 and 3.

When a step owner completes a step where the created file group is used by a subsequent step, then as part of the completion process they must specify the name of the file group that was created.

A Choose File Group	Х
Select the cloned file group to associate with the current process s	tep.
● Show File Groups ○ Show Aliases	
Budget 2017 (Budget2017)	^
Budget 2018 (Budget 2018)	
Budget 2019 (Budget 2019)	
Capital Requests (Capital Requests)	
Strategic Initiatives (Strategic Initiatives)	
	$\sim$
OK Cance	I

This selected file group is then associated with the step. In the Process Action dialog, it is displayed as the **Step Result**. If needed, you can change the selected file group here before completing the step, by clicking **Select**. However, once the step has been completed, the step result is then fixed and cannot be changed without reopening the step.

A Process Action	Х
Mark process step as completed in process 'Rollover'.	
Current Step         Image: Clone current file group         Jane Doe (jdoe)	
Step Result:       Select         Cloned file group       Budget 2020         Comment       Any comment will be stored with the process and included in notifications to the next step owner.	
1000 characters remaining OK Cancel	

The file group that is specified as the step result will be passed to the subsequent steps that use that result. The step result is also documented in the process details for future reference.

#### Step Activity

9/28/2017 10:33	ile group) activated
9/28/2017 10:34 🚾 Step resulted in cloned	l file group 'Budget 2019'
9/28/2017 10:34 🗹 Step 1 (Clone current f	ile group) completed by Ron Sandstone

#### **Process Definition Properties**

This topic is a reference for all properties that can be configured for general process definitions.

# Process Properties tab

This tab defines the basic properties of the process definition.

Item	Description
Process Name	The name of the process. This name defines:
	The name of the process definition file.
	<ul> <li>The process name displayed in process dialogs and web pages, if no separate display name is defined.</li> </ul>
Display Name	Optional. The display name of the process. By default, the process name is used as the display name.
	If a display name is defined, then the process displays in process dialogs using the display name instead of the process name. The process definition file continues to use the process name.
Description	Optional. The description of the process definition. This description displays in the Process Status dialog.
Process Owner	The owner of the process. By default, this is set to the user who created the process definition, but it can be changed to another user.
	The process owner receives all administrative notifications for the process and can perform all administrative actions for the process (such as starting and stopping the process, overriding task ownership to mark steps as complete, and so on).

# **Configuration Properties**

The following configuration properties can be set for the process:

Item	Description
Allow step owners to see all steps in the process task pane	Specifies whether the assigned step owners can see all steps in the process when they interact with tasks in the Process task pane.
	By default, this option is disabled, which means that step owners only have access to the Task View in the Process task pane, which shows the currently active task. If this option is enabled, then step owners gain access to the Process View, which shows all steps in the process. Users can toggle between each view.
	This setting is only applicable to non-admin step owners. Administrators and process owners can always see all steps of any process.
Default Process Assignment	The user to be used as the default step owner if no specific user assignment is made for a particular step. The default assignment only applies to steps where the <b>Assignment Type</b> is set to <b>User</b> .

# Process Steps tab

This tab defines the steps for the process. Steps are managed in the left-hand pane. Step properties are defined in the right-hand pane using the following sub-tabs: **Step Properties, Assignments, and Step Notifications**.

#### Step Properties

This sub-tab defines basic properties for the selected step.

Item	Description
Display Text	The display text for the step.
	If left blank, the display text is the step type (for example, "Approval Step" or "Generic Process Step"). It is strongly recommended to define display text that clearly identifies the specific purpose of this step.
Description	Optional. The description of the step.
	You can use this field to further explain the purpose of the step or to provide additional instruction to the step owner. Users can see the step description in a tooltip when hovering the cursor over the step in the Process task pane.
Process Step Configuration	Some step types have additional properties that only apply to that particular step type. For more information about each step type and its unique configuration properties, see Process step types.

# Assignments

This sub-tab defines ownership assignments and due dates for the selected step. This tab does not apply to parent Parallel Subprocess or Multiple Approvals steps.

Item	Description
Assignment Type	Specifies the type of ownership assignment. The following assignment types are available:
	User: A specific user will be assigned to the step.
	Role: A specific role will be assigned to the step.
	Additional inputs are required, depending on the selected type. For example, if the type is User, then you must specify the assigned user. For more information, see Designating the process owner.
Due Date	The date when the step must be completed. This can be a specific calendar date, or the due date can be relative based on a number of days after either of the following: the date the process was started, or the date this particular step was started.
	The due date can also be left blank if the step does not have a specific due date. For more information, see Defining the due date for a process step.
Reset relative due date when step is reopened	Specifies whether the due date is reset when the step is reopened. This option is only available if the step uses a relative due date that is based on the step start date.
	By default, the step due date is calculated when the step is started, and that due date persists if the step is reopened. If instead you want the due date to be reset (recalculated) based on the date the step is reopened, select this option.

# Step Notifications

This sub-tab defines notification properties for the selected step. The settings on this tab are only used if notifications are enabled at the process level. If notifications have been disabled for the entire process, a note displays across the top of the tab.

This tab has the following sections:

- Inherited Notifications: Use this section to manage the inherited notifications for this step. Inherited notifications are notifications defined at the process level. You can optionally enable or disable the inherited notifications on a per step basis, and you can edit the recipients for this step.
- **Custom Notifications**: Use this section to manage custom notifications for this step. You can add new notification types, or you can add custom versions of the inherited notification types.

For more information on customizing notifications for steps, see Defining notifications at the step level.

# Notifications tab

This tab defines email notification settings for the entire process.

ltem	Description
Enable Process Notifications	Specifies whether notifications will be sent for the process. These notifications are typically sent to step owners, but can also be sent to other recipients.
	This option is enabled by default. When this option is enabled, you can also optionally enable or disable notifications for individual steps, using the <b>Step Notifications</b> sub-tab for the steps.
	If this option is disabled, then no notifications will be sent for the process. Any step-level notification settings will be ignored.
	This setting does not affect administrative notifications, which are always sent to the process owner (and any other recipients designated in Admin Notification Recipients).
Default Notifications	Defines the default notifications to apply to each step in the process. Each process starts with two notification types by default: Step Activated and Step Rejected. By default, these notifications are enabled for all eligible steps.
	You can define additional default notification types as desired and customize the existing default notifications. For more information, see Defining default notifications for a process.
Notification Delivery	Specifies the default delivery setting for all notifications in this process. Select one of the following:
	<ul> <li>Notification task pane: Display the notification in the recipient's Notifications task pane.</li> </ul>
	<ul> <li>Email notification (default): Send the notification by email, using the recipient's email address as defined in Axiom Security.</li> </ul>
	<ul> <li>Both notifications: Send the notification by email and display it in the Notifications task pane.</li> </ul>
	All notifications defined for the process will use the default delivery setting, unless you choose to specify a different delivery setting on a per notification basis. Administrative notifications always use the default delivery setting.
Notification	Specifies the "from" email address for all notifications sent for the process.
Email From Address	By default, the "from" address is the default "from" address defined for Scheduler in the system configuration settings (for example, noreply@axiomepm.com). If desired, you can override this default and type in a different email address to be used for the process.
Admin Notification Recipients	Specifies the recipients of administrative notifications for the process. By default, the process owner receives all administrative notifications, but you can designate other users or roles to receive these notifications as appropriate. For more information, see Designating the process owner.

#### Deleting a process definition

You can delete a process definition if it is not active and you no longer need it. Deleting a process definition will also delete all history for that process, so you should make absolutely sure that the definition and its history are not needed before you delete it.

To delete a process definition:

 On the Axiom tab, in the Administration group, go to Manage > Process Management > Process Definitions.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the Workflow group, click Process Management > Process Definitions.

The Axiom Explorer dialog opens, filtered to show the Process Definition Library (as well as any file group Process Definition folders that you have access to, if applicable).

2. Right-click the definition that you want to delete, then click **Delete**.

You will be prompted to confirm that you want to delete the definition, and warned that all associated history will also be deleted.

3. At the confirmation prompt, click **OK**.

The process definition is now deleted.

# Process step types

Process management supports various step types to be used for different purposes. This section details the available step types for general process definitions, and the type-specific settings.

This section does not cover the special step types supported by plan file process definitions.

#### **Approval Process Step**

The Approval Process Step is intended to be used for steps where you need the explicit approval of a user in order to move forward with the process.

#### Process behavior

When the Approval Process Step is the active step, the step owner has the following options:

- Approve the process so that it will move to the next step.
- Reject the process so that it will return to the prior step.

The Approval Process Step is the only step type that supports moving the process either forward or backward; all other steps only have the option to move forward when completed.

# Step-specific settings

Approval Process Steps in general processes do not have any unique step settings. Only the general step settings apply.

# Restrictions

Approval Process Steps cannot be sub-steps of a Parallel Subprocess step. Because the sub-steps of a parallel subprocess can be completed in any order, an approval or a rejection would not make sense in this context. If you want to approve the steps in a parallel subprocess, then the next step after the parallel subprocess should be an approval step. In this case, note that if the assigned user rejects the process to return to the prior step, the entire parallel subprocess will be "reopened" and made active again.

If you want to enable parallel approval steps (approvals that can occur concurrently instead of sequentially), then you can use the special Multiple Approvals Process Step. This step works like a parallel subprocess, however, it is specially designed to handle approval steps only. For more information, see Multiple Approvals Process Step.

#### File Group Process Step

The File Group Process Step is intended to be used for steps where you need the user to perform some kind of action on a file group.

**NOTE:** This step type is for performing actions on a file group as part of a larger process. If instead you want to manage plan files through a planning process, use a plan file process.

# Process behavior

When the File Group Process Step is the active step, the step owner has two actions available in the Process task pane:

- <Action>: The user can click the action link to open a file or perform the action associated with this step. The text of the action and what it does depends on the selected action for the step. For example, if the selected action is Process Plan Files, then the link text is "Process Plan Files" and clicking on it opens the Process Plan Files dialog for the file group.
- Mark step as complete: The user can click on this link to complete the active task.

# Step-specific settings

When configuring a File Group Process Step, complete the following settings in addition to the general step settings:

Item	Description
File Group	Specify the source of the file group for this step:
Source	<ul> <li>Selected File Group: You will select an existing file group on which to perform an action.</li> </ul>
	<ul> <li>Previous Process Step: The file group for this action is created in a previous process step. You will select the step in the process where this file group is created.</li> </ul>
	For example, imagine a process where step 1 clones a file group to create a new file group, and then step 2 creates plan files for the new file group. In step 1, you would use Selected File Group to specify the existing file group that you want to clone. In step 2, you would use Previous Process Step to specify the file group that was created in step 1.
	This step does not apply if the process definition is associated with a particular file group. In that case, the current file group is assumed.
Selected File Group	The file group for the step. Click the <b>Select</b> button to select an existing file group. This option is only available if File Group Source is set to Selected File Group.
	This step does not apply if the process definition is associated with a particular file group. In that case, the current file group is assumed.
Selected Process Step	The previous step in the process where the file group for this step is created. This option is only available if File Group Source is set to Previous Process Step. For more information, see Using the result of a previous step.
	Click the <b>Select</b> button to select the step. Only steps that meet the following criteria are eligible for selection:
	Must precede the current step.
	<ul> <li>Must create a file group using the Clone File Group action.</li> </ul>
	This step does not apply if the process definition is associated with a particular file group. In that case, the current file group is assumed.

Item	Description
Selected Action	The action to perform on the file group:
	<ul> <li>Open Plan Files—If the user has one available plan file in the file group, that plan file will open. Otherwise, the Open Plan Files dialog opens, showing the user's available plan files.</li> </ul>
	<ul> <li>Create Plan Files—Opens the Create Plan Files dialog with no special setup; the user will need to configure it as needed to complete the step.</li> </ul>
	<b>NOTE:</b> If the file group is an on-demand file group, then this action behaves like the "Add new file" link in the Open Plan Files dialog. The user can click on the link to create a new on-demand plan file.
	<ul> <li>Clone File Group—Opens the Clone File Group dialog with no special setup; the user will need to configure it as needed to complete the step.</li> </ul>
	<ul> <li>Edit File Group—Opens the Edit File Group dialog with no special setup; the user will need to configure it as needed to complete the step.</li> </ul>
	<ul> <li>Process Plan Files—Opens the Process Plan Files dialog with no special setup; the user will need to configure it as needed to complete the step.</li> </ul>
	The display text and/or description for the step should make it clear to the user what they are expected to do in order to consider the step complete.
NOTE: The assigne	d user for the step must have the appropriate security permissions to access the

**NOTE:** The assigned user for the step must have the appropriate security permissions to access the file group and perform the designated action. The File Group Process Step does not grant any permissions or elevate any existing permissions.

#### **Generic Process Step**

The Generic Process Step can be used for any step that is not covered by the other step types. This step type has no special behaviors and is not associated with any particular feature in Axiom Budgeting and Performance Reporting.

You might use this step for:

- A task that a user needs to compete outside of Axiom Budgeting and Performance Reporting.
- A task that uses an Axiom Budgeting and Performance Reporting feature for which there is no specific step type.

# Process behavior

When the Generic Process Step is the active step, the step owner can use **Mark step as complete** in the Process task pane to complete the step.

This step cannot be associated with an action; the assigned user will need to perform the task on their own. It is important to define the display text and description clearly so that the user understands what they need to do in order to consider the step complete.

# Step-specific settings

Generic Process Steps do not have any unique settings. Only the general step settings apply.

#### **Import Process Step**

The Import Process Step is intended to be used for steps where you need a user to access an import utility in Axiom Budgeting and Performance Reporting, whether to edit the import settings and/or execute the import.

# Process behavior

When the Import Process Step is the active step, the step owner has two actions available in the Process task pane:

- **Open import**: The user can click this link to access the import according to their security permissions. The step name and/or description should make it clear to the user what they are expected to do with the import.
- Mark step as complete: The user can click this link to complete the active task.

# Step-specific settings

When configuring an Import Process Step, complete the following setting in addition to the general step settings:

Item	Description
Selected Import	The import utility to associate with this step. Click the folder icon to select the import.

**NOTE:** The assigned user for the step must have the appropriate security permissions to access the import and perform the desired action. The Import Process Step does not grant any permissions or elevate any existing permissions.

#### **Multiple Approvals Process Step**

The Multiple Approvals Process Step is intended to be used when you want multiple users to approve a process concurrently instead of sequentially. The difference in approach is as follows:

• For sequential approvals, use several Approval Process Steps in a sequential order. Only one approval step is active at a time, and that step must be completed before the process moves to the next approval step.

• For concurrent approvals, use a Multiple Approvals Process Step with two or more Approval Process Steps as sub-steps. When the parent Multiple Approvals Process Step becomes active, then all approval sub-steps become active concurrently. All of the sub-steps must be completed before the process moves to the next step.

# Process behavior

When the Multiple Approvals Process Step is the active step, then all of its approval sub-steps are also made active. Owners of the approval sub-steps can complete their steps as appropriate without any dependencies on the other sub-steps. When *all* sub-steps are approved by their owners, then the Multiple Approvals Process Step is automatically marked as complete and the process moves on to the next step. However, if *any* of the sub-steps are rejected, then the entire step is rejected and the process is moved back to the step immediately before the Multiple Approvals Process Step.

# Step-specific settings

The only available step settings for Multiple Approvals Process Steps are display text and description. These steps do not have owner assignments or due dates. Owner assignments and due dates are defined individually for each sub-step.

# Restrictions and limitations

- A Multiple Approvals Process Step must have two or more sub-steps. The sub-steps can only be Approval Process Steps.
- When an owner of a sub-step in a Multiple Approvals Process Step completes a step, the previous and next steps shown in the Process Action dialog are the top-level steps before and after the Multiple Approvals Process Step. The other sub-steps do not have an order and therefore are not shown in relation to the step being approved or rejected.

#### **Parallel Subprocess**

The Parallel Subprocess step is intended to be used when you have several steps that are not dependent on each other, and instead can be performed at the same time (in parallel). The only purpose of this step is to define a set of sub-steps that can be performed concurrently.

# Process behavior

When the Parallel Subprocess step is the active step, all sub-steps of that subprocess are also made active. Owners of the sub-steps can complete their steps as appropriate without any dependencies on the other sub-steps. When *all* sub-steps of the subprocess are marked as complete by their owners, then the Parallel Subprocess step is automatically marked as complete. For more information, see Performing process steps in parallel.

# Step-specific settings

The only available step settings for Parallel Subprocesses are display text and description. They do not have owner assignments or due dates. Owner assignments and due dates are defined individually for each sub-step.

# Restrictions and limitations

- A Parallel Subprocess must have two or more sub-steps, to define the steps that can be performed in parallel.
- Approval Process Steps cannot be sub-steps of a Parallel Subprocess. Because the child steps of a Parallel Subprocess can be completed in any order, an approval or a rejection would not make sense in this context.
  - If you want to approve the steps in a Parallel Subprocess, then the next step after the Parallel Subprocess should be an Approval Process Step. In this case, note that if the assigned user rejects the process to return to the prior step, the entire Parallel Subprocess will be "reopened" and made active again.
  - If you want multiple Approval Process Steps to be active simultaneously, then you should use a Multiple Approvals Step. This is a special type of parallel subprocess that only allows for approval steps.
- When an owner of a sub-step in a Parallel Subprocess completes a step, they will not see the previous and next steps in the Process Action dialog. Within the context of the subprocess, all sub-steps are occurring concurrently and there is no "previous" and "next". However, if a user has the ability to view all steps of the process in the Process task pane, they can see the overall step progression there.

#### **Report Process Step**

The Report Process Step is intended to be used for steps where you need a user to run a report in Axiom Budgeting and Performance Reporting. For example, you may want a user to run a report for any of the following reasons:

- Verify data before moving on in the process
- Run a save-to-database report utility
- Distribute report packages using File Processing features
- Process alerts

# Process behavior

When the Report Process Step is the active step, the step owner has two actions available in the Process task pane:

• **Open report**: The user can click this link to access the report according to their security permissions. The step name and/or description should make it clear to the user what they are expected to do with the report.

• Mark step as complete: The user can click this link to complete the active task.

# Step-specific settings

When configuring a Report Process Step, complete the following settings in addition to the general step settings:

ltem	Description
Selected Report	The report to associate with this step. Click the folder icon to select a file in the Reports Library.
Open Form As	If the report is form-enabled, then you can specify how the file is opened when the user opens it from the Process task pane:
	Form in the client(default)
	Form in web browser
	Spreadsheet
	This option only displays if the selected report is form-enabled.
	<b>NOTE:</b> When using the Axiom Excel Client, Axiom forms will always open in the user's browser instead of within the application, regardless of this setting.

**NOTE:** The assigned user for the step must have the appropriate security permissions to access the report and perform the desired action (such as Allow Save Data to perform a save-to-database). The Report Process Step does not grant any permissions or elevate any existing permissions.

#### **Scheduler Process Step**

The Scheduler Process Step is intended to be used for steps where you want to run a Scheduler job as part of the process. Unlike other step types, the Scheduler Process Step is an automated step, meaning that no user intervention is required to run the Scheduler job or to complete the step (assuming no errors occur).

# Process behavior

When the Scheduler Process Step is made active, Axiom Budgeting and Performance Reporting will automatically place the job in the Scheduler queue for immediate processing (pending Scheduler thread availability). If the processing completes successfully, then the step is automatically marked as complete and the process continues to the next step. Any notifications defined in the job are honored; no additional notifications are sent.

If the job experiences any errors, or if Axiom Budgeting and Performance Reporting is unable to schedule the job for some reason, then the step is effectively stalled. However, unlike other stalled steps, if this occurs the assigned user has several options available in the Process task pane to attempt to resolve the issue:

- View job results: The user can view the job results to troubleshoot the issue. However, note that the user must have the Scheduled Jobs User permission and at least read-only access to the job in order to view the job results.
- **Restart scheduled job**: This option places the job in the Scheduler queue to be run again. This assumes that the error was the result of some temporary issue which no longer applies, or that the underlying issue has been addressed and the job is now expected to complete without error.
- Mark step as complete: This option can be used to ignore the job error and manually complete the step. This may be appropriate for situations where the job completed with partial success which is sufficient to consider the step complete, or for cases where the step owner or an administrator ran the Scheduler job or related utility manually as part of troubleshooting the original issue, so the job does not need to be run again as part of processing this step.

# Step-specific settings

When configuring a Scheduler Process Step, complete the following settings in addition to the general step settings:

Item	Description
Selected Scheduler Job	The Scheduler job to associate with this step. Click the folder icon to select the job.

Although the step is automated, you must still specify an assigned user for the step. The job will run using the permissions of the assigned user. The assigned user is not required to have any access to Scheduler or to the specified job, although ideally the user will have this level of permissions in order to troubleshoot the job results if any errors occur.

#### Table Process Step

The Table Process Step is intended to be used for steps where you need a user to perform some kind of administrative action on a table.

# Process behavior

When the Table Process Step is the active step, the step owner has two actions available in the Process task pane:

- <Action>: The user can click the action link to open a table or perform the action associated with this step. The text of the action and what it does depends on the Selected Action for the step. For example, if the Selected Action is Clone Table, then the link text is "Clone Table" and clicking on it opens the Create Table dialog for table cloning.
- Mark step as complete: The user can click on this link to complete the active task.

# Step-specific settings

When configuring a Table Process Step, complete the following settings in addition to the general step settings:

ltem	Description	
Selected Table	The table on which to perform the designated action. Click the folder icon to select a table.	
Selected Action	<ul> <li>The action to perform on the table:</li> <li>Clone Table</li> <li>Edit Table Data (meaning Open Table in Spreadsheet)</li> <li>Edit Table Structure</li> </ul>	
	In all cases, the assigned user will be able to open the associated dialog from the Process task pane when the step is active. The display text and/or description for the step should make it clear to the user what they are expected to do in order to consider the step complete.	
	If Edit Table Data is the selected action, then you can optionally define a Data Filter and/or a Row Limit for the task.	
Data Filter	Optional. Define a data filter to limit the data to be displayed in Open Table in Spreadsheet. Use the Filter Wizard 🏷 to create the filter criteria statement. This setting only applies if Edit Table Data is the selected action.	
Row Limit	Optional. Enter a number to limit the number of rows to be displayed in Open Table in Spreadsheet.	
	This setting only applies if Edit Table Data is the selected action.	

# **NOTE:** The assigned user for the step must have the appropriate security permissions to access the table and perform the designated action. The Table Process Step does not grant any permissions or elevate any existing permissions.

# **Configuring Notifications**

General processes can send several different types of notifications, all of which can be configured at the process level and at the step level. These notifications are used to inform or remind users about tasks they need to perform, or to inform other interested parties about the current step status.

When setting up notifications for a process, you can determine:

- The types of notifications that are sent for the process and for each step
- The recipients of each notification
- The content of each notification
- The delivery method of each notification (email, Notifications task pane, or both)
- Whether notifications are sent at all, for the entire process or per step
- The frequency and timing of reminder notifications

When defining notifications for a process, you can define default notifications at the process level. These process-level notifications are inherited by the individual steps in the process. At the step level, you can choose to enable or disable the inherited notifications as needed, and you can define custom notifications to be used for that step only.

**NOTE:** The information in this section does not apply to administrative notifications for a process, which are system-managed notifications intended to inform the process owner about the general operation of the process and any errors encountered. For more information about process ownership and administrative notifications, see Designating the process owner.

#### Notification types for general processes

The following types of notifications can be sent for a general process in process management:

Notification Type	Description	Available Recipient Types
Step Activated	Notification that is sent when a step is made active. By default, the notification informs the step owner(s) that they have a task to perform in the process. You can customize the default notification as desired.	<ul> <li>Task owners</li> <li>Any named user or role</li> <li>Process owner</li> </ul>
	<b>NOTE:</b> This notification type is <i>not</i> used when a previously active step is reopened due to an approval step rejection. Instead, the Step Reopened notification type is used.	

Notification Type	Description	Available Recipient Types
Step Reopened	Notification that is sent when a step is reopened, due to a subsequent approval step being rejected. By default, the notification informs the step owner that their task has been reopened. You can customize the default notification as desired.	<ul> <li>Task owners</li> <li>Any named user or role</li> <li>Process owner</li> </ul>
Step Rejected	Notification that is sent when an approval step is rejected. This notification type is not configured by default and is entirely user-definable. This notification type only applies to approval steps	<ul> <li>Previous step owners</li> <li>Any named user or role</li> <li>Process owner</li> </ul>
	and multiple approval steps.	
	<b>NOTE:</b> This notification type is about the step that was rejected, not about the prior step that was reopened as a result of the rejection. It is intended to inform the process owner or other interested parties about the rejection.	
Step Completed	Notification that is sent when a step is completed. This notification type is not configured by default and is entirely user-definable.	<ul> <li>Previous step owners</li> </ul>
		<ul> <li>Any named user or role</li> </ul>
		Process owner
Due Date Reminder	Notification that is sent to remind users of an upcoming step due date. This notification type is not configured by default and is entirely user definable, including the reminder schedule.	<ul> <li>Task owners</li> <li>Any named user or role</li> <li>Process owner</li> </ul>
Overdue Reminder	Notification that is sent to remind users of an overdue step. This notification type is not configured by default and is entirely user definable, including the reminder schedule.	<ul> <li>Task owners</li> <li>Any named user or role</li> <li>Process owner</li> </ul>

**NOTE:** For more information on the recipient types, see Customizing recipients for process notifications.

Most of these notification types do not apply to subprocess steps (the parent step of the subprocess). For example, a Step Activated notification is *not* sent when a multiple approvals step is made active; instead the notification is sent for the first sub-step in the subprocess. Similarly, the Due Date Reminder and Overdue Reminder notification types do not apply to subprocess steps, because these steps do not have due dates (only the sub-steps do).

The only notification types that apply to subprocess steps are:

- Step Completed: This can be used with any subprocess. It will be sent when all sub-steps in the subprocess are completed.
- **Step Rejected**: This only applies to multiple approvals steps. It will be sent when the multiple approvals subprocess is rejected due to any of its approval sub-steps being rejected.

You can define multiple instances of the same notification type, at any level of the process. If multiple notifications apply when a particular step activity occurs (such as when a step is activated), then all eligible notifications will be sent. For example, you might do this if you want to define different notification content for different recipients of the notification type.

# Notification design considerations

Keep in mind the following design considerations when defining notifications for a process.

• Step Activated / Step Reopened - Sending to recipients other than step owners

If you want to send the Step Activated or Step Reopened notification to any recipients other than the step owners, you should consider creating a second instance of the notification type with text that is appropriate for the other recipients.

The default text for these notification types assumes that the notification is being read by the step owners. The text includes statements such as "You have a new task..." and "Please login to Axiom Budgeting and Performance Reporting to complete your tasks." It may be confusing for process owners or other recipients to receive this notification because these users do not actually have a new task, they are just being informed of someone else being assigned a new task. The non-owner recipients should have a separate instance of the notification type, with text that better reflects the informational status of the notification, such as: "A new task has been issued for Step 'Import data' in Process 'Rollover'."

Step Activated / Step Reopened - Delivering to the Notifications task pane
Because the default delivery method is email, the default text for these notifications contains the
sentence "Please login to Axiom Budgeting and Performance Reporting to complete your tasks." If
you decide to deliver notifications to the Notifications task pane instead, this sentence does not
apply and should be removed.
• Step Rejected - Using with multiple approvals steps

If you want to use the Step Rejected notification type with a multiple approvals step, you should consider at which level you want the notification to be issued. You can enable Step Rejected for each approval sub-step in the subprocess, which means that the notification will be sent at the level of the individual sub-step that was rejected. Or, you can enable Step Rejected at the subprocess level (the parent multiple approvals step), which means that the notification will be sent for the parent step when any of the sub-steps are rejected.

This choice impacts how the variables are resolved in the notification text and what information is available to the notification. You can also choose to send both levels of notification, but this is probably more notifications than necessary for the same event, unless each notification is for different recipients.

#### Disabling notifications for a process

By default, each process includes "built-in" notifications intended to inform step owners about new and reopened tasks in the process. You can define additional notifications and customize the built-in notifications as needed.

However, if you don't want to send these notifications, then you can disable notifications for the entire process or for specific steps. If notifications are disabled, then the only way users can learn of their active tasks is through the Process task pane, or through other custom reports created by your organization.

### Disabling notifications at the process level

Use the **Enable Process Notifications** option on the Notifications tab to enable or disable notifications for the entire process.

- By default, this check box is selected, which means notifications are enabled for the process. Notifications will be sent according to the notification settings defined for each individual step (which may include using the inherited process-level notifications).
- If you clear this check box, then notifications are disabled for the process. No notifications will be sent. The **Default Notifications** section becomes grayed out and cannot be edited. Additionally, any notification settings made at the individual step level will be ignored.

Process Properties Process Steps	Notifications
Enable Process Notifications	Unchecking this property will suppress all non-admin notifications for this process
Default Notifications	Edit Notification
Notification	Recipients
Step Activated	Task Owners
Step Reopened	Task Owners

Notifications disabled for a process

Administrative notifications are always sent and cannot be disabled. For more information on these notifications, see Designating the process owner.

Disabling notifications at the step level

If **Enable Process Notifications** is enabled at the process level, then you can enable or disable notifications at the individual step level.

To disable notifications for a particular step, go to the **Process Steps** tab and then select the desired step. In the **Step Notifications** sub-tab, you can enable or disable notifications by type.

• Inherited Notifications: These notifications are inherited from the process-level notifications. To disable the inherited notifications at the step level, clear the Enabled check box for each notification.

Process Properties Process Steps Notifications		
🕈 Add 👻 🖹 Duplicate 🗙 Delete	Step Properties Step Notifications	
Generate import file from GL system	Inherited Notifications	🖧 Edit Recipients
Import monthly actuals	Enabled Notification	Recipients
Run tie out report		Task Quarter
Approve monthly close	Step Activated	a Task Owners
H H Update current periods	Step Reopened	Isk Owners
Run monthly report packages		
	Custom Notifications	🖉 Edit Notification 🔹 Add Notification 👻 Delete
	Enabled Notification	Recipients

Inherited notifications disabled for a step

• **Custom Notifications**: These notifications are defined for the current step. To disable a custom notification, clear the **Enabled** check box.

It would be unusual to define a custom notification for a step and then disable it, unless you are disabling it temporarily for testing purposes or for other transient reasons. If you do not need the custom notification for the step, you can delete it instead of disabling it.

Any inherited or custom notifications that are disabled for the step will not be sent for that step.

If **Enable Process Notifications** is *disabled* at the process level, then any step-level notification settings are ignored and no notifications will be sent for the process. However, you can continue to edit the steplevel notification settings so that they are configured as you want them in case you later re-enable notifications at the process level. A warning message displays across the top of the Step Notifications sub-tab to inform you when notifications are disabled at the process level.

Disabling notifications at the subprocess level

It is not possible to disable notifications for all sub-steps of a subprocess. If you want to disable notifications for a subprocess, you must disable them for each individual sub-step in the subprocess, using the methodology described in the previous section.

Inherited and custom notifications can also be disabled for the subprocess (parent) step itself, using the methodology described in the previous section.

### Defining default notifications for a process

You can define default notifications at the process level. These notifications are inherited by all eligible steps in the process, and can be enabled or disabled for those steps.

Default notifications are best for notifications that you want to use for all or most of the steps in the process. If many steps use the same notification, then it is easier to define it at the process level rather than for each individual step. If you don't want a default notification to apply to a particular step, then you can disable it at the individual step level.

The following steps are eligible to inherit the default notifications defined at the process level:

- Any top-level step that is not a subprocess step can inherit all default process-level notifications.
- Subprocess steps (the parent step of the sub-steps) can only inherit certain notification types from the default process-level notifications. Notification types that do not apply to subprocess steps will not be inherited by those steps.
- Sub-steps of parallel subprocesses (including multiple approvals steps) can inherit all default process-level notifications.

## Built-in default notifications for all processes

By default, all process definitions start with two default notifications at the process level: a Step Activated notification and a Step Reopened notification.

Process Properties Process Steps	Notifications
Enable Process Notifications	Unchecking this property will suppress all non-admin notifications for this process
Default Notifications	🥒 Edit Notification 🔹 Add Notification 👻 Delete
Notification	Recipients
Step Activated	💷 Task Owners
Step Reopened	💷 Task Owners

Built-in default notifications for a process

These built-in notifications are configured as follows:

- Notification recipients are set to task owners.
- Notification delivery is set to use the process-level setting (which by default is email delivery).
- The messages contain basic details about the process and the current task.

You can use the built-in notifications as is, or you can customize them as desired. All aspects of the notification are customizable. You can also opt to delete the built-in notifications and create your own from scratch.

The following screenshots show example default process notifications for a general process definition.



You have 1 new task(s) in process 'Rollover'.

Please login to Axiom Software to complete your tasks.

Process Step Name: Import actuals Description: Import actuals data for last year. Due Date: 1/15/2019 Previous Submitter Name: Jane Doe Process Comment:

#### Step Activated notification

Mon 1/14/2019 11:16 AM noreply@axiomepm.com Rollover process notification - 1 reopened task(s)

1 process task(s) have been reopened in process 'Rollover'.

Please login to Axiom Software to complete your tasks.

Process Step Name: Run tie-out report Description: Run the budget tie-out report to confirm data is flowing into and out of plan files as expected. Due Date: 1/15/2019 Rejecting User Name: Ron Sandstone Process Comment: Please check the report again, I am seeing exceptions in the data.

#### Step Reopened notification

## Adding, editing, and deleting default process notifications

You can add, edit, and delete default process notifications using the **Notifications** tab of the **Edit Process** dialog. Any existing default notifications defined for the process (including the built-in notifications) display in the **Default Notifications** grid.

You can define default process notifications at any time. If the process is already active, any changes made will apply to new notifications delivered after that point.

To add a default notification:

- 1. Click **Add Notification**, then select the notification type that you want to add. For more information on the available notification types, see Notification types for general processes.
- 2. In the Edit Process Notification dialog, define the properties for the new notification. For more information, see Notification properties for process definitions. Note the following:
  - Most newly added notifications do not have any default recipients. You must add the desired recipients before the notification is valid for use. The exception is reminder notification types—these notifications go to task owners by default.
  - Newly added notifications do not have any defined message text. You must define this content before you can save the notification.
- 3. Click **OK** to save the notification.
- 4. You are prompted to choose whether you want the new notification to be enabled in existing steps by default. Click **Yes** or **No** as appropriate.

**NOTE:** It is not possible to globally enable the notification for all steps after it is saved. If you don't enable the notification at this point, you must manually go to each existing step and enable it as needed.

The notification is added to the grid, and is available to be inherited by all eligible steps. Whether the notification is enabled in existing steps depends on your Yes/No selection when saving the notification. Whether the notification is enabled for newly created steps depends on the **Default Enablement** setting for the notification.

To delete a default notification:

• Select the notification in the grid, and then click **Delete**.

The deleted notification is removed from the process. Any steps that were inheriting the notification can no longer use it.

To edit a default notification:

• Double-click the notification in the grid. You can also select the notification in the grid and then click **Edit Notification**.

Within the Edit Process Notification dialog, you can edit notification properties such as:

- The delivery method for the notification (email, Notifications task pane, or both)
- The urgency of the notification
- The recipients of the notification
- The notification message contents
- The notification reminder schedule (for reminder notification types only)

### Defining notifications at the step level

For each step in a process definition, you can configure notifications as follows:

- You can manage inherited notifications for the step. These are notifications that the step inherits from the default process-level notifications. Inherited notifications can be enabled or disabled, and you can optionally add recipients for the current step.
- You can define custom notifications for the step. These notifications only apply to the current step.

Process Properties Process Steps Notifications			
🕈 Add 🗸 📄 Duplicate 🗙 Delete	Step Properties Step Notification	ns Enable or disable notifications inherited	
Clone current file group	Inherited Notifications	from the process	Sea Edit Recipients
刮 Import actuals	Enabled Notification	Parinia	α.t.α. Λ
🛱 Run Create Plan Files	Enabled Notification		
🛱 Run Process Plan Files	Step Activated	Task Owners	Add recipients to an
🔄 Run tie-out report	Step Reopened	I Task Owners	for this step only
💭 Approve rollover data	✓ Due Date Reminde	er 🔲 Task Owners	for this step only
	Custom Notifications	Edit Notification	Add Notification  X Delete
	Enabled Notification	Recipier	Step Activated
Create step-specific	Step Completed	Process Owner	Step Reopened
Houncations			Due Date Reminder
			Overdue Reminder

**NOTE:** If multiple instances of the same notification type apply to a step, then each instance will be sent when the notification is triggered. For example, if a step has an inherited Step Activated notification as well as a custom Step Activated notification, then both notifications will be sent (unless one of the notifications is disabled).

# Manage inherited notifications for a step

You can manage inherited notifications for the individual steps in a process. All steps inherit the default notifications defined at the process level. You can enable or disable inherited notifications at the step level, and you can add recipients at the step level.

To manage inherited notifications for a step, go to the **Process Steps** tab in the **Edit Process** dialog. Select the step, then go to the **Step Notifications** sub-tab. Any existing inherited notifications for the step display in the **Inherited Notifications** grid.

• Use the **Enabled** check box to enable or disable an inherited notification. If enabled, the notification will be sent for this step; if disabled, the notification will not be sent.

Whether an inherited notification is enabled by default for a step depends on the choices made when the notification was created at the process level or the subprocess level.

• To add recipients to an inherited notification, select the notification in the grid and then click Edit Recipients. For more information, see Adding step-specific recipients to inherited notifications.

The only inherited notification property that can be customized at the step level is the recipients. If you want to customize the text of an inherited notification for use with a specific step only, then you should do one of the following (depending on what you want to accomplish):

• Disable the inherited notification and instead create a custom notification of the same type for the step.

OR

• Leave the inherited notification enabled and create a custom notification of the same type for the step, but send each notification to different recipients.

## Inherited notifications for subprocess steps

Parallel subprocess steps and multiple approvals steps can only inherit certain types of notifications from the process. This only applies to the parent subprocess step itself. The child steps of the subprocess can inherit all notification types as normal.

The only notification types that a subprocess step can inherit are:

- **Step Completed**: When all steps in the subprocess have been completed, the Step Completed notification will be sent.
- **Step Rejected**: This notification type only applies to multiple approvals steps. If any of the approval sub-steps are rejected, the Step Rejected notification will be sent for the parent multiple approvals step. Note that this type of notification should be defined at either the parent level or the child level, but not both (unless you want to send each notification to different recipients).

# Define custom notifications for a step

You can define custom notifications for each step in a process. The custom notifications defined at the step level only apply to that step. If the process is already active, any changes will apply to new notifications delivered after that point.

To define custom notifications for a step, go to the **Process Steps** tab in the **Edit Process** dialog. Select the step, then go to the **Step Notifications** sub-tab. Any existing custom notifications defined for the step display in the **Custom Notifications** grid.

To add a custom notification:

- 1. Click **Add Notification**, then select the notification type that you want to add. For more information on the available notification types, see Notification types for general processes.
- 2. In the Edit Process Notification dialog, define the properties for the new notification. For more information, see Notification properties for process definitions. Note the following:

- Most newly added notifications do not have any default recipients. You must add the desired recipients before the notification is valid for use. The exception is reminder notification types—these notifications go to task owners by default.
- Newly added notifications do not have any defined message content. You must define this content before you can save the notification.
- 3. Click **OK** to save the notification.

The notification is added to the grid, and by default it is enabled for the step. You can disable it if desired, if you want to temporarily turn off the notification for the step.

To delete a custom notification:

• Select the notification in the grid, and then click **Delete**.

The deleted notification is removed from the step.

To edit a custom notification:

• Double-click the notification in the grid. You can also select the notification in the grid and then click **Edit Notification**.

Within the Edit Process Notification dialog, you can edit notification properties such as:

- The delivery method for the notification (email, Notifications task pane, or both)
- The urgency of the notification
- The recipients of the notification
- The notification message contents
- The notification reminder schedule (for reminder notification types only)

### Custom notifications for subprocess steps

You can define custom notifications for parallel subprocess steps and multiple approvals steps. The process is the same as for normal steps. However, only Step Completed and Step Rejected (for multiple approvals steps) notifications can be defined for the parent subprocess step. The child steps of the subprocess can use all notification types as normal.

### Customizing notification content for general process definitions

The default Step Activated and Step Reopened notifications for process definitions have default content that you can use as is, or you can customize it as desired. When defining all other notifications, the content is entirely up to you—there is no default content.

All notification content is defined in the **Notification Message** tab of the **Edit Process Notification** dialog. To access this dialog, go to the **Notifications** tab for the process or the **Step Notifications** tab for a step, and then add or edit a notification.

**NOTE:** If a step has inherited a notification from the process level, the content of that notification cannot be edited at the step level. You must go to the process level to edit the content of the inherited notification.

Process management supports a set of process variables that can be used to return process, step, and task information for use in notification content. For example, you can return the name of the process, the name of the step, and the due date of the step.

## Notification message sections

Each notification message has two sections—the **Notification Subject** and the **Notification Message Body**. Both sections for the notification must have some content in order to be valid.

The subject is rendered as the email subject line and/or as the notification title in the Notifications task pane. The message body is the body text.

A Edit Process Notification		?	×
Edit a 'Step Activated	' process notification		
Step Activated notificat completed or approved	ons are sent for new process tasks when a step is first activated. This can be after a p , or after a Move Step operation has occurred.	prior step has	been
Notification Configuration	Notification Message		
Notification Subject		Insert varia	ble 🕶
{ProcessName} process no	ification - {TaskCount} new task(s)		
Notification Message Bod	/	Insert varia	ble 🕶
You have {TaskCount} new	task(s) in process '{ProcessName}'.		
Please login to Axiom Soft	vare to complete your tasks.		
Process Step Name: {Curre Description: {CurrentStepD Due Date: {StepDueDate} Previous Submitter Name: Process Comment: {Previo	ntStepName} escription} {PreviousSubmitterName} isSubmitterComment}		
	Apply	K C	ancel

#### Example notification for a general process definition

## Process variables

Process variables can be used in all sections of the notification message, although certain variables can only be used in certain sections. The variables use standard variable syntax in Axiom Budgeting and Performance Reporting—for example: {StepDueDate}.

Use the **Insert variable** menu for the current section to insert a variable into the text. The menu displays only the variables that are currently valid for use, based on the current section, the step type, and the process type. Although you can manually type the variables, it is recommended to use the menu to ensure that you only use variables that are valid for the current section. When you choose a variable from the menu, it is displayed in plain text—for example, Due Date for {StepDueDate}.

### General variables

The following variables return general information about the process and its steps.

Variable	Description	Notification Types
{CompletingUserComment}	<ul> <li>The comment made by the user who completed the step.</li> <li>This variable resolves to blank if no comment was entered.</li> <li>If the step that was completed was a parallel subprocess or a multiple approvals step, then this variable resolves as a list of sub-steps, completing users, and comments, such as:</li> <li>Sub-step 1 name - user name - comment</li> </ul>	Step Completed
	Sub-step 2 name - user name - comment	
{CompletingUserName}	<ul> <li>The name of the user who completed the step.</li> <li>If the step that was completed was a parallel subprocess or a multiple approvals step, then this variable resolves as a list of sub-steps and completing users, such as:</li> <li>Sub-step 1 name - user name Sub-step 2 name - user name</li> </ul>	Step Completed
{CurrentStepName}	Name of the current step.	All notification types

Variable	Description	Notification Types
{CurrentStepDescription}	Description of the current step.	All notification types
{CurrentStepNumber}	Number of the current step.	All notification types
{DaysPastDue}	Number of days past the due date for the current step.	Due Date Reminder, Overdue Reminder
{DaysTilDueDate}	Number of days until the due date for the current step.	Due Date Reminder, Overdue Reminder
{OwnerFullName}	The full name of the current task owner.	Step Activated, Step Reopened, Due Date Reminder, Overdue Reminder
{NextStepDueDate}	<ul> <li>The due date of the next step in the process.</li> <li>If the next step is a parallel subprocess or a multiple approvals step, then this variable resolves as a list of sub-steps and due dates, such as: <ul> <li>Sub-step 1 name - due date</li> <li>Sub-step 2 name - due date</li> </ul> </li> <li>If the completed step was a sub-step of a parallel subprocess or a multiple approvals step, and the subprocess is still active, then this variable resolves to text such as "N/A - parallel subprocess step is not complete".</li> <li>If the completed step was the last step in the process, then this variable resolves to text such as "N/A - the process is complete".</li> </ul>	Step Completed, Step Rejected

Variable	Description	Notification Types
{NextStepName}	The name of the next step in the process.	Step
	<ul> <li>If the next step is a parallel subprocess or a multiple approvals step, then this variable resolves as follows:</li> </ul>	Completed, Step Rejected
	Parallel Subprocess Step Name (Comma-separated list of sub-step names)	
	<ul> <li>If the completed step was a sub-step of a parallel subprocess or a multiple approvals step, and the subprocess is still active, then this variable resolves to text such as "N/A - parallel subprocess step is not complete".</li> </ul>	
	<ul> <li>If the completed step was the last step in the process, then this variable resolves to text such as "N/A - the process is complete".</li> </ul>	
{NextStepOwner}	The owner of the next step in the process.	Step
	<ul> <li>If the next step is a parallel subprocess or a multiple approvals step, then this variable resolves as a list of sub-steps and owners, such as:</li> </ul>	Completed, Step Rejected
	Sub-step 1 name - user name Sub-step 2 name - user name	
	<ul> <li>If the completed step was a sub-step of a parallel subprocess or a multiple approvals step, and the subprocess is still active, then this variable resolves to text such as "N/A - parallel subprocess step is not complete".</li> </ul>	
	<ul> <li>If the completed step was the last step in the process, then this variable resolves to text such as "N/A - the process is complete".</li> </ul>	
	<ul> <li>If the owner is a role, then this variable resolves as a comma-separated list of all owners in the role.</li> </ul>	

Variable	Description	Notification Types
{PreviousStepName}	<ul> <li>The name of the previously active step in the process.</li> <li>This resolves to N/A for the first step in the process when used in Step Activated notifications.</li> <li>If the previous step was the last-completed step of a parallel subprocess or a multiple approvals step, then this variable resolves as follows: <ul> <li>Parallel Subprocess Step Name (Comma-separated list of sub-step names)</li> </ul> </li> </ul>	Step Activated, Step Reopened
{PreviousSubmitterComment}	<ul> <li>The comment made by the user who completed the previously active step.</li> <li>This resolves to N/A for the first step in the process. For other steps, it resolves to blank if no comment was entered.</li> <li>If the previous step was a parallel subprocess or a multiple approvals step, then this variable resolves as a list of substeps, submitters, and comments, such as: Sub-step 1 name - user name - comment Sub-step 2 name - user name - comment</li> </ul>	Step Activated
{PreviousSubmitterName}	<ul> <li>The name of the user who completed the previously active step.</li> <li>This resolves to N/A for the first step in the process.</li> <li>If the previous step was a parallel subprocess or a multiple approvals step, then this variable resolves as a list of substeps and submitters, such as:</li> <li>Sub-step 1 name - user name Sub-step 2 name - user name</li> </ul>	Step Activated

Variable	Description	Notification Types
{ProcessName}	The name of the process (display name if defined, process name if not).	All notification types
{RecipientFirstName}	The first name of the notification recipient.	All notification types
{RecipientFullName}	The full name of the notification recipient.	All notification types
{RejectingUserComment}	The comment made by the user who rejected the step (or in the case of On Demand Process Aborted, the user who aborted the plan file in the process). This variable resolves to blank if no comment was entered.	Step Reopened, Step Rejected, On Demand Process Aborted
{RejectingUserName}	The name of the user who rejected the step (or in the case of On Demand Process Aborted, the user who aborted the plan file in the process).	Step Reopened, Step Rejected, On Demand Process Aborted
{StepDueDate}	The due date for the step.	Step Activated, Step Reopened, Due Date Reminder, Overdue Reminder
{TaskCount}	The count of tasks covered by this notification.	Step Activated, Step Reopened, Due Date Reminder, Overdue Reminder

# Other variables

The following variables can only be used in notifications for Report Process Steps.

Variable	Description	Notification Types
{LinktoReport}	Link to open the specified report for the step.	Any notification type

Note the following when using the {LinkToReport} variable:

- If the report is form-enabled, then the hyperlink will open the file as a form or as a spreadsheet depending on the step-level setting **Open Form As**. For email notifications, if the step is configured to open the file as a form, then the form will be opened in the Web Client (browser) in all cases. For notifications delivered to the Notifications task pane, the option to open the form in the browser or the desktop client will be honored.
- If the report is not form-enabled, the hyperlink opens the report as a spreadsheet in the user's default desktop client.
- When the report is opened as a spreadsheet and the notification is sent via email, the hyperlink uses the same format as hyperlinks generated using GetDocumentHyperlink, including the differing URL format for systems using SAML or OpenID Authentication.

#### Customizing recipients for process notifications

When defining the notifications for a process definition, you can customize the recipients for each notification. You can choose specific users and roles to receive notifications, and you can select defined classes of recipients such as task owners and the process owner.

### Recipient types

The following recipient types are available for process notifications. Certain recipients are only available for certain notification types.

Recipient Types	Description
Task Owners	The notification will be sent to the current task owners for the step.
	This recipient type is not available for the Step Completed or Step Rejected notification types, because once the step is completed it has no current owners.
User	Select any named user defined within Axiom Budgeting and Performance Reporting security to send the notification to that user. This recipient type is available for any notification.
Role	Select any named role defined within Axiom Budgeting and Performance Reporting security to send the notification to all users in that role.
Process Owner	The notification will be sent to the process owner. This recipient type is available for any notification.
Previous Step Owners	The notification will be sent to the users who completed all previous steps in the process. This recipient type is only available for the Step Completed and Step Rejected notification types.
	For more information, see Behavior of Previous Step Owners recipient type.

Generally speaking, the Task Owners recipient type is intended to be used when you want to inform a user that they have a task to complete in the process, or to remind the user that they need to complete the task. All other recipient types are intended to inform interested users about what is currently going on with the process. For example, a process owner may want to receive a notification as each step in the process is completed, to help them keep tabs on the process. Similarly, there may be a specific user or role who is also interested in receiving this information, for the entire process or perhaps for a specific step.

When using different types of recipients for the same notification type, in most cases you should define multiple notifications with different text. The text for task owners should be action-oriented (such as "You have a new task to complete for process Rollover"), whereas the text for interested parties is more informational ("User jdoe completed step Import Actuals for process Rollover").

## Defining recipients for a notification

When you create or edit a notification at any level of the process, you can specify the recipients on the **Notification Configuration** tab of the **Edit Process Notification** dialog. The **Add Recipient** list only shows the recipients that are valid for the current notification type and process type.

A Edit Process Notification		?	$\times$
Edit a 'Step Activated' process notification			
Step Activated notifications are sent for new process tasks when a step completed or approved, or after a Move Step operation has occurred.	is first activated. This can be after a prior step	o has bee	en
Notification Configuration Notification Message			
Display Name Step Activated	(optional, default is the notification type)		
Notification Delivery     O Use notification-specific setting     Process setting: Email notification	Notification Urgency Normal Importance High Importance		
Default Enablement			
Choose whether this notification should be enabled by default in newly Enabled by default      Disabled by default	added process steps.		
Notification Recipients	+ Add Recipient -	× Dele	te
Isk Owners	Subser Control Control		
L	Арріу ОК	Cano	el.

Once the notification has been saved, you can see the list of recipients in the notifications grid:

A Edit Process				?	×
Edit the definition of process 'Mon	thly Updates'.				
• This process is currently inactive.				<u>Start pr</u>	ocess
Process Properties Process Steps Notifications	]				
Enable Process Notifications Unchecking to the second s	his property will suppress all non-admin no	otifications for this proc	255		
Default Notifications			_		
Default Noulications		Edit Notification	Add Notification •	🗙 Delet	e
Notification		<ul> <li>Edit Notification</li> <li>Recipients</li> </ul>	Add Notification •	¥ Delet	e
Notification Step Activated	ask Owners	<ul> <li>Edit Notification</li> <li>Recipients</li> </ul>	Add Notification •	X Delet	e
Notification Step Activated Step Reopened	I Task Owners	Edit Notification           Recipients	Add Notification •	⊁ Delet	e

## Adding step-specific recipients to inherited notifications

When a step inherits a notification from the process level, you have the option of adding recipients for that step only.

For example, imagine that you want to notify a specific user when a particular step completes. You can always choose to create a custom notification for that step and send it to that user. However, if an inherited Step Completed notification is already available to the step, then you can just add the user to that notification.

To add the user to the inherited notification, select the step and go to the **Step Notifications** sub-tab. Select the notification in the grid, then click **Edit Recipients**.

Process Properties Process Steps Notifications		
🕈 Add 👻 📄 Duplicate 🛛 🗙 Delete	Step Properties Step Notifications	
Generate import file from GL system	Inherited Notifications	🔶 擧 Edit Recipients
Minimport monthly actuals	Enabled Notification Recipients	
Approve monthly close	Step Activated Step Activated	
▶ ∰ Update current periods	Step Reopened 📧 Task Owners	
Run monthly report packages	🗹 Step Completed 🔤 Process Owner 🥵 Role 'Finance'	

In the **Edit Recipients** dialog, you can see the default recipients defined for the inherited notification at the top of the dialog. You cannot remove any of these recipients, but you can add a recipient for this step only. In the following screenshot, the user Jane Doe will be included in the notification when this step is completed.

A Edit Recipients	×			
Edit additional recipients for the 'Step Completed' notification				
<b>Default Recipients:</b> IProcess Owner Role 'Finance' The default recipients for this notification are controlled at the process level.				
Additional Recipients	+ Add Recipient - X Delete			
👃 Jane Doe	👃 User			
-	Role Role			
	Previous Step Owners			
Apply	/ OK Cancel			
Арріу	Cancel			

- To add a recipient, click Add Recipient and then select the type of recipient to add. Any recipient types that are already included in the default recipients are not listed here.
- To remove an additional recipient, select the recipient and then click **Delete**.

Any recipients listed in the Additional Recipients section will receive the notification for this step only.

## Behavior of Previous Step Owners recipient type

The Previous Step Owners recipient type can be used to notify the previous owners of a process about the status of subsequent process steps. For example, users who completed the previous steps of the process may want to know when a certain milestone step of the process is completed, or when the final step of the process is completed. This notification type has some special behaviors depending on the particular process configuration.

For purposes of determining the users who are considered "previous step owners," only the users who *completed* previous steps qualify. Note the following:

- Assigned step owners who did not complete a step are not included as a recipient. For example, if the owner of a step was a role with three users, only the user who actually completed the step will receive the notification.
- If a previous step was completed by an administrator or the process owner (overriding step ownership), then that completing user will receive the notification instead of the assigned step owner.

• If a previous step was skipped or not completed (due to a **Move current step** operation), then that step will not have a completing user to receive the notification.

If a process definition contains a parallel subprocess (including multiple approvals), the previous step owners are treated as follows:

- When a sub-step of the parallel subprocess is completed, the other sub-steps in the subprocess are ignored for purposes of determining previous step owners. This is because the sub-steps of the parallel subprocess do not have an order, so the concept of "previous" does not apply. However, the previous step owners of steps completed before the subprocess will receive a notification.
- When steps after the parallel subprocess are completed, the previous step owners of all sub-steps of the parallel subprocess will receive a notification.

## Setting up schedules for reminder notifications (standard processes)

When defining a Due Date Reminder or Overdue Reminder notification for a process definition, you must set the schedule for these reminders.

Within the Edit Process Notification dialog, the schedule is defined on the Reminder Configuration tab. This tab is only present for reminder notifications—all other notifications are triggered by step events such as step activation or completion.

A Edit Process Notification	?	×
Edit a 'Due Date Reminder' process notification		
Due Date Reminder notifications are sent according to the reminder schedule, up until the tasks are due.     When reminders     start     age Reminder Configure     When reminders     stop		
Start: 3 day(s) before process step is due  O Until due date		
Until 1 day(s) before process step is due		
Reminder Frequency       Reminder Time         Select the time of day when reminders are evaluated and delivered.         Every weekday       Evaluate reminders at 10:00 AM Y Pacific Daylight Time (GMT-07:00)		
How often reminders are sent When to send reminders		
Apply OK	Canc	el

Example Reminder Configuration tab

## Due Date Reminder schedules

To decide on the appropriate Due Date Reminder schedule, you should consider the following:

- How many days before the due date do you want the reminders to start? This will impact the start of the schedule.
- How many reminders do you want to send / how frequently should the user be reminded? This will impact the reminder frequency and the end of the schedule.
- Do you want to send a reminder on the due date itself?

If you want to send reminders prior to the due date *and* on the due date itself, keep in mind that you may want to use different text for these notifications. For example, when sending reminders before the due date, you probably want to include text such as: "This is a reminder that your task for Step 'Import Data' is due in 3 days." If you use the same text on the due date, it will resolve as "due in 0 days"—which is technically true, but not as clear as saying "this task is due today." You might also want to use stronger wording in the notification on the due date, and one to be sent only on the due date. Each notification would have different text, and use a different reminder schedule.

To set the reminder schedule for a Due Date Reminder notification, complete the following settings on the **Reminder Configuration** tab:

In the Reminder Schedule section, set the start date for the reminder by editing the setting Start \_ \_ day(s) before process step is due. Enter any number of days before the due date. By default, this is set to 1 day before the due date.

For example, if the step is due on 1/10/2016 and you set the start date to 3 days before the due date, then reminders will start on 1/7/2016.

You can specify 0 days as the start date if you only want to send a reminder on the due date itself.

- 2. In the **Reminder Schedule** section, set the stop date for the reminder by selecting one of the following options:
  - Until due date (default): Reminders will be sent from the start date until the due date (including the due date itself).
  - Until \_\_\_\_ day(s) before process step is due: Reminders will be sent from the start date until the number of days specified before the due date. By default this is set to 1 day before the due date.
  - Single notification only: The reminder will be sent once, on the start date.
- 3. In the Reminder Frequency section, select the frequency of the notifications:
  - Every \_\_\_\_\_ day(s) (default): The reminder notification will be sent according to the specified day interval, from the start date to the end date. By default this is set to send a notification every 1 day, meaning a notification will be sent each day. All days of the week are included when choosing this option, including Saturday and Sunday.
  - Every weekday: A reminder notification will be sent each weekday (Monday-Friday), from the start date to the end date. No notifications will be sent Saturday or Sunday.

**NOTE:** If **Every weekday** is selected and the configured schedule causes a notification to fall on the weekend, that notification is simply not sent—it is not moved to the nearest weekday. This means that some schedule configurations may not send any notifications if the entire schedule happens to fall on the weekend. Specifically, you should not select this option if you are only sending a single notification, in case that single notification falls on the weekend.

4. In the **Reminder Time** section, select the time of day at which this reminder will be evaluated and delivered. You can select any hour from 12:00 AM to 11:00 PM. By default, this is set to 5:00 PM. See How reminder schedules work for more information.

The following table contains some example schedules and the resulting notifications. The frequency is assumed as every 1 day in these examples.

Example	Start Date	Stop Date	Resulting Notifications
Reminders before and on the due date	3 days before	Until due date	4 - one each on the three days before the due date, and one on the due date
Reminders only before the due date	3 days before	Until 1 days before step is due	3 - one each on the three days before the due date, none on the due date
Reminder only on the due date	0 days before	Single notification	1 - one on the due date

The frequency impacts how many of these notifications are ultimately sent. If the frequency is set to every 2 days in the first example, then only 2 of the 4 eligible notifications will be sent. Similarly if the frequency is set to weekdays only, then the number of notifications sent depends on how many of those days (if any) fall on a weekend.

# Overdue Reminder schedules

To decide on the appropriate Overdue Reminder schedule, you should consider the following:

- How many days after the due date do you want the reminders to start?
- How many reminders do you want to send / how frequently should the user be reminded?

Of course, at a certain point, if a task is persistently overdue then some other action should be taken. Your organization may run reports that are intended to inform the process owner about tasks that are overdue, so that they can take action accordingly. Another option in this case would be to create an Overdue Reminder notification that goes to the process owner or to other designated users. For example, your organization may have a rule that if a task is 3 days late, the situation should be escalated to the task owner's manager. You could have two Overdue Reminder notifications—one that goes to the task owners when the task becomes overdue, and another that goes to the process owner when the task is 3 days late.

To set the reminder schedule for an Overdue Reminder notification, complete the following settings on the **Reminder Configuration** tab:

In the Reminder Schedule section, set the start date for the reminder by editing the setting Start \_ \_ day(s) after process step is due. Enter any number of days after the due date. By default, this is set to 1 day after the due date.

For example, if the step is due on 1/10/2016 and you set the start date to 1 day after the due date, then reminders will start on 1/11/2016.

- 2. In the **Reminder Schedule** section, set the stop date for the reminder by selecting one of the following options:
  - No end date (default): Reminders will be sent from the start date until the step is completed.
  - Until \_\_\_\_ day(s) after process step is due: Reminders will be sent from the start date until the number of days specified after the due date. By default this is set to 1 day after the due date.
  - Single notification only: The reminder will be sent once, on the start date.
- 3. In the **Reminder Frequency** section, select the frequency of the notifications:
  - Every <u>day(s)</u> (default): The reminder notification will be sent according to the specified day interval, from the start date to the end date. By default this is set to send a notification every 1 day, meaning a notification will be sent each day. All days of the week are included when choosing this option, including Saturday and Sunday.
  - Every weekday: A reminder notification will be sent each weekday (Monday-Friday), from the start date to the end date. No notifications will be sent Saturday or Sunday.

**NOTE:** If **Every weekday** is selected and the configured schedule causes a notification to fall on the weekend, that notification is simply not sent—it is not moved to the nearest weekday. This means that some schedules may not send any notifications if the entire schedule falls on the weekend. Specifically, you should not select this option if you are only sending a single notification, in case that single notification falls on the weekend.

4. In the **Reminder Time** section, select the time of day at which this reminder will be evaluated and delivered. You can select any hour from 12:00 AM to 11:00 PM. By default, this is set to 5:00 PM. See How reminder schedules work for more information.

## How reminder schedules work

Reminder notifications are evaluated once per hour using the system Scheduler job **System.ProcessNotifications**.

This job checks all active steps in all active processes to see if these steps have any configured reminder notifications.

- If a step has reminder notifications, the job checks the due date of that step and the schedule of those notifications to see if any are eligible to be sent.
- If the notification is eligible to be sent, and the configured reminder time of the notification falls within the current hour in which the job is running, the notification will be sent.

Under normal circumstances, this setup results in only one reminder being sent per day, for each eligible step / notification combination. However, a reminder notification could be sent multiple times in a day if either of the following occurs:

• The reminder time is edited for an active process.

• The schedule for the system job is changed so that the job runs multiple times in an hour (or the job is manually run again within an hour).

All times for this process are evaluated on the Axiom Application Server. When you select a time, you select it based on your local time zone (shown next to the selected time for your reference). This selected time is converted to Coordinated Universal Time (UTC) when it is saved to the server, so that the reminders will be evaluated relative to your selected local time.

Reminder schedules are only evaluated while the step is active. If the step is completed, rejected, or aborted, then no reminder notifications will be sent.

### Notification properties for process definitions

The following properties can be set for each notification defined in a general process definition.

## Notification Configuration tab

This tab defines general properties for the notification.

ltem	Description
Display Name	Optional. The name of the notification. This name is for use when configuring notifications for the process; it is not displayed anywhere in the actual notification to users.
	If left blank, the notification type is used as the display name (such as "Step Activated"). If you have more than one of a particular notification type, you should define a unique display name for each to avoid confusion.
Notification Delivery	Specifies how the notification will be delivered to recipients.
	By default, the option <b>Use current process setting</b> is enabled, which means that the notification will be delivered according to the process-level delivery settings on the <b>Notifications</b> tab. If you want to override the process-level settings for this particular notification, then select <b>Use notification-specific setting</b> instead.
	If Use notification-specific setting is enabled, then select one of the following:
	<ul> <li>Notification task pane: Display the notification in the recipient's Notifications task pane.</li> </ul>
	<ul> <li>Email notification (default): Send the notification by email, using the recipient's email address as defined in Axiom Security.</li> </ul>
	<ul> <li>Both notifications: Send the notification by email and display it in the Notifications task pane.</li> </ul>

Item	Description
Notification Urgency	<ul> <li>Specifies the urgency of the notification. Select one of the following:</li> <li>Normal Importance: The notification will not be called out as having any particular importance.</li> <li>High Importance: The notification will be flagged as important. In the Notifications task pane, the notification will display with an exclamation point. For email notifications, the display depends on the recipient's email client configuration.</li> </ul>
Default Enablement	<ul> <li>Specifies whether the notification will be enabled by default in newly added process steps that are eligible to inherit the notification. Select one of the following:</li> <li>Enabled by default (default): The notification will be enabled by default in newly added process steps.</li> <li>Disabled by default: The notification will be disabled by default in newly added process steps.</li> <li>This setting is only present when defining default notifications for the process. It does not display for step-specific custom notifications.</li> <li>This setting does not impact whether a notification will be enabled in existing steps. When you create a new default notification, you will be prompted to choose whether you want the new notification enabled in existing steps.</li> </ul>
Notification Recipients	<ul> <li>The recipients of the notification. If recipients have already been selected, they will display in the Notification Recipients box.</li> <li>To add recipients, click Add Recipient and then click the type of recipient to add.</li> <li>To delete a recipient, select the recipient in the Notification Recipients box and then click Delete.</li> </ul>

## Notification Message tab

This tab defines the message for the notification. All message sections for the notification must have some content in order to be valid. For more information, see Customizing notification content for general process definitions.

Item	Description
Notification Subject	Defines the subject line for the notification.
Notification Message Body	Defines the message body for the notifications. This text should contain all necessary task details for the notification.

# Reminder Configuration tab

This tab defines the reminder schedule for the "reminder" notifications. This tab only applies to the following notification types: Due Date Reminder and Overdue Reminder. For more information, see Setting up schedules for reminder notifications (standard processes).

Item	Description
Reminder	Specifies when reminder notifications will start, and how long they will continue.
Schedule	To specify when reminder notifications will start (the start date):
	<ul> <li>For due date reminders, enter the number of days before the due date that you want reminders to start. By default, reminders start 1 day before the step is due.</li> </ul>
	<ul> <li>For overdue reminders, enter the number of days after the due date that you want reminders to start. By default, reminders start 1 day after the step is due.</li> </ul>
	To specify how long reminder notifications will continue (the stop date), select one of the following:
	<ul> <li>Until due date / No end date (default): For Due Date Reminders, notifications will continue until the due date is reached. For Overdue Reminders, notifications will continue until the step is completed.</li> </ul>
	<ul> <li>Until day(s) before / after process step is due: Notifications will continue until the specified number of days before the step is due (for Due Date Reminders) or after the step is due (for Overdue Reminders). By default this is set to 1 day.</li> </ul>
	<ul> <li>Single notification only: The notification will only be sent once, on the specified start date.</li> </ul>
Reminder Frequency	Specifies the frequency of reminder notifications between the start date and the stop date. Select one of the following:
	• Every X days: A reminder notification will be sent according to the specified day interval. By default this is set to send a notification every 1 day, meaning a notification will be sent each day. All days of the week are included when choosing this option, including Saturday and Sunday.
	• Every weekday: A reminder notification will be sent each weekday (Monday- Friday). No notifications will be sent Saturday or Sunday.
	This option does not apply if the notification is set to Single notification only.
Reminder Time	Specifies the time of day when reminders will be evaluated and delivered. Select any hour from 12:00AM to 11:00PM. By default, this is set to 5:00 PM.

# Managing Active Processes

Once process definitions have been created, administrators and process owners can perform tasks such as starting or stopping a process, viewing overall process status and process history, and managing step status.

Management tasks can be performed from the following locations:

 On the Axiom tab, in the Administration group, go to Manage > Process Management > Current Processes.

**NOTE:** In systems with installed products, this feature may be located on the **Admin** tab. In the **Workflow** group, click **Process Management > Current Processes**.

• From the Process task pane, click View status. This is only available for active processes.

You can also start processes and access process details from within the process definition itself.

#### Starting or stopping a process

A process is only managed by the system if it has been started. Once a process is started, it will remain active until it is completed or stopped.

**NOTE:** Only administrators or process owners can start or stop a process.

## Starting a process

Once you have completed a process definition and you are ready to work on the process, you can start it. When you start a process, Axiom Budgeting and Performance Reporting does the following:

- Creates a unique process instance to track the process steps and store the process details. Each activation of a particular process definition is stored separately, so that you can always see the historical details.
- Activates the first step in the process and creates one or more tasks as appropriate.
- Displays the activated process in the Process task pane. Administrators can see every activated process; other users will only see the process if they are the process owner or if they have a task for the currently active step.

To start a process:

1. On the Axiom tab, in the Administration group, click Manage > Process Management > Process Definitions.

**NOTE:** In systems with installed products, this feature may be located on the **Admin** tab. In the **Workflow** group, click **Process Management > Process Definitions**.

This opens the Axiom Explorer dialog, showing the Process Definition Library (and any file group Process Definitions folders that you have access to). You can also access these definitions from the Explorer task pane.

2. Open the process definition that you want to start, and then click **Start Process** in the top righthand corner of the dialog.

**NOTE:** The process definition cannot be started if it contains any missing or invalid settings. These validation errors will display at the bottom of the dialog if present. You can click the link to be taken to the tab or step that contains the error. Once all errors are resolved, you will be able to start the process.

3. At the confirmation prompt, click **OK**.

The process is now active. Once a process has been started, you can track its progress using the Process Manager or by clicking the **View status** link in the Process task pane. For more information, see Viewing process status and comments.

You can also start processes from the Process Manager dialog. On the Axiom tab, click Manage > Process Management > Current Processes. In the Process Manager dialog, select Show inactive processes. Select the process that you want to start, then click Start.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the Workflow group, click Process Management > Current Processes.

## Stopping a process

When you stop a process, all current tasks are deleted and the process status changes from Active to Aborted. If the process definition is started again later, a new process instance will be created and the process will start over from the first step. There is no way to restart a particular process instance at the step it was on when it was stopped.

To stop a process:

 On the Axiom tab, in the Administration group, go to Manage > Process Management > Current Processes.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the Workflow group, click Process Management > Current Processes.

- 2. In the **Process Manager** dialog, select the process that you want to stop, and then click **Stop**.
- 3. At the confirmation prompt, click **OK**.

You can also stop processes using the Process Status dialog. From the **Process** task pane (or a custom task pane configured to show the process control), click **View status**. In the **Process Status** dialog, click **Stop process**.

## Completing a process

General processes are automatically completed when all steps in the process are complete. Once a particular process instance is completed, that same instance cannot be restarted. If the process definition is started again, a new process instance will be created and the process will start over from the first step.

Axiom Budgeting and Performance Reporting saves the process details for each activated instance of a process. Administrators and process owners can always go back and view the available history. For more information on viewing process history, see Viewing process history.

## Scheduling a process

You can use the Scheduler task **Start Process** to automatically start a process at a specific point in time. The schedule can be one-time, or recurring.

If the process is already active when the Scheduler job executes, you can decide what to do with the current process. You can leave the current process running, or you can stop the current process and then start a new process.

If you use a recurring schedule to start the process, then the process steps should use relative due dates so that the due dates will adjust dynamically for each execution. If the due dates are specific calendar dates, then you must remember to edit the process definition before each scheduled execution for the new calendar dates.

#### Modifying active processes

If a process is not active, you can edit its definition as desired. When a process is active, then certain edits are not allowed, and other edits have no effect on the active process.

To edit a process definition:

1. On the Axiom tab, in the Administration group, go to Manage > Process Management > Process Definitions.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the Workflow group, click Process Management > Process Definitions.

The Axiom Explorer dialog opens, filtered to only show the Process Definition Library.

- 2. Double-click the process definition that you want to edit.
- 3. In the Edit Process dialog, make any allowed edits as needed.

If the process is currently active, a warning message displays at the top of the **Process Properties** tab.

4. Click Apply to save (or OK if you are finished making edits).

### Disallowed edits for active processes

The following edits cannot be made to the process definition of an active process, because they would invalidate the currently active step or the process history:

- Making any edits to the properties of a completed step
- Moving the currently active step to another level
- Deleting the active step

### Editing considerations

All properties of the currently active step can be edited. Note the following:

- If you change the step name, description, or action of the active step, and the current step owner currently has the Process task pane open, they will need to refresh it in order to see these changes.
- If you change the step owner or due date of the active step, this will cause the task for the step to be regenerated with the new information, including sending a new Step Activated notification to the step owner (if applicable).
- If you add a step to an active parallel subprocess or multiple approvals step, the new step will be automatically activated in the process when you save the change to the process definition.

For the most part, any new, deleted, or moved steps should be after the currently active step, so that they will still be part of the step progression. However, it is possible to add new steps to any point of the process, delete any steps other than the currently active step, and move any steps (except as noted in the previous section). You should carefully consider the effect any of these types of changes will have on the active process before making them. For example:

- If you add a step before the currently active step, then that step will not be part of the progression unless you move the process back to that step, or unless it is possible for the process to be rejected back to that step.
- If you move the currently active step to an earlier point in the process, this may result in reactivating already completed steps as the process moves forward from the currently active step. If you move the currently active step to a later point in the process, this may result in some steps never being started.
- If you delete a completed step, that step will no longer display in the process definition or in the Process Status dialog for the current instance. The only way to view the details of that step would be to query the Axiom.ProcessEvents table, which would still contain the events for the step activation and completion.

### Viewing process status and comments

Administrators can view the status of all processes at any time. They can view a summary of process status, and they can view details for each individual process. Any comments added by users when completing steps are also displayed in these details.

Designated process owners can also view the status of processes that they own.

### Process status summary

The Process Manager dialog shows key information for processes at a glance, such as the current state of the process and the current step of the process. To access this dialog:

 On the Axiom tab, in the Administration group, click Manage > Process Management > Current Processes.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the Workflow group, click Process Management > Current Processes.

By default, the Process Manager dialog shows active processes only. You can click **Show inactive processes** to see all processes. The details displayed are for the most recent instance of the process (the "current" process).

rrent Processes	Show inactive processes	📇 View Details 🥖	'Edit Process 🕨 Start 👋 S
Process Name	Process State	Current Step	Error Details
Budget Process	Active	N/A	
Capital Request Approval	Active	N/A	
Monthly Updates	Active	2 - Import monthly actuals	
Process History: Monthly U	Jpdates Started On:	Ended On	Process Definition ID
Process History: Monthly U Process State Aborted	Jpdates Started On: 3/6/2019	Ended On 3/6/2019	View Details De Process Definition ID 27854

Example summary of active processes

From here you can perform actions such as viewing the process details, editing the process definition, and starting and stopping the process. You can also view process history.

For administrators, this dialog shows all processes. For process owners, the dialog only shows processes that the user owns.

# Viewing individual process details

To view the details of a specific process from the Process Manager dialog, select the process in the list and click **View Details**. Alternatively, administrators and process owners can view the details of an active process by clicking the **View status** link in the Process task pane (or in the process definition).

In the Process Status dialog, you can view all of the information about the process, including:

- Status of each individual step, whether it is completed, active, or not yet started
- Properties of each individual step, including step type, assigned owner, due date, and any associated file or feature
- Details of all step activity, such as when it was made active, when it was completed (and by whom), and any comments associated with the activity

A Process Status		? ×
Process status details for process 'Mont	hly Updates'.	
Process is Active Started on 5/21/2019 by Wend	ly Hunter E	dit process definition
Stop process      Process history	🗸 Complete step 🛛 🌄 Move current step 🛛 🕂 Regenerate tasks	🔚 Open import
I - Generate import file from GL system A Completed by Wendy Hunter on 5/21/2019	2 - Import monthly actuals (Import Step)	Status Active
→ 2 - Import monthly actuals Due on 5/22/2019	Step Details Associated Import Import GL data.axi Associated Import Import GL data.axi Assigned User Jane Doe	
□ 3 - Run tie out report Not yet started	EQ Due Date 5/22/2019	
A - Approve monthly close	Step Activity           5/21/2019 09:23 ➡ Step 2 (Import monthly actuals) activated           Assigned to Jane Doe	
► S - Update current periods ♣ Not yet started		
☐ 6 - Run monthly report packages ☐ Not yet started		
<u></u>	1	ОК

Example process details

You can also perform administrative activities for the process from this dialog, such as stopping the process, performing step actions, completing steps (overriding step ownership), and reactivating stalled steps.

### Moving processes to different steps

Administrators and process owners can move an active process to a different step. There are two different options for moving a process to a different step. These options are intended to be used for different circumstances as follows:

- **Complete step** should be used when you need to override step ownership, but the step should be completed as normal and the process should move on to the next step. For example, the step owner may have forgotten to complete the step before leaving for vacation, so they have asked an administrator to complete it for them.
- Move current step should be used when you need to make administrative adjustments to the process. When moving a step, the current task is aborted instead of completed, and the target step is activated. Any steps in between the aborted step and the target step are simply not started.

These actions can be performed in the **Process Status** dialog. To open this dialog, click **View status** for the process in the Process task pane (or in a custom task pane configured to show the process control).



The process definition also contains a **View status details** link to open the Process Status dialog, when the process is active.

## Completing a step (overriding step ownership)

As necessary, you can override step ownership and mark the active step as completed. The process history will track both the original ownership assignment and the user who actually completed the step.

For example, imagine that the assigned user for a step performed the necessary task, but forgot to mark the step as complete before leaving on vacation. In this case, an administrator can mark the step as complete so that the process can continue.

To do this in the Process Status dialog, select the step that you want to complete, then click **Complete step**. If the step is an approval step, then you can click **Approve step** or **Reject step** as appropriate.



This opens the same **Process Action** dialog that you see when completing a step from the Process task pane, where you can define a comment if desired. When you click **OK**, the step will be completed just as if the owner had completed it (including any resulting notifications), except that you will be recorded as the completing user instead of the owner.

## Moving to a different step

As necessary, you can move a process from the currently active step to a different step. The ability to move the current step depends on which step is currently active and whether it is a top-level step or part of a subprocess:

- If the currently active step is a top-level step, then the process can be moved to any other toplevel step. If the process is a plan file process definition, then any or all plan files can be moved to any other top-level step.
- If the currently active step is a sub-step in a parallel subprocess (including sub-steps of a multiple approvals step), then you can select the parent subprocess step and choose to move the process to any other step at the same level. In this case, all subprocess steps are aborted and the process is moved to the selected step.

To move a step in the Process Status dialog:

- 1. Select a currently active step (or its parent step) and then click Move current step.
- 2. In the **Move Current Step** dialog, select the step that you want to move to. The dialog only displays eligible steps as described previously in this section.
- 3. By default, notifications are *not* sent to new step owners when moving the current step. If you want to send notifications as part of the move, then select Send notifications to users affected by this current step change. If this check box is selected, then you can also optionally enter a comment to be included in the notification and stored with the process.

If enabled, the notification sent when a step is moved will always be the Step Activated notification for the target step. Because the currently active step is aborted instead of completed, no Step Completed notifications will be sent.

4. Click **OK** to move the step.

The current step is aborted, and the target step is made active.

#### Fixing common process issues

While a process is active, administrators and process owners may need to address common process issues such as:

- Regenerating tasks for a stalled step
- Regenerating tasks to reflect changes in the process assignments or security
- Restarting a Scheduler Process Step

These actions can be performed in the **Process Status** dialog. To open this dialog, click **View status** for the process in the Process task pane (or in a custom task pane configured to show the process control).

<	Axiom Assistant	
ŗ	Current Processes	^
Explore	You have no active tasks in this process	
Process X		

The process definition also contains a **View status details** link to open the Process Status dialog, when the process is active.

## Regenerating tasks for a stalled step

If an issue occurs that prevents a step from becoming active, the step will stall in the process, and the process cannot continue.

For example, imagine that the assigned user for step 2 of a process has been disabled or deleted in security. When step 1 is completed, step 2 cannot be made active because the assigned user is not eligible or the user record does not exist. Step 2 then becomes stalled, which causes the overall process to become stalled.

In this example, if the user was disabled in the system accidentally, you could edit Security to re-enable the user, and then regenerate the tasks for the step. To do this in the Process Status dialog, select the stalled step and then click the link in the error message.

Stop process <sup>(a)</sup> Process history <sup>(b)</sup> Move current step <sup>(c)</sup>			
✓ 1. Generate import file from GL system Completed by Wendy Hunter on 4/23/2015	Run tie out report Report Step		
Completed by Wendy Hunter on 4/23/2015	Error occurred creating process tasks for this step     Error Details: Error occurred while generating process tasks for step 'Run tie out report'. Details:     Assigned user ID 13 in process step 'Run tie out report' resolves to an inactive user.		
3. Run tie out report     Error occurred creating process tasks for this step	Click here to re-generate tasks for this step. Step Details		
4. Approve monthly close     Approve started	Description Associated Report Tie out monthly data.xlsx		
<ul> <li>Dydate current periods And And And And And And And And And And</li></ul>	Image: Assigned User     Jane Doe (jdoe)       Image: Due Date     1 days after step becomes active		

Axiom Budgeting and Performance Reporting will attempt to reactivate the step, which causes any associated tasks to be regenerated. If the task generation is successful, the step will be made active and the process can continue as normal.
**NOTE:** If instead the step needs a different owner, then you can edit the process definition to assign a different user. When you save the change to the process definition, the task for that step will automatically be regenerated for the new owner, and the error state will be removed.

### Regenerating tasks to reflect process or security changes

In certain cases, you may need to regenerate tasks for an active step in order to incorporate changes made to the process assignments or to security. For example:

- If the owner assignment is an assignment column or an assignment workbook, and the assignments in the column or workbook have been changed since the step became active.
- If the owner assignment is a role, and the members of the role have changed since the step became active.
- If security permission changes have been made that would affect the ownership of the active step.

**NOTE:** It is not necessary to manually regenerate tasks if you change the assignment *type* for a step (for example, from user to assignment column), or change the specifically assigned user or role. In these cases, the tasks are regenerated automatically when you save the change to the process definition. In the examples listed above, the process is not aware of the changes made outside of the process definition, so the process does not know to automatically regenerate the tasks.

To regenerate tasks for a step in the Process Status dialog, select the step and then click **Regenerate** tasks.

Stop process	🗸 Complete step 🛛 🐯 Move current step 🛛 🕀 Regenerate tasks	🔄 Open import
✓ 1 - Generate import file from GL system A Completed by Wendy Hunter on 5/21/2019	2 - Import monthly actuals (Import Step)	Status Active
<ul> <li>2 - Import monthly actuals Due on 5/22/2019</li> </ul>	Step Details Associated Import Import GL data.axi Associated Import Import GL data.axi	
□ 3 - Run tie out report Not yet started	Image: Assigned Oser     State Society       Image: Assigned Oser     State Society	
A - Approve monthly close	5/21/2019 09:23  Step 2 (Import monthly actuals) activated Assigned to Jane Doe	

A message box informs you that all current tasks for the step will be deleted and new tasks will be created. Click **OK** to continue.

### Restarting Scheduler jobs after errors

If a Scheduler Process Step experiences an error when attempting to run a Scheduler job, then you have the option to restart the job. You should restart the job if the error was the result of a temporary condition that no longer applies, or if the underlying condition that caused the error has since been addressed and you no longer expect the job to experience any errors. If you are not certain why the job experienced errors, you can click the **View job results** link to investigate the issue before restarting the job.

To restart the job from the Process Status dialog, select the stalled Scheduler step, and then click the link in the error message. This will remove the error state and place the job in the Scheduler queue again.

Stop process Process history	✓ Complete step 🦻 Move current step 🕂 Regenerate tasks 🚟 View job results
Completed by Wendy Hunter on 4/23/2015	Process files Scheduler Job Step
→ 2. Process files The scheduled job did not complete successfully.	Click here to run the job again.
	Step Details         Description         Associated Scheduler Job         test_processdoclist.axj         Image: Assigned User         Wendy Hunter (whunter)         Image: Due Date       4/28/2015
	Step Activity
	4/23/2015 14:32  Step activated
	4/23/2015 14:43 ∰ Scheduled job started Scheduled job (ID 2843609) begin execution at 4/23/2015 14:32.
	4/23/2015 14:43 🔞 Scheduled job failed Scheduled job (ID 2843609) completed with status 'Failed' after 00:11:24.

Alternatively, you can choose to manually mark the step as complete if the job does not need to be run again. For example, the job results may have been Partial Success and in this case that may be enough to consider the step complete. Or, you may have manually run the job or run the associated activity while troubleshooting the error, and therefore the job does not need to be run again.

Unlike other error conditions for active processes, the administrator or process owner is not required to intervene. The step owner also has access to these options within the Process task pane when a Scheduler job experiences errors, and therefore may be able to address the issue without requiring assistance.



## Viewing process history

Each time a process is started, a new process instance is created to track the details of that particular execution of the process. This ensures that you always have a history of each time the process is performed, including who completed each step in the process and when. You can retain this history as long as needed.

Administrators and process owners can view the history for a process. Administrators can view history for all processes, whereas process owners can only view history for processes they own.

To view the history for a process:

1. On the Axiom tab, in the Administration group, click Manage > Process Management > Current Processes.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the Workflow group, click Process Management > Current Processes.

2. In the **Process Manager** dialog, select the process for which you want to view the history. If necessary, select **Show inactive processes** to display all processes.

When you select a process in the top of the dialog, the bottom of the dialog populates to show the historical instances for that process.

3. In the **Process History** section, select the process instance for which you want to view the history, and then click **View Details**.

Make sure to click the View Details button that is directly over the Process History section, not the button that is above the Current Processes section.

The **Process Status** dialog opens, displaying the details for the historical instance of that process. In addition to reviewing the details, you can perform the following actions from this dialog:

- View process definition: Opens a read-only copy of the process definition as it existed at the time of this historical instance. If desired you can use Save As to "restore" this historical definition as a new definition.
- **Start process**: Starts a new instance of the process, using the current process definition. This option is only available if there is not already an active instance of the process.

If there is already an active instance of the process, a message will display at the top of the dialog to inform you of this. You can click the link in this message to be taken to the currently active instance.

## Deleting process history

If you do not need the history of a particular process instance anymore, you can select that instance in the Process History section and then click **Delete**  $\times$ . Process history is retained until it is manually deleted (it does not get automatically purged by the Purge System Data Scheduler job).

If the process definition is deleted, all history for that process is also automatically deleted.

# **Scheduler Overview**

Using Scheduler, you can schedule certain Axiom Budgeting and Performance Reporting tasks to be processed on a Scheduler server at a specific date and time. For example, you can schedule plan file processing or data imports.

Processing tasks using Scheduler has advantages over manual processing, such as:

- Leverages the server's processing power and frees up your computer's resources.
- Enables recurring scheduling of ongoing tasks.
- Allows tasks to be scheduled during "off hours," during periods of low network and system activity.
- Allows tasks to be performed in batch, including enforcing task dependencies.

Scheduler processes tasks using jobs. Each job is a scheduled unit that can contain one or more tasks. The tasks in a job can be processed sequentially or concurrently as appropriate.

Only system administrators and users with the **Scheduled Jobs User** security permission can access Scheduler.

Most Scheduler setup activities can only be performed in the Desktop Client (Excel or Windows Client). Therefore, the Desktop Client Scheduler is the primary focus of this document. However, some job management activities can be performed in the Web Client, such as monitoring the job schedule, viewing job results, and running jobs manually on demand. For more information, see Web Scheduler.

## About Scheduler

This section contains conceptual information about the Scheduler feature in Axiom Budgeting and Performance Reporting.

## Scheduler jobs and tasks

The primary unit of Scheduler processing is a *job*. Each Scheduler job can contain one or more *tasks* to be performed as part of that job.

Each Scheduler job defines the following basic properties:

- The tasks to perform for the job and the properties of those tasks
- The schedule of the job, including recurrence (if any)
- The priority of the job
- The notification options for the job

The tasks define the actual activities to be performed by the job, such as importing data or processing plan files. Some Scheduler tasks correspond to existing features that can also be processed manually (such as Process Plan Files), while other tasks are Scheduler-specific and can only be processed via Scheduler. Each task has a unique set of options that are specific to that task and to the activity to be performed. For more information on the available task types, see Scheduler Task Reference.

The tasks in a job can be processed sequentially or concurrently as appropriate. Tasks can be dependent on other tasks in the job as needed—for example, you can configure a job so that if a task fails, the job stops and does not process the next task. Tasks can also be processed iteratively, to perform the same task repeatedly over a defined set of values.

The Scheduler jobs in your system fall into the following basic categories:

- Client-created: You can create Scheduler jobs as needed to perform tasks in your system.
- **System jobs**: Axiom Budgeting and Performance Reporting provides a set of system jobs to perform necessary system tasks.
- **Product-controlled**: When a product is installed, it may include one or more Scheduler jobs to support the use of that product. Generally speaking, these jobs should not be changed unless the product documentation says customization is allowed, or as advised by Axiom Support.

## How Scheduler jobs are run

Once a Scheduler job has been created, it can be run using any of the following options:

- The job can be scheduled for execution at a future date and time using a scheduling rule. Scheduling rules can be one-time only, or recurring.
- The job can be run "one time" manually as needed through Scheduler.
- The job can be triggered for execution using an event handler. This allows Scheduler jobs to be triggered in various ways, such as by clicking a button in an Axiom form.

Scheduler jobs are processed by one or more servers running the Scheduler service. For Axiom Cloud systems, the Scheduler service is part of your cloud system and managed by Axiom Support. For onpremise systems, the Scheduler service is installed on one or more servers in your environment. The Scheduler service polls the Axiom Application Server periodically to check for any jobs that are ready to be run. Eligible jobs are then executed on the server, based on their processing priority.

When a job is executed by Scheduler, it is run using a particular user identity. In order for a job to be executed successfully, the user must be an active user defined in Axiom Budgeting and Performance Reporting security, and the user must have the appropriate security permissions to perform the tasks in the job. The user identity for a job is determined as follows:

- If a job is a system job, then it is run as the system-managed identity of **System** instead of a user identity.
- If a job is run by using **Run Now**, then it is run as the user who placed the job on the schedule.
- If a job is run by an active scheduling rule, then it is run as the *job owner*. The job owner is the user who last saved the job.
- If a job is run via an event handler, then the job may be run as either the job owner, or the job requester (the user who raised the event).

## System jobs

System jobs are automatically created by Axiom Budgeting and Performance Reporting to support necessary system functionality. Some system jobs are created as part of the initial installation and are intended to run on an ongoing basis, while other system jobs are created on-demand in response to system events. Only administrators can edit these system jobs.

System jobs have two defining characteristics:

- System jobs are run using the system-managed identity of **System** instead of a user identity. The System identity has full rights to the system as necessary to perform system tasks.
- System jobs are run by the default System Scheduler service. For on-premise systems, this service is created and started automatically on the Axiom Application Server, and does not require a separate installation. This service is exclusively for running system jobs.

Axiom Cloud systems may or may not have a separate System Scheduler service, depending on the system configuration (as determined by Axiom Support). If your cloud system does not have a System Scheduler service, then your system jobs are run using the available Scheduler services for the cloud system.

In the Scheduler dialog (Desktop Client), the System Scheduler service is listed on the **Servers** tab using the following naming convention: *<ServerName>-System*.

If necessary, a product-controlled or client-created job can be flagged as a system job, so that it can be run using the System identity instead of a user identity. To designate a job as a system job, enable **Mark as System Job** in the **General** job properties. The following rules apply to manually-created system jobs:

• Only system administrators can designate a job as a system job.

• The job cannot contain any tasks that are designated as "non-system" tasks. Non-system tasks are any tasks that might involve spreadsheet processing, such as Process Plan Files.

## Processing priority for scheduled jobs

Once a job reaches its start time, it is eligible to be processed by Scheduler and joins the processing queue. For scheduled jobs, the start time is based on the scheduling rule that placed it on the schedule. For other jobs, the start time is the time that the job was placed on the schedule using **Run Once** or triggered by an event handler.

Each Scheduler service has a configured number of *threads* that are used to process jobs. As a Scheduler thread becomes available, it takes the next job in the processing queue. The priority of jobs in the processing queue is determined by the combination of the job's priority category, and its **Priority Elevation** setting.

Each job has a priority category, based on how the job execution was initiated. The priority categories are as follows:

- 1. Manual: The job was executed manually.
- 2. Event Handler: The job was executed by a Scheduler event handler.
- 3. Scheduled Job: The scheduled instance of the job results from an active scheduling rule.
- 4. **Subordinate Job**: The job was generated as a subordinate job, from a currently executing job.

Manual jobs are highest priority and are processed first, and subordinate jobs are lowest priority and are processed last. Within each category, jobs are processed according to their **Priority Elevation** setting.

For example, imagine that Scheduler has 2 available threads and the following jobs are eligible to be processed:

Job	Priority Category	Priority Elevation
А	Manual	Default
В	Event Handler	Default
С	Scheduled	Default
D	Scheduled	Elevated

- Scheduler will execute jobs A and B first, because those are the highest priority jobs based on their priority category.
- When the next thread becomes available, Scheduler will execute job D. Although job C may have entered the queue first, and the two jobs have the same priority category, job D's priority elevation is set to **Elevated** so it takes precedence within the category. If instead both jobs were set to **Default**, then job C would be executed first if it entered the queue before job D.
- When the next thread becomes available, Scheduler will execute job C.

**NOTE:** If a job's **Priority Elevation** is set to **Interrupt**, then it is run as soon as it is eligible, regardless of its priority category and regardless of whether any Scheduler threads are currently available to process the job. If no Scheduler threads are available, a new one is created to process the job, even if this temporarily exceeds the number of configured threads for the server.

## The Scheduler dialog

The Scheduler dialog is used to create and manage Scheduler jobs.

To access Scheduler:

• On the Axiom tab, in the Administration group, click Manage > Scheduler.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the System Management group, click Scheduler.

The top section of the Scheduler dialog contains a ribbon-style toolbar with two tabs: Job and Service.

- On the Job tab, you can create, run, and edit jobs.
- On the Service tab, you can manage scheduled jobs, view job results, and perform other Scheduler management activities.

As you perform actions on the **Job** and **Service** tabs, additional tabs are opened in the navigation pane of the dialog. For example, clicking the **Scheduled Jobs** button on the **Service** tab opens the **Scheduled Jobs** tab in the navigation pane. You can move between any open tab in the navigation pane, regardless of which tab is selected in the ribbon. The ribbon updates to show the related commands for the selected item.

Job Service	
New Open Save Close Run Once Job Add Move Move Remove Clear + Up Down Selected All Tasks	
Scheduled Jobs Process Plan Files	
General > Task Control	
Job Variables V Task Details	
Event Handlers Options Plan Files Axiom Queries Processing Variables	
Notification  Tasks Process Plan Files Job Results  Process with Utilities Update Persistent Plan Files Update Persistent Plan Files Process with Custom Utility (requires Excel)  Processing Options Select File Group: Current Budget Save document after processing Run Save To Database on plan files after processing Create a plan file restore point before processing	

Example Job tab

Axiom	Axiom Scheduler - Scheduled Jobs ? X								
Job Se	ervice								
Scheduled Jobs	Scheduled Event Remote Data Job Servers Jobs Handlers Connections Results Actions								
🕼 Schedu	led Jobs								
ID		Job	User	Status	Server	Priority	Start Time	Due In	
4559790	System.Pr	ocessNotification	System	Pending		Scheduled Job	7/11/2018 17:01	44.42 minutes	
4559766	System.Sy	stemDataPurge	System	Pending		Scheduled Job	7/12/2018 01:00	8.72 hours	
4559769	System.In	dexMaintenance	System	Pending		Scheduled Job	7/12/2018 05:15	12.97 hours	
4559792	Process P	lan Files	admin	Pending		Scheduled Job	7/12/2018 16:05	23.81 hours	

Example Service tab

When you right-click a tab in the dialog's navigation pane, you can close or save items as follows:

• For all items, you can Close, Close All, or Close All But This.

• For jobs, you can Save or Save As. Selecting Save As allows you to save a copy of the job to the Scheduler Jobs Library in the Axiom Budgeting and Performance Reporting file system.

The Scheduler Jobs Library is also accessible via Axiom Explorer.

## Scheduler Job Setup

To perform Axiom Budgeting and Performance Reporting tasks using Scheduler, you must create jobs. Each job can execute one or more tasks. This section discusses how to set up jobs, including how to schedule jobs for future execution and how to be notified when a job has been completed.

### Managing Scheduler jobs and tasks

Using the **Axiom Scheduler** dialog, administrators can create and edit Scheduler jobs. To access this dialog:

• On the Axiom tab, in the Administration group, click Manage > Scheduler.

**NOTE:** In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Scheduler**.

This section discusses how to create, edit, and delete jobs and tasks, not how to manage the Scheduler queue once jobs have been placed on the schedule. If you need to stop or reschedule a scheduled job, see Managing scheduled jobs.

Scheduler jobs are saved as XML files and are stored in the Axiom Budgeting and Performance Reporting file system at \Axiom\Scheduler Jobs Library.

## Creating a Scheduler job

You can create a new Scheduler job to perform one or more tasks.

To create a new job:

1. In the Scheduler dialog, on the Job tab, click New.

A new tab appears in the navigation pane, labeled **New Job**. The left-hand side of the job lists sections for which you can define various job settings. When you click a section name, the settings for that section display in the right-hand side of the job.

2. In the General section, define general job settings as desired.

For detailed information on the available settings for a job, see Job properties.

3. In the Scheduling Rules section, specify scheduling details for the job.

You can schedule the job for future execution, for one time or on a recurring basis.

**NOTE:** If you are always going to run the job manually, and do not need to schedule it for future execution, then you do not need to define scheduling rules.

For more information, see Defining scheduling rules for a job.

4. In the Notification section, specify email notification options for the job.

You can send email notifications every time the job completes, or only when the job experiences errors. By default, the job is configured to notify on completion.

For more information, see Setting up email notification for jobs.

- 5. In the Tasks section, add one or more tasks to the job.
  - a. On the **Job** tab of the ribbon, in the **Tasks** group, click **Add**. This brings up a list of available tasks. Select the task that you want to add.

The task is added to the **Tasks** section, and the settings for the task display in the righthand side of the job.

b. Complete the settings for the task as desired.

The **Task Control** section of the task contains standard task settings, and the **Task Details** section contains settings unique to the task type. For more information, see **Task Control** properties.

If a required setting is not completed, the setting is highlighted in red and error text appears in the bottom of the dialog. Make sure to complete all required settings for the task before saving.

Repeat this process until you have added all desired tasks to the job. Tasks are processed in the order listed. If you need to change task order, select a task and then click **Move Up** or **Move Down**.

- 6. In the Job tab of the ribbon, click Save.
- 7. At the bottom of the Save As dialog, in the File name box, type a name for the job, and then click OK.

The job is saved as an XML file in the Scheduler Jobs Library.

If the job was saved with an active scheduling rule, Axiom Budgeting and Performance Reporting determines the next scheduled date of execution and schedules the job. You can view the job in the **Scheduled Jobs** list (on the **Service** tab of the ribbon, click **Scheduled Jobs**).

#### Advanced job settings

This procedure covers the basic steps of creating a job. Jobs also support the following advanced options:

- **Event handlers**: You can create event handlers for the purposes of running the job using the RunEvent function. This allows users to trigger job execution from within an Axiom file.
- Job variables: You can create job variables and then use those variables within certain job settings. You can then dynamically pass in values for those variables when using the RunEvent function to execute the job.

For more information, see Advanced options, Using job variables, and Using RunEvent to execute a Scheduler job.

#### Editing a job

You can edit a job at any time to change job settings, add or remove tasks, change scheduling rules, or change notification options.

This section describes the general process of opening a job for editing. For more details on the impacts of editing scheduling rules, see Defining scheduling rules for a job.

To edit a job:

1. In the Scheduler dialog, in the Job tab, click Open.

The Axiom Explorer dialog opens, showing the Scheduler Jobs Library only.

2. Select the job and then click **Open**.

The job opens in the **Scheduler** dialog. Make sure the job is the active tab in the navigation pane (the most recently opened tab is the active tab by default).

3. Edit the job and task properties as desired.

For detailed information on the available settings for a job, see Job properties. For detailed information on task settings, see Task Control properties.

4. In the Job tab of the ribbon, click Save.

Deleting a job

Deleting a job removes any scheduled executions of the job from the scheduled jobs list.

To delete a job:

1. In the Scheduler dialog, in the Job tab, click Open.

The Axiom Explorer dialog opens, showing the Scheduler Jobs Library only.

2. Navigate to the job that you want to delete, then right-click the job and select **Delete**.

You can also delete Scheduler jobs from Axiom Explorer or the Explorer task pane.

#### Defining scheduling rules for a job

Once a job has been created, you can run it on demand, or you can schedule it for future execution. Jobs can be scheduled to be run one time, or on a recurring basis. To schedule a job, you define scheduling rules for the job.

You can add, edit, and remove the scheduling rules for a job at any time using the **Scheduling Rules** section of the job properties. You can also flag a rule as active or inactive. If a job has no scheduling rules, or if all of its scheduling rules are inactive, then it will not be run unless it is run manually by a user.

If a job is saved with an active scheduling rule, then Axiom Budgeting and Performance Reporting determines the next scheduled instance of the job and places it in the scheduled jobs list. Once that instance has been processed, the next scheduled instance is determined and scheduled, and so on. Each time the job is run using an active scheduling rule, it is run as the current job owner (unless the job is a system job, in which case it is run as the Scheduler Service System identity).

If a job has multiple active scheduling rules, Axiom Budgeting and Performance Reporting evaluates all of the rules and schedules a single instance of the job, for the earliest time allowed by the rules. Multiple scheduling rules do not result in multiple scheduled instances of the job.

**NOTE:** If a time zone is listed on the Scheduling Rules section of the job, then the defined rules will be evaluated in the context of that listed time zone. Otherwise, scheduling rules are evaluated in the context of the local time zone for the Scheduler Server. If necessary, the system configuration setting **SchedulingBehaviorTimezone** can be used to specify a particular time zone for evaluating scheduling rules.

### Adding a Scheduling rule

You can add a scheduling rule to a job to schedule it for future execution, either one time or on a recurring basis.

If you only plan to run the job manually on demand, then you do not need to create a scheduling rule.

To add a scheduling rule to a job:

- 1. In the **Scheduler** dialog, open a job to edit or create a new job.
- 2. In the left-hand side of the job, select Scheduling Rules.

By default, this area is empty. You must add a rule in order to define scheduling for the job.

3. On the Job tab of the Scheduler ribbon, in the Scheduling Rules section, click Add.

A new row appears in the right-hand side of the job. By default, the new row is active, but does not have start / end dates or any specific recurrence settings.

4. Complete the following settings within the row as needed:

Item	Description
Active	If you want the job to be placed on the schedule as soon as you save the job with the new scheduling rule, then you should leave this option checked.
	However, if you just want to save your schedule settings but you are not ready to begin scheduling the job, then you can clear the <b>Active</b> check box for the rule. The job will not be scheduled until it is saved with an active scheduling rule.
Starting On Ending On	Optional. These dates specify the time frame for the scheduling rule. The starting date defines the earliest point in time that the job can be scheduled, and the ending date defines the latest point in time that the job can be scheduled.
	If these dates are not defined (left blank), then the job will be perpetually scheduled according to the rule settings, as long as the rule is active.
	If you want to schedule a one-time job, then set the starting / ending dates to the same date and time.
	<b>NOTE:</b> Your system locale determines the format of dates.
Day of Week	Specify the day(s) of the week that you want the job to be run:
	• * (Default): The job will be run on all days within the start / end range.
	<ul> <li>0-6: The job will be run on the specified day or days, where 0 is Sunday and 6 is Saturday. Use a comma or a hyphen to separate multiple days (hyphen if the days are contiguous, commas if not).</li> </ul>
	For example, you can enter 1, 3, 5 for Monday, Wednesday, and Friday, or enter 1–5 for Monday through Friday.
Hours	Specify the time of day (hours) that you want the job to be run, in relation to the specified days:
	<ul> <li>* (Default): The job will be run on all hours.</li> </ul>
	<ul> <li>0-23: The job will be run on the specified hour or hours, where 0 is midnight and 23 is 11:00 PM. Use a comma or a hyphen to separate multiple hours (hyphen if the hours are contiguous, commas if not).</li> </ul>
	For example, you can enter 0, 12 to run at midnight and noon, or enter 0–12 to run every hour from midnight to noon.

Item	Description
Minutes	Specify the time of day (minutes) that you want the job to be run, in relation to the specified hours:
	<ul> <li>* (Default): The job will be run on all minutes (essentially the job is run continuously, once per minute).</li> </ul>
	• 0-59: The job will be run on the specified minute or minutes of the hour, where 0 is the first minute of the hour and 59 is the last minute of the hour. Use a comma or a hyphen to separate multiple minutes (hyphen if the hours are contiguous, commas if not).
	For example, you can enter 0, 30 to run at the top of the hour and the half hour, or enter 0–30 to run every minute from the top of the hour to the half hour.
	<b>NOTE:</b> If you specify an hour, then in most cases you should also specify a minute (such as 0 to run the job at the top of the specified hour). If you enter an hour but leave the minutes at the default asterisk, then the job will run every minute in that hour.

If the Active check box for the rule is selected when the job is saved, then Axiom Budgeting and Performance Reporting will calculate the date and time of the first scheduled execution and will place the job on the schedule.

Editing a scheduling rule

You can edit a scheduling rule at any time, to toggle between active and inactive, and to change the start / end dates and recurrence settings.

#### NOTES:

- If a pending instance of this job is currently on the schedule, and you edit the scheduling rule, the pending instance will be updated to match the new schedule.
- If you inactivate a scheduling rule, any currently scheduled instances of the job will be automatically removed from the schedule.

To edit a scheduling rule:

- 1. In the Scheduler dialog, open a job to edit or create a new one.
- 2. In the left-hand pane of the job, select Scheduling Rules.

The defined rules display in the right-hand pane of the job.

3. Make any desired changes directly within the scheduling rules grid.

## Deleting a scheduling rule

You can delete a scheduling rule at any time. If a job has no active scheduling rules, it will not be processed unless it is manually run.

To delete a scheduling rule:

- 1. In the Scheduler dialog, open a job to edit.
- 2. Select the Scheduling Rules section of the job, and then select the rule that you want to delete.
- On the Job tab of the Scheduler ribbon, in the Scheduling Rules group, click Remove Selected.
   Alternatively, if you want to delete all scheduling rules for the job, click Clear All.

Any jobs in the scheduled jobs queue that were related to the deleted rule(s) are also deleted.

#### Scheduling rule examples

The following are some example schedules and the rules used to achieve them:

Schedule	Start/End	Day of Week	Hours	Minutes
Weekdays at 11:00 PM	<optional></optional>	1,2,3,4,5	23	0
Every 15 minutes	<optional></optional>	*	*	0,15,30,45
Mondays at 11:30 PM	<optional></optional>	1	23	30
One time (6/30/2020)	Start: 06/30/2020 00:00	*	13	30
at 1:30 PM (Option 1)	End: 07/01/2020 00:00			
One time (6/30/2020)	Start: 06/30/2020 13:30	*	*	*
at 1:30 PM (Option 2)	End: 06/30/2020 13:30			
Every Wednesday in	Start: 07/01/2020 00:00	3	12	0
July at noon	End: 08/01/2020 00:00			
Continuous	<optional></optional>	*	*	*

To schedule a job to execute monthly, create twelve active scheduling rules, one for each month. This is necessary because scheduling rules do not have a property for day of month, so it is not possible to use a single scheduling rule to create a monthly schedule. In the following example, the job will be executed on the first day of each month, at 3:30 AM:

Active	Starting On	Ending On	Day Of Week	Hours	Minutes
<	1/1/2021 00:00	1/2/2021 00:00	*	3	30
-	2/1/2021 00:00	2/2/2021 00:00	*	3	30
-	3/1/2021 00:00	3/2/2021 00:00	*	3	30
-	4/1/2021 00:00	4/2/2021 00:00	*	3	30

Example scheduling rules to execute a job monthly

When you save the job, the rules will be evaluated and the first scheduled execution will be placed on the schedule—in this example, the January 1 execution. Once that scheduled execution is complete, the rules will be evaluated again, which will cause the next scheduled execution (Feb 1) to be placed on the schedule, and so on.

#### Setting up email notification for jobs

Scheduler can be configured to send an email notification when a job completes, or when a job has errors. In order for an email to be sent for a particular job, the following must be set up:

- The job must be configured to send a notification on completion or error. The notification settings must include valid To and From email addresses (or use system variables).
- The System.SMTPMessageDelivery system job must be configured with a valid SMTP server for your environment. For more information, see Scheduler setup.

When a job creates an email notification, the notification is first saved to the database. When notifications are detected in the database, the System.SMTPMessageDelivery system job is triggered to deliver the notifications.

**NOTE:** By default, all new Scheduler jobs are configured to send notification on completion, to the user who created the job. You only need to edit these settings if you want to change the default settings.

To configure a job to send email notifications:

- 1. In the Scheduler dialog, open a job to edit or create a new one.
- 2. In the left-hand side of the job, select Notification.
- 3. In the Job Notification Level section, select one of the following:
  - Send all email notifications: (Default) An email notification is always sent when the job is executed, regardless of the job status (success, failure, aborted, etc.).
  - Send email notification only when the job has errors: An email notification is only sent if the job experiences errors. If the job completes successfully with no errors, no email notification is sent.
  - None: No email notifications are sent for this job. The only way to check the status of the job execution is to check the job history.
  - Send email notification to different email addresses when the job has errors or succeeds: This option works the same way as Send all email notifications, except that a separate email address can be specified to receive the error notifications.
- 4. In the Notification Message Content section, complete the following for the notification email:

Item	Description
То	The email address(es) to receive the notification email. Separate multiple addresses with a semicolon. For example:
	<ul> <li>To send the email to two recipients, enter the addresses such as: jdoe@company.com;dsmith@company.com</li> </ul>
	<ul> <li>To use a Scheduler job variable to define a notification recipient, enter the variable name with curly brackets. You can combine regular email addresses and variables, such as: {JobOwner.EmailAddress}; jdoe@company.com</li> </ul>
	By default, the notification is configured to be sent to the user who executed the job, using the variable {CurrentUser.EmailAddress}.
	The entries in the To field must be valid email addresses, or Scheduler job variables that will resolve to valid email addresses. Currently, it is not supported to list user or role names, or to look up email addresses from Axiom Security.
	<b>NOTE:</b> When using <b>Send email notification to different email addresses</b> <b>when the job has errors or succeeds</b> , this user will be notified if the job completes successfully (including partial success), but not if the job fails. Job failure notifications are sent to the <b>To (on error)</b> recipients.
From	The email address that the message is sent from. This can be something like axiomscheduler@company.com, so that the recipient can easily tell that the message has been generated by Scheduler.
	By default, this is set to the Scheduler "from" email address as defined in the system configuration settings, using the system variable {Scheduler.FromEmailAddress}.
	NOTE: For installations that are using subsystems, the system variable {Scheduler.FromEmailAddress} may resolve to a subsystem administrator email address instead of the Scheduler "from" email address.
Subject	The subject of the message. By default, this is set to "Axiom Scheduler Notification."
User Message	Optional body text for the email. This text is included in addition to the Scheduler auto-generated text regarding the job status.

If Send email notification to different email addresses when the job has errors or succeeds is enabled, the following additional options are available:

ltem	Description
To (on error)	The email address(es) to receive the notification email when the job result is <b>Failed</b> . Separate multiple addresses with a semicolon.
	This user only receives a notification if the job fails. If the job result is <b>Success</b> or <b>Partial Success</b> , this user will not receive a notification (only the To user will).
Subject (on error)	The subject of the job failure message. By default, this is set to "Axiom Scheduler Notification."

Job variables can be used in all notification settings.

When this job is executed, it will generate an email notification according to the defined settings, and save that notification to the database to await delivery.

#### Job properties

This topic is a reference for the settings that can be defined for a Scheduler job.

#### General

This section defines general settings for the job.

ltem	Description
Description	Optional. The description of the job.
	The job description can also be edited in Axiom Explorer, in the Scheduler Jobs Library.
Job Restart Behavior	Specifies whether and how the job should be restarted if it is interrupted prior to completion. Select one of the following:
	<ul> <li>Do not reschedule this job. In this case, you must manually reschedule the job if it needs to be run before its next scheduled execution.</li> </ul>
	<ul> <li>Restart the job from the first task. The entire job is run again, even if some of the tasks were completed successfully before the job was interrupted.</li> </ul>
	<ul> <li>Resume the job beginning with the first uncompleted task. (Default) The job resumes and only the uncompleted tasks are run.</li> </ul>
	A job would be interrupted if the Scheduler server processing it was restarted, or if the Scheduler service on the server was stopped or restarted, or if the Scheduler server was disabled from the <b>Servers</b> tab ( <b>Service &gt; Servers</b> ) of the <b>Scheduler</b> dialog.

Item	Description
Job Results Cleanup	Specifies whether historical job results are purged when the job is run.
	To purge job results:
	1. Select Purge historical job results whenever this job runs.
	<ol> <li>In Number of days to keep results for this job, specify the number of days to keep when purging results. By default this is set to 0, which means all job results will be purged except the result for the current job execution.</li> </ol>
	A day is counted as 24 hours from the time the cleanup task is executed. So if you specify 1 day, and the task is run at 11:00 PM on Tuesday, then all results prior to 11:00 PM Monday are purged.
	If this option is not selected, then historical job results remain in the database until the system's <b>Purge System Data</b> task is run.
Priority Elevation	Specifies the priority of the job in the scheduled jobs queue, within the job's priority category. Select one of the following:
	<ul> <li>Default: (Default) This job is run on a "first come, first served" basis. The total number of jobs that can be run at one time is determined by the configured number of Scheduler threads for the installation.</li> </ul>
	<ul> <li>Reduced: The job is designated as a low priority job, and remains at the bottom of the queue until other jobs with Default and Elevated priority have been run.</li> </ul>
	<ul> <li>Elevated: The job is designated as a high priority job, and is moved to the top of the queue to be run before Default and Reduced priority jobs.</li> </ul>
	<ul> <li>Interrupt: The job is run immediately, regardless of any jobs currently waiting in the scheduled jobs queue, and regardless of whether any Scheduler threads are currently available to run it. If no Scheduler threads are currently available, a new thread is created, even if this exceeds the configured thread limit for the installation.</li> </ul>
	Job execution order also depends on the priority category of a specific job execution. See Processing priority for scheduled jobs.

Item	Description
Mark as System Job	Specifies whether the job is run as a system job. Only administrators can edit this check box.
	If this check box is selected, the job is run under the "Scheduler Service" system identity instead of a user identity, and the job is run by the system Scheduler server which operates on the Axiom Application Server.
	Generally, this check box should only be selected for system "support" tasks that should not depend on individual user rights. This check box is not available if the job contains non-system tasks (generally, spreadsheet-related tasks).
	For more information, see System jobs.
Put the system in 'admin only' mode during this job	If this option is selected, then the system will be placed into administrator-only mode at the start of the job, and then placed back into full access mode when all tasks are completed (including any sub-jobs). This is the same behavior as going to Manage > Security > System Access and selecting Administrators Only.
	NOTES:
	• You should make sure that any jobs using admin-only mode do not overlap. For example, imagine that job A starts and places the system in admin-only mode. While job A is still running, job B starts and finishes. If job B also uses admin-only mode, then when job B finishes the system will be placed back into full access mode, meaning the remainder of job A will be processed in full access mode.
	<ul> <li>Any job using admin-only mode must be run by an administrator.</li> </ul>
	Generally speaking, any job set to run using admin-only mode should be run at a time when no end users will be logged into the system and no other Scheduler jobs will be running.

### Job Variables

This tab has two sections for job variables:

• In the Job values section at the top of the tab, you can manage user-defined variables for use in the current job.

To add or remove variables, use the Add, Remove Selected, or Clear All commands in the Job Variables group of the Job tab. This group is only available when you have selected the Job Variables section in the left-hand side of the job.

When creating user-defined variables, do not add curly brackets to the variable name. Curly brackets are only required when you use the variable in a job or task setting.

• In the **System defined values** section at the bottom of the tab, you can view the system variables available for use in the job.

You can right-click any variable in this section (user-defined or system-defined) and select **Copy variable name to clipboard**. You can then navigate to the setting where you want to use the variable, and then paste it. The variable will be pasted with the necessary curly brackets.

For more information, see Using job variables.

## Scheduling Rules

Each row in this section defines a scheduling rule for the job. Jobs will be automatically scheduled according to the settings in this section.

To add or remove scheduling rules, use the Add, Remove Selected, or Clear All commands in the Scheduling Rules group of the Job tab. This group is only available when you have selected the Scheduling Rules section in the left-hand side of the job.

Item	Description
Active	Specifies whether the scheduling rule is active. If this check box is not selected, then the rule is ignored for purposes of scheduling the job.
Starting On	Optional. Specifies the earliest date and time for the scheduling rule to take effect.
	If you want the job to run one time only, set <b>Starting On</b> and <b>Ending On</b> dates to the same date/time.
Ending On	Optional. Specifies the expiration date and time for the scheduling rule. Once this date is past, no further executions will be scheduled for this rule.
Day of Week	Specifies the day(s) of the week that you want the job to be run:
	<ul> <li>* (Default): The job will be run on all days within the start / end range.</li> </ul>
	<ul> <li>0-6: The job will be run on the specified day or days, where 0 is Sunday and 6 is Saturday. Use a comma or a hyphen to separate multiple days (hyphen if the days are contiguous, commas if not).</li> </ul>
Hours	Specifies the time of day (hours) that you want the job to be run, in relation to the specified days:
	<ul> <li>* (Default): The job will be run on all hours.</li> </ul>
	<ul> <li>0-23: The job will be run on the specified hour or hours, where 0 is midnight and 23 is 11:00 PM. Use a comma or a hyphen to separate multiple hours (hyphen if the hours are contiguous, commas if not).</li> </ul>

For more information, see Defining scheduling rules for a job.

Item	Description
Minutes	Specifies the time of day (minutes) that you want the job to be run, in relation to the specified hours:
	<ul> <li>* (Default): The job will be run on all minutes (essentially the job is run continuously, once per minute).</li> </ul>
	<ul> <li>0-59: The job will be run on the specified minute or minutes of the hour, where 0 is the first minute of the hour and 59 is the last minute of the hour. Use a comma or a hyphen to separate multiple minutes (hyphen if the hours are contiguous, commas if not).</li> </ul>

### Event Handlers

If an event handler is associated with the job, it is listed here. There are two types of event handlers:

- System event handlers, for completing system-triggered tasks. See Managing event handlers.
- User-defined event handlers, for running jobs via RunEvent. See Advanced options.

To add or remove event handlers, use the Add, Remove Selected, or Clear All commands in the Event Handlers group of the Job tab. This group is only available when you have selected the Event Handlers section in the left-hand side of the job.

Item	Description
Active	Specifies whether the event handler is active or not within the current job. If inactive, then actions that trigger the event handler will ignore this job.
Event Name	The name of the event handler.
	Multiple jobs can have an event handler with the same name; all those jobs will be affected when the event handler is triggered.
Execute As	The user identity under which the job will be run when the event handler is triggered.
	<ul> <li>Owner: For system-managed event handlers, the owner is the system Scheduler identity. For user-defined event handlers, the owner is the user who last saved the job.</li> </ul>
	<ul> <li>Requester: For all event handlers, the requester is the user who caused the event handler to be triggered.</li> </ul>

## Notification

This section defines email notification settings for the job. For more information, see Setting up email notification for jobs.

Job variables can be used in this section. For more information, see Using job variables.

Item	Description
Job Notification Level	Specifies when email notifications are sent for the job. Select one of the following:
	<ul> <li>Send all email notifications (Default)</li> </ul>
	<ul> <li>Send email notification only when the job has errors</li> </ul>
	None
	<ul> <li>Send email notification to different email addresses when the job has errors or succeeds</li> </ul>
	If anything other than <b>None</b> is selected, then you must complete the remaining fields.
То	The email address(es) to receive the notification email. Separate multiple addresses with a semicolon.
To (on error)	The email address(es) to receive the notification email when the job fails. Separate multiple addresses with a semicolon. Only applies when Send email notification to different email addresses when the job has errors or succeeds is enabled.
From	The email address to use as the "From" address for the notification email.
Subject	The subject text for the notification email.
Subject (on error)	The subject text for the notification email when the job fails. Only applies when Send email notification to different email addresses when the job has errors or succeeds is enabled.
User Message	Optional. The body text for the notification email.
	Text entered here will be appended to the body text generated by Scheduler.

## Tasks

This section defines the tasks in the job. In the ribbon, task commands are available on the **Job** tab, in the **Tasks** group.

- To add a task, click Add.
- To change the order of tasks, select a task and then click Move Up or Move Down.
- To delete a task, select the task and then click Remove Selected.
- To delete all tasks, click Clear All.
- To copy a task, right-click the task and then click Copy. You can copy the task within the same job, or to another open job in the Scheduler window. Right-click any task (or the Tasks section header) and then select Paste. The job is pasted underneath the job you right-clicked (or at the end of the list if you right-clicked the Tasks section header).

• To rename a task, double-click the task name to make it editable, and then type the new name. For example, if you have a job with multiple File Processing tasks, then you may want to edit the name of each task so that you know which file each task relates to at a glance. (You can also rightclick and select **Rename**.)

Tasks are processed in the order they are listed in the job. By default, when you add a new task to a job, it is placed at the bottom of the list. Make sure to move the new job if it should not be processed last.

Tasks can be processed concurrently instead of sequentially if they are configured to be run as a subordinate job within the parent job.

Each task type has its own unique settings in addition to the standard task settings. For more information, see Scheduler Task Reference.

### Job Results

Displays historical results for the job. This section is blank if the job has never been run.

Job results may be purged periodically by using the Job Results Cleanup option for the job, or by the system Purge System Data task.

**NOTE:** Users with the **Scheduled Jobs User** security permission only see results for jobs that they executed. Administrators see results for all executions.

For more information on job results, see Viewing job results.

#### Advanced options

#### Creating event handlers for a job

You can create user-defined event handlers in a job, for the purposes of automatically triggering the job for execution when the event name is called by another feature. Axiom Budgeting and Performance Reporting supports several features that can be used to raise an event:

- The RunEvent function and command
- File Group triggers
- The Raise Event Scheduler task

Event handlers are defined by name. Multiple jobs can have an event handler with the same name. When that event handler is called, it will affect all jobs that contain the event handler with the matching name.

To create an event handler in a job:

- 1. In the Scheduler dialog, open a job to edit or create a new job.
- 2. In the left-hand side of the job, select Event Handlers.
- 3. On the Job tab of the ribbon, in the Event Handlers group, click Add.

A new event handler is added to the job.

4. Double-click the **Event Name** field so that the field becomes editable, and then type the desired event handler name.

For example, if the event handler will be used to trigger Process Plan Files jobs, you might name the event handler ProcessPlanFiles.

This event name is the name that will be used in features such as RunEvent to trigger this job for execution.

- 5. In the **Execute As** field, select one of the following to determine the user identity that will be used to run the job when it is executed via the event handler:
  - Owner: The job will be run under the identity of the job owner.

The job owner is the user who last saved the job. If you are not sure who the current job owner is, you can check the **Job Variables** tab. The current job owner is listed in the **System defined values** section.

• **Requester**: The job will be run under the identity of the user who triggered the event handler.

By default, event handlers are set to run as the **Owner**. You should carefully consider this option as it may affect whether the job can be run and how the job is run.

For example, if the event handler is set to **Requester**, but the user who triggered the job does not have access to the file group specified for a Process Plan Files task, then the task will fail.

This may be the desired outcome—you may want the job to be dependent on the user's rights, and therefore you should specify **Requester**. On the other hand, you may want the job to run in the same way every time, regardless of the user that triggers the job. In that case you should specify **Owner**.

By default, the event handler is set to **Active**, which means it will be found by any process that triggers the event handler. If you want to temporarily exclude this job from event handler processing, you can clear the Active check box.

### Associating an event handler with a file group

If a Scheduler job with an active event handler is stored in a file group Utilities folder, then the event handler is associated with that file group. When using RunEvent to trigger jobs for execution, you can optionally specify a file group context so that only event handlers associated with that file group (or no file group) are considered.

In order to store a Scheduler job within a file group, you must first create and save the job within the Scheduler Jobs Library. Then, you can use Axiom Explorer to move the job from the Scheduler Jobs Library to the file group Utilities folder. If the file group and its utilities are later cloned using any process—such as regular file group cloning, scenario creation, or file group rollover—then the event handler is also cloned and will be associated with the new file group.

## Deleting an event handler

If you no longer need an event handler, you can delete it from the job. Select the event handler and then click **Remove Selected**. You can also **Clear All** to remove all event handlers from the job.

User-defined event handlers display along with the system event handlers in the **Event Handlers** tab (Service > Event Handlers). If you right-click a user-defined event handler in this location and select **Remove event handler**, it does not delete the event handler from any jobs that use it, but it does set the event handler to inactive.

#### Using job variables

You can use job variables within a Scheduler job, to define the value of the variable when the job is run. Job variables are managed in the **Job Variables** section of the job.

There are two types of variables:

- User-defined variables: You can create a variable and then use it within any job or task setting that supports variables, but only within that particular job. The primary use for user-defined variables is to run a job via RunEvent (either the function or the command), and pass in a variable value at that time.
- **System variables:** Axiom Budgeting and Performance Reporting provides a number of system variables that can be used within relevant job and task settings. For example, instead of specifying a "hard-coded" email address for the job notification, you can use a system variable to specify that whoever ran the job should receive the notification.

In all cases, to use a variable within a job or task, enter the variable name into the desired setting, enclosed in curly brackets. For example: {variable}

**TIP:** If you want to use a variable in a job, you can right-click the variable and then select **Copy variable name to clipboard**. Navigate to the setting where you want to use the variable, and then paste it into the setting (the curly brackets are added automatically).

At the job level, variables can be used in any of the **Notification Message Content** settings in the **Notification** tab. At the task level, in general, variables can be used in any task field that accepts typed user input.

When the job is run, the variable values used for the job display in the job results under **Job Values**, and also in the email notification (if applicable).

### User-defined variables

User-defined variables are created in the **Job Variables** tab. You define the name of the variable (without brackets), and if desired, define a default value for the variable.

When the job is run, the user-defined variable will be replaced with a value as follows:

- If the job was scheduled using RunEvent (function or command), and RunEvent sent a name / value pair that matches the name of the job variable, that value is used.
- If the job was scheduled as a result of a file group trigger, and the trigger has a defined variable that matches the name of the job variable, that value is used. Multiple values are returned as a comma-separated list.
- If the job contains a Process Document List task or a Process Plan Files task with a defined postprocessing variable that matches the name of a job variable, that value is used after that task has been processed.
- Otherwise, the default value defined in the Job Variables tab is used.

If the value is blank, then the job or task setting using the variable will be evaluated as blank. If the setting cannot be blank, then an error will result when the job is executed.

#### System variables

The available system variables are listed at the bottom of the **Job Variables** tab. Most of these variables relate to user names and addresses, for use within the job notification settings.

When the job is run, the system variable is replaced with the applicable system value.

The following values are available:

Variable	Description
{CurrentUser.EmailAddress}	Returns the current user's email address,
{CurrentUser.LoginName}	login name, or full name.
{CurrentUser.FullName}	The current user is the user identity under which the job is currently being run. Generally, this is the user who executed the job. If the job was executed via an event handler and the event handler is set to owner, then the current user will be the job owner.
{JobOwner.EmailAddress}	Returns the job owner's email address, login
{JobOwner.LoginName}	name, or full name.
{JobOwner.FullName}	The job owner is the user who last saved the job.
{Scheduler.ConfiguredFromEmailAddress}	Returns the system's default "from" address, as defined in the system configuration settings.

Variable	Description
{Scheduler.FromEmailAddress}	<ul> <li>This returns a value as follows:</li> <li>If the current user belongs to a subsystem, this returns the subsystem administrator's email address.</li> <li>If the current user does not belong to a subsystem, this returns the default configured "from" address.</li> </ul>
{CurrentSubsystem.AdminEmailAddress}	Returns the email address of the subsystem administrator for the subsystem that the current user belongs to.
	<ul> <li>If the subsystem has multiple administrators, the email is sent to the first administrator.</li> <li>If the user belongs to multiple subsystems, the first returned subsystem for the user will be used. No specific logic is applied to determine the "correct" subsystem for any particular job.</li> <li>If the user does not belong to a</li> </ul>
	subsystem, then no email address is returned.
{EventHandler.EventName}	Returns the name of the event handler that caused the job to be scheduled, if applicable. Otherwise the variable returns blank.
{NotificationAddress}	Returns the notification address defined for the plan codes that triggered a Scheduler job.
	This variable only applies when the job is executed as a result of a file group trigger, and only if the optional notification address settings are defined for the file group. Otherwise, no email address is returned.
{Task.CurrentIterationValue}	Returns the current iteration value and the
{Task.IterationNumber}	current iteration number. These variables only apply when using the I <b>teration</b> feature for a task.
	For more information, see Using iterative task processing.

#### Processing tasks in parallel

Each Scheduler job can have multiple tasks. By default, each task in the job is processed sequentially, in the order that the tasks are listed in the job.

If desired, you can configure tasks so that they are processed concurrently (in parallel) instead of sequentially. If appropriate, this may speed up the processing of the job.

## Configuring tasks for parallel processing

In order to process tasks in parallel, the tasks must be configured to run as subordinate jobs (sub-jobs). To do this, edit the following settings in the **Task Control** section for each task:

- Select Create a Subordinate Job for this Task.
- Ensure that the following setting is *not* selected: Wait for all Subordinate Jobs to complete before proceeding to the next Task.

In the following example, if all four tasks are configured to be run as subordinate jobs, then they can be run in parallel (depending on the available Scheduler threads).



Scheduler task configured to run as a subordinate job to enable parallel processing

#### How parallel processing works

When a task is configured to execute as a subordinate job, then it is not processed within the "parent" job. Instead, a sub-job is created for the task. The sub-job joins the Scheduler queue and is eligible for processing according to the normal Scheduler processing rules. For more information, see Processing priority for scheduled jobs.

For example, imagine that you have a job with four tasks, and these tasks are not dependent on each other. If you use the default settings, Scheduler takes the first task in the list and starts processing. The second task is not started until the first task is complete, and so on.

If instead you configure each task as a sub-job, then when the "parent" job is processed, it will create four sub-jobs. If two Scheduler threads are available for processing, then two of the sub-jobs are processed at the same time. If four Scheduler threads are available, then all four sub-jobs are processed at the same time. Once all of the sub-jobs are complete, the parent job is completed, and its status reflects the overall status of all of the sub-jobs.

If tasks are dependent on each other, then you should not process them as sub-jobs, or you should use the **Wait** setting as appropriate. For example, imagine that the first four tasks in the job can be run in any order, but the fifth task must be processed last. In that case, you can configure the first four tasks to run as sub-jobs, but on the fourth task you must enable **Wait for all Subordinate Jobs to complete before proceeding to the next Task**. This will cause Scheduler to wait for all sub-jobs to finish before it proceeds to the fifth, final task.

In the following example, the file processing tasks are configured as sub-jobs so that they can be run in parallel. The last file processing task is configured to wait, so that all of the file processing tasks will be finished before the file collection task begins.



Scheduler task configured to wait for all subordinate jobs to complete

#### Using iterative task processing

You can configure a Scheduler task to use iterative processing, so that the task is repeated multiple times using a designated list of values. Each iteration of the task uses a different item in the list, until all items have been processed.

When you enable iterative processing for a task, you define the list of values by specifying a table column and an optional filter. The task will then be processed for each unique item in the table column. You can reference the column values within the task properties by using a built-in Scheduler job variable. As each iteration of the task is processed, the variable is replaced with the column value for the current iteration. Using this approach, the task can dynamically change for each iteration. For example, you may have an import that you want to perform for four different entities in your organization. The import configuration is exactly the same except that the source file or query is different for each entity. If the import uses entity as a variable, then you can set up a single import task and configure it to iterate over the list of entities. Each iteration uses a different entity name or code, which you can pass into the import variables so that the import uses the correct source file or query for the current entity.

## Enabling iterative processing

Iterative processing is enabled in the Task Control properties of the task. Select the task within the Scheduler job, then click **Task Control** to expand that section. Any task can use iterative processing, though it is more useful for certain task types such as Import ETL Package.

Item	Description
Iterate this Task	Specifies whether iterative processing is enabled for the task. If enabled, then the task will be performed N times, where N is the number of unique items in the specified iteration column. Job variables can be used to apply the current iteration value and iteration number to the task.
Create a Subordinate Job for each iteration	Specifies whether each iteration is processed as a separate subordinate job. By default, this is disabled, which means that all iterations are processed sequentially within the overall subordinate job created to process the iterations.
	If enabled, then each iteration is processed as a separate subordinate job, enabling concurrent execution of multiple iterations. This option should only be enabled if the order of iteration processing is not important.
Column	The column that contains the values to iterate over. Use Table.Column syntax to specify the column. Multiple-level lookups can be used.
	For example, if you specify Dept.Region, then the task will be processed once for each unique region value in the column (after applying any filter to limit the list of values).
Group By	Optional. By default, the group by column is the same as the iteration column, so that the task is processed once for each unique value in the iteration column. However, if needed, you can specify a different grouping level.
	You can use any column or columns that would be valid as the "sum by" level for an Axiom query, where the primary table is the table specified for the iteration column.

Complete the following properties in the Iteration section of the Task Control properties.

ltem	Description
Order By	Optional. By default, the values are sorted based on the iteration column, in ascending order. You can specify a different sort column, or use the same sort column but change the order to descending.
	The sort order is ascending unless the keyword <code>desc</code> is used to specify descending order. For example:
	Dept.Dept desc
Filter	Optional. A filter criteria statement to limit the list of values for the iterative processing. You can use any filter that is valid against the source table (the table of the iteration column).

When iterative processing is enabled for a task, the iterations are always processed within a subordinate job. Therefore, enabling the Task Control option of **Create a Subordinate Job for this Task** is unnecessary.

If your job has multiple tasks, and you want the tasks after the iterative task to wait for all iterations to complete before executing, then you must enable the following Task Control option for the iterative task: Wait for all Subordinate Jobs to complete before proceeding to the next Task.

## Configuring the task to change for each iteration

In order for the Scheduler task to apply the current iteration value to each iteration, you must use the built-in iteration variables within the task. These variables are job variables, and can be used like any other job variable. The following variables are available:

Variable	Description
{Task.CurrentIterationValue}	Returns the current value from the iteration list.
{Task.IterationNumber}	Returns the number of the current iteration.

To continue the previous example, imagine that you are setting up an import for iterative processing by entity. To define the list of entities, you set up the Iteration settings in the Task Control section like the following:

A Axiom Scheduler - import_iteration	?	Х
Job Service		
New       Open       Save       Close       Run       Add       Move       Remove       Clear         Job       Job       Tasks		
Scheduled Jobs		
General       Variables         Scheduling Rules       Iteration         Event Handlers       Create a Subordinate Job for each iteration.         Notification       Create a Subordinate Job for each iteration.         Import ETL Package       Column         Entity.Entity       Group By         Order By		

This example will iterate over the list of entities in the Entities column, limited to only those entities where the Costing column is set to True. If this resolves to 4 entities, then the task will be processed 4 times, once for each entity.

The import is configured with a variable {Entity}, which it uses to process the correct entity source file. In order to pass the current task iteration value to the import variable, you can use the job variable {Task.CurrentIterationValue} in the import task settings. For example:

Axiom Scheduler - import_iteration		?	×
Job Service			
New Open Save Close	Run Once Add Move Move Remove Clear Up Down Selected All Tasks		
General Variables Scheduling Rules Event Handlers Notification Tasks Import ETL Package Results	<ul> <li>Task Control</li> <li>Task Details</li> <li>Select ETL Import Package         Import GL data ~         Source Filename         \\fileserver\importfiles\GL\GL_{entity}.xlsx         Package Variables         Entity         [Task.CurrentIterationValue]</li></ul>	Brow	v

When the first iteration is performed, the {Task.CurrentIterationValue} will be resolved as Entity\_1, so the import will be processed using Entity\_1 as the value for the {Entity} import variable. For the second iteration, the value Entity\_2 will be used, and so on. Using this approach, the import will be processed for all entities in the iteration column.

#### Conditionally processing tasks in a job

You can configure a task so that it is only processed if a particular condition is met. This feature is configured in the task settings, in the Task Control section, under Process task only if the value of this expression is true.

To enable conditional processing, you must specify a logical expression that will resolve to either true or false when the job is executed. If true, then the task is processed as normal. If false, then the task is skipped.


The logical expression is evaluated using an IF function on the Scheduler server as follows:

```
=IF(Expression, 1, 0)
```

You can enter any expression that would be valid in an IF function. You can use Excel functions, Axiom functions, and Scheduler job variables in the expression. If you use a job variable, it must be placed in quotation marks unless you expect the variable value to be resolved and evaluated as a number.

If the task is not processed because the condition resolves to false, this is not considered a failed task. If there are other tasks in the job, they will be processed. If you want an entire job to be conditional, you can do either of the following:

- Repeat the condition in each individual task settings. Keep in mind that the condition will be evaluated for each individual task, which means that if it is possible for the condition to change in between tasks, some tasks might be processed while others aren't.
- Use the condition on a Raise Event task that then triggers another job for processing. For more information, see Raise Event task.

## Examples

The following are some example expressions for conditional processing:

GetData("Process", "FG='2012 Budget'", "SystemStatus")=1

If this GetData function returns 1, the expression resolves to true and the task is processed. If not, it is false and the task is skipped.

#### AND("{EventHandler.EventName}"="ProcessPlanFiles", {Dept}=1000)

If this job was triggered for execution by the ProcessPlanFiles event handler, and if the job variable Dept resolves to 1000, then this expression is true and the task is processed. Note that in the first part of the expression, the event handler variable will return a string value so it must be placed in double quotation marks. In the second part of the expression, the department variable will return a number so it is not placed in quotation marks.

#### AND (Day (Now ()) $\leq =7$ , Weekday (Now ()) =2)

This expression will return true if it is the first Monday of the month, otherwise it will return false.

#### Using RunEvent to execute a Scheduler job

Using RunEvent, you can trigger the execution of a Scheduler job from various contexts, such as within Axiom files, task panes, or Axiom forms. There are two different versions of RunEvent:

- **RunEvent function**: The RunEvent function can be used in Axiom files to trigger the execution of a Scheduler job from a spreadsheet.
- **RunEvent command**: The RunEvent command can be used in task panes or Axiom forms to trigger the execution of a Scheduler job.

Both the function and the command work in the same way and use similar parameters. Some limitations apply depending on the context where RunEvent is being used. It is assumed that an administrator (or a power user with the necessary rights) sets up the desired jobs within Scheduler, and then sets up RunEvent in the appropriate context so that end users can trigger it.

The end user who triggers the job using RunEvent does *not* need to have file permission to the job or any access to Scheduler. The job itself can be configured to execute its tasks using the permissions of the job owner or using the permissions of the end user who triggered the job (the requester). If the job is run as the requester, then the end user must have the appropriate permissions to the files impacted by the job (for example to the target file for File Processing, or to the target file group and plan files for Process Plan Files).

**NOTE:** You can also use the Raise Event Scheduler task to trigger the execution of a Scheduler job from a different Scheduler job. This works in a similar manner as the RunEvent features.

## Setting up a Scheduler job for RunEvent

All uses of RunEvent require the same job setup in Scheduler:

• The job that you want to execute via RunEvent must already be created within Scheduler. When setting up the job, consider items such as the notification settings. Do you want the notifications to go to the user that executed the job, or to the job owner, or both?

• The job must contain an event handler that will be used to trigger the job execution. When creating the event handler, consider whether you want the job to run as the job owner, or as the requester (the user who clicks on the RunEvent function). This may impact email notifications and determines the user rights under which the job will run.

Scheduled Jobs			
General	Active	Event Name	Execute As
Named Values Scheduling Rules Event Handlers Notification Tasks Process Plan Files Job Results	✓ ProcessPli	anFiles	Owner •

For more information, see Advanced options.

• Optionally, the job can use variables. Variable values can be defined in the RunEvent function or command and passed to the job. You would do this if aspects of the job need to be dynamic; for example, if you want to use a different filter depending on which user is running the job or based on a user selection in the file. For more information see the *Variable example* section below.

## Setting up RunEvent

RunEvent uses the following properties to trigger Scheduler jobs:

- The event handler name that identifies the Scheduler job(s) to trigger for execution.
- An optional confirmation message to present to the user before proceeding with the event. Not available when using the command within an Axiom form.
- An optional success message to present to the user after the event has been raised.
- An optional file group context to target the job execution to only event handlers that are associated with a particular file group (or no file group). For the RunEvent command, this is an optional parameter. For the RunEvent function, the current file group context is automatically applied if the file with the function belongs to a file group.
- If variables are being used, one or more variable names and values to pass to the Scheduler job. This is available in all contexts, however, task panes do not currently support the ability to determine the variable values dynamically.

The following shows an example RunEvent function for use in an Axiom file:

```
=RunEvent("Click here to process plan files","ProcessPlanFiles","You are
about to process plan files for the "&C3&" region. Do you want to
continue?",,"filter = "&C4)
```

The first parameter defines the display text for the function, while the second parameter specifies the event handler name. In this example we have also defined a custom confirmation message for the user and a variable value to pass a filter to the job. The following screenshot shows the function in the spreadsheet:

>			🖺 RunEvent 🛛			
	C7	=RunEvent("Click here to process plan files", "ProcessPlanFiles", "You				
rer		В	С	D	E	F
ploi	1					
Ex	2					
	3		North			
cess	4		Dept.Region='North'			
Pro	5					
	6					
int	7		Click here to process plan files			
sta	0					

The next screenshot shows a RunEvent command set up on a Button component for an Axiom form. You can see the same event name and the filter variable also being read from a sheet location.

A Shortcut Proper	ties	×
Choose Sho	ortcut	
Shortcut Target		
command://RunEv	ent	×
Shortcut Paramete	rs	
Event Name	ProcessPlanFiles	
Result Message	Process Plan Files has been scheduled.	
File Group		
Processing Step	Form - Before Processing Y	
Event Variables		4
Filter	[Sheet1!A15]	X
	ОК	Cancel

## RunEvent behavior and user experience

The behavior and user experience for RunEvent depends on the context and whether you are using optional custom messages.

- The user starts the process by doing one of the following:
  - Double-clicking the RunEvent function in the spreadsheet.
  - Clicking the Button component that is configured for RunEvent in the Axiom form.
  - Double-clicking the RunEvent item in the task pane.
- A confirmation prompt displays to the user, asking them to confirm that they want to proceed. The user can click **Yes** to proceed, or **No** to cancel. Default text is used if no custom text is defined in the RunEvent properties.



**NOTE:** This step does not apply when executing RunEvent from an Axiom form. The Axiom form context does not support a confirmation message. However, you can configure the Button component to display a confirmation message before executing the RunEvent command.

- Axiom Budgeting and Performance Reporting checks the list of event handlers in Scheduler to see if any match the specified event handler name in RunEvent. This check works as follows:
  - If RunEvent has a file group context, then Axiom Budgeting and Performance Reporting only tries to match with event handlers that are associated with the same file group, or with no file group. Any event handlers associated with a different file group are ignored. The RunEvent command has a file group context if a file group is specified in the shortcut parameters, whereas the RunEvent function automatically has a file group context if the file with the function belongs to a file group.
  - If RunEvent does not have a file group context, then all event handlers are eligible to match.

If any matching event handler names are found, then all Scheduler jobs that reference the event handler are triggered for execution. If multiple jobs reference the matching event handler, then all of those jobs will be executed.

If variable values are defined in the RunEvent properties, those values are passed to the job and are used when the job is executed.

- A confirmation message displays to the user as follows:
  - If no jobs were found that contained the specified event handler, the user is notified that no jobs were found.
  - If jobs were placed on the schedule, the user is notified that the specified event was scheduled. Default text is used if no custom text is defined in the RunEvent properties.

**NOTE:** If executing RunEvent from an Axiom form, this message displays in the bottom left corner of the form, not in a separate message dialog.

When the job is finished processing, email notifications are sent according to the settings in the job.

## Variable example

When using RunEvent to execute a Scheduler job, you can pass a variable value to the job. For example, imagine that you want to execute a Process Plan Files job, and you want to send a filter value to the job.

#### Step 1: Set up the variable in the job

The first step would be to create a job variable in the job, and then use the job variable in the filter setting.

Scheduled Jobs				
General Job Variables	Job values Variable Name	Default Value		
Scheduling Rules Event Handlers Notification Tasks Process Plan Files Job Results	filter	1=0		

Example job variable

**NOTE:** In this case, we have defined a default value for the filter variable (1=0) that does not result in any plan files. This is because we do not want to process any plan files unless a filter is provided by RunEvent. If we left the default value blank, that would mean all plan files would be processed if no filter was provided by RunEvent.

🕼 Scheduled Jobs 🗋 test_ru	inevent	
General Job Variables Scheduling Rules Event Handlers Notification Tasks Process Plan Files Job Results	<ul> <li>Job Control</li> <li>Task Details</li> <li>Options Plan Files Axiom Queries</li> <li>Specify plan files to process: Choose from list Ouse filter All</li> <li>Plan File Filter:         <ul> <li>(filter)</li> <li>Plan files matching filter: 0</li> <li>DEPT Description Locked By Template</li> </ul> </li> </ul>	Sountry Country

Example use of variable in job settings

For more information on Scheduler job variables, see Using job variables.

## Step 2: Configure RunEvent to use the Variable

Now that the job is set up to use the filter variable, you must configure RunEvent to pass in a value for that variable. If you are using the RunEvent function in an Axiom file, you use the following syntax within the function parameters:

variablename=variablevalue

These name / value pairs can be placed in the RunEvent function starting in the fifth parameter of the function. If you have two name / value pairs to pass to the job, you can use the fifth and sixth parameters, and so on.

For example, to pass the filter DEPT.Region='North' to the job, the RunEvent function would be constructed as follows:

```
=RunEvent("Double-click to process plan
files","ProcessPlanFiles",,,"filter=dept.region='North'")
```

More likely, you would be reading the variable value from another place in the sheet, so the function would look something like:

```
=RunEvent("Double-click to process plan
files","ProcessPlanFiles",,,"filter="&C4)
```

Where the filter value is read from cell C5.

When the job is executed by use of this RunEvent function, the value DEPT.Region='North' will be placed in the Plan File Filter box of the Process Plan Files task, and the job will be run using that filter.

When using RunEvent in an Axiom form, the variables and their values are defined in the Event Variables section. In this context you place the name of the variable in the left-hand box, and then in the right-hand box you enter the cell reference (in brackets) where the variable value will be read.

Event Variabl	es	+
filter	[Sheet1!C4]	×

The Event Variables section is also present when configuring RunEvent for use in a task pane, however in this context the only option is to "hard-code" the values in the RunEvent properties.

#### Run another Scheduler job from within a Scheduler job

Scheduler jobs have two ways to run another Scheduler job:

- Raise Event task: This task uses an event handler name to trigger one or more Scheduler jobs for execution. The jobs triggered by the event handler are run independently from the job containing the Raise Event task.
- Run Scheduler Job task: This task runs a specified Scheduler job as a subordinate job within the current "parent" job. Essentially, the tasks in the target job are run within the parent job, which means that other tasks in the parent job can reference the results of those tasks.

The decision of which task to use depends on several factors, but the most important is whether the Scheduler jobs are independent or dependent. If the first job is dependent on the execution of the second job, then you must use the Run Scheduler Job task. When the Raise Event task is used, the triggered jobs are run independently.

Comparison	Raise Event	Run Scheduler Job
Can pass variables to target job	Yes	Yes
Can execute target job as requester or owner	Yes	No
Can wait for target job to complete before continuing	No	Yes
Can use results of target job in subsequent tasks	No	Yes

The following chart details some comparison points between the two tasks:

# Using the Raise Event task

The Scheduler Raise Event task is typically used when you need to trigger another job for execution once the current job is complete. The Scheduler job(s) triggered by the event handler are added to the schedule and then executed independently from the current job. For example, you might place the Raise Event task at the end of the task list, so that all tasks in the current job must complete successfully before the Raise Event task is run. Because the jobs triggered by the event handler are run independently, you cannot perform additional tasks in the current job that depend on the results of the triggered jobs. The current job will not wait for the triggered jobs to be run.

Event handlers can be configured to run a job as either the job owner or as the requester (meaning the user that triggered the event). This allows some additional flexibility in how the triggered jobs are run. For example, you may want to trigger a job that needs to be run using administrator permissions. As long as the event handler is configured to run as job owner (and the owner is an administrator), then that triggered job will always have the necessary permissions, regardless of the user who is running the job with the Raise Event task.

# Using the Run Scheduler Job task

The Run Scheduler Job task is typically used when you need to run another job and then perform additional tasks once that job is complete. Because the target job is run as a subordinate job within the "parent" job, the parent job can wait for the "child" job to complete before it continues processing tasks. Later tasks in the parent job can reference the results of the completed child job, such as querying data saved from the child job, processing plan files created by the child job, and so on.

Keep in mind that it is not possible to stop processing tasks in the parent job based on the general success or failure of the child job. Although Scheduler jobs automatically stop processing if a task fails, the task in this case is just the Run Scheduler Job task. As long as the child job can be successfully added to the Scheduler queue for processing, the Run Scheduler Job task will report success. If needed, you can use the option **Process task only if the value of this expression is true** to detect whether a subsequent task in the parent job should be processed. For example, if you know that the child job saves a particular value to the database, you can check for the existence of that value to determine whether to process a task. For more information on using this option, see Conditionally processing tasks in a job.

The child job is run using the same user permissions as the parent job. The user running the parent job must have the appropriate permissions to complete all tasks in both the parent job and the child job.

# Chaining multiple Scheduler jobs

You can "chain" multiple Scheduler jobs together using either approach. For example, you may have three Scheduler jobs that you want to run, in a particular order.

You can place multiple Run Scheduler Job tasks in a parent job, where each task triggers a separate job. Because these tasks run as subordinate jobs, and the parent job can wait for each child job to complete, it is easy to run the jobs in order. However, if you want to stop processing the jobs if one fails, there is no built-in way to do that (as discussed in the previous section). You would need to set up the Run Scheduler Job tasks to run or not based on a condition, where the condition tests some result from the previous job.

To chain jobs using Raise Event, the last task in each job can be a Raise Event task. Each job will perform its tasks and then trigger the next job in the chain. When using this approach, the chain automatically stops if failure occurs, because if a task in the job fails then the job stops and will not proceed to the

Raise Event task. The disadvantage of this approach is that the jobs cannot also be run separately, unless you manually disable the Raise Event tasks or configure the Raise Event tasks to not run based on a condition.

# Running a job

If a job is saved with an active scheduling rule, then the job is automatically placed on the schedule to be run according to that rule. Each time the job is run according to the rule, it is run as the current job owner (unless it is a system job, in which case it is run as the System identity).

However, you can also choose to run a job manually. If you run a job manually, the job is added to the **Scheduled Jobs** list with a start time of now, to be processed according to its job priority settings. The job will be run using your user identity (again, unless it is a system job).

Running a job manually does not impact any scheduled executions of the job as determined by scheduling rules. For example, if a job is scheduled to be run at 10:00 PM tonight, and you run the job manually at 2:00 PM, the job will still be run as scheduled at 10:00 PM.

To manually run a job:

1. In the Scheduler dialog, in the Job tab, click Open.

The Axiom Explorer dialog opens, showing the Scheduler Jobs Library only.

2. Select the job and then click **Open**.

The job opens in the **Scheduler** dialog. Make sure the job is the active tab in the navigation pane (the most recently opened tab is the active tab by default).

3. In the Job tab of the ribbon, click Run Once.

A confirmation message informs you that the job has been placed on the schedule.

**NOTE:** When you click **Run Once**, any unsaved changes to the job are automatically saved. This save will designate you as the job owner (if you are not already the job owner).

You can also run jobs manually using the Scheduler area of the Web Client. For more information, see Running a job manually in the Web Client.

# Scheduler Task Reference

Each Scheduler task in a job has two sections of task properties:

- Task Control: Common task properties that apply to all task types. For more information, see Task Control properties.
- Task Details: Properties specific to the current task type. For more information, see the topics for each individual task type.

The following task types are available:

Task	Description
Active Directory Import	Import users from Active Directory into Axiom Budgeting and Performance Reporting. This task adds new users, and can also disable users that no longer exist in the Active Directory domain.
Collect Worksheets	Collect worksheets from multiple files into a single file.
Copy On Demand Plan Files	Copy plan files from one on-demand file group to another.
Create Plan Files	Create new plan files (same as the Create Plan Files utility for file groups).
Echo Task	Test the Scheduler server. This task sends a message to the Scheduler server and asks it to send the message back.
Execute Command Adapter	Execute a command from the Command Library.
Execute SQL Command	Run a SQL statement on an Axiom database.
Export ETL Package	Export data to an external database, using an export utility defined in the Exports Library.
File Processing	Perform file processing actions on a report. You can use the report's native file processing settings, or override the settings.
Import ETL Package	Import data into Axiom Budgeting and Performance Reporting, using an import utility defined in the Imports Library.
Process Document List	Process any set of Axiom files—for example, driver files or report utilities. The task calculates and saves the files, and can also refresh Axiom queries and save data to the database.
Process Plan Files	Process plan files (same as the <b>Process Plan Files</b> utility for file groups).
Process Template List	Process a template file. The task runs designated Axiom queries, time- stamps the queries, and saves the template.
Purge System Data	Purge old Scheduler results and system temp tables.
Raise Event	Trigger another Scheduler job for execution, using a named event handler.
Run Scheduler Job	Run another Scheduler job as a subordinate job.
SMTP Message Delivery	Deliver email notifications resulting from Scheduler jobs.
Start Process	Start a process definition for Process Management.
Update Indexes and Constraints	Update the indexes and constraints in your Axiom Budgeting and Performance Reporting database.

# **Task Control properties**

The following task properties are available for all Scheduler task types. To edit these properties, select the task in the Scheduler job, then expand the **Task Control** section.

Item	Description
Skip this Task	If selected, the task will not be run when the job is processed.
	By default, this option is not selected, which means this task will be run.
Process task only if the value of this expression is true	Optional. Enter a logical expression to conditionally process this task depending on whether the expression resolves to true or false at the time the job is executed. If true, the task is processed as normal. If false, the task is skipped.
	The logical expression is evaluated by the Scheduler server using an IF function. The expression can be any statement that would be valid within an IF function. You can use Excel functions, Axiom functions, and Scheduler job variables in the expression. If you use a job variable in the expression, you must place the variable in double quotation marks unless you expect it to be resolved and evaluated as a number.
	For more information, see Conditionally processing tasks in a job.
If this Task fails,	If selected, the job will continue processing even if this task fails.
continue executing subsequent Tasks	By default, this option is not selected. If a task in a job fails, the job is canceled and no further tasks are processed.
Create a Subordinate Job for this Task	If selected, this task will be processed as a subordinate job to the current job.
	Selecting this check box enables concurrent processing of different tasks, if the option to Wait for all Subordinate Jobs to complete before proceeding to the next Task is not selected.
	NOTE: This option is not available for Process Plan File tasks.
Wait for all Subordinate Jobs to complete before proceeding to the next Task	If selected, the job will wait for any subordinate jobs to complete before moving to the next task.
	If this check box is not selected, and the option Create a Subordinate Job for this Task is selected, then tasks can be processed concurrently instead of sequentially.
	This check box is selected by default for <b>Plan File Refresh</b> and <b>File Processing</b> tasks. For other task types, this option is not selected by default.

Item	Description
Override Log Level for this Task	By default, Scheduler jobs perform logging at the same level that is specified for the application. If necessary, you can override the logging level for a particular task, so that it always runs at a specified logging level. You may want to do this if you encounter performance issues for tasks that generate a lot of logged messages.
	To do this, select the check box for <b>Override Log Level for this Task</b> , then select the desired logging level from the drop-down list.
	NOTE: This option is only available for File Processing tasks.

**NOTE:** Older systems may see a setting named **Workbook processing engine to use**. If this option is present, it should always be set to **Axiom Web Engine**. Use of Excel for processing on the Scheduler server is no longer supported. All Scheduler tasks that involve spreadsheet processing are processed using the same spreadsheet emulation engine as the Windows Client.

## Iteration

This section can be used to optionally enable iterative processing for the task. For more information, see Using iterative task processing.

Item	Description
Iterate this Task	Specifies whether iterative processing is enabled for the task. If enabled, then the task will be performed N times, where N is the number of unique items in the specified iteration column. Job variables can be used to apply the current iteration value and iteration number to the task.
Create a Subordinate Job for each iteration	Specifies whether each iteration is processed as a separate subordinate job. By default, this is disabled, which means that all iterations are processed sequentially within the overall subordinate job created to process the iterations.
	If enabled, then each iteration is processed as a separate subordinate job, enabling concurrent execution of multiple iterations. This option should only be enabled if the order of iteration processing is not important.
Column	The column that contains the values to iterate over. Use Table.Column syntax to specify the column. Multiple-level lookups can be used.
	For example, if you specify Dept.Region, then the task will be processed once for each unique region value in the column (after applying any filter to limit the list of values).

ltem	Description
Group By	Optional. By default, the group by column is the same as the iteration column, so that the task is processed once for each unique value in the iteration column. However, if needed, you can specify a different grouping level.
	You can use any column or columns that would be valid as the "sum by" level for an Axiom query, where the primary table is the table specified for the iteration column.
Order By	Optional. By default, the values are sorted based on the iteration column, in ascending order. You can specify a different sort column, or use the same sort column but change the order to descending.
	The sort order is ascending unless the keyword <code>desc</code> is used to specify descending order. For example:
	Dept.Dept desc
Filter	Optional. A filter criteria statement to limit the list of values for the iterative processing. You can use any filter that is valid against the source table (the table of the iteration column).

## **Active Directory Import task**

This task imports users from Active Directory groups into Axiom Budgeting and Performance Reporting security. For more information on using Active Directory integration with Axiom Budgeting and Performance Reporting, see the *Security Guide*.

This task has three tabs of settings: Source Directory, Notification, and Preview Import.

**NOTE:** The user running this task must be an administrator or have the **Administer Security** permission.

For Axiom Cloud systems, the Active Directory Import task can import users from your local Active Directory by use of the Axiom Cloud Integration Service. If you have a remote data connection that is enabled for user authentication, this task will use that connection when the job is executed by Scheduler.

# Source Directory tab

On this tab, you specify the domain to import from and the groups to import.

ltem	Description
Domain or Server	<ul> <li>Select either Domain or Server to specify the source domain for the import.</li> <li>If you select Domain, enter the name of the domain.</li> <li>If you select Server, enter the name of the domain controller server.</li> <li>The server option is available in case you are not currently logged into the source domain, and your current domain does not have access to the source domain. In this case, you must use domain credentials in order to access the source domain.</li> </ul>
	Only one domain can be selected per import task. If you want to import users from multiple domains into an Axiom Budgeting and Performance Reporting system, then you must create multiple import tasks.
Credentials	<ul> <li>Specifies the credentials to use when accessing Active Directory for the import.</li> <li>Select one of the following: <ul> <li>Use process credentials: (Default) Use the credentials of the network service account for Axiom Scheduler Server (on-premise installations) or Axiom Cloud Integration Service (Axiom Cloud systems).</li> <li>Specify domain credentials: Enter the credentials of a specified domain User and Password. This option is required if you identified the source domain using the server name instead of the domain name.</li> </ul> </li> </ul>
Never Enable Users	<ul> <li>Specifies whether the import enables imported users as part of the process:</li> <li>If unchecked (default), then newly imported users are enabled as part of the import. Additionally, any existing imported users who have been changed to disabled are re-enabled.</li> <li>If checked, then newly imported users are not enabled as part of the import. A security administrator must modify the security settings after the import is complete to enable the new users. Existing imported users retain their current enabled status.</li> </ul>
Groups to import	<ul> <li>The Active Directory groups for which members will be imported into Axiom Budgeting and Performance Reporting Security.</li> <li>Click Add to select from a list of groups for the specified domain. If the specified domain name is not valid or if Axiom Budgeting and Performance Reporting cannot connect to it, then an error will result when attempting to add groups.</li> <li>If you need to remove a group, select the group and click Remove.</li> <li>Click Role Mapping to define mappings for the selected groups. If a mapping exists for a group, then when users are imported for that group they are automatically assigned to the mapped role and subsystem. See the discussion following this table for more information.</li> </ul>

## Role mapping

In the **Role Mapping** dialog, click **Add mapping** (the plus icon) to add a role mapping for a group. Then complete the following:

- In the Directory Group column, select the Active Directory group to be mapped.
- In the Axiom Role column, select the role to be assigned to users in that group. If you want to map the group to more than one role, add another mapping row. You can select None if you do not want the users in the group to be assigned to any role.
- In the **Subsystem** column, select the subsystem for users in that group. If you want to map the group to more than one subsystem, add another mapping row. This option only displays if subsystems are enabled for your system.
- In the User Type column, select the license type for the imported users. The default license type is Standard.
- In the Authentication Type column, select the authentication type for the imported users, Windows User or SAML. The default authentication type is Windows User. Note that the selected authentication type will be assigned to users regardless of whether that authentication type is currently enabled for the system.

You can map each group to multiple roles and subsystems. If a group has no defined mappings, then the users will not be assigned to any roles or subsystems. If the import creates new users without mappings, the assigned user type is Standard and the assigned authentication type is Windows User.

To remove a mapping, select the mapping in the grid and then click **Remove mapping** (the X icon). If users have already been imported using this mapping, removing the mapping will not remove the users from the role or subsystem in subsequent imports (unless other group mappings in the import use the same role or subsystem, and the users are not also part of that group).

**NOTE:** If a user belongs to multiple mappings—either multiple mappings for a single group, or multiple mapped groups—then the user will be assigned to the user type and the authentication type for the last-processed mapping.

## Notification tab

On this tab, you specify users to be notified when changes are made in Axiom Budgeting and Performance Reporting Security due to the import.

Type in one or more email addresses to be notified. Separate multiple addresses with a semi-colon. For example:

jdoe@axiomepm.com;jsmith@axiomepm.com

When the import task is run, if any users are created or modified in the Axiom Budgeting and Performance Reporting system, an email notification will be sent to the addresses specified here. The email summarizes the changes made. This email notification is independent of any job-level notification settings (which notify based on overall job completion or failure).

We recommend setting up this task-level notification to send emails to the security administrator(s) responsible for maintaining the security settings in Axiom Budgeting and Performance Reporting, so that he or she can define security settings for newly added users, validate changes made to existing users, and perform any other follow-up tasks.

Scheduler job variables can be used in this setting.

## Preview Import tab

On this tab, you can preview the import results to test that the import is set up as desired.

To preview the results, click **Preview**. Axiom Budgeting and Performance Reporting processes the import task but does not actually make the changes to the system. Instead, the tab displays a summary of the changes that would result.

The preview shows a list of users that would be added, changed, or disabled.

**NOTE:** The preview is always executed locally, even for Axiom Cloud systems. The remote data connection to the Cloud Integration Service is only used when the task is executed by Scheduler.

## **Collect Worksheets task**

This task collects sheets from multiple source workbooks and combines them into a single target workbook. You can then save the target workbook to a specified file location, and/or email the workbook.

**NOTE:** This task is primarily intended for backward-compatibility only. The main method of performing a file collect operation is to use the file processing feature with the File Processing Scheduler task. For more information on setting up a file collect report using file processing, see the *Axiom File Setup Guide*.

Typically, this task would be used at the end of a job with multiple File Processing tasks, to take the results of those tasks and collect them into a single workbook.

Item	Description
Save or Email Workbook	Specifies the delivery option for the target workbook. Select one of the following:
	<ul> <li>Save Workbook: The target workbook is saved to the specified output folder.</li> </ul>
	• Email Workbook: The target workbook is emailed to the specified recipients. The file is not saved anywhere on the file system.
	Save and Email Workbook: The target workbook is both saved and emailed.

# Target Workbook

Complete the following settings to define the target workbook:

Item	Description
Output Folder	The folder location where the target workbook will be saved (if you are saving the workbook). Click the folder icon to select a folder location, or type a folder location.
	If the specified folder does not already exist, Axiom Budgeting and Performance Reporting attempts to create it.
	Job variables can be used in this setting.
Output File Name	The name of the target workbook. Job variables can be used in this setting.
File Type	The file type of the target workbook. Select XLS, XLSX, or XLSM.
	<b>NOTE:</b> PDF displays as an option, but it is not supported in this context.

# Email Settings

This section only applies if you are emailing the target workbook. The "From" address is always the Scheduler default From address (as defined in the system configuration settings).

Item	Description
То	Enter the email addresses to receive the target workbook via email. Separate multiple addresses with a semicolon.
Subject Line	The subject line for the email.
Body Text	The body text for the email.

## Source Workbooks

In this section, you specify one or more source workbooks from which to collect worksheets. Workbooks are identified by folder location. Within a folder location, you can specify one or more workbooks by name, or by using wildcards, or by using \*.\* to collect all workbooks at the location.

All sheets in each source workbook will be collected. Ideally, you will be collecting from workbooks that only contain relevant sheets (for example, no blank "Sheet2," etc.), and where the sheets have unique names. If multiple workbooks have sheets with the same name, the sheets will be incremented by number in the target workbook.

- To add a workbook, click the Add button. In the Edit Workbooks Source dialog, complete the settings as described below, then click OK to add the workbook to the list.
- X To remove a workbook, select the workbook in the list and then click the Remove button. Only one workbook can be selected at a time.
- To change the order of workbooks, select the workbook in the list and then click the arrow buttons to move the workbook up or down. Source workbooks are processed in the order they are listed in the grid.

ltem	Description
Folder Path	The folder location of the source workbook(s). Click the folder icon to select a folder location.
	<b>NOTE:</b> The <b>Folder Path</b> location must be accessible by the Scheduler service user account. If you specify a network folder location using the Browse button, the location is automatically entered as a UNC path. If you specify a C: drive location, that will be evaluated as the C: drive of the Scheduler server. Job variables can be used in this setting.
Workbooks	The workbooks from which you want to collect worksheets, within the specified folder path.
	<ul> <li>Specify *.* if you want to collect all files in the folder path.</li> </ul>
	• Specify individual file names to collect from specific files. Separate multiple file names with semicolons.
	You can use wildcards (* or ?) to specify groups of files that share naming conventions. For example: North*.xls to collect all XLS files where the file name starts with "North".
	Only files with the following file types are valid to be collected: XLS, XLSX, XLSM. If you are using wildcards, the matches must be valid file types, or else the task will fail with an error.
	Job variables can be used in this setting.

Once you have saved a source workbook location, you can edit it by double-clicking the row.

#### **Copy On Demand Plan Files task**

This task copies on demand plan files from one file group to another. It performs the same actions as the **Copy On Demand Plan Files** command in the Command Library.

This is an advanced feature and should only be used if it is the only way to achieve the desired population of plan files between two related file groups. It is the responsibility of the solution designer to ensure that the copied plan files will behave as expected in the target file group. For example, the plan file must be designed to dynamically save to the appropriate tables and columns within the context of the new file group.

The Copy On Demand Plan Files task uses two tabs to define the properties of the task.

- **Options**: Defines the options to be used for the copy operation
- Plan Files: Specifies the plan files to copy

## Options tab

The following options are available on the Options tab. Note that all of these options can be changed dynamically by using system variables.

Item	Description
Source File Group	The file group to copy plan files from. Click the folder icon to select a file group. You can select any on-demand file group, or any file group alias that currently points to an on-demand file group.
Destination File Group	The file group to copy plan files to. Click the folder icon to select a file group. You can select any on-demand file group, or any file group alias that currently points to an on-demand file group.
Keep original plan file creator	Specifies whether the plan file creator for the copied plan files is set to the same creator as the original plan files. By default, this option is enabled.
	If this option is disabled, then the plan file creator for the copied plan files is set to the user identity used by the Scheduler job when it is run.

ltem	Description
Use default template	Specifies whether the copied plan files have the option to adopt the default template of the new file group. This is primarily intended to be used when copying plan files to a file group that uses virtual, form-enabled plan files, so that the copied plan files can be converted to virtual files and use the new template.
	<ul> <li>If disabled (default), then the target file group must contain copies of the original templates that were used to create the plan files from the source file group. If these templates are not present, then the copy process will fail.</li> </ul>
	<ul> <li>If enabled, then the copied plan files will be assigned a template as follows:</li> </ul>
	<ul> <li>If the target file group contains copies of the original templates that were used to create the plan files from the source file group, the copied plan files use those templates.</li> </ul>
	<ul> <li>If the target file group does not contain copies of the original templates, the copied plan files use the default template specified for the target file group in the file group properties.</li> </ul>
	If the target file group does not contain copies of the original templates and does not have a designated default template, then the copy process will fail.
Copy plan file attachments	Specifies whether plan file attachments are copied to the target file group when a plan file is copied. By default, this option is enabled.
	If this option is disabled, then plan file attachments will not be copied to the target file group.

Item	Description
Save plan files after copy	Specifies whether the new plan files are processed and saved in the target file group after the copy is performed. This is intended to perform a save-to-database within the context of the new file group. By default, this option is disabled.
	If you enable this option, then after the plan files are copied to the new file group, they are opened, refreshed, and saved (including a save-to-database). The refresh includes all active Axiom queries where <b>Refresh during document</b> <b>processing</b> is enabled.
	Regardless of whether this option is enabled, if it is ever intended to save the copied plan files in the target file group, then they must be designed so that they save data to the appropriate tables after being copied.
	NOTES:
	<ul> <li>If Process with Utilities is enabled for the target file group, then utility processing is performed instead of normal processing. The default data source is used.</li> </ul>
	<ul> <li>If you enable this option but also specify a Copy data utility, then the new plan files are not processed and saved. Instead, the designated utility file is processed for each new plan file.</li> </ul>
Copy data utility	Optional. Specifies a utility file to process for each copied plan file. You can select any file in the Utilities folder of the target file group, or a file in the Reports Library.
	The primary purpose of this option is to handle copying virtual plan files between file groups. Because the plan files are virtual, no data exists in the file itself and therefore saving the new plan file will not populate data for the new file group. Instead, you should create a utility file that queries in the necessary data for the original plan file, then saves the necessary data for the new plan file to the appropriate tables for the new file group. Reserved document variables are available to return information in the utility file such as the old plan file code and the new plan file code.
	For more information, see Copy data utility.
	<b>NOTE: Save plan files after copy</b> must be enabled in order to specify a copy data utility. If a utility is specified, then the new plan files are not saved and instead the utility file is processed for each new plan file.
Default Values	Optional. This section can be used to apply default values to any columns in the target plan code table, when the new record is created in the target file group. For more information, see Defining default values.

## Plan Files tab

On the **Plan Files** tab, specify the plan files from the source file group that you want to copy to the target file group. There are three different options that you can use to specify the plan files: **Choose from list**, **Use filter**, and **All**.

The most common option when copying plan files using Scheduler is to define a filter. You can dynamically copy a subset of designated plan files using the filter. If the Scheduler task is triggered by using RunEvent, you can pass in the filter from the source of the RunEvent (such as an Axiom form).

## Copy a filtered set of plan files

To use a filter to copy a subset of plan files, select **Use Filter**. When the Scheduler task is executed, Axiom Budgeting and Performance Reporting will process only the plan files that meet the filter. You can specify the filter directly, or use a job variable.

To specify the filter, click the Filter Wizard button. You can also manually type a filter criteria statement into the filter box. The filter must use the plan code table of the source file group, or a lookup table. For example: CapReq2019.Transfer=1, where CapReq is the plan code table.

Once you have entered a filter, you can click **Refresh plan file list** to show the plan files that currently match the filter. The refresh feature is intended to help you determine whether you have defined the filter correctly.

If you want to set the filter dynamically, you can use the Filter system variable to override the filter defined in the task. This is intended for use when running Scheduler jobs via RunEvent. If a variable value is specified when triggering the event, such as the value CapReq2019.CapReq IN (45, 67, 98), then that filter statement is used to determine the plan files to be copied instead of the filter defined in the task.

## Copy all plan files

To copy all plan files, select **All**. When the Scheduler task is executed, Axiom Budgeting and Performance Reporting will copy all plan files in the file group (except for those hidden via the Show on List column). This is not a common use case for the copy feature, but can be used if needed.

## Copy selected plan files

To copy certain plan files, select **Choose from list**, and then select the check boxes for the plan files that you want to copy. When the Scheduler task is executed, Axiom Budgeting and Performance Reporting will copy only the selected plan files. This is not a common use case for the copy feature, but can be used if needed.

**NOTE:** This option is not available when using a file group alias as the source file group for the task. This is because the alias could change to point to any file group, which could result in a different list of plan files.

## Defining default values

When the copy action is performed, the columns for the new record are populated as follows:

- If a value has been defined for a column in the **Default Values** section, that value is used.
- Otherwise, the value from the original record in the source file group is used. This only occurs if the column names match in the source and target tables, and if the column in the target table is a compatible data type to accept the copied value.

If a column exists in the source table but not the target table, that value is ignored and does not cause an error. If a column exists in the target table but not in the source table, then it is only populated during the copy action if a default value has been defined. If the target table contains columns with lookup relationships, those columns must be populated with valid values (either from the original record or by using default values) or else the copy action will fail.

To define default values for the new records:

- Click the plus button + to add a new column/value pair to the **Default Values** section.
- In the left-hand box, type the name of the column in the target plan code table. For example: SourceID. Do not use Table.Column syntax.
- In the right-hand box, type the value to be placed in this column. You can enter a "hard-coded" value, or you can enter the name of a column from the source plan code table in brackets to use the value from that column. For example, [CapID]. The column reference is only necessary if you want the source column value to be placed in a column that has a different name than the source column. If the columns have the same name, the value will be copied automatically as noted previously in this section.

For both the column name and the value, you can use file group variables via a file group alias. Axiom Budgeting and Performance Reporting looks up the current target of the alias, and finds the current value of the designated variable within that file group. Built-in variables and custom variables can both be used. To reference a variable, use the following syntax:

{ FileGroupAliasName.VariableName }

For example: {CP\_CurrentYear.FileGroupYear} returns the file group year for the file group that is currently the target of the CP\_CurrentYear alias.

Scheduler job variables can also be used in the column name and in the value.

Overriding task settings using system variables

All of the settings for the Copy On Demand Plan Files task can be overridden using system variables. This is intended for use when the task is being triggered by RunEvent (such as from within an Axiom form), and you want to pass in variable values to determine how the task is run.

The variable names for this task are as follows:

Variable	Description
CopyDataSourceFileGroupID	Overrides the <b>Source File Group</b> . Must be set to a valid file group ID. File group names or alias names cannot be used.
CopyDataTargetFileGroupID	Overrides the <b>Destination File Group</b> . Must be set to a valid file group ID. File group names or alias names cannot be used.
CopyDataUtilityPath	Overrides the <b>Copy data utility</b> . Must be set to a valid document path in Axiom Budgeting and Performance Reporting.
Filter	Overrides the <b>Plan File Filter</b> to specify the plan files to copy. Must be set to a valid filter criteria statement.
KeepOriginalPlanFileCreator	Overrides the option Keep original plan file creator. Must be set to a valid Boolean value (True/False).
UseDefaultTemplate	Overrides the option <b>Use default template</b> . Must be set to a valid Boolean value (True/False).
CopyPlanFileAttachments	Overrides the option <b>Copy plan file attachments</b> . Must be set to a valid Boolean value (True/False).
SavePlanFilesAfterCopy	Overrides the option <b>Save plan files after copy</b> . Must be set to a valid Boolean value (True/False).

To override task properties using these variables:

Add the variables that you want to use to the Job Variables tab. For example, if you want to
override the source and target file groups, the copy data utility, and the plan file filter, then add
those variables to the Job Variables tab. You do not need to add a variable name if you do not
plan to override it.

Scheduled Jobs		
General	Job values	
Job Variables Scheduling Rules	Variable Name	Default Value
Event Handlers Notification ▲ Tasks Copy On Demand Plan Files Job Results	CopyDataSourceFileGroupID	
	CopyDataTargetFileGroupID	
	CopyDataUtilityPath	
	Filter	

Example Job Variables tab to override certain settings for the copy task

You do not need to define a default value for the variable. If the value is blank, then the setting defined in the task is used. The corresponding task property will only be overridden if the variable has a defined value.

• You do not need to add the variables to the task properties. The variables automatically overwrite the task properties if they have defined values.

• When configuring RunEvent, define values for the variables as needed. For example, you could have a form where you allow the user to select the source and target file group for the copy action. Based on the user's selected file group names, you can use the GetFileGroupID function to determine the IDs for those file groups. You can then pass those IDs as variable values for the variables CopyDataSourceFileGroupID and CopyDataTargetFileGroupID.

A Shortcut Properties		×
Choose Sho	tcut	
Shortcut Target		
command://RunEve	nt	X
Shortcut Parameter	5	
Event Name	СоруРЕ	
Result Message		
Processing Step	Form - After Updating Values 💙	
Event Variables		4
CopyDataSourceF	leGroupID [Variables!D20]	$\rightarrow$
CopyDataTargetFi	eGroupID [Variables!D21]	×
CopyDataUtilityPa	th [Variables!D22]	×
Filter	[Variables!D23]	$\rightarrow$
	ОК	Cancel

Example RunEvent properties to pass certain variable values to the copy task

## Plan file process considerations

If the target file group has an active plan file process, the new plan file is started in that process as part of the plan file creation. The process initiator for the plan file is set as follows:

- If the plan file process has a designated Process Initiator Column, the user listed in that column is the process initiator.
- If the plan file process does not have a Process Initiator Column, or the column value is blank, then:
  - If Keep original plan file creator is enabled for the command, then the original plan file creator is the process initiator.
  - Otherwise, the user performing the copy operation is the process initiator.

# Copy data utility

If a Copy data utility is specified, this processing is performed as follows:

- The selected plan files are first copied to the new file group. If the plan files are virtual, then the placeholder document records are copied instead of physical plan files.
- The utility file is opened once before processing begins. Any data lookups or Axiom queries that are configured to refresh on open are executed at that time.
- The utility file is then iteratively processed for each new plan file as follows:
  - Document variables are set in the utility, and the workbook is calculated.
  - Axiom queries set to Refresh during document processing are refreshed.
  - A save-to-database is executed.

The utility file is *not* closed and reopened for each new plan file. All processing occurs within the same file session, similar to when performing multipass file processing.

The following reserved document variables are available to the utility file, to be returned using GetDocumentInfo. These variables return necessary information about the copied plan files and the source and target file groups.

Variable	Description
SourceFileGroupID	The ID of the source file group. You can use this ID in functions such as GetFileGroupVariable—for example, to return the name of the data table to query from the source file group.
SourcePlanCode	The plan code of the original plan file from the source file group. You can use this code to filter Axiom queries to return data for the original plan file.
TargetFileGroupID	The ID of the target file group. You can use this ID in functions such as GetFileGroupVariable—for example, to return the name of the data table to save data to for the target file group.
TargetPlanCode	The plan code of the new plan file in the target file group. You can use this code to save data for the new plan file.

For example, GetDocumentInfo("Variable", "SourceFileGroupID") returns the ID of the source file group.

#### **Create Plan Files task**

This task creates plan files for a file group. It works the same way as the **Create Plan Files** utility that is available from the file group menu.

This task has two tabs of settings in the Task Details area: General and Plan Files.

**NOTE:** If you are using Create Plan Files to create new on-demand plan files, those plan files will be automatically started in the designated **Plan File Process** for the file group. This only applies when creating a brand new plan file. If an existing plan file is overwritten, its process status will be left as is.

## General tab

The following settings are available on the General tab:

Item	Description
Select File Group	The file group for which plan files will be created. You can select any file group or file group alias.
	If the Scheduler job is stored in a file group Utilities folder, then you can select <b>Use Current File Group</b> to automatically use the file group that the Scheduler job belongs to. This is the recommended approach when the Scheduler job belongs to a file group, so that it will automatically update to point to the current file group when the file group is cloned.
	<b>NOTE:</b> If the task uses an alias, then you cannot select individual plan files on the <b>Plan Files</b> tab. Only the <b>Use Filter</b> and <b>All</b> options are available.
Overwrite existing plan files?	By default, this option is not selected, which means that existing plan files will not be overwritten, even if the plan file is selected to be created.
	If selected, existing plan files will be overwritten.

## Plan Files tab

On the Plan Files tab, specify the plan files that you want to create. This tab lists all plan codes that you have the right to access. (If a plan code has been set to **False** in the designated **Show On List Column** for the plan code table, then it is not available in this list.)

You can create plan files in any of the following ways:

• Create all plan files: To create all plan files, select All. This will cause all plan files to be created, for all existing and future plan codes.

Alternatively, you can select **Choose from list** and then select the check box in the column header, causing all plan codes to be selected, but then the list of plan codes is fixed and will not adjust for any future changes. For example, if you add a new department in the future, that new department will only be created by this task if you use the **All** option.

• Create selected plan files: To create certain plan files, select Choose from list and then select the check boxes for the desired plan codes.

To find the plan files you are looking for, you can sort, filter, and group the list using standard Axiom grid features. You can show additional columns and hide columns by right-clicking in the column header. If you have filtered the list, you can select the check box in the header to select only the plan codes that currently display in the dialog.

**NOTE:** This option is not available if the file group for the task is an alias. This is because the list of plan files could change when the alias target changes.

• Create a subset of plan files using a filter: To use a filter to create a subset of plan files, select Use filter, and then type a filter into the filter box. You can also use the Filter Wizard to build the filter. The filter must use the plan code table or a reference table that the plan code table links to. For example: DEPT.Region='West'.

Once you have entered a filter, you can click **Refresh plan file list** to show only those plan codes that currently match the filter. This feature is to help you determine whether you have defined the filter as intended. The filter will be applied to the list of plan codes when the Scheduler job is processed, so if changes have been made to the plan code table since then, the actual list of plan files processed will reflect those changes.

You can also use a job variable for the filter. For example, you can define a job variable named "filter" and then place the text {filter} in the filter box. This is intended for use when running Scheduler jobs by using the RunEvent function. If a value is specified in the RunEvent function, such as "Filter=dept.region='west'", then that filter will be used in place of the {filter} variable to determine the list of plan files to be created.

**NOTE:** If you use a variable, and you leave the default value for that variable blank within the **Job Variables** tab, then all plan codes will be created if no value is passed by the RunEvent function (or if the value is invalid). You may want to define a default filter that results in no values (such as 1=0), so that plan files are only created if a valid filter value is passed.

**IMPORTANT:** For all of these options, the **Overwrite existing plan files** option on the General tab determines whether all selected plan files are created, or only the plan files that do not already exist.

## Echo task

This task is used for testing purposes only, to check whether a Scheduler server is running and operational. The task sends a message to the Scheduler server, and asks it to send the message back (an "echo"). If successful, the message displays in the job results. No other action is performed.

Item	Description
Message to Echo	The message to send to the Scheduler server for testing.
	Job variables can be used in this setting.
Sleep Time	The time to pause in between message echoes, in seconds. Scheduler will echo the message once, then wait the specified sleep time, then echo the message again.

#### **Execute Command Adapter task**

This task executes a selected command from the Command Library.

## Task properties

This task has one property named **Command Name** that specifies the command to execute.

To select a command to execute:

- 1. Click Edit Command.
- 2. In the **Shortcut Properties** dialog, click the browse button [...] to the right of the **Shortcut Target** box.
- 3. In the Axiom Explorer dialog, select the desired command from the Command Library, then click Open.

This returns you to the Shortcut Properties dialog. The selected command is now listed in the Shortcut Target box, and the Shortcut Parameters section displays the parameters for the command.

4. Complete the **Shortcut Parameters** for the command as needed. The available parameters depend on the selected command.

You can later edit the shortcut parameters or select a different command by clicking Edit Command.

## Supported commands

Only certain commands are available for execution in this context. The following commands are available:

- File Group Rollover
- Create File Group Scenario
- File Group Rollover
- Create File Group Scenario

Systems with installed products may have Scheduler jobs that use the following additional commands:

- Create File Group From Prototype
- Upgrade File Group To Prototype Version

These commands can only be configured by product developers. Clients looking for more information on how to use a particular product-delivered Scheduler job should consult their product documentation. Syntellis employees should consult internal resources for more information on this feature as needed.

## Execute SQL Command task

This task runs a SQL statement on an Axiom database. If needed, you can also use this task in a userdefined job to run any valid SQL statement on an Axiom database.

**NOTE:** The SQL statement in this task will be run as the Axiom database user, regardless of which user executes the job.

This task has the following settings:

Item	Description
Source Axiom Database	<ul> <li>Select the database on which to run the SQL statement:</li> <li>Current system database: The database for the current system.</li> <li>Current audit database: The corresponding audit database for the current system.</li> </ul>
SQL Command Text	Enter any valid SQL statement to be run against the specified database. To validate the syntax of the SQL statement, click the <b>Check SQL syntax</b> button <b>a</b> . Axiom Budgeting and Performance Reporting sends the statement to your database server to see if the statement can be parsed, resulting in either a success message or an error message. Job variables can be used in the SQL statement. The Check SQL syntax button is not available if the statement uses variables.

## Export ETL Package task

This task exports data from Axiom Budgeting and Performance Reporting to an external database (same as executing an export from the **Exports Library**).

This task has one setting, **Select ETL Export Package**. This is the name of the export package to process. You can select any export that is defined in the current system.

## File Processing task

This task performs file processing on a specified report file or file group utility. The file must already be enabled for file processing. You can use the file processing settings that are already in the file, or you can override any setting.

The following settings must be completed for the task:

ltem	Description
File to Process	The report to process for the task. Click the <b>Browse</b> button to open the <b>Axiom</b> <b>Explorer</b> dialog, and then select a report to process. You can select any report that you have access to within the Reports Library or a file group Utilities folder.
	Only one report can be selected for each File Processing task. If you want to process multiple reports, you can add multiple File Processing tasks to the Scheduler job.
	<b>TIP:</b> Once the file is selected, only the file name displays in the task. If you want to know the folder location of the selected file, hover your cursor over the field. The folder location is listed in the tooltip.
	If this Scheduler job is stored in a file group Utilities folder, then you can optionally navigate to the report through the <b>Current File Group</b> node at the top of the file groups list. When you do this, the path to the file is stored relative to the current file group, which means that it will automatically update when
	the file group is cloned. This is the recommended method of referencing the report to process when both the Scheduler job and the report belong to the file group.
	Axiom Explorer
	🔇 🜍 🤌 [Axiom\File Groups\Budget 2021\Utilities
	File • Open •
	my rins Name Modified Locked By Size Lype Modified by
	Lecent     Construction     Constructin     Construction     Construction     Construction     Construc
	My Documents CreateScenario 4/13/2020.4:43 PM 17 KB Microsoft E admin
	Librares and Exposts Library and a second state of the second stat
	Tile Group Utilities ^ @ process_metrics 8/9/2019 12:49 PM 14 KB Microsoft E admin
	✓ Current File Group (Budget 2021)     ✓ Current File Group (Budget 2021)     ✓ Current File Requests     ✓ Current File Requests

Item	Description
Override file to process	Optional. Specifies a Scheduler job variable to override the file to process. The override file will then be used for processing instead of the original file. This feature allows you to pass in an alternate file to process, when using Run Event or Raise Event to trigger the Scheduler job for processing.
	To use a job variable, enter the variable name in curly brackets, such as {MyFile}. When the job is executed, this variable must resolve to a valid file path in the Axiom Budgeting and Performance Reporting file repository. Note that it is not valid to leave the variable value blank (the task will <i>not</i> use the original file to process).
	NOTES:
	<ul> <li>The override feature is only exposed to product developers. It is only visible in client systems if the job is delivered as part of a product package and an override variable is specified in that job.</li> </ul>
	• The File to Process field must point to a valid file for file processing when the override feature is used, even though that file will never actually be processed by the task. If the file to process is missing or invalid, then the task validation will fail.
Process	Specifies whether the report will be run using multipass processing.
Multipass	<ul> <li>If this option is selected, multipass processing is performed. This is equivalent to selecting File Output &gt; File Processing &gt; Process File Multipass.</li> </ul>
	<ul> <li>Otherwise, multipass processing is not performed and multipass settings do not display in the task. This is equivalent to selecting File Output &gt; File Processing &gt; Process File.</li> </ul>
	<b>NOTE:</b> If you select <b>Process Multipass</b> , but the file does not have any defined multipass settings, then you must override the blank multipass settings for the file and define them in the equivalent of "advanced mode." If you want to use "basic mode" settings (specify only a source column and Axiom Budgeting and Performance Reporting automatically completes the rest of the settings for you), then you should edit the file to define the basic mode multipass settings so that they can be inherited by the task.
Enable iterative calculation while	Specifies whether iterative calculations are enabled for the file during processing. In most cases you will leave this option disabled.
processing	If this option is selected, then iterative calculations are enabled for the file during the Axiom query refresh process. The iterative calculation settings are fixed at a maximum of 100 iterations and a maximum change value of .001.
	For more information on iterative calculations, see the Microsoft Excel Help.

# Advanced options

This section only displays if multipass processing is enabled for the task, and the task uses settings that are eligible for parallel processing. Click on the down arrow next to the title to expand the section and view the options.

Parallel processing for file processing tasks is performed based on multipass passes. With certain task settings, multiple passes can be separated into sub-jobs, which can then be processed at the same time (in parallel). This can improve the performance of the task.

For example, imagine that you are multipass processing a file by department. If the task is processed sequentially, then the task would process Dept 100 and finish it, then move to Dept 110 and finish it, etc. When parallel processing is used instead, Depts 100-199 can be separated into one sub-job, Depts 200-299 into another sub-job, etc. Because the sub-jobs are processed in parallel, multiple departments are processed at the same time, so the overall task can complete more quickly.

ltem	Description
Maximum Parallel Jobs	The maximum number of subordinate jobs to run in parallel. The default number is 4.
	This is the total number of sub-jobs that can be run at the same time for this task. Ultimately the number of sub-jobs that are run in parallel depends on the number of Scheduler threads that have been configured for use at your organization, and the number of Scheduler threads that are currently available (threads that are not processing other higher-priority jobs).
Processing Batch Size	The number of multipass passes to include in each sub-job at a time. The default number is 10 for eligible snapshot and export processes, and 7000 for eligible save-to-database processes (save once at end).
	Passes are determined based on the multipass list of items. For example, if you are processing by department (DEPT.DEPT), then each department is a separate pass. If the batch size is set to 10, then each sub-job would process 10 departments at a time.
	In most cases, the default settings are sufficient. If you are experiencing lengthy processing times and want to optimize performance, you can adjust this setting as follows: divide the number of passes by the number of available Scheduler threads. For example, if there will be 100 passes and there are 4 Scheduler threads, set the batch size to 25.

#### NOTES:

- For save processes, only "save once at end" processes are eligible for parallel processing. In this case, the records to be saved to the database are extracted after each pass to a central temporary table. Once all passes are complete, then all records are saved to the database from the temporary table. Save processes where data is saved directly after each pass are not eligible, because these processes may depend on sequential processing.
- There is no way to disable parallel processing if the task is eligible; however, you can adjust the parallel processing settings if desired.

## File processing settings

Once you have selected a file to process, the file processing settings from that file display within the task as read-only. You can leave the settings as they are, or you can override any setting.

- To override a setting, select the **Override** check box to the right of the setting. The setting becomes editable, and you can change it. The change only applies to the file processing task—the setting remains unchanged within the file.
- If you override a setting, make sure that any related settings make sense in the context of the change. For example, if File Generation is set to Multiple Output Files, and you override it to be Single Output File, then you should also check the Sheet Names setting to make sure that you will end up with unique sheet names within the file.

**NOTE:** If the target file for the task uses **File Collect** or **Batch** processing, then it is not possible to override the settings on the File Collect Configuration Sheet or the Batch Control Sheet.

For more details on file processing settings, see the Axiom File Setup Guide.

Note the following requirements when running file processing using Scheduler:

- The **Output Folder** location must be accessible by the Scheduler service user account. If you specify a network folder location using the Browse button, the location is automatically entered as a UNC path. If you specify a C: drive location, that location will be evaluated as the C: drive of the Scheduler server.
- If the file processing type is **Print**, the Scheduler server(s) must be configured to access the specified printer. This may require the assistance of your IT department.

Job variables can be used in any file processing setting that accepts a typed user input.

## Batch variables

If the file has defined batch variables, you can specify variable values to be used for the file processing task. When the task is executed, any specified variable values are temporarily placed within the file, within the designated cell for that variable value. The file can be set up to use the variable value in some way during processing.

Item	Description
Variable Names	The names of the variables, as defined in the File Processing Control Sheet for the source file. If no names are listed, then no variables are defined in the file.
Variable Values	The variable values to be placed within the file when the file processing task is executed.

Job variables can be used in the batch variable settings. For example, a job variable can be used as the value for a batch variable.

#### Import ETL Package task

This task imports data into Axiom Budgeting and Performance Reporting (same as executing an import from the **Imports** menu).

**NOTE:** If the import package is configured to **Ignore lookup and key errors**, then if errors are found the execution status of the job will be Partial Success. This will trigger an email notification if the job is configured to notify only on error.

Item	Description
Select ETL Import Package	The import package to process. You can select any import that is defined in the current system.
Source Filename	The path and name of the source file. This option only applies in the following situations:
	<ul> <li>The import is configured to pull data from a source file (instead of a database table).</li> </ul>
	<ul> <li>The import is configured to prompt the user for the source file during execution.</li> </ul>
	If the import is configured to always use the same source file, then that file displays for reference in the <b>Source Filename</b> box, but it is grayed out and cannot be changed.
	Job variables can be used in this setting.
Package Variables	Specifies values for any variables used in the import package.
	Variables are listed in the right-hand side of the grid. Use the drop-down list next to the variable name to select from the defined set of choices, or type in a value.
	Job variables can be used in this setting.

#### **Process Plan Files task**

This task processes plan files in a file group. It performs the same actions as the **Process Plan Files** utility available from the file group menu.
The Process Plan Files task uses several tabs to define different options. The available tabs and the options on those tabs depend on the selected **Processing Mode** on the **Options** tab.

- Options: Defines the overall processing mode and processing options
- Plan Files: Specifies the plan files to process
- Axiom Queries: Specifies which Axiom queries to run in plan files (only applies to Normal Processing)
- Utilities: Specifies which data source to use for utility processing (only applies to Process with Utilities)
- Processing Variables: Defines variables to pass into plan files from Scheduler, and to Scheduler from plan files

## Options tab

The following options are available on the Options tab:

Item	Description
Processing Mode	Select the type of processing to perform:
	<ul> <li>Normal Processing: Plan files are opened, refreshed, and saved. You can configure which actions occur.</li> </ul>
	<ul> <li>Process with Utilities: A list of utilities is iteratively processed per plan file. Utilities are opened, refreshed with data for each plan code, and saved. This is primarily intended for processing form-enabled plan files with embedded forms.</li> </ul>
	<ul> <li>Update Persistent Plan Files: Update existing plan files for text, formatting, or formula fixes. This is an advanced feature.</li> </ul>
	<ul> <li>Process with Custom Utility: Plan files are processed using a custom utility provided by Axiom Support. This is an advanced feature.</li> </ul>
	The default processing mode is Normal Processing. However, if the file group has been configured so that utility processing is the default processing mode for that file group, then Process with Utilities is selected by default.

Item	Description
Select File Group	The file group for which plan files will be processed. You can select any file group or file group alias, including file group scenarios (click <b>Show</b> <b>Scenarios</b> in the <b>Choose File Group</b> dialog to show scenarios in the file group list).
	If the Scheduler job is stored in a file group Utilities folder, then you can select <b>Use Current File Group</b> to automatically use the file group that the Scheduler job belongs to. This is the recommended approach when the Scheduler job belongs to a file group, so that it will automatically update to point to the current file group when the file group is cloned.
	<b>NOTE:</b> If the task uses an alias, then you cannot select individual plan files on the <b>Plan Files</b> tab. Only the <b>Use Filter</b> and <b>All</b> options are available.
Advanced Options: Worker Batch Size	Optional. Specifies the number of plan files to be processed in each batch. The batch size must be a number between 10 and 100.
	By default this is left blank, which means that the batch size is automatically calculated based on the number of plan files to be processed divided by the total number of threads on all enabled Scheduler servers. Generally speaking, you should not customize this setting unless you are advised to by Axiom Budgeting and Performance Reporting Support.
	<b>NOTE:</b> Each batch of plan files is processed by a subordinate job. These subordinate jobs are automatically created for the Process Plan Files task and are processed in parallel, dependent on the number of Scheduler threads that are available at any one time.

Options for Normal Processing mode

If Normal Processing is the selected processing mode, the following additional options are available on the Options tab:

Option	Description	
Save document after processing	Specifies whether plan files are saved during processing. This option is selected by default.	
	This option does <i>not</i> cause a save-to-database to be performed—that option must be selected separately.	
	NOTES:	
	<ul> <li>If this option is not selected, then the utility will open the file as read-only and will not attempt to acquire the document lock before processing.</li> </ul>	
	• If the file group uses virtual plan files, this option does not apply because the plan files cannot be saved. However, if the option is enabled, Axiom Budgeting and Performance Reporting will attempt to acquire the document lock before processing, which is not necessary. This option should not be enabled when processing virtual plan files.	
Run Save To Database on	Specifies whether a save-to-database is performed in plan files during processing. This option is selected by default.	
plan files after processing	This option does <i>not</i> cause the file itself to be saved—that option must be selected separately. It is not required to save the file in order to perform a save-to-database.	
Create a plan file restore point	If selected, then a plan file restore point will be created before processing begins. This option is not selected by default.	
before processing	Restore points can be used to restore plan files to the state they were in before changes were made.	
	<b>NOTE:</b> If the file group uses virtual plan files, this option does not apply. Plan files are not saved and therefore restore points are irrelevant.	

## Options for Process with Utilities

If **Process with Utilities** is the selected processing mode, there are no additional options on the Options tab.

Plan files are not saved when using Process with Utilities, and plan file restore points are not created. When using this mode, the processing is being performed in the utility files, not in the plan files, so it is not necessary to save the plan files. Additionally, in most cases the plan files used with this mode are virtual form-enabled plan files, so the save and restore options are irrelevant.

## Options for Update Persistent Plan Files

If **Update Persistent Plan Files** is the selected processing mode, the following additional option is available on the Options tab:

Option	Description
Report File	Click the Browse button to select the report file that is configured with the PlanFileReconfig_ControlSheet. This file must be saved in the Reports Library.
	This control sheet contains the settings that will be applied to plan files during processing.

Plan files are always saved when using this processing option, and plan file restore points are always created before processing. A save-to-database is not performed in this mode, so if you need to save data, you should process plan files using Normal Processing after you have verified the results of the plan file update.

## Options for Process with Custom Utility

If **Process with Custom Utility** is the selected processing mode, the following additional options are available on the Options tab:

Item	Description
Report File	Click the <b>Browse</b> button to select the Microsoft Excel spreadsheet file that contains the VBA custom utility. The file must be saved in the Reports Library.
VBA Module	Select the VBA module to run as part of this utility. The drop-down list shows the VBA modules available in the selected file.
VBA Function	Select the VBA function to run as part of this utility. The drop-down list shows the VBA functions available in the selected module.

Plan files are always saved when using this processing option, and plan file restore points are always created before processing. A save-to-database is not performed in this mode, so if you need to save data, you should process plan files using Normal Processing after you have verified the results of the custom utility processing.

## Plan Files tab

On the **Plan Files** tab, specify the plan files that you want to process. There are three different options that you can use to specify the plan files: **Choose from list**, **Use filter**, and **All**. You should use the option that corresponds to how many plan files you want to process—all plan files, or a subset of plan files. If you want to process a subset of plan files, you can select individual files to process or you can use a filter to define the subset.

#### NOTES:

- If a plan file is locked by another user when the task is executed, then processing for that file will fail. Failures are noted in the result history for the job.
- If a plan file has not yet been created for a particular plan code, then that plan code will not display in this list and will be ignored when processing. Scheduler does not support creating plan files as part of the Process Plan Files task (you must use the separate Create Plan Files task for this purpose).
- If the file group uses a **Show on List** column, then any plan code that is set to **False** will not display in the plan file list and will be ignored when processing.

## Process all plan files

To process all plan files, select **All**. The list of all plan files is generated each time the Scheduler task is executed, so that if new plan files have been added then those new plan files will be included in the processing (the reverse is also true if any plan files have been removed).

Alternatively, you can select **Choose from list** and then select the check box in the column header, causing all current plan codes to be selected. However, in this case the list of selected plan codes is fixed and therefore will not automatically adjust for any future changes.

## Process selected plan files

To process certain plan files, select **Choose from list**, and then select the check boxes for the plan files that you want to process. When the Scheduler task is executed, Axiom Budgeting and Performance Reporting will process only the selected plan files.

To find the plan files you are looking for, you can sort, filter, and group the list using standard Axiom grid features. You can show additional columns and hide columns by right-clicking in the column header. If you have filtered the list, you can select the check box in the header to select only the plan files that currently display in the dialog.

**NOTE:** This option is not available if the file group for the task is an alias. This is because the list of plan files could change when the alias target changes.

## Process a filtered set of plan files

To use a filter to process a subset of plan files, select **Use Filter**. When the Scheduler task is executed, Axiom Budgeting and Performance Reporting will process only the plan files that meet the filter.

You can use the Filter Wizard to create the filter, or you can manually type a filter criteria statement into the filter box. The filter must use the plan code table or a lookup table. For example: DEPT.Region='US West' where Dept is the plan code table.

Once you have entered a filter, you can click **Refresh plan file list** to show the plan files that currently match the filter. The refresh feature is intended to help you determine whether you have defined the filter correctly.

You can also use a job variable for the filter. For example, you can define a job variable named "filter" and then place the text {filter} in the filter box. This is intended for use when running Scheduler jobs via RunEvent. If a variable value is specified when the event is triggered, such as the value dept.region='west', then that filter statement will replace the {filter} variable and will be used to determine the list of plan files to be processed.

**NOTE:** If you use a variable, and you leave the default value for that variable blank within the **Job Variables** tab, then all plan codes will be processed if no value is passed by the RunEvent function. You may want to define a default filter that results in no values (such as 1=0), so that plan files are only processed if a valid filter value is passed.

## Axiom Queries

On the **Axiom Queries** tab, select the queries that you want to run in the plan files. By default, all listed queries are selected. This tab only applies when using **Normal Processing** mode.

If you do not want to run a particular query, you can clear the check box. You can select or clear individual check boxes, or you can use the check box in the header to select or clear all queries currently displayed in the list. You can sort, filter, and group the list using standard Axiom grid functionality.

Option	s Plan Files	Axiom Queries			
Active are pr	Axiom Queri ocessed.	es for selected Plan Files	are shown in the list below. Selected Axiom Que	ries will be run when the re	lated Plan Files
✓	Template	▼ Worksheet	Axiom Query	Refresh On Open	Dynamic
-	Master	Stat_Rev	AQ1: Stat_Rev	False	False
✓	Master	Stat_Rev	AQ2: NetRevSection	False	True
✓	Master	Stat_Rev	AQ3: Forecast	False	True
✓	Master	Stat_Rev	AQ4: ColHide On Open	True	False
✓	Master	Stat_Rev	AQ5: Statistics On Open	True	False
✓	Master	JobCode	AQ1: Labor Configuration Driver On Open	True	False
✓	Master	JobCode	AQ2: Labor Configuration Driver On Open	True	False

Example Axiom Queries tab

The list of Axiom queries is based on the source templates that were used to create the plan files. Only Axiom queries that meet the following criteria are eligible for selection:

- Active is set to On, or the setting uses a formula.
- Refresh during document processing is set to On.

If a query uses a formula for the Active setting, this means the query is dynamic and may or may not be run, depending on how the formula resolves in each plan file to be processed. When a particular plan file is processed, each selected query will be evaluated based on the current settings in that plan file. If both **Active** and **Refresh during document processing** are **On** for that plan file, then the query will be run. If either or both settings are **Off** for that plan file, the query will not be run. You can tell whether a query is dynamic or not by looking at the **Dynamic** column in the query list.

If a query is *not* selected on this tab, then that query will not be run in any plan files during processing, regardless of whether **Active** or **Refresh during document processing** are enabled in the plan file.

The plan file selection on the Plan Files tab affects the Axiom query list as follows:

- If you have selected individual plan files, then only the eligible queries for the source templates of the selected plan files are shown.
- If you have selected All or Use Filter, then all eligible queries for all used templates are shown. If the file group has templates that have not been used to create any plan files, then those templates are not included in the list.

The listed queries are identified by template, worksheet, and query name. The following additional properties are also listed for each query:

- **Refresh On Open**: Indicates whether the Axiom query is configured to refresh automatically when the file is opened. This is for information purposes only, to help you determine whether the query needs to be included in the processing. The Refresh on Open status is ignored by Process Plan Files—if the query is selected it will be run along with the other selected queries, and if it is not selected it will not be run.
- **Dynamic**: Indicates whether the query is dynamically enabled. True means that the query uses a formula for the **Active** setting.

**NOTE:** If a query is listed on this tab but it is grayed out and unavailable for selection, that means that although the query is active (either directly or dynamically), the query is not eligible to be run using Process Plan Files (because the setting **Refresh during document processing** is set to **Off**). This query is listed for your information only, so that you understand the query cannot be run as part of the process.

# Utilities tab

On the **Utilities** tab, select the ProcessPlanFileUtilities data source to use during processing. This data source determines which utility files are processed and the processing order. This tab only applies when using **Process with Utilities** mode.

Options Plan File	s Utilities
The list below sho	ws the selected utilities data source for each template in the currently selected plan files.
Template Name	Utilities Data Source
FormTemplate	Set1 ~

Example Utilities tab

For each template listed, use the **Utilities Data Source** field to select the data source to use for plan files created from that template.

- If the template only has one data source, that data source is selected.
- If the template has multiple data sources, then the data source marked as the default data source is selected by default. If desired, you can use the drop-down list to select a different data source.

When plan files are processed, Axiom Budgeting and Performance Reporting reads the specified data source in each plan file to determine the utilities to be processed for that plan file.

The plan file selection on the Plan Files tab affects the Utilities list as follows:

- If you have selected individual plan files, then only the templates used to create the selected plan files are shown.
- If you have selected All or Use Filter, then all used templates are shown. If the file group has templates that have not been used to create any plan files, then those templates are not included in the list.

# Processing Variables

This tab can be used to define variables to pass into plan files before processing begins, and to pass variables back to the Scheduler job after processing has been performed. This tab is optional and is only used in special situations.

## Pre-Processing Document Variables

This section can be used to pass document variables into plan files before processing. This can impact the processing of plan files if the files are configured to use the variable values in some way.

For each pre-processing document variable, you can specify a variable name and a variable value. The plan files must be set up with GetDocumentInfo functions that return the values for the specified variables.

- To add a variable, click the Add button to add a row to the list. Complete the settings for the variable as described below.
- To remove a variable, select the variable in the list and then click the Remove button. Only one variable can be selected at a time.

To edit the variable settings, double-click the applicable cell to make the cell contents editable. When you are finished editing, you can press the Enter key or Tab key to exit the cell, or click outside of the cell.

Item	Description	
Variable Name	The name of the variable. Do not enclose the variable name in curly brackets (you are not <i>using</i> the variable here, you are defining its value).	
Variable Value	The value of the variable. The value can be a "hard-coded" value, or it can be a job variable that will be resolved at time of processing.	
	If you use a job variable to define the value, the job variable must be enclosed in curly brackets.	

## Pre-Processing Workbook Variables

This section can be used to pass values into plan files before processing. This can impact the processing of plan files if the files are configured to use the values in some way.

For each pre-processing variable, you can specify a workbook location to place the value, and the value to be placed.

Item	Description
Workbook Location	The location in the workbook for the value to be placed. Any existing value in this location will be overwritten for the duration of the processing. If the file is saved as part of the processing, then the value will be saved in the file.
	The location can be specified using <i>SheetName</i> ! <i>CellRef</i> syntax (for example: Report!A13), or by using a named location in the file.
Formula	The value to be placed in the specified workbook location. The value can be a "hard-coded" value, or a formula, or a job variable that will be resolved at time of processing.
	If the value is a formula, the formula is placed into the target cell and calculated in the plan file. The formula can be any formula that would be valid within a spreadsheet in the Axiom client. This includes using Excel functions and Axiom functions. The formula can also use job variables, which will be resolved before placing the formula in the target cell.

The specified location and value will apply to all plan files being processed by the task. If you are going to use pre-processing variables, the location should be predefined in the template and therefore available to all plan files built using that template. If the plan files will be built using multiple templates, then all templates should be set up with the same designated location, or you should set up separate processing tasks based on template type.

## Post-Processing Workbook Variables

This section can be used to pass a value from plan files back to the Scheduler job after processing has been performed. This can impact the processing of subsequent tasks in the job if those tasks are configured to use the value in some way.

For each post-processing variable, you can specify the location in the workbook to find the value, and the job variable to use that value.

**NOTE:** If this task processes multiple plan files, the resulting variable value will be from the last file that was processed.

Item	Description
Workbook Location	The location in the workbook to find the value to be passed to Scheduler. This value will become the value for the assigned job variable for the duration of executing the current job (unless a later process within the same job overwrites the value for the same job variable).
	The location can be specified using <i>SheetName</i> ! <i>CellRef</i> syntax (for example: Report!A13), or by using a named location in the file.
Job Variable	The job variable that you want to use the value in the specified workbook location. Do not enclose the variable name in curly brackets (you are not <i>using</i> the variable here, you are simply referencing the variable name).
	If the job variable does not already exist in the job (on the <b>Job Variables</b> tab), then it will be created. However, in most cases you will want the variable to be already set up with a default value, so that the job does not have validation errors that prevent saving.

The specified location and job variable will apply to all plan files being processed by the task. If you are going to use post-processing variables, the location should be predefined in the template and therefore available to all plan files built using that template. If the plan files will be built using multiple templates, then all templates should be set up with the same designated location, or you should set up separate processing tasks based on template type.

Even though the task may process many plan files, only the job variable value from the last-processed plan file will be used. The plan files must be set up so that all plan files result in the same value after processing, or else your results will vary depending on which plan file was the last file to be processed.

#### **Process Document List task**

This task processes a user-defined set of documents. The process operation always calculates the files. In addition, you can opt to run Axiom queries in the files, process alerts in the files, and then perform a save-to-database and/or save the files.

You can process any Axiom-managed Excel files by using this task. The primary intent of the task is to process files such as driver files or report utilities. For example, you may be using Axiom queries and GetData functions in your driver files that need to be updated regularly. Rather than opening, refreshing, and saving each driver file, you can use this task to define the set of files and schedule processing.

#### NOTES:

- Generally speaking, plan files should not be processed using this task. Instead, the Process Plan Files task should be used.
- This task does not perform *file processing* actions on the file. File processing can be set up for report files and driver files, and can be used to perform actions such as file delivery, using standard or multipass processing. If you want to perform file processing using Scheduler, use the File Processing task.

## Documents to process

Specify the documents to be processed when the task is run. Documents are processed sequentially in the order listed.

- To add a document, click the Add button. In the Axiom Explorer dialog, select the file or files that you want to add, and then click Open.
- To remove a document, select the document in the list and then click the Remove button. Only one document can be selected at a time.
- ▲ ▼ To change the order of documents, select the file in the list and then click the arrow buttons to move the file up or down.

Only Axiom-managed Excel files are valid to be processed in the task.

## Selecting a document using a file group alias

You may want to specify the document to process using a file group alias, so that the task does not have to be manually updated after rolling over to a new file group for a new year of planning. When you are selecting a document in the Axiom Explorer dialog, you can expand the file group alias to see all of the files in the current target of the alias.

For example, in the following screenshot, the file group alias Current Budget is expanded. Because the alias currently points to the file group Budget 2018, the folders and files under the alias are from Budget 2018. When you select a file or folder, you can see the real file path in the top of Axiom Explorer.

A Axiom Explorer				? ×
Ġ 🌍 🏂 \Axiom\File Groups\ <mark>Budge</mark>	<mark>t 2018</mark> \Utilities			đ
File • View • Open •				
My Files ^ ^	Name	Modified	Locked By	Size
Favorites	E Add New Initiative	7/27/2017 8:34 AM		28 KB
Recent	Allocations	7/27/2017 8:34 AM		22 KB
My Documents	🔊 budget_assignment	7/27/2017 8:34 AM		39 KB
File Groups ^	🔊 CM	7/27/2017 8:34 AM		19 KB
File Group Aliases	process_metrics	7/27/2017 8:34 AM		14 KB
Calc Method Libraries				
<ul> <li>Drivers</li> </ul>				
Plan File Attachments				
Plan Files				
Process Definitions				
Templates				
Workflow				
Scenarios				
🕨 🔯 Current Capital 🗸 🗸	<			>
Allocations Description: Microsoft Excel Worksheet Size: 22 KB	Date modified: 7/27/2017 8:34 AM Loc	ked by:	Open	Close

Selecting a document to process using a file group alias

When you select a document underneath an alias, the file path is written using alias syntax, so that the Scheduler task will look for the document within the current target of the alias. This path is visible in the tooltip that displays when you hover your cursor over a selected document.

Documents to process			
Allocationaxlsx			
document://{filegroup://Current Budget/alias}\Utilities\Allocations.xlsx			
Processing Options			

File path using file group alias syntax

When the file group alias is updated to point to a new file group, the Scheduler task will use the file in the new file group automatically. If the file does not exist in the new file group, the task will fail with an error.

# Processing Options

By default, both options are selected. Axiom queries are refreshed before the save-to-database occurs.

If neither option is selected, then the files are calculated and then saved.

Item	Description
Perform all enabled Axiom Queries in	If this option is selected, then all eligible Axiom queries in all selected files will be refreshed when the task is run. This option is selected by default.
selected workbooks	Axiom queries are eligible for processing if they are active and use either of the following refresh behaviors: Refresh on File Open and Refresh During Document Processing.
Enable iterative calculation while	Specifies whether iterative calculations are enabled for the file during processing. In most cases you will leave this option disabled.
processing	If this option is selected, then iterative calculations are enabled for the file during the Axiom query refresh process. The iterative calculation settings are fixed at a maximum of 100 iterations and a maximum change value of .001.
	For more information on iterative calculations, see the Microsoft Excel Help.
Save document after processing	If selected, then files will be saved after processing. This option is selected by default. The user executing the task must have Read/Write access to the files.
	This option does <i>not</i> cause a save-to-database to be performed—that option must be selected separately.
	<b>NOTE:</b> If this option is not selected, then the utility will open the file as read-only and will not attempt to acquire the document lock before processing.
Run Save To Database on plan files after processing	If selected, then a save-to-database will be performed after processing. This option is selected by default. The user executing the task must have the Allow Save Data permission to the files.
	This option does <i>not</i> cause the file itself to be saved—that option must be selected separately. It is not required to save the file in order to perform a save-to-database.
Process alerts in selected workbooks	If selected, then alerts in the file will be processed. The file must contain an Alert Control Sheet and one or more alerts must be defined in the file.
	If Axiom queries are enabled for processing as well, the queries will be run before alerts are processed.

# Pre-Processing Document Variables

This section can be used to pass document variables into the target files before processing. This can impact processing if the files are configured to use the variable values in some way, such as to filter an Axiom query.

For each pre-processing document variable, you can specify a variable name and a variable value. The target file must be set up with GetDocumentInfo functions that return the values for the specified variables.

- To add a variable, click the Add button to add a row to the list. Complete the settings for the variable as described below.
- To remove a variable, select the variable in the list and then click the Remove button. Only one variable can be selected at a time.

To edit the variable settings, double-click the applicable cell to make the cell contents editable. When you are finished editing, you can press the Enter key or Tab key to exit the cell, or click outside of the cell.

Item	Description
Variable Name	The name of the variable. Do not enclose the variable name in curly brackets (you are not <i>using</i> the variable here, you are defining its value).
Variable Value	The value of the variable. The value can be a "hard-coded" value, or it can be a job variable that will be resolved at time of processing.
	If you use a job variable to define the value, the job variable must be enclosed in curly brackets.

The following example screenshot defines the value for the document variable Dept. The value is defined using the value of a Scheduler job variable {Dept}. A value for Dept can be passed into the Scheduler job when the job is started, and then passed into the target file using the document variable.

Pre-Processing Document Va	riables	+	×
Variable Name	Variable Value		
Dept	{Dept}		

## Pre-Processing Workbook Variables

This section can be used to pass values into the file before processing. This can impact processing if the files are configured to use the values in some way. For each pre-processing variable, you can specify a workbook location to place the value, and the value to be placed.

**NOTE:** The specified value will be placed in all files listed to process. Therefore, unless all files are set up to use the same location and the same way of deriving the value, you will need to create a separate Process Document List task for each file. If you are not using pre-processing variables, then this does not matter.

- To add a variable, click the Add button to add a row to the list. Complete the settings for the variable as described below.
- To remove a variable, select the variable in the list and then click the Remove button. Only one variable can be selected at a time.
- To change the order of variables, select the variable in the list and then click the arrow buttons to move the variable up or down.

To edit the variable settings, double-click the applicable cell to make the cell contents editable. When you are finished editing, you can press the Enter key or Tab key to exit the cell, or click outside of the cell.

Item	Description
Workbook Location	The location in the workbook for the value to be placed. Any existing value in this location will be overwritten for the duration of the processing. If the file is saved as part of the processing, the value will be saved in the file.
	The location can be specified using SheetName! CellRef syntax (for example: Report!A13), or by using a named location in the file.
Formula	The value to be placed in the specified workbook location. The value can be a "hard-coded" value, or a formula, or a job variable that will be resolved at time of processing.
	If the value is a formula, the formula is placed into the target cell and calculated in the target file. The formula can be any formula that would be valid within a spreadsheet in the Axiom client. This includes using Excel functions and Axiom functions. The formula can also use job variables, which will be resolved before placing the formula in the target cell.

## Post-Processing Workbook Variables

This section can be used to pass a value from the file back to Scheduler after processing has been performed. This can impact the processing of subsequent tasks in the job if those tasks are configured to use the value in some way. For each post-processing variable, you can specify the location in the workbook to find the value, and the job variable to use that value.

## NOTES:

- If this task processes multiple documents, the resulting variable value will be from the last document processed.
- If the task is run as a sub-job, then the post-processing variable is not passed back to the "parent" job. The task must be executed as a regular task within the job in order to pass the variable value back to the job.

- To add a variable, click the Add button to add a row to the list. Complete the settings for the variable as described below.
- To remove a variable, select the variable in the list and then click the Remove button. Only one variable can be selected at a time.
- To change the order of variables, select the variable in the list and then click the arrow buttons to move the variable up or down.

To edit the variable settings, double-click the applicable cell to make the cell contents editable. When you are finished editing, you can press the Enter key or Tab key to exit the cell, or click outside of the cell.

ltem	Description
Workbook Location	The location in the workbook to find the value to be passed to Scheduler. This value will become the value for the assigned job variable for the duration of executing the current job (unless a later process within the same job overwrites the value for the same job variable).
	The location can be specified using SheetName! CellRef syntax (for example: Report!A13), or by using a named location in the file.
Job Variable	The job variable that you want to use the value in the specified workbook location. Do not enclose the variable name in curly brackets (you are not <i>using</i> the variable here, you are simply referencing the variable name).
	If the job variable does not already exist in the job (on the <b>Job Variables</b> tab), then it will be created when the job is executed. However, in most cases you will want the variable to be already set up with a default value, so that the job does not have validation errors that prevent saving.

#### Process Template List task

This task processes a user-defined list of file group templates. During processing, any Axiom queries with **Refresh during template processing** enabled are executed and time-stamped, and then the template files are saved.

The primary purpose of this task is to enable use of *time-stamped Axiom queries* with virtual plan files. Because virtual plan files are re-created from template each time they are accessed, Axiom queries cannot be time-stamped within the plan files. Virtual plan files can use the time stamp from the template, but under normal circumstances, Axiom queries are not time-stamped when they are run in templates. However, when Axiom queries are run during template processing, the Last refresh time for the query is updated, which means that the queries can be configured to only run if the primary table has changed.

To use this task to enable time-stamped Axiom queries for virtual plan files, do the following:

• In the template, enable Refresh only if primary table changed since last refresh and Refresh during template processing for the Axiom queries that you want to be time-stamped.

• In Scheduler, create a job with a **Process Template List** task and add the template to the task. Define a scheduling rule for the job as appropriate. For example, you might want the template to be processed nightly.

When the template is processed, the designated Axiom queries will be run if the primary table has changed, and the time stamps are updated. When a virtual plan file that uses this template is opened, the queries will not be run again if the primary table has not changed.

This task should only be used to process Axiom queries that meet the requirements of time-stamped queries.

## Templates to process

Specify the templates to be processed when the task is run. Templates are processed sequentially in the order listed. If you have multiple templates to process (in the same or different file groups), you can run them all in the same task.

- To add a template, click the Add button. In the Axiom Explorer dialog, select the file or files that you want to add, and then click Open.
- To remove a template, select the file in the list and then click the Remove button. Only one file can be selected at a time.
- To change the order of templates, select the file in the list and then click the arrow buttons to move the file up or down.

Normal template behavior rules apply during processing. For example, save-to-database and action codes are not run in templates. The only exception to normal template behavior during this task is that any executed Axiom queries will be time stamped.

## Selecting a template using a file group alias

You may want to specify the template to process using a file group alias, so that the task does not have to be manually updated after rolling over to a new file group for a new year of planning. When you are selecting a template in the Axiom Explorer dialog, you can expand the file group alias node to see all of the files in the current target of the alias.

For example, in the following screenshot, the file group alias Current Budget is expanded. Because the alias currently points to the file group Budget 2018, the folders and files under the alias are from Budget 2018. When you select a file or folder, you can see the real file path in the top of Axiom Explorer.

A xiom Explorer				? ×
Ġ 🌍 🏂 \Axiom\File Groups <mark>\Budge</mark>	e <mark>t 2018</mark> \Templates			8
File 🔹 View 🔹 Open 🔹 🕅	All Templates			
My Files	Name	Modified	Locked By	Size
Favorites	🞲 FormTemplate	7/27/2017 8:34 AM		39 KB
Generation     My Documents	🗊 Master Budget Template	7/27/2017 8:34 AM		53 KB
File Groups				
✓ → File Group Aliases				
<ul> <li>Current Budget</li> </ul>				
Calc Method Libraries				
Drivers				
Plan File Attachments				
Plan Files				
Process Definitions				
Templates				
Utilities				
Workflow				
Scenarios				
🕨 🚾 Current Capital 🗸 🗸 🗸	<			>
Master Budget Template Description: Microsoft Excel Macro-Enabled Workshe	eet Size: 53 KB Date modified: 7/27/20	17 8:34 AM Locked by:	Open	Close

Selecting a template to process using a file group alias

When you select a template underneath an alias, the file path is written using alias syntax, so that the Scheduler task will look for the template within the current target of the alias. This path is visible in the tooltip that displays when you hover your cursor over a selected template.

•	Templates to process	
	Master Budget Template.xlsx	
	document://{filegroup://Current Budget/alias}\Templates\Master Budget Template.xlsx	

File path using file group alias syntax

When the file group alias is updated to point to a new file group, the Scheduler task will use the file in the new file group automatically. If the file does not exist in the new file group, the task will fail with an error.

## Purge System Data task

The Purge System Data task is intended to clean up old data in your system, to help keep your system running efficiently.

**NOTE:** Scheduler automatically creates a system job for this task (System.SystemDataPurge), which administrators can edit as needed.

This task purges the following data when it is run:

- Scheduler job result history
- Scheduler and system email notifications
- System temp table data
- Audit history
- Alerts

For each category of data, you can specify a number of days of data to keep when the task is run. All results older than the specified number of days will be deleted. Note that 0 days means that no data is purged for that category.

Section	Item	Description
Scheduler Results	Number of days to keep result history	The number of days of job result history to keep when the task is run. By default, this is set to 15 days.
SMTP Messages	Number of days to keep delivered messages and attachment data	The number of days of delivered message data to keep when the task is run. By default, this is set to 15 days.
Temporary Tables	Number of days to keep temp table data	The number of days of temp table data to keep when the task is run. By default, this is set to 15 days.
Audit History	Number of days to keep system history	The number of days of system audit history to keep when the task is run. By default, this is set to 15 days.
		"System history" encompasses all audit data— including prior document versions and deleted documents—except table audit data.
Table History	Number of days to keep table history	The number of days of table audit history to keep when the task is run. By default, this is set to 15 days.
		Table audit data is tracked for tables where <b>Audited</b> is set to <b>True</b> .
Alerts	Number of days to keep alerts	The number of days of alerts to keep when the task is run. By default, this is set to 60 days.

Job variables can be used in all of these settings.

Each purge routine in the task is limited to purging a specific number of rows at a time (50000). If the number of rows to be purged exceeds this limit, then the excess data is retained until the next time the task is run. If you notice data in the database that you expected to be purged, most likely the amount of data to be purged exceeded the limit, and the data will be purged next time the task is run.

# Other purged data

This task also cleans up the following items in your system:

- Deleted columns. When a column is deleted from a table in Axiom Budgeting and Performance Reporting, the column is immediately deleted from the associated view (which prevents it from being accessed in the system), but it remains in the base table. This task finishes the process of removing obsolete columns from the base tables.
- Orphaned user folders. If the system contains any user folders that do not match up with existing users, these folders are deleted. Although user folders are deleted when a user is deleted from security, orphaned user folders can result from other processes, such as migrating a system between different management databases.

These items are not associated with any specific task settings; the delete process is performed whenever the task is executed.

## **Raise Event task**

The Raise Event task can be used to trigger other Scheduler jobs for execution, using a named event handler. This task has one required setting:

ltem	Description
Event Name	Enter the name of the event that you want to raise for execution. This name must match a defined event handler name in one or more other Scheduler jobs.
	When this task is run, it looks for any jobs that contain the specified event handler name. These jobs are added to the schedule and are eligible to be processed immediately, depending on Scheduler thread availability and any other higher-priority jobs already in the queue.
	<b>NOTE:</b> It is not possible to specify a file group context for the event handler when using Raise Event. Axiom Budgeting and Performance Reporting will run all jobs that contain the specified event handler name, regardless of whether the event handler is associated with a file group.

## Event Variables

This section can be used to pass variables into the jobs triggered by the event handler. If the jobs are configured to use the variables, these values can impact how the jobs are processed.

- To add a variable, click the Add button to add a row to the list. Complete the settings for the variable as described below.
- To remove a variable, select the variable in the list and then click the Remove button. Only one variable can be selected at a time.

For each variable, you can specify a variable name and a variable value. To edit the variable settings, double-click the applicable cell to make the cell contents editable. When you are finished editing, you can press the Enter key or Tab key to exit the cell, or click outside of the cell.

Item	Description
Variable Name	The name of the variable. Do not enclose the variable name in curly brackets (you are not <i>using</i> the variable here, you are defining its value).
Variable Value	The value of the variable. The value can be a "hard-coded" value, or it can be a job variable that will be resolved at time of processing.
	If you use a job variable to define the value, the job variable must be enclosed in curly brackets.

#### Run Excel Macro task

This task runs an Excel macro on an Axiom file.

**NOTE:** This task is no longer supported because it requires Excel processing on the Scheduler server. It is still available on the task list, but cannot be executed.

Please contact Axiom Budgeting and Performance Reporting support if you need assistance with this task.

Item	Description
Workbook Path	The path and name of the file to run the macro on.
	You can click the <b>Browse</b> button to navigate to the file.
Macro Name	The name of the macro to run.
Macro	If the macro takes arguments, you can enter the argument values here.
Arguments	Click Add to add an argument, <b>Remove</b> to delete the selected argument, or <b>Clear</b> to clear all arguments.

Job variables can be used in all of these settings.

#### Run Scheduler Job task

This task runs a specified Scheduler job as a subordinate job within the current job. The job containing the Run Scheduler job task is the parent job, and the target job for the task is the child job.

By default, the parent job waits until the child job is complete before continuing to the next task in the parent job. This means that tasks after the Run Scheduler Job task can be reference the results of the child job. For example, the child job may perform a save-to-database. The subsequent tasks in the parent job can access the data saved by the child job.

# Task Control options

When you create the Run Scheduler Job task, the options in the **Task Control** section are pre-set as follows:

- The option **Create a Subordinate Job for this Task** is grayed out. This is because the target job is always run as a subordinate job.
- The option Wait for all Subordinate Jobs to complete before proceeding to the next Task is enabled by default. This means that tasks after the Run Scheduler Job task can be dependent on the target job and reference the results of that job. If you disable this option, then the parent job will continue to the next task in the job immediately after creating the subordinate job—it will not wait for the subordinate job to complete.

Keep in mind that it is not possible to stop processing tasks in the parent job based on the success or failure of the child job. Although Scheduler jobs automatically stop processing if a task fails, the task in this case is just the Run Scheduler Job task. As long as the child job can be successfully added to the Scheduler queue for processing, the Run Scheduler Job task will report success. The ultimate success or failure of that child job is not reported back to the parent job—the parent job only knows when the child job is started and then stopped.

If needed, you can use the option **Process task only if the value of this expression is true** to detect whether a subsequent task in the parent job should be processed. For example, if you know that the child job saves a particular value to the database, you can check for the existence of that value to determine whether to process the task. For more information on using this option, see Conditionally processing tasks in a job.

# Target Scheduler job

In the **Task Details** section, use the Browse button to select the target **Scheduler Job**. You can select any job that you have access to in the Scheduled Jobs Library.

When the Run Scheduler Job task is executed, it creates one or more subordinate jobs as needed to execute the tasks in the target Scheduler job. As long as **Wait for all Subordinate Jobs to complete before proceeding to the next Task** remains enabled in the Task Control options, the parent job waits for all subordinate jobs to be completed before moving on to the next task in the parent job.

**NOTE:** The user executing the job does not need to have security access to the target Scheduler job for Run Scheduler Job. It is assumed that if the user can execute the parent job, the user should be able to execute the target job.

# Child Job Values

If the target job for the Run Scheduler Job task has defined job variables, those variables and their default values are listed in this section. The default values are determined as follows:

- If the parent job and the child job have a variable with the same name, the default value is the value defined in the parent job. This value will be passed to the child job and used when the child job is run.
- Otherwise, the default value is the value defined in the child job.

To override a variable value, select the **Override** check box and then click inside the **Override Value** field to enter a value. You can enter a hard-coded value or use a job variable from the parent job. Enter the variable name in curly brackets to use that variable's value as the override value.

For example, imagine that both the parent job and the child job have a variable of  $\{Dept\}$ . In the parent job, the value of  $\{Dept\}$  is set to 20000, and in the child job the value is set to 40000. The Run Scheduler Job task will display the parent value of 20000 as the default value, and that value will be used when the child job is executed.

Now imagine that the parent job has a variable of {StartDept} set to 20000, and the child job has a variable of {Dept} set to 40000. In this case, the Run Scheduler Job task will display the value of {Dept} as defined in the child job (40000). If you want to use the parent job value for {StartDept} instead, then you must select the Override check box and enter {StartDept} as the Override Value. Now the value of {Dept} in the child job will be overridden and set to 20000.

## SMTP Message Delivery task

This task delivers email notifications for Scheduler jobs.

**NOTE:** Scheduler automatically creates a system job for this task (System.SMTPMessageDelivery), which administrators can edit as needed.

ltem	Description
Server name	The server name of the SMTP email server.
Port number	The port number for the SMTP email server. By default, the port is 587, but you can specify a different port number if needed.
Server requires	Select this check box if the SMTP email server requires authentication.
authentication	If selected, type a Username and Password.

Item	Description
Test Mode	Specifies whether the task is run in test mode. If this check box is selected, the task verifies that it can successfully connect to the SMTP server to send email notifications, but no emails are actually sent.
	For the System.SMTPMessageDelivery job, new systems are automatically set to test mode. If you restore a database, the restore process also sets the system job to test mode. You must disable test mode before any emails will be sent.

## Start Process task

This task starts a process for Process Management. You can use this task to automatically start a process at a specific point in time, including recurring schedules (such as to automatically start a monthly process).

This task can be used to start a generic process definition or a plan file process definition.

Item	Description								
Process to start	The process definition to start. Click the <b>Browse</b> button to select the process definition file. You can select any process definition that you have access to within the Process Definition Library or within a file group Process Definitions folder.								
	If the Scheduler job is a optionally navigate to node at the top of the stored relative to the c update when the file g referencing the proces group.	stored in a file the process d file groups lis current file gro roup is cloned s definition fil	group Util efinition fil t. When yo up, which I. This is th e when the	ities fol e throu ou do th means e recom e Schedu	der, th gh the is, the that it nmend uler jo	en you can Current File path to the will automa led method b belongs to	e Group file is tically of a file		
	Autom Explorer. File Groups\Budget 2021\Process	Definitions							
	File • View •								
	My Files	Name	Modified	Locked By	Size Ty	pe Modified By			
	★ Favorites	🎇 Budget Many	3/12/2020 12:09 PM	1	1 KB AXP	File admin			
	My Documents	👸 Budget Process	4/8/2020 3:22 PM	6	9 KB AXP	File admin			
	File Groups	👸 Process Groups	4/1/2020 2:25 PM	1.	2 KB AXP	File admin			
	Hie Group Allases     Current File Group (Budget 2021)     Budget 2020     Budget 2020     Budget 2020     Budget 2021     Budget 2021     Budget 2021	-							

ltem	Description
Restart process if it is already	Specifies whether the Scheduler task will restart the process if it is already running, or if the process will be left as is.
running	<ul> <li>Select this option if you want to start the target process regardless of whether it is already running. The current process instance will be aborted and a new process instance will start over at step 1. This option is selected by default.</li> </ul>
	<ul> <li>Clear this option if you want to leave the existing process instance running. In this case, the Scheduler task will take no action if the target process is already running.</li> </ul>

## Scheduler tasks for database maintenance

Scheduler provides several built-in tasks that are intended for database maintenance. By default, these tasks are included in the System.IndexMaintenance job, which runs regularly to maintain your database. However, these tasks can also be added manually to jobs as needed to perform additional database maintenance.

The following database maintenance tasks are available:

- Rebuild Database Indexes task
- Update Database Statistics task
- Update Indexes and Constraints task

All of these tasks are predefined versions of the **Execute SQL Command** task. You can use the **Source Axiom Database** field to specify whether the task is executed against the system database or the audit database.

For the **SQL Command Text**, the actual SQL code used by each task is generated automatically by Axiom Budgeting and Performance Reporting when the task is executed. This ensures that the tasks always use the most current SQL code for each task as defined by Axiom Budgeting and Performance Reporting.

# Web Scheduler

Although most Scheduler setup activities can only be performed in the Desktop Client, some job management can be performed in the Web Client. Using the "Web Scheduler", you can monitor and manage the job schedule, review job results, and process existing jobs on demand.

To access Scheduler in the Web Client:

1. In the Web Client, click the menu icon **in the Global Navigation Bar.** From the Area menu, select **System Administration**.



2. From the Navigation panel, select **Tools > Scheduler**.

System Administration						
=						
Navigation	#					
Home						
Dashboard						
➤ Tools						
Table Manager						
Forms Explorer						
Custom Help Admin						
Save Lock Administration						
Scheduler						

Alternatively, you can go directly to the Scheduler page as follows:

Example Cloud	https://ClientName.axiom.cloud/Jobs							
URL	Where <i>ClientName</i> is the name of your Axiom Cloud system.							
Example On-	http://ServerName/Axiom/Jobs							
Premise URL	Where <i>ServerName</i> is the name of the Axiom Application Server, and Axiom is the default name of the virtual directory.							

When you access the Scheduler area, a Scheduler panel becomes available in the left side of the Task Bar. You can use this panel to change the current Scheduler view.

System Administration						🖬 🕫 🗘	<b>AA</b>	AXIOM
							0	☆ <b>?</b>
Scheduler 🖡	Scheduled Jobs							
Scheduled Jobs								
Job Explorer	Job	Status	User	Server	Priority	Start Time	Due In	Α
Job Results	System.ProcessNotification	Pending	System	ystem Scheduled Job 02/15/2019			a month ago	<u>^</u>
Event Handlers	Process Plan Files	Pending	admin		Scheduled Job	Today at 4:05 PM	in 29 minutes	
	System.SystemDataPurge	Pending	System		Scheduled Job	Tomorrow at 1:00 AM	in 9 hours	
	System.IndexMaintenance	Pending	System		Scheduled Job	Tomorrow at 5:15 AM	in 14 hours	

Example Scheduler area in Web Client

#### Managing the job schedule in the Web Client

In the Scheduler area of the Web Client, you can view the status of all jobs that are currently on the schedule. If necessary, you can view the job details, remove the job from the schedule, or run the job now.

To view the current job schedule:

• On the Scheduler page, from the Scheduler panel, select Scheduled Jobs.



The **Scheduled Jobs** grid displays all jobs that are scheduled to be processed, or are currently in process. This includes scheduled jobs, jobs executed manually via **Run Now**, and jobs that were triggered for execution via an event handler.

System Administration							Ð	¢	AA		AX	(10M
≡ ₩										C	☆	?
Scheduled Jobs												
Job	Status	User	Server	Priority	Start Time	Due In			Actio	ns		
File Processing	Working	admin		Manual	Today at 3:37 PM	a minu	te ago					<b></b>
System.ProcessNotification	Pending	System		Scheduled Job	02/15/2019	a mont	h ago					
Process Plan Files	Pending	admin		Scheduled Job	Today at 4:05 PM	in 27 m	inutes		۲	×		
System.SystemDataPurge	Pending	System		Scheduled Job	Tomorrow at 1:00 AM	in 9 ho	urs					
System.IndexMaintenance	Pending	System		Scheduled Job	Tomorrow at 5:15 AM	in 14 h	ours					

Example Scheduled Jobs grid

You can use the **Actions** column in the right side of the grid to perform any of the following actions on a job:

- View the job properties and results.
- Remove the job from the schedule.

**IMPORTANT:** If the job is on the schedule due to a scheduling rule, this action disables the scheduling rule and removes all future executions from the schedule as well. If you want future scheduled instances of the job to proceed, you must edit the job to re-enable the scheduling rule.

Run the job now.

This action places the job on the schedule for immediate execution (if another manual instance of the job is not already pending). The future scheduled instance of the job remains on the schedule.

To refresh the list, click the Refresh icon  $\Im$  in the Task Bar.

For each job on the schedule, you can view the following information:

ltem	Description
Job	The name of the job.
User	The user identity that the job will be run as. If the job is a system job, the user is <b>System</b> .
	This is typically the name of the user who placed the job on the schedule, but not always (for example, when using an event handler that is set to run as the job owner instead of as the requester).

Item	Description						
Status	Job status is either <b>Pending</b> (waiting to be executed) or <b>Working</b> (currently being executed).						
Server	If a job is currently <b>Working</b> , then the server executing the job is listed here. Otherwise, this column is blank.						
Priority	The priority category for the job:						
	1. Manual: The job was executed manually.						
	2. Event Handler: The job was executed by a Scheduler event handler.						
	<ol> <li>Scheduled Job: The scheduled instance of the job results from an active scheduling rule.</li> </ol>						
	<ol> <li>Subordinate Job: The job was generated as a subordinate job, from a currently executing job.</li> </ol>						
	The priority category determines how jobs are evaluated for processing order, in conjunction with the job's <b>Priority Elevation</b> setting. Manual jobs are highest priority, and subordinate jobs are lowest priority. For more information, see <b>Processing priority for scheduled jobs</b> .						
Start Time	The start time of the job. The job is eligible for immediate execution if the start time is now or passed. Jobs may not be executed right at the start time if no Scheduler threads are currently available to execute the job, or if other eligible jobs have higher priority.						
	If the job is on the schedule due to a scheduling rule, the start time is based on the scheduling rule. If the job was manually executed via <b>Run Now</b> or triggered by an event handler, the start time is the time the execution was initiated.						
Due In	The length of time until the job is due to be processed. For example, if the job is scheduled to run at noon and it is currently 11:50 AM, then the job is due to be run in 10 minutes.						
	This column is intended to make it easy to see when a job will be run, without needing to calculate it based on the start time.						

**NOTE:** If a job has a scheduling rule with a recurring schedule, only the first scheduled execution appears in the **Scheduled Jobs** list. For example, if you have a job that is scheduled to run once a month for a year, you will not see all twelve scheduled executions in the list—you will only see the first scheduled execution. Once that instance has been run, the scheduling rule is re-evaluated and the next scheduled execution appears in the list.

#### Viewing job results in the Web Client

In the Scheduler area of the Web Client, you can view the results of jobs that have been executed. For each job, you can see when it was run, and whether it completed successfully or had errors.

To view job results:

• On the Scheduler page, from the Scheduler panel, select Job Results.

System Administration							
Scheduler							
Scheduled Jobs Job Explorer							
Job Results							
Event Handlers							

The **Job Results** grid shows a list of jobs that have been recently executed. The grid shows the following summary information:

- The name of the job, and the ID of the particular execution of that job
- The user identity the job was run as
- The status of the job, such as Success or Failure
- The Scheduler server that ran the job
- The start time and duration of the job

To refresh the list, click the Refresh icon  $\mathcal{Z}$  in the Task Bar.

System Ac	dministration				<b>11</b>	¢	AA		AX	пом
								C	☆	?
Job Resu	lts									
🗸 Hide s	ystem jobs									
ID	Job	User	Status	Server	Start Time		Duration	1		
4585946	File Processing	admin	In Progress	WHQA1	Today at 3:25 PM		a few se	conds	٢	
4585937	Process Plan Files	admin	Success	WHQA1	Today at 3:17 PM		a few se	conds		
4585944	Process Plan Files(4586885)[01][7]	admin	Success	WHQA1	Today at 3:14 PM		a minute	9		
4585943	Process Plan Files(4586885)[01][6]	admin	Success	WHQA1	Today at 3:14 PM		3 minute	s		
4585942	Process Plan Files(4586885)[01][5]	admin	Success	WHQA1	Today at 3:14 PM		3 minute	es		
4585941	Process Plan Files(4586885)[01][4]	admin	Success	WHQA1	Today at 3:11 PM		3 minute	es		
4585940	Process Plan Files(4586885)[01][3]	admin	Success	WHQA1	Today at 3:11 PM		3 minute	es		
4585939	Process Plan Files(4586885)[01][2]	admin	Success	WHQA1	Today at 3:11 PM		3 minute	es		
4585938	Process Plan Files(4586885)[01][1]	admin	Success	WHQA1	Today at 3:11 PM		3 minute	es		•
<b>H 4</b>	1 2 3 🕨 🖬						1	- 20 of	55 iter	ms

Example Job Results grid

To view detailed results for a particular job execution, hover your cursor over the job and then click the View icon ④ in the far right column. This opens the job properties to the **Job Results** section, with the corresponding execution ID expanded. You can further expand the job results to see the specific tasks that were executed.

Syst	tem /	Administration				 -	¢			ΑX	10 M
≡									C	☆	?
File	Pro	cessing   <b>Results</b>									
	ID			Result	Start Time		Durat	tion	Us	er	
~	✔ 4585946			Success	Today at 3:25 PM		a few	seconds	adı	min	-
	~	Job: File Processing	Server: WHQA1	Success	Today at 3:25 PM		a few	seconds			
		Task: File Processing		Success	Today at 3:25 PM		a few	seconds		D	
>	4585	5928		Success	Today at 3:02 PM		a few	seconds	adı	min	

Example Job Results detail showing tasks executed

To view the detailed task results, hover your cursor over the task and then click the View icon ④ in the far right column. This opens a dialog to display the results for that task. For example, for a file processing task, the detailed results would contain information such as the processing type and the number of passes, and the output that was created at the end of the process.

Once you are viewing the Job Results section of the job properties, you can review all of the available job history as needed. Expand any execution ID to view the details for that particular execution.

**TIP:** You can also view job results by opening a job and viewing the job properties, which include the job results. In some cases it may be easier to open the job and review all of its results rather than trying to find the job within the overall job results. For more information, see Viewing jobs and event handlers in the Web Client.

**NOTE:** Users with the **Scheduled Jobs User** security permission can only see job results for jobs that they executed. Administrators can see job results for all jobs.

# System job results

By default, system job results are hidden in the **Job Results** grid. System jobs such as the SMTP message delivery job may run frequently, and can easily fill up the result history, making it difficult to find results for user-initiated jobs.

If you want to view results for system jobs, you can do one of the following:

- Clear the **Hide system jobs** check box above the **Job Results** grid. The list immediately updates to include system jobs.
- Open the system job directly, and view its job results within the job. For example, you can go to the Scheduled Jobs page and double-click the System.SystemDataPurge job to view all results for that job.

# Job result availability

Job results are purged periodically to help optimize system performance. The availability of job results in your system depends on the configuration of the system job **System.PurgeSystemData**. This system job runs periodically to purge old data in your system, including old job results. By default, when this job is run, it purges job history older than 15 days.

The configuration of this system job can only be viewed and edited in the Desktop Client, and only by administrators. For more information, see Configuring Scheduler system jobs.

Additionally, individual jobs can be configured to purge old results when the job is run. In the Web Client, you can view the job properties to see if this option is enabled, but you cannot edit the job properties. The option is displayed in the **General** section of the job, under **Job Results Cleanup**. For more information on viewing job properties, see Viewing jobs and event handlers in the Web Client.

## Running a job manually in the Web Client

In the Scheduler area of the Web Client, you can run a job manually as needed.

When using this approach, the job is run now. It is not possible to run a job manually and specify a future execution time. If you want to schedule a job for future execution, you must define a scheduling rule on the job, which can only be done in the Desktop Client. For more information, see Defining scheduling rules for a job.

To run a Scheduler job manually:

1. On the Scheduler page, from the Scheduler panel, select Job Explorer.

System Administration	
Scheduler	
Scheduled Jobs	
Job Explorer	
Job Results	
Event Handlers	

- 2. In the Job Explorer page, locate the job that you want to run. This page lists all jobs in the Scheduler Jobs Library that you have permission to access.
- 3. Hover your cursor over the job, then click the **Run Once** icon **b** in the far right column.

The job is added to the schedule with a start time of now, and is eligible for immediate execution (pending available Scheduler threads and any higher-priority jobs already in the queue). You are automatically taken to the **Scheduled Jobs** area of Scheduler, so that you can see the job on the schedule.

Running a job manually does not impact any scheduled executions of the job as determined by scheduling rules. For example, if a job is scheduled to be run at 10:00 PM tonight, and you run the job manually at 2:00 PM, the job will still be run as scheduled at 10:00 PM.

## Viewing jobs and event handlers in the Web Client

In the Scheduler area of the Web Client, you can view Scheduler jobs and event handlers.

Viewing jobs

You can view any job in the Scheduler Jobs Library that you have permission to access.

Scheduler jobs are read-only in the Web Client. You can view the job properties to better understand the purpose of a particular job and the tasks that it performs. The Web Client does not support creating new jobs, editing existing jobs, or deleting jobs. If you need to perform any of those actions, you must use the Desktop Client. For more information, see Scheduler Overview.

To view a Scheduler job:

1. On the Scheduler page, from the Scheduler panel, select Job Explorer.

System Administration	
Scheduler	
Scheduled Jobs	
Job Explorer	
Job Results	
Event Handlers	

- 2. In the Job Explorer page, locate the job that you want to view. This page lists all jobs in the Scheduler Jobs Library that you have permission to access.
- 3. Hover your cursor over the job, then click the View icon ④ in the far right column.

The job opens, and the Scheduler panel updates to show the viewable sections of the job. You can switch between sections by selecting section names in the Scheduler panel. By default, the **General** section is shown.

System Administration			G.	¢	AA		АX	10 M
						S	☆	?
Scheduler <b>#</b> Scheduled Jobs	Process Plan Files   General Displays the job name and the current section name							
Job Explorer	Description							
Event Handlers	Job Restart Behavior Resume the job beginning with the first un	ncomplete	ed task.					
Job General Select the section of the job properties that you want to view	Job Results Cleanup Purge historical job results whenever this Number of days to keep results for this jo	job runs b: 2						
Variables Scheduling Rules	Priority Elevation Default - jobs run on first come, first serve scheduler threads that are available	ed basis, li	mited b	by the c	onfigure	d numbe	r of	
Event Handlers Notifications	Additional Settings None							
Tasks Results								

Example job properties

All job properties are defined in the Desktop Client. The following is a brief overview of the job properties shown in the Web Client.

Section	Description	More Information
General	General job properties that impact the job's processing priority and processing behavior.	Job properties
Variables	<ul> <li>Variables used by the job.</li> <li>If the job has defined variables, those variables display in the Job Variables section at the top of the page. Most likely, the tasks in the job are configured to use these variables. This typically means that the job is designed to be run using an event handler, and the necessary variable values will be passed to the job when it is triggered.</li> </ul>	Using job variables
	<ul> <li>The System Variables section displays the job's values for various system-defined variables. This section can help you understand who the owner of the job is, and how other system variables will resolve for the job.</li> </ul>	

Section	Description	More Information
Scheduling Rules	<ul> <li>Scheduling rules to schedule jobs for future execution. If the job has an active scheduling rule, the job will be executed according to the rule (one time or recurring, depending on how the rule is configured).</li> <li>Day of Week, Hours, and Minutes specify when the job will be executed within the start / end range of the rule. An asterisk in any of these fields means "all"—for example, if Hours is set to * then the job is run every hour.</li> <li>Starting On and Ending On determine the start / end range of the rule. If they are blank, then the rule has no start or end date.</li> </ul>	Defining scheduling rules for a job
Event Handlers	If the job is designed to be run using an event handler, the event handler name is listed here. The <b>Execute As</b> property determines whether the job is run as the requester or the job owner when it is triggered for execution.	Viewing event handlers
Notifications	Notification settings for the job. The job can be configured to send email notifications when the job completes, or only when the job has errors. Variables can be used to determine the notification recipients.	Setting up email notification for jobs
Tasks	Tasks to be executed by the job, listed by name and task type. No other task properties are available in the Web Client. If you want to see more information about the task, you must view the job in the Desktop Client.	Scheduler Task Reference
Results	Detailed results of the previous job executions. Results are organized by execution ID and displayed in execution order (the most recent listed first).	Viewing job results in the Web Client

# Viewing event handlers

You can view the event handlers that are defined in the system. Event handlers are used to trigger Scheduler jobs based on an event.

For example, an Axiom form can have a Button component that is configured with the RunEvent command. When a user clicks the button, the specified event name is passed to Scheduler, and any jobs associated with that event are triggered to run. Variable values can also be passed from the form to the Scheduler job as part of this process.
Event handlers are read-only in the Web Client. If you need to create, edit, or delete an event handler, this can only be done in the Desktop Client. For more information, see Managing event handlers.

To view Scheduler event handlers:

• On the Scheduler page, from the Scheduler panel, select Event Handlers.

System Administration	
Scheduler	*
Scheduled Jobs	
Job Explorer	
Job Results	
Event Handlers	

The Event Handlers grid lists all of the event handlers as follows:

- Event Name: Name of the event handler. This is the name used in features such as RunEvent to trigger execution of a Scheduler job.
- Job: Name of the job where the event name is used. When the event is raised by a feature such as RunEvent, this job will be executed.
- User: The user identity that will be used to execute jobs triggered by the event handler. If the event handler is configured to run as the requester, then **Requester** is listed here. If the event handler is configured to run as the owner, then the owner name is listed here (either a specific user name, or **System**).

# Security

All users of Axiom Budgeting and Performance Reporting must be defined within Security. Within Security, you can:

- Manage users and roles
- Control user access by file group
- Control user access to data in the database
- Control user access to specific features
- Control user access to data imports
- Control user access to files and folders

• Specify files to open on system startup

## Security Overview

Using Axiom Budgeting and Performance Reporting Security, you can create users and roles, and assign access rights. This section explains how security is applied in Axiom Budgeting and Performance Reporting.

Users can be created manually within Axiom Budgeting and Performance Reporting, or you can import them from Active Directory. Once a user account is created, you must define the permissions for that user, at the user level or at the role level (or both). The security permissions determine which files, features, and data that the user can access within the Axiom Budgeting and Performance Reporting system.

The following users can access and manage security:

- Users designated as a system Administrator. Administrator users have full rights to all areas of the system, including security.
- Users who are granted the Administer Security permission. Administer Security users have full rights to security, except for a few features which are limited to administrators-only.
- Users who are assigned as a **Subsystem Admin** for a subsystem. Subsystem administrators can manage users and roles within the subsystem.

## Users and roles

To streamline security settings, you can define a number of roles, and then assign users to those roles. Users inherit the security settings defined for their assigned roles. Additionally, Axiom Budgeting and Performance Reporting provides a built-in Everyone role, for security settings that apply to all users.

Systems with installed products may also have roles that are designed for use with the product. These roles are product-controlled and delivered with the product. For example, a system with the Capital Planning product may have roles for Capital Planning Admin and Capital Planning User. You can assign users to these roles based on the level of permissions they need to the product.

The specific way that security settings are inherited depends on the type of setting. Generally, roles grant permissions, they do not deny permissions. For more information, see How role settings are applied to users.

## Authentication behavior

There are several options to authenticate users into Axiom Budgeting and Performance Reporting. The basic authentication type is Axiom Prompt authentication, which means that users will be prompted for an Axiom user name and password each time they want to access Axiom Budgeting and Performance Reporting.

If desired you can use an integrated authentication option instead, which means that users are authenticated based on certain supported external credentials—such as the user's Windows domain credentials or LDAP credentials. These options are typically enabled and configured during the installation of Axiom Budgeting and Performance Reporting. For more information, see Axiom Budgeting and Performance Reporting can integrate with your organization's existing network security. You can:.

## Security subsystems

If desired, you can create security subsystems and assign users to subsystems. Subsystems allow you to:

- Define a maximum level of permissions for a subset of users. Any user that is assigned to the subsystem cannot be granted rights that exceed the subsystem rights.
- Assign a user as a subsystem administrator, so that the user can manage security permissions for the users and roles that belong to the subsystem.

In systems with installed products, subsystems are used to control access to specific products. These subsystems are product-controlled and delivered with the product. For example, you may have subsystems for Capital Planning and Budget Planning. You can assign users to subsystems based on the specific products they should be able to access.

For more information, see Security Subsystems.

# The Security Management dialog

All security settings for Axiom Budgeting and Performance Reporting are controlled in the Security Management dialog. To access this dialog:

• On the Axiom tab, in the Administration group, click Manage > Security > Security Manager.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the System Management group, click Security > Security Manager.

Only users with the following permissions can access the Security Management dialog:

- System administrators
- Users with the Administer Security permission
- Users assigned as a subsystem administrator

## Viewing users, roles, and subsystems

Users, roles, and subsystems are listed in the left-hand side of the dialog. To switch between items, select one of the radio buttons at the top of the dialog. By default, users are displayed.

A Security Management for Training	Video							?	)	×
● Users ○ Roles ○ Subsystems	User: Doe,	Jane (jdoe)					16 u	ser(s), 2	admin	(s)
Sort By: Last Name   Show: C Enabled C Disabled  (type here to filter list>	General P Edit genera	Permissions al informatio ails	File Groups n.	Tables	Files	Startup	oles			
Admin, Admin (admin) Deer, Mary (mdeer) Doe, Jane (jdoe)	First Nam Last Nam Email	ie Jane e Doe jdoe	@axiomepm.c	om		Capital Pla	anning User		4	
Green, Esther (egreen) Greyer, Pam (pgreyer) Hunter, Wendy (whunter) Joe, Bob (bjoe) Lee, Steve (slee) Orleans, Juliet (jorleans)	License Ty Authentic Login Password	ype Stan ation Axio jdoe	dard m Prompt	× ×						
Runner, JJ (jrunner) Sandstone, Ron (rstandstone) Slaer, Martin (mslaer) User, New (nuser) Xavier Sasparilla, Rufus (rxavier)	Admi	nistrator				Assigned St	ubsystems		+	
Log in as selected user						Apply	OK		Cancel	

- You can sort the user list by last name, first name, and login name. To change the sort, select the desired option from the **Sort By** list. By default, the list is sorted by last name.
- To search for a particular user, role, or subsystem, type the name into the search box at the top of the list. To clear the search, click the Clear filter icon X to the right of the search box. Note that this will search the user's login name as well as first and last name.
- To show or hide users by their enabled status, use the **Enabled** and **Disabled** check boxes. By default, both check boxes are selected which means that all users are shown (enabled and disabled).

When a user, role, or subsystem is selected in the list, the settings for that item display in the right-hand side of the dialog, organized by tabs.

**TIP:** You can double-click on any user, role, or subsystem name listed in the Assigned Users / Assigned Roles / Assigned Subsystems sections to open that record.

**NOTE:** Subsystems are optional in systems without installed products. Subsystem features are only available if you have enabled them using the system configuration settings.

## Editing security

Changes made in the Security Management dialog are reflected in "real-time" within the dialog. If a required setting is missing, a validation message appears in the bottom left of the dialog. You can click on the message to be taken to the applicable setting. This issue must be resolved before you can save any changes.

At any time you can save changes by clicking **Apply** (to leave the dialog open) or **OK** (to close the dialog). In most cases, changed security permissions will be effective within seconds of being saved; the user does not need to log out and log back in before changes are applied.

## Effective permissions

Several tabs of the Security Management dialog, such as the **File Groups** tab and the **Tables** tab, display the effective permissions for the user. This is the permission that the user has after applying all of the relevant security settings, including inherited role permissions, subsystem restrictions, and administrator permissions. This allows you to understand exactly what permission the user has.

For example, if you select a table type or a table in the Tables tab, the **Configured Permissions** section displays what permissions have been granted at the user level, and the **Effective Permissions** section displays the actual access rights of the user. In the following example screenshot, although the user herself has no configured access to the table type, her effective permission is full access. This means that either the user is assigned to a role with full access to the table type, or the user has been granted administrator rights. You can see exactly which rights contribute to the effective permissions by clicking the **Show Details** link.



Example effective permissions

As edits are made in the dialog, those changes are reflected in the effective permissions immediately. For example, if you grant a user permission to **Administer Imports**, and then switch to the **Files** tab, the effective permissions for the Imports Library will reflect that the user has full permissions to all imports, even though the change has not yet been saved.

# Managing Users and Roles

All users of Axiom Budgeting and Performance Reporting must be defined within security. Users can be assigned access rights on an individual basis, and/or they can be assigned to specific roles and inherit the rights of the role.

The total number of active users that can be defined for your implementation depends on your license agreement with Syntellis. If you have any questions, please contact Axiom Support for assistance.

The total number of available licenses and currently active users are displayed in the upper right-hand corner of the **Security Management** dialog. This area also displays the total number of users who have been granted administrator rights. For example: **20 of 25 licenses in use, 3 admins**.

**NOTE:** In addition to the Security Management dialog, you can also manage users and roles in bulk via a spreadsheet interface. For more information, see <u>Bulk edit of security</u>.

#### Managing users

Using the **Security Management** dialog, you can create new users, edit existing users, and delete users. To access this dialog:

• On the Axiom tab, in the Administration group, click Manage > Security > Security Manager.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the System Management group, click Security > Security Manager.

To work with users, make sure that **Users** is selected in the top left-hand corner of the dialog. To save changes, click **Apply** (or **OK** if you are finished editing security settings).

**NOTE:** Subsystem administrators can only work with users that belong to their assigned subsystem. The user list is filtered to only show these users.

### Creating users

You can create a new blank user, or you can clone the settings of an existing user. If you clone a user, all of that user's settings are copied to the new user, except for unique personal information (name, email, login, password).

To create a user, click one of the following buttons located underneath the user list:

- To create a new blank user, click Create user +.
- To clone an existing user, select that user in the list and then click Clone user 🐝.

The new user is added to the list. You can define the security settings for the new user as desired, including assigning the user to one or more roles.

If you are a subsystem administrator, then all users that you create must belong to a subsystem. If you are an administrator for only one subsystem, then any new users are automatically added to that subsystem. If you are an administrator for multiple subsystems, then the user is automatically assigned to one of the subsystems—you can later change the assignment as needed.

## Editing user properties

To edit user properties, select a user from the Users list, then make any changes to that user. Changes to user settings are applied to that user when the changes are saved.

## Deleting users

**IMPORTANT:** If a user has made any changes to the system or data, deleting the user will have implications on auditing. In order to comply with SOX, HIPAA, and other protocols for standard security practices, it is strongly recommended to *disable* existing user records instead of deleting them. Generally speaking, a user record should only be deleted if it is newly created and has not been used.

To delete a user, select a user from the Users list, then click Delete user  $\times$ . You are prompted to confirm that you want to delete the user.

If you delete a user, that user is removed from Axiom Budgeting and Performance Reporting security entirely. Alternatively, you can disable a user if you want to keep the user record, but prevent the user from accessing Axiom Budgeting and Performance Reporting. On the **General** tab, clear the **Enabled** check box.

When a user is deleted, the user's associated user folders in \Axiom\Axiom System\User Folders are also deleted (such as My Favorites and My Documents).

**NOTE:** Only Axiom Support users can delete other Axiom Support users.

#### Managing roles

Using the **Security Management** dialog, you can create new roles, edit existing roles, and delete roles. To access this dialog:

• On the Axiom tab, in the Administration group, click Manage > Security > Security Manager.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the System Management group, click Security > Security Manager.

To work with roles, select **Roles** in the top left-hand corner of the dialog. To save changes, click **Apply** (or **OK** if you are finished editing security settings).

**NOTE:** Subsystem administrators can only work with roles that belong to their assigned subsystem. The role list is filtered to only show those roles.

## Creating roles

You can create a new blank role, or you can clone the settings of an existing role. If you clone a role, all of that role's settings are copied to the new role, including assigned users.

To create a role, click one of the following buttons located underneath the role list:

- To create a new blank role, click Create role +.
- To clone an existing role, select that role in the list and then click Clone role 4.

The new role is added to the list. You can define the security settings for the new role as desired, and you can assign users to the role.

If you are a subsystem administrator, then all roles that you create must belong to a subsystem. If you are an administrator for only one subsystem, then any new roles are automatically added to that subsystem. If you are an administrator for multiple subsystems, then the role is automatically assigned to one of the subsystems—you can later change the assignment as needed.

## Editing roles

To edit a role, select a role from the **Roles** list, then make any changes to that role. Changes to role settings are applied to users who are assigned to that role when the changes are saved.

#### Deleting roles

To delete a role, select a role from the Roles list, then click Delete role  $\times$ . You are prompted to confirm that you want to delete the role.

A role cannot be deleted if users are assigned to it.

**TIP:** If you have a role that you want to delete and many users are assigned to it, you can delete it using the Open Security in Spreadsheet feature. The users will be automatically updated to remove the role assignment. For more information, see Bulk edit of security.

#### Assigning users to roles

Each user in security can be assigned to one or more roles to define the user's security permissions. Generally speaking, the permissions of each assigned role are combined with any user permissions to result in the most permissive set of rights available to the user. There are some exceptions; for more information see How role settings are applied to users.

Users can be assigned to roles from the user record or from the role record. Users have an **Assigned Roles** section that lists their assigned roles. Roles have an **Assigned Users** section that list their assigned users.

**NOTE:** Alternatively, you can use the Security Manager page in the Web Client to assign users to roles. For more information, see Web Security Manager.

To assign roles to a user from the user record:

- 1. In the Security Management dialog, select the user.
- 2. On the General tab, in the Assigned Roles section, click the Add button +.
- 3. Use the Assign Roles dialog to assign one or more roles to the user:

- Use the Add and Remove buttons to move role names between Available Roles and Assigned Roles. All roles listed in the Assigned Roles box will be assigned to the user.
- You can also double-click role names to move them between the boxes.
- 4. When you have finished assigning roles, click **OK** to close the Assign Roles dialog, and then **Apply** or **OK** to save the changes to the user record.

To assign users to a role from the role record:

- 1. In the Security Management dialog, select the role.
- 2. On the General tab, in the Assigned Users section, click the Add button +.
- 3. Use the Assign Users dialog to assign one or more users to the role:
  - Use the Add and Remove buttons to move user names between Available Users and Assigned Users. All users listed in the Assigned Users box will be assigned to the role.
  - You can also double-click user names to move them between the boxes.
- 4. When you have finished assigning users, click **OK** to close the Assign Users dialog, and then **Apply** or **OK** to save the changes to the role record.

#### How role settings are applied to users

Axiom Budgeting and Performance Reporting supports role-based security. Each user can be assigned to one or more roles, and that user inherits the security settings defined for those roles. This topic explains how role-level rights are inherited by individual users.

In general, role rights are additive. Users are granted the most permissive set of rights among their own personal security settings and any roles that they are assigned to. Roles are intended to grant permissions, not deny permissions.

Role inheritance works slightly differently for different areas of security, as detailed in the following sections. When configuring security settings for a user, be sure to review the **Effective Permissions** section that is available in most areas of the dialog. This section displays the user's effective permissions after taking into account all applicable factors, including role inheritance, subsystem restrictions, and administrator status.

**NOTE:** If subsystems are being used, then role inheritance works in the same way, but users' effective permissions are limited by the subsystem's maximum permissions. For more information, see Security Subsystems.

## Permissions

The **Permissions** tab of security defines access rights for specific Axiom Budgeting and Performance Reporting features. By default, users inherit security permissions from any roles that they are assigned to. However, you can override role inheritance for a user on a per permission basis. If a permission is set to inherited, then the user is granted the most permissive set of rights among any roles the user is assigned to. For example, imagine the following settings for the **Browse Audit History** permission:

- User Inherited
- Role1 Unchecked
- Role2 Checked

If the user is assigned to both Role1 and Role2, then the user inherits the permission and can access the audit history for the system.

If instead you select to **Override** a permission for a user, then that permission is no longer inherited from roles. The user is granted or denied the permission based on whether the **Permission** box is checked for the user.

The following screenshot shows what the Permissions tab looks like in all possible states:

General	Permissions File Groups Tables	Files Startup
Select per	rmissions to be granted.	
Ove	erride Permission	
	Administer Announcem	ents inherited from role 'Budget Process'
	Administer Axiom Explo	rer inherited from role
$\checkmark$	Administer Exports	
✓	<ul> <li>Administer File Groups</li> </ul>	

Example Permissions tab

In this screenshot, the example permissions are treated as follows:

- Administer Announcements: Inherited from role. The Budget Process role grants this permission to the user, so the Permission check box shows as checked, and the role name is listed in the details to the right.
- Administer Axiom Explorer: Inherited from role. None of the roles that the user belongs to currently grant this permission, so the Permissions check box shows as unchecked.
- Administer Exports: The Override check box is checked, so the user does not inherit this permission from any roles. The Permission check box is not checked, so the user does not have this permission.
- Administer File Groups: The Override check box is checked, so the user does not inherit this permission from any roles. The Permission check box is also checked, so the user has this permission.

## Startup documents

The **Startup** tab of security specifies files to open when a user starts Axiom Budgeting and Performance Reporting, such as the home page, task panes, and ribbon tabs. Users inherit startup files from roles in addition to their own individually assigned startup files.

Each user can have only one home page. If a user has an individually assigned home page, that file will be used and any role settings are ignored. Otherwise, the user will inherit the home page from a role. If no home page is assigned, the default home page is used.

For more information about startup file inheritance, see Assigning startup files (Startup tab), and review the section for the applicable type of startup file.

## File groups

The **File Groups** tab of security defines access rights for plan files in file groups. For file groups, you can configure role inheritance to be handled in a variety of ways. You can specify that role settings are combined with user settings, or that role settings are inherited independently from user settings, or that role settings are ignored entirely and not inherited.

For more information and examples of how role file group permissions apply to users, see Understanding role inheritance options for file group permissions.

## All other areas

For all other areas of Security, the user inherits the most permissive set of rights among their own personal security settings and any roles that they are assigned to. This applies to the **Tables** tab and the **Files** tab.

For example, imagine the following access level settings for a report folder:

User Read-Only Role1 None Role2 Read/Write

If the user is assigned to both Role1 and Role2, then the user has Read/Write access to that report folder, because that is the most permissive set of rights available to the user.

Each tab has an **Effective Permissions** section where you can view the rights that the user will be granted after taking into account role inheritance, administrator status, and folder inheritance (where applicable).

#### NOTES:

• For table access, if both the user and a role have filtered access, the filters are concatenated using OR. So if a user has a table filter of DEPT.Region='North' and a role the user is assigned to has a table filter of DEPT.Region='South', then that user's full filter is:

DEPT.Region='North' OR DEPT.Region='South'

That user has access to data for either the North or South regions.

• For table access, you can choose to ignore role inheritance. If this option is enabled for a user, then any applicable role access settings for the table are not inherited (including the Full Access setting) and the only filter applied is the user's filter.

#### Granting administrator-level permissions

In Security, users can be designated as a system administrator, by enabling the Administrator option on the General tab.

System administrators have full rights to all features and all data for the system. Although you can configure security settings for administrators, such as to define file access or table filters, these settings will be overridden as long as the Administrator check box is enabled for the user. The Effective Permissions will reflect the user's full access.

### Administrator-only features

Administrators have access to all features and files in the current Axiom Budgeting and Performance Reporting system. While non-admin users can be granted access to many features and files, some features are only available to administrators:

- The ability to make another user a system administrator
- The ability to lock non-admin users out of the system, and the ability to log into a locked system
- The ability to restore a deleted file
- The ability to modify system configuration settings using Save Type 4, or using the System Configuration page in the Axiom Web Client
- Access to Scheduler administration features in the Scheduler dialog (such as viewing all job history, managing system jobs and event handlers, managing Scheduler servers, and managing remote data connections)
- Access to system folders in Axiom Explorer (therefore, any file management for system files that cannot be done using system utilities can only be done by administrators)
- Access to certain underlying file group folders such as the Plan Files folder, Plan File Attachments folder, and the Calc Method Libraries folder
- Access to the **Developer > Tools** menu on the Axiom Designer ribbon (though some of the features on this menu are available elsewhere without the administrator restriction)
- Access to the technical administration features in the Axiom Web Client, such as: Reset Services, Rebuild Table Views, System Logs, and Update License

• Ability to create and edit imports that use the current Axiom database as the source data

## Security access for non-administrators

If you want a user to be able to access and edit security settings, but you do not want to make the user an administrator, there are two options:

- You can give the user the Administer Security permission. Users with this permission can add, edit, and delete users, roles, and subsystems, and can access security tools such as System Access and Logged in Users.
- If you are using subsystems, you can assign a user as a subsystem administrator. Users with this permission can edit the security settings for users that belong to the subsystem, and can also create and delete users within the subsystem. For more information, see About subsystems.

These users do not have access to the **Administrator** check box in Security. They cannot make themselves or any other user an administrator.

#### The Everyone role

The Everyone role is a built-in role for each Axiom Budgeting and Performance Reporting system. The purpose of this role is to define security settings that apply to every user in the system. All users automatically belong to the Everyone role.

The Everyone role has the following default settings:

- **Document reference tables.** When a new document reference table is created, the Everyone role is automatically granted full read access to that table. This permission grants all users the right to query the data in document reference tables. In most cases, this is the desired level of rights. If you have some particular document reference tables that you do not want every user to have access to, then you can do one of the following:
  - Modify the Everyone role to remove access to those tables, and instead grant access directly to specific users and roles.

OR

- Leave the Everyone role at the default of full access, and instead modify certain users to ignore role inheritance for that table.
- On-demand file groups. When a new on-demand file group is created, the Everyone role is automatically granted the Create New Records permission for that file group. Effectively, this means that any user who also has access to plan files in the file group will also have permission to create new plan files. If you do not want this behavior—meaning that you want some users to be able to access plan files in the file group without being able to create new plan files—then you can remove the permission from the Everyone role and instead grant it to individual users and roles as needed.

• Startup task panes. By default, the Everyone role is configured to open the Explorer and Process task panes on startup, as non-closeable task panes. You can modify the Everyone role to remove any of these task panes, and instead grant access directly to specific users and roles (or do not grant access to anybody, if you do not want to use these task panes at all). Only the Explorer task pane will open automatically for all users; the Process task pane only displays when it is relevant to the user.

**NOTE:** In systems with installed products, your Everyone role may have been modified to not open these task panes on startup, and instead open different task panes.

- **Startup ribbon tabs**. By default, the Everyone role is configured to open the Axiom and Axiom Designer ribbon tabs on startup.
  - The Axiom ribbon tab shows for all users and provides the default menu for the Desktop Client. You should not remove this tab from the Everyone role unless you have created one or more custom ribbon tabs that you plan to assign to the necessary users and/or roles instead.
  - The Axiom Designer ribbon tab is limited to administrators only. You can modify the configuration of the startup file so that it displays to other users, or you can remove it from the Everyone role and instead grant access directly to specific users and roles (or do not grant access to anybody, if you do not want to use the ribbon tab at all).

**NOTE:** In systems with installed products, your Everyone role may have been modified to not open these task panes on startup, and instead open different task panes.

If desired, you can modify the Everyone role to grant additional rights to every user. Any right granted at the Everyone level will be inherited by every user, except for rights that have been overridden at the user level. Subsystem restrictions, if applicable to the user, still apply.

Note the following about the Everyone role:

- The Everyone role cannot be renamed or deleted. The security settings for the role can be modified in either the Security Management dialog or by using Open Security in Spreadsheet.
- Users cannot be explicitly assigned to the role, nor can they be removed from the role. All users permanently belong to this role.
- The Everyone role is not recognized by GetSecurityInfo("InRole") or when querying security tables via Axiom query. It is assumed that all users belong to the role; therefore it is not listed as a role assignment.

# **Configuring Security Settings**

Security settings for users, roles, and subsystems are organized by tabs in the Security Management dialog. The following tabs are available:

Tab	Description
General	Define general settings such as name and email, as well as role assignments and system access.
Permissions	Set permissions for individual features.
File Groups	Set access rights for file groups.
Tables	Set access rights for tables.
Files	Set access rights for files in the Axiom Budgeting and Performance Reporting file system. This includes reports, imports, task panes, and Scheduler jobs.
Startup	Specify certain files to open automatically on system startup.

## Defining user properties (General tab)

The following settings are available for users on the General tab.

## User Details

Each user has the following general properties:

ltem	Description
First Name	The user's first and last name.
Last Name	This information can be referenced by using the function GetUserInfo.
Email	The user's email address. This address is used to send user notifications, such as for process management.
	This information can be referenced by using the function GetUserInfo.

Item	Description
License Type	The user's license type. By default, users are <b>Standard</b> users unless a different user type is selected. Standard users have the potential to access any feature or file in Axiom Budgeting and Performance Reporting, limited by their security permissions.
	In addition to standard users, the following user types are available:
	• Axiom Support users are intended to allow Axiom Budgeting and Performance Reporting support representatives to log into your system as part of requested support activities. Any user accounts assigned to this license type must acknowledge that they are Axiom representatives when they log into the system.
	Once a user has been assigned an Axiom Support license, that license can only be removed by another Axiom Support user. Support users must use either Axiom Prompt authentication or Internal AD authentication (Axiom Cloud systems only).
	<b>NOTE:</b> The Axiom Support license type is primarily intended for use in on- premise systems. For Axiom Cloud systems, active Axiom support representatives can access your system to troubleshoot reported issues without requiring a support user to be created in the system.
	• <b>Consultant</b> users are intended to allow Axiom Budgeting and Performance Reporting consultants to log into your system as part of contracted consulting engagements. Any user accounts assigned to this license type must acknowledge that they are Axiom representatives when they log into the system.
	Only Axiom support users can create a consultant user. Consultant users must use Internal AD authentication for Axiom Cloud systems, and Axiom Prompt authentication for on-premise systems.
	<ul> <li>Viewer users allow for view-only access to Axiom Budgeting and Performance Reporting. Viewer users can access files as read-only, but they cannot save files or data, and they cannot otherwise perform "change actions" on the files (such as submitting a plan file for process management). Viewer users also cannot perform any administration functions.</li> </ul>
	Security permissions for viewer users can be set as normal, but any settings above read-only access to files will be ignored. The Effective Permissions will note that the user is being limited due to the Viewer license. However, if you switch the user to a Standard license, the settings will be honored.
	The number of users that can be created and assigned to each license type depends on your Axiom Budgeting and Performance Reporting license.

ltem	Description
Authentication	The method used to authenticate the user for access to Axiom Budgeting and Performance Reporting. By default, new users will be assigned to your installation's configured authentication mode; however, this can be changed on a per user basis as needed.
	<ul> <li>Axiom Prompt: Select this option if you want the user to be authenticated by using their Axiom Budgeting and Performance Reporting user name and password. You would use this option if your installation is not configured to enable an external authentication method, or if you are using an external authentication method but you want to create a user who can log in directly.</li> <li>Windows User: Select this option if you want the user to be authenticated based on their Windows credentials. This option is only valid if your installation is configured to enable Windows Authentication. For more information, see Using Windows Authentication.</li> </ul>
	• LDAP Prompt: Select this option if you want the user to be authenticated via your LDAP directory. This option is only valid if your installation is configured to enable LDAP Authentication. For more information, see Using LDAP Authentication.
	• <b>OpenID</b> : Select this option if you want the user to be authenticated using an OpenID provider. This option is only valid if your installation is configured to enable OpenID Authentication. For more information, see Using OpenID Authentication.
	• <b>SAML</b> : Select this option if you want the user to be authenticated using a SAML identity provider. This option is only valid if your installation is configured to enable SAML Authentication. For more information, see Using SAML Authentication.
	<ul> <li>Internal AD: This option can only be used with Consultant and Support license types, and only for Axiom Cloud systems. It allows the consultant or support user to be authenticated using Syntellis' internal Active Directory. The login name must match the email address for the user within Active Directory. For example, if the user's email address is jdoe@syntellis.com, then the user's Axiom login name must be jdoe@syntellis.com.</li> </ul>
	In order to log in using Internal AD authentication, the user must go to the following page for the system: <pre>https://ClientName.axiom.cloud/internal.</pre>
	An additional option of <b>Unspecified</b> exists to support backwards-compatibility for systems upgraded from older versions. Upgraded users may be assigned to it, but it cannot be selected otherwise. If you have users assigned to this option, we recommend changing their assignment to the appropriate authentication type.

Item	Description
Login	The user's login name.
	If the user's authentication type is anything other than Axiom Prompt, then the user's login name must match the user's login name for the designated authentication source (for example, it must match the user's Windows login name when using Windows Authentication). See the information on the appropriate authentication type for login name requirements.
	For Windows Authentication only, you can validate that the login name matches a user name in one of the allowed domains by clicking the <b>Validate</b> icon to the right of the box. A message box will let you know whether the name was found or not. This feature is only available if Windows Authentication is enabled and at least one valid domain name has been specified as an allowed domain.
	This information can be referenced by using the function GetUserInfo.
Password	The user's Axiom Budgeting and Performance Reporting password. Click the button to the right of the box to set or change the user's password. All users must have a non-blank password.
	Users can change their own password later from within the application.
	NOTES:
	<ul> <li>By default, Axiom Budgeting and Performance Reporting enforces a basic set password rules. If desired, you can disable these rules and allow any password. See Enabling password rules.</li> </ul>
	<ul> <li>The Password setting only displays for Axiom Prompt users. For all other authentication types, a randomly generated password will be created for the user and cannot be changed. Users cannot log in with this randomly generated password; they can only log in using their specified authentication type.</li> </ul>
	If you are an administrator and you need to log into Axiom Budgeting and Performance Reporting as another user in order to test that user's security settings, you do not need to know that user's password. For more information, see Testing user security.
Enabled	Specifies whether the user can access Axiom Budgeting and Performance Reporting. If this check box is <i>not</i> selected, the user cannot log into any Axiom Budgeting and Performance Reporting system.
	<b>NOTE:</b> System administrators cannot disable other system administrators. The <b>Administrator</b> permission must be removed before the user can be disabled.

Item	Description
Locked Out	If a user has become locked out of the system due to exceeding the configured number of failed login attempts, then the system will automatically select this check box. You can clear the lockout by clearing this check box.
	This setting only displays if you have manually configured a lockout threshold. For more information, please contact Axiom Support.
	If an administrator becomes locked out, and no other administrator accounts are available to clear the lockout, the Axiom Software Manager can be used to reset the administrator's password and clear the lockout.
Administrator	Specifies whether the user has administrator-level permissions. If this check box is selected, then the user has access to all features and data in the current system. For more information, see Granting administrator-level permissions.
	<b>NOTE:</b> This check box only displays to users who have the <b>Administrator</b> permission. In other words, a user cannot make themselves an administrator, they have to be granted the right by a user who is already an administrator.
Directory Sync Enabled	Specifies whether the user will be synched with Active Directory the next time an Active Directory import is performed. This is enabled by default.
	• If enabled, then the user will be synchronized with Active Directory according to the settings in the Scheduler task for the import. For more information about how this import and synchronization occurs, see How Active Directory user synchronization works.
	<ul> <li>If disabled, then the user will not be affected by the Active Directory import, even if the user name matches a user name in the import.</li> </ul>
	<b>NOTE:</b> This check box only displays if Active Directory import has been enabled for your system.

## Assigned Roles

Users can be assigned to one or more roles. If the user is already assigned to roles, those roles are listed here.

- To add a user to a role, click Add +. In the Assign Roles dialog, you can select roles for the user.
- To remove a user from a role, select the role in the list and then click Remove X.

Role assignments can be made when editing either the user or the role. Any changes made in one area are automatically applied to the other area.

**NOTE:** The Everyone role is not listed in the **Assigned Roles** box. All users belong to the Everyone role and cannot be removed; therefore it is not listed as a role assignment.

For more information, see How role settings are applied to users.

## Assigned Subsystems

This section only displays if subsystems are enabled for your system. See Security Subsystems.

If you are using subsystems, you can optionally assign the user to one or more subsystems. If the user is already assigned to subsystems, those subsystems are listed here.

- To add a user to a subsystem, click Add \*. In the Assign Subsystems dialog, you can select subsystems for the user.
- To remove a user from a subsystem, select the subsystem in the list and then click Remove imes .

**IMPORTANT:** If you remove a user from a subsystem, that subsystem's maximum permission limit will no longer apply to that user.

Subsystem assignments can be made when editing either the user or the subsystem. Any changes made in one area are automatically applied to the other area.

**NOTE:** If you are a subsystem administrator, then all users that you have access to must belong to a subsystem. If you are an administrator for only one subsystem, then any new users you create are automatically added to that subsystem. If you are an administrator for multiple subsystems, then the user is automatically assigned to one of the subsystems; you can change the assignment as needed.

#### Configuring role properties (General tab)

The following settings are available for roles on the General tab.

#### Role Details

Each role has the following general properties:

Field	Description
Name	The name of the role.
	<b>NOTE:</b> The name of the built-in Everyone role cannot be changed.
Description	A description of the role. The description is for the administrator's use only, to help explain the purpose of the role.

#### Assigned Users

Multiple users can be assigned to a role. If the role already has assigned users, those users are displayed here.

- To add a user to the role, click Add +. In the Assign Users dialog, you can select users to add to the role.
- To remove a user from the role, select the user in the list and then click Remove imes .

Role assignments can be made when editing either the user or the role. Any changes made in one area are automatically applied to the other area.

**NOTE:** This section is not available when editing the built-in Everyone role. All users belong to the Everyone role and cannot be removed.

For more information, see How role settings are applied to users.

#### Configuring feature permissions (Permissions tab)

On the **Permissions** tab of the **Security Management** dialog, you can specify which features a user or role has access to. The **Permissions** tab works slightly differently depending on whether you are defining rights for a user or a role.

**NOTE:** If you are defining permissions for a subsystem, see Defining maximum permissions for subsystems.

Setting permissions for users

For users, each permission has three available settings:

• Inherited: The permission is not set for the user. The permission is grayed out and the text "inherited from role" appears to the right of the permission name. If the user is assigned to a role, this permission can be inherited from the role.

Override	Permission	
	Administer Imports	inherited from role

• **Denied**: If the **Override** check box is selected, but the **Permission** check box is not selected, this means that the user explicitly does not have access to the feature. The user will not inherit the permission from any roles.

Override	Permission
	Administer Imports

• Allowed: If the Override check box and the Permission check box are selected, this means that the user explicitly has access to the feature, regardless of any role settings.

Override	Permission	
✓	Administer Imports	

By default, all user permissions are left unset and are inherited from any role assignments. If you want to override role inheritance and explicitly set a permission for the user, then you must select the **Override** check box and then leave the permission unchecked (to deny the permission) or checked (to allow the permission).

NOTES:		
<ul> <li>When a perm For example, that permissi grayed out an listed. For example.</li> </ul>	ission is inherited from a role, it if a user is assigned to a role that on is eligible for inheritance, ther nd selected. The name of the role ample:	displays the effective permission for the user. t has the <b>Administer Imports</b> permission, and n the check box for that permission displays as e from which the permission is inherited is also
Override	Permission	
	Administer Imports	inherited from role 'Finance'
Override	Permission     Administer Imports	user is an admin
<ul> <li>If the user be permission to cannot be ed displays next</li> </ul>	longs to a subsystem, and the subsystem, and the subsystem and the subsystem. The subsystem ited. The text "disallowed by sub to the permission name.	ubsystem settings do not allow a particular ystem, then the permission is grayed out and system" (including the subsystem name)
Override	Permission	
	Administer Imports	disallowed by subsystem 'Facility5'

## Setting permissions for roles

For roles, the **Permission** box for each permission is either checked or unchecked. If a permission is checked for a role, then users who have that permission set to "inherited" will inherit rights to that permission when they are assigned to that role.

#### Permissions

The following permissions are available:

Permission	Description
Administer Announcements	The user can create, edit, and delete announcements and announcement categories. The user must have access to a form-enabled file with an Announcements component in order to use this permission.

Permission	Description
Administer Axiom Explorer	The user can access the Axiom Explorer dialog. The user's other security permissions determine what folders they can view within this dialog and what actions they can perform on them.
	<b>NOTE:</b> This permission has no impact on the availability of the Explorer task pane. Any user can use the Explorer task pane.
Administer	The user can create exports in the Exports Library.
Exports	The user must also have read/write permissions to at least one folder within the Exports Library (as configured on the <b>Files</b> tab), or else they will have no place to save their created exports. Execute permissions are also managed on the Files tab.
Administer File	The user has general administrative permissions to <i>all</i> file groups. The user can:
Groups	Create and delete file groups
	Edit file group settings
	Clone file groups
	Manage scenarios for file groups
	Manage restore points for file groups
	Manage categories for file groups
	Manage file group aliases
	<ul> <li>Use the Delete Plan Files command to delete any plan file from an on- demand file group</li> </ul>
	<b>NOTE:</b> Generally speaking, this permission does not grant access to any files within the file groups, such as plan files, templates, and drivers. The user must be granted access to these files separately if the user is expected to manage or use these files. There are two exceptions: the user can delete any on-demand plan file using Delete Plan Files, and the user can restore any plan file when using restore points.
Administer	The user can create import utilities.
Imports	The user must also have read/write permissions to at least one folder within the Imports Library (as configured on the Files tab), or else they will have no place to save their created imports. Execute permissions are also managed on the Files tab.
Administer Locked Items	The user can remove file locks on documents and tables, and can remove save locks on Axiom forms.
	The list of locked items is limited to the files and tables that the user has some level of access to. The user cannot see or unlock items that the user does not have access to.

Permission	Description
Administer Picklists	The user can administer picklist tables using the Web Client Table Manager. The user can create new picklist tables. For existing picklist tables, the user can edit table properties and delete tables (as long as the user has at least read-only permission to the table, otherwise the table does not display in the table manager).
	Administer Picklist users do not gain access to the table administration features in the Desktop Client.
Administer Security	The user can access and edit security settings for the current system. The user can also access security-related tools such as System Access and Logged in Users.
	The Administrator check box is not available to users with this permission.
Administer Tables	<ul> <li>The user has general table administration permissions. The user can:</li> <li>Create and delete tables</li> <li>Edit table structure</li> <li>Open tables using Open Table in Spreadsheet</li> <li>Use other table utilities available on the table administration menu (Administration &gt; Tables &gt; Table Administration</li> </ul>
	The user's read and write filters (as set on the <b>Tables</b> tab) are honored for purposes of viewing and saving table data.
Administer Task Panes	The user can create and edit task panes and ribbon tabs, as allowed by the user's folder / file access rights defined for the Task Panes Library and the Ribbon Tabs Library (as set on the <b>Files</b> tab).
Administer Updates	The user can apply product updates to the Axiom Budgeting and Performance Reporting installation.
Browse Audit	The user can view audit history for the system.
History	<b>NOTE:</b> Users with this permission can see audit records for all changes, including changes made to tables that the user does not otherwise have access to. Use caution in granting this permission.
Remove Protection	The user can remove workbook and worksheet protections, for any Axiom file that the user can access.
	<b>NOTE:</b> Alternatively, you can grant unprotect rights for individual report files and folders on the <b>Files</b> tab, or for plan files on the <b>File Groups</b> tab.

Permission	Description
Scheduled Jobs User	The user can access the Scheduler dialog for the purposes of working with scheduled jobs.
	The user can create jobs, edit jobs, run jobs, and delete jobs, as allowed by the user's folder and file access rights defined for the Scheduled Jobs Library (as configured on the <b>Files</b> tab of Security). For example, you might create a subfolder for each user and only grant the user rights to that folder.
	The user can view the results of jobs that the user has executed. Other job history is not available to the user.
	The user cannot manage Scheduler servers, edit system jobs, or use other Scheduler administration features.
	<b>NOTE:</b> Generally speaking, task-level security is not applied to users with this permission, within the context of Scheduler. However, file-level rights are enforced. For example, the user can create and/or run a Process Plan Files task within a Scheduler job, even if the user does not have the Process Plan Files permission. But within that task, the user can only process file groups and plan files that the user otherwise has access to.
User Documents	The user can access a My Documents folder in their My Files section.
Folder Access	The user can save files to My Documents. The user has read/write access over any file saved to this area. Typically this permission is only granted to power users who may need a place to save their own "personal" reports or an area to temporarily save "in progress" files.
	Administrators can access any user's My Documents folder. Other users cannot access it.
	NOTE: If a user has this permission and then later it is removed, the user's existing My Documents folder is not deleted; it is simply hidden from the user in Explorer dialogs. If desired, an administrator can delete the folder in \Axiom\Axiom System\User Folders.

**NOTE:** Generally speaking, if a user does not have rights to a feature, the menu item associated with that feature does not show on that user's ribbon tabs or other applicable areas.

#### Configuring file group permissions (File Groups tab)

On the **File Groups** tab of the **Security Management** dialog, you can manage user access to plan files and to file group features. On this tab, you can specify the following:

- Which plan files a user can access
- The level of access to those plan files (read-only or read/write)

- What features are available in those plan files (such as saving data or inserting calc methods)
- Which file group administration features the user can access (such as Create Plan Files or Process Plan Files)

#### NOTES:

- The settings on this tab do not apply to administrators. Administrators have access to all plan files and all file group features.
- If you are defining permissions for a subsystem, see Defining maximum permissions for subsystems.

**IMPORTANT:** This tab does not control access to other files in a file group, such as templates, drivers and utilities. To give users access to these files, use the **Files** tab.

#### File group permissions

The settings on the **File Group** tab define permissions for each file group. The left-hand side lists the available file groups for the system. When you select a file group in the list, you can define the security settings for the user or role using the two sub-tabs on the right-hand side.

- File Group: Manage access to file group administration features such as Create Plan Files and Process Plan Files. This tab can be ignored for most end users.
- **Plan Files**: Manage access to plan files. It is necessary to configure access on this tab if you want the user to have any access to plan files in the file group.

Budget					Budget				
Capital	Requests				File Gr	oup Plan Files			
Initiativ	es				Confi	oured Permissio	ns		
					Select	a permission to	edit:		(ASC) 🕂
					<b>→</b>	lan file access:		DEPT.Region =	'US West
					4	Access Level:		Read Only	
					5	ave Data:		Not allowed	
					Unprotect:			Not allowed	
			Sheet Assistant:			Not allowed			
		File Processing Assistant:			Not allowed				
		(	Calc Method Ac	cess:	Insert				
						oles: nteracts with Pr	ocess Managemer	t: True	endently
					Effect	ive Permissions			
					→PI	an file access:		DEPT.Region = '	JS West'
					A	cess Level:		Read Only	
					Sa	ive Data:		Not allowed	
					U	nprotect:		Not allowed	
					Sł	neet Assistant:		Not allowed	
					Fi	le Processing As	sistant:	Not allowed	
					Ca	alc Method Acce	ess:	Insert	
					In	teracts with Pro	cess Management	True	
					C1	B 4 1			

Example File Groups tab, configuring permissions to plan files

File groups are listed by display name, followed by the file group code in parentheses. If the name of the file group is different than the display name, that name is also displayed in the parentheses.

The **Effective Permissions** section displays the full permissions of the user, taking into account any inherited role rights and other settings such as administrator rights.

**NOTE:** If a non-admin user has no effective permissions for a file group (either on the **File Groups** tab or on the **Files** tab), then that user cannot see the file group in Axiom Explorer, the Axiom ribbon tab, and other lists of file groups.

## File Group tab

Use the **File Group** tab to configure user access to administration features for the file group. This tab is optional and can be ignored for most end users.

To grant a user access to one of these features, select the check box. By default, all check boxes on this tab are not selected, which means the user does not have access to any of these features.

Item	Description	
Modify File Group	This permission grants general administrative rights to the file group. The user can:	
	Clone the file group	
	<ul> <li>Manage scenarios for the file group</li> <li>Manage restore points for the file group</li> </ul>	
	Manage restore points for the file group	
Create Plan Files	The user can create plan files for the file group, using the <b>Create Plan Files</b> feature. This permission is limited to those plan files where the user has read/write access, as defined in the <b>File Groups</b> tab of Security.	
	This permission also grants access to the <b>Copy Plan Files</b> feature for standard file groups, which can be used in certain specialized configurations to copy plan files from one file group to another. In this case the user must have read/write access and <b>Create Plan Files</b> permission to the target file group.	
	<b>NOTE:</b> If the file group is an on-demand file group, then users do <i>not</i> need this permission in order to create new plan files "on demand." Instead, users need the <b>Create New Records</b> permission.	

ltem	Description
Create New Records	The user can create new plan files for the on-demand file group. This process includes creating a new identity record in the plan code table and then creating a plan file for that record using either its assigned template or by copying an existing plan file (when using the <b>Clone selected item</b> feature). This permission only applies to on-demand file groups.
	By default, this permission is automatically enabled on the Everyone role when a new on-demand file group is created. This means that any user with at least <b>Read-Only</b> access to plan files in this file group will also have the ability to create new plan files. (This includes plan file permission sets with the potential to be elevated to read-only access or higher, due to the <b>Interacts with Process</b> <b>Management</b> permission.) If you do not want all users with access to the file group to be able to create new plan files, then you can remove the permission from the Everyone role and instead grant it to individual users and roles.
Process Plan Files	The user can process plan files for the file group, using the <b>Process Plan Files</b> feature. This permission is limited to plan files where the user has at least read- only access, as defined in the <b>File Groups</b> tab of Security.
	The user can run Axiom queries and save data as part of the process, but the user can only save the file if they have read/write access to it.
Run Axiom Queries	The user can refresh Axiom queries in plan files, using the <b>Refresh</b> feature.
	By default, non-admin users cannot use the <b>Refresh</b> feature in plan files. If you have a plan file design where users should be able to refresh the queries in the file as needed, then you should enable this permission.
	NOTES:
	<ul> <li>This permission does not apply to "refresh on open" Axiom queries, or to queries run using the RunAxiomQueryBlock function. These queries will always run, regardless of whether the user has this permission.</li> </ul>
	<ul> <li>This permission does not apply to form-enabled plan files (when viewed as an Axiom form). Axiom queries in form-enabled plan files will refresh according to the standard form refresh behavior, regardless of whether the user has this permission.</li> </ul>
Manage Calc Methods	The user can perform all management activities for calc method libraries in the file group, including adding new calc methods, editing calc methods, deleting calc methods, as well as use any other calc method features available on the CM Library menu. The user can also insert or change calc methods in any file group files that the user has access to, and can override any calc method controls.

## Plan Files tab

Use the **Plan Files** tab to configure user access to plan files for the file group. Each plan file *permission set* defines the following:

- The plan files that the permission set applies to (all plan files or a filtered subset)
- The permissions to be applied to those plan files (such as: access level, ability to save data, and calc method permissions)
- The role inheritance to be applied to the permission set (none, combine, or independent)

Users can have multiple permission sets per file group—for example, to define read/write access to one set of plan files and read-only access to another set of plan files. These permission sets can be configured for the user directly or inherited from one or more roles. Roles can only have one defined permission set per file group.

You can add, edit, and delete permission sets as follows:

- To add the first permission set for a user or a role, click Add a Permission.
- To add an additional permission set for a user, click the plus icon + .
- To edit a permission set, double-click it. You can also select it and then click the edit icon 🚮.
- To delete a permission set, select it and then click the delete icon imes.

#### NOTES:

- If a user has no configured permission sets, the user will inherit role permissions using independent inheritance. Each role's permissions will be inherited as a separate unit. For more information on role inheritance behavior for file groups, see Understanding role inheritance options for file group permissions.
- If a user has multiple configured permission sets, only the first permission set displays in **Open** Security in Spreadsheet.

When creating or editing a permission set, the **Plan File Permission** dialog opens. Within this dialog, you can configure all permissions relating to this permission set.

Item	Description
File access level	The level of access that the user or role has to the plan files covered by this permission set. Select from one of the following:
	No Access: The user or role has no access to plan files.
	The No Access option is intended to be used in conjunction with Interacts with Process Management and/or with Combine role inheritance. You can define other permissions for the plan files, and those permissions will apply when the user's access level is elevated due to a plan file process, or combined with another permission set to result in a higher level of access.
	<ul> <li>Read Only: The user or role has read-only access to plan files.</li> </ul>
	Read/Write: The user or role has read/write access to plan files in the file
	group.
	NOTES:
	<ul> <li>The ability to save data to the database from within a file is controlled separately, using the Allow Save Data permission.</li> </ul>
	• If you are using a plan file process with this file group, select the level of access that you want the user to have when they are NOT the current step owner. For example, you may want the user to have no access if they are not the step owner, or read-only access.
	<ul> <li>If the file group uses virtual spreadsheet plan files, and you want file locking behavior to apply to the plan files, then users must have Read/Write access to the files instead of Read-Only access (even though the virtual files cannot be saved).</li> </ul>
	<ul> <li>If the file group uses virtual spreadsheet plan files, and you want file locking behavior to apply to the plan files, then users must have Read/Write access to the files instead of Read-Only access (even though the virtual files cannot be saved).</li> </ul>

Item	Description
Allow Save Data	Select this check box if you want the user or role to be able to save data to the database from the plan files covered by this permission set.
	NOTES:
	<ul> <li>If you are using a plan file process to manage access to plan files, you do not need to select this option. When the user is a step owner of a plan file, the user's permissions will be "elevated" as needed, including the ability to save data to the database. Generally you would only enable Allow Save Data for a user if you want the user to be able to save the data at all times, regardless of process step ownership.</li> </ul>
	• If a user has <b>Read Only</b> access and <b>Allow Save Data</b> , then the user will be able to save data to the database but not save changes to the file. Generally this configuration would only be used with form-enabled plan files. Users with this combination of rights can save data from the file at any time, regardless of whether the file is locked to another user.
	<ul> <li>In most cases, this option is only selected if the user also has Read/Write access to the file group, so that file changes and data changes can be saved in sync.</li> </ul>
Allow Calc Method Insert	Select this check box if you want the user or role to be able to insert calc methods into plan files.
	This option enables or disables the user's overall ability to insert calc methods. Within individual templates/plan files, calc method controls can be used to further control which calc methods can be inserted and where they can be inserted.
	It is valid to select this option even if the user has <b>No Access</b> or <b>Read Only</b> access to plan files, if the user's access will be elevated by a plan file process or combined with another permission set. It is also valid to insert calc methods in read-only plan files when using form-enabled plan files.
	<b>NOTE:</b> This setting does not apply if the user has been granted the <b>Manage Calc</b> <b>Methods</b> permission. Users with this permission can perform any calc method action in any plan file that they have access to within the file group.

ltem	Description
Allow Calc Method Change	Select this check box if you want the user or role to be able to change methodologies in the plan file by overwriting one calc method with another.
	This option enables or disables the user's overall ability to change calc methods. Within individual templates/plan files, calc method controls can be used to further control which calc methods can be used to overwrite and where overwrite is allowed.
	It is valid to select this option even if the user has <b>No Access</b> or <b>Read Only</b> access to plan files, if the user's access will be elevated by a plan file process or combined with another permission set.
	<b>NOTE:</b> This setting does not apply if the user has been granted the <b>Manage Calc</b> <b>Methods</b> permission. Users with this permission can perform any calc method action in any plan file that they have access to within the file group.
Allow Unprotect	Select this check box if you want the user or role to be able to unprotect the worksheet and workbook within plan files. If enabled, the user will have access to the <b>Protect</b> toggles in the <b>Advanced</b> group on the Axiom ribbon.
	This option should only be granted in special situations. Normally, end users are not allowed to unprotect plan files.
Allow Sheet Assistant	Select this check box if you want the user or role to see the Sheet Assistant. Generally, you should only expose the Sheet Assistant if the user is expected to edit file settings, including Axiom query settings.
	Enabling this permission also has the following impacts:
	<ul> <li>The user has access to the Control Sheet. The Control Sheet is hidden by default in plan files but the user can unhide it via the Sheet Assistant.</li> </ul>
	<ul> <li>The Drilling Control Sheet will not be hidden if the user has the Sheet Assistant permission.</li> </ul>
	<ul> <li>If the user has read/write permission and the Sheet Assistant permission, then the user can enable forms for the file and can see the Form Assistant and Form Control Sheet.</li> </ul>
	• The Data Source Assistant is also available if the Sheet Assistant is available.
	If this check box is not selected, then the user cannot see the Sheet Assistant or the other related items as described above.
	This option should only be granted in special situations. Normally, end users are not allowed to edit settings in plan files.

Item	Description
Allow File Processing	Select this check box if you want the user or role to be able to perform file processing on the file. If selected, then the user has access to file processing features, including the File Processing button on the menu and the File Processing task pane. The related control sheets will also be visible to the user.
	If this check box is not selected, then the user cannot perform file processing actions and cannot see the related menu items, task panes, or control sheets.
	This option should only be granted in special situations. Normally, end users do not perform file processing in plan files.
Apply settings to	Select one of the following to determine the plan files that this permission set applies to:
	<ul> <li>All Plan Files: The configured permissions apply to all plan files in the file group.</li> </ul>
	<ul> <li>Filtered Plan Files: The configured permissions apply to a subset of plan files in the file group, as defined using a filter. For more information on defining a plan file filter, see Defining plan file filters.</li> </ul>
Interacts with Process Management	This option specifies whether this permission set interacts with plan file processes. It is enabled by default for users, and disabled by default for roles.
	Enabling this option has the following effects, for plan files covered by this permission set:
	<ul> <li>If the access level of the permission set is No Access, the permission set will still be considered for step ownership when the user is directly assigned as the step owner. If "interacts" is disabled, then the permission set is only considered if the access level is at least Read Only.</li> </ul>
	<ul> <li>If the ownership assignment is through a role, enabling this option tells the process to consider this permission set when evaluating which role members should be step owners. If this option is not enabled, then this permission set will be ignored by the plan file process when evaluating the role permission.</li> </ul>

## Settings for users only

The following settings apply only to users, not to roles. These settings specify how the user will inherit file group rights from any roles that the user is assigned to. For more information, see Understanding role inheritance options for file group permissions.

Item	Description
Role Inheritance	Specify how the user will inherit file group permissions from roles:
	<ul> <li>None: The user will not inherit file group permissions from roles. Only the user's configured permissions will be applied. Role permissions will be ignored.</li> </ul>
	<ul> <li>Combine: The user's permissions and any role permissions will be combined, so that the user will be granted the most permissive set of rights among all the plan file access settings. Using the Role(s) setting, you can specify whether this applies to all roles that the user belongs to, or only a specific role.</li> <li>Independent (default): The user will inherit permissions from roles, but the user's configured permissions and the role's inherited permissions will be</li> </ul>
	applied separately. Using the <b>Role(s)</b> setting, you can specify whether this applies to all roles that the user belongs to, or only a specific role.
Role(s)	Select which roles the role inheritance settings apply to. This setting only applies if the role inheritance is set to <b>Combine</b> or <b>Independent</b> .
	<ul> <li>If you select (all roles), then the specified inheritance settings apply to all roles that the user belongs to. This is the default setting.</li> </ul>
	<ul> <li>If you select a particular role, then the specified inheritance settings apply to only that particular role. If the user belongs to other roles, and those other roles are not selected in additional file group permission sets for the user, then those role permissions are ignored.</li> </ul>

## Defining plan file filters

To define a filter to control access to plan files, select the **Filtered Plan Files** option and then use the Filter Wizard  $\sqrt[7]{}$  to construct the filter. (You can also type a filter directly into the filter box.) The filter must be based on the plan code table for the file group, or on a reference table that the plan code table links to. When using the Filter Wizard, the wizard only displays the eligible tables.

After defining a filter, you can validate it by clicking the **Validate filter** button **P**. This check is to ensure that the filter syntax is valid. You can test to make sure that a file group filter is operating as you expect by logging in as the user (or as a user assigned to the role) and checking to see which plan files display in the **Open Plan Files** dialog for the file group.

Filter variables can be used in plan file filters, to set a filter that is based on a user's login name (see example below) or on another related user property. This is useful to be able to set a filter at the role level, yet resolve the filter dynamically for each user in the role. For more information, see Filter variables.

**NOTE:** You can leave the filter blank only if you are using **Combine** role inheritance. This assumes that either the user or the role has a filter that will apply after the permissions are combined. If the filter remains blank after inheritance, then the user will have no access to plan files.

#### **Example filters**

DEPT.Dept IN (200,400)

This example limits the user to accessing plan files for departments 200 and 400.

#### DEPT.Region='North'

This example limits the user to accessing plan files for departments assigned to the North region.

#### DEPT.Owner='{CurrentUser.LoginName}'

This example limits the user to accessing plan files for departments that are assigned to that user (by the presence of the user's login name in the Owner column). This type of filter would most likely be set on a role, so that the filter could be set once yet resolve dynamically for each user in the role. For example, for user JDoe, this filter would resolve as DEPT.Owner='JDoe'.

#### Configuring plan file security for use with plan file processes

This section provides basic guidelines for setting user permissions when you intend to use a plan file process with the file group. There are many nuances to file group security settings and how they can interact with plan file processes, especially if you are using advanced security configurations such as multiple permission sets for plan files or the combine option for role inheritance.

Generally speaking, you should configure security permissions for plan files to reflect the "baseline" permissions that you want the users to have when they are *not* process step owners. When the users are step owners, their permissions will be temporarily "elevated" as needed so that they can complete the process task. For example, a user may have Read-Only access to a plan file configured in security, so this is their baseline permission. But when the user is the step owner of an edit step, their permission will be elevated to Read/Write and Allow Save Data so that they can edit and save the plan file.

Additionally, the Interacts with Process Management setting for plan file permissions can be used as follows:

- If you want a user to only have access to the plan file when they are the step owner, you can configure a permission set to the plan file with No Access and Interacts with Process
   Management enabled. This causes the permission set to be considered for step ownership of a plan file even though the access level is No Access. The user must still have a plan file filter that includes the plan file.
- If the ownership assignment is through a role, enabling Interacts with Process Management tells the process to consider this permission set when evaluating which role members should be step owners. If "interacts" is not enabled when using a role assignment, then this permission set will be ignored by the process.
# Example user permissions for use with a plan file process

The first step in configuring plan file permissions for use with a plan file process is deciding what level of permissions that you want the user to have when the user is *not* a process step owner. This is the user's baseline level of security permissions that they will always have.

**NOTE:** All of the example permission sets below assume that the user's plan file filter includes the plan file where the user is assigned as a step owner. The user must have a configured or inherited permission set that includes this plan file. The plan file process cannot not grant permissions to plan files, they can only elevate existing permissions to those files.

No Access	If you want a user to have no access to the plan file when the user is not a process step owner, then set the permissions as follows: <ul> <li>File Access Level: No Access</li> <li>Allow Save Data: Unchecked</li> <li>Interacts with Process Management: Checked</li> </ul> When the user is a step owner, the process will elevate the user's permissions as appropriate.
Read-Only Access	<ul> <li>If you want a user to have read-only access to the plan file when the user is not a process step owner, then set the permissions as follows:</li> <li>File Access Level: Read-Only</li> <li>Allow Save Data: Unchecked</li> <li>Interacts with Process Management: Checked if the ownership assignment comes through a role (can be left unchecked if the user will be assigned directly)</li> <li>When the user is a step owner, the process will elevate the user's permissions as appropriate.</li> </ul>
Full Access	<ul> <li>If you want a user to have full edit rights to the plan file when the user is not a process step owner, then set the permissions as follows:</li> <li>File Access Level: Read/Write</li> <li>Allow Save Data: Checked</li> <li>Interacts with Process Management: Checked if the ownership assignment comes through a role (can be left unchecked if the user will be assigned directly)</li> </ul>

These permissions can be set at the user level, or at a role level, or at some combination of the two (if using **Combine** role inheritance). All other plan file permissions can be enabled or not as appropriate for the user. In some cases, the other permissions will only be relevant when the user's access level has been

elevated by the process. For example, if the user has **No Access** plus **Allow Calc Method Insert**, then the ability to insert calc methods is only relevant when the user is a step owner (because otherwise they will be unable to see or open the plan file).

# Enabling Interacts with Process Management

When creating new permission sets for users, **Interacts with Process Management** is enabled by default. You can disable this permission for the user if:

• The permission set grants Read-Only access or higher.

AND

• The permission set does not need to be considered when using role ownership assignments.

When creating new permission sets for roles, **Interacts with Process Management** is disabled by default. You should consider whether to enable the option or leave it disabled, based on how you are granting permissions to users and how you are assigning step owners. Keep in mind the following:

- If ownership assignments are made through a role, then users who belong to the role must have permission to the plan file *and* Interacts with Process Management enabled in order to be a step owner.
- If the role assignment is configured to consider All permissions, then it is not necessary to enable Interacts with Process Management on the role that will be used as the assignment. In this case, the role simply defines the pool of eligible users. If a user has any permission set with access to the plan file and "interacts" enabled, then they will be a step owner.
- If the role assignment is configured to consider **Only permissions associated with the assigned role**, then either **Interacts with Process Management** must be enabled on the role so that users in the role inherit it, or the users must have an individual permission set with the "interacts" permission that is also configured to combine with the role.

#### Understanding role inheritance options for file group permissions

Role inheritance for file group permissions is handled differently than in other areas of Security. For each set of permissions defined for a user on the **File Groups** tab, you can specify whether role permissions are inherited and how they are inherited.

File group permissions have three different role inheritance options:

- None
- Combine
- Independent

By default, if no file group permissions are configured for a user, the role inheritance is set to independent. This means that users will inherit file group settings from all roles that they are assigned to, but those inherited settings will be applied independently instead of merged.

The following sections explain how each role inheritance option works.

## No inheritance

The **None** option means that no role inheritance applies. Role settings are ignored for this particular permission set. If the user only has one permission set, then role settings are ignored entirely (for settings on the **File Groups** tab).

The following is an example of how file group settings are treated with no inheritance, assuming that the user belongs to the role:

File Group Settings	User Configured Settings	Role Configured Settings	User Effective Permissions
File Access Level	Read Only	Read/Write	Read Only
Allow Save Data	Unchecked	Checked	Unchecked
Allow Calc Method Insert	Checked	Checked	Checked
Allow Calc Method Change	Unchecked	Checked	Unchecked
Apply settings to	Filtered Plan Files:	Filtered Plan Files:	Filtered Plan Files:
	DEPT.Region='North'	DEPT.Region='South'	DEPT.Region='North'

In this example, the role settings are ignored, and the user has only his or her configured permissions.

#### Combine inheritance

The **Combine** option means that the user's permissions are combined with role permissions. The user is granted the most permissive rights as defined for either the user or the role, on a per permission basis.

The following is an example of how file group settings are treated with combine inheritance, assuming that the user belongs to the role:

File Group Settings	User Configured Settings	Role Configured Settings	User Effective Permissions
File Access Level	Read Only	Read/Write	Read/Write
Allow Save Data	Unchecked	Checked	Checked
Allow Calc Method Insert	Checked	Checked	Checked
Allow Calc Method Change	Unchecked	Checked	Checked
Apply settings to	Filtered Plan Files:	Filtered Plan Files:	Filtered Plan Files:
	DEPT.Region='North'	DEPT.Region='South'	(DEPT.Region='North') OR (DEPT.Region='South')

In this example, the user and role permissions are combined, and the user is granted the most permissive set of rights available for each individual setting.

When you select combine inheritance, you can choose to combine with all roles that the user is assigned to, or to combine with a specific role. For example, imagine that the user belongs to role A and role B, and the permissions are as follows:

File Group Settings	User Configured Settings	Role A Configured Settings	Role B Configured Settings
File Access Level	Read Only	Read/Write	Read Only
Allow Save Data	Unchecked	Checked	Unchecked
Allow Calc Method Insert	Checked	Checked	Unchecked
Allow Calc Method Change	Unchecked	Checked	Unchecked
Apply settings to	Filtered Plan Files:	Filtered Plan Files:	Filtered Plan Files:
	DEPT.Region='North'	DEPT.Region='South'	DEPT.Country='France'

In this case, the effective permissions of the user depend on whether the combine inheritance is set to all roles, or to a specific role:

File Group Settings	Combine: All Roles	Combine: Role A	Combine: Role B
File Access Level	Read/Write	Read/Write	Read Only
Allow Save Data	Checked	Checked	Unchecked
Allow Calc Method Insert	Checked	Checked	Checked
Allow Calc Method Change	Checked	Checked	Unchecked
Apply settings to	Filtered Plan Files: (DEPT.Region='North') OR (DEPT.Region='South') OR (DEPT.Country='France')	Filtered Plan Files: (DEPT.Region='North') OR (DEPT.Region='South')	Filtered Plan Files: (DEPT.Region='North') OR (DEPT.Country='France')

When combined with all roles, the user is granted the most permissive set of rights across all of the roles. When combined with only one of the roles, the second role is effectively ignored. Unless the user has another set of permissions that allows inheritance from the second role, the user will not inherit any file group settings from the second role.

# Independent inheritance

The **Independent** option means that the user inherits permissions from roles, but the role permissions are applied independently from the user's configured permissions. The user and role permissions are not merged, as they are when using the combine option. The user effectively has two sets of permissions: one set based on the user's configured permissions, and one set based on the role's inherited permission. Additionally, if the user belongs to multiple roles, each role's permissions are inherited independently from each other (assuming that the independent inheritance is set to apply to "all roles").

The following is an example of how file group settings are treated with independent inheritance, assuming that the user belongs to the role:

File Group Settings	User Configured Settings	Role Configured Settings
File Access Level	Read Only	Read/Write
Allow Save Data	Unchecked	Checked
Allow Calc Method Insert	Checked	Checked
Allow Calc Method Change	Unchecked	Checked
Apply settings to	Filtered Plan Files:	Filtered Plan Files:
	DEPT.Region='North'	DEPT.Region='South'

In this example, the user's effective permissions are the same as the user configured permissions and the role configured permission, except applied separately. When the user accesses a plan file that belongs to the North region, it will be read only, and the user will not be able to change calc methods. When the user accesses a plan file that belongs to the South region, it will be read/write, and the user has all of the other plan file permissions as defined for the role.

If there is any overlap between the two independent permissions, then the user will be granted the most permissive set of rights for the area of overlap only. In the above example the filters cannot overlap, but imagine that the user and role filters were instead something like the following:

User Filter: DEPT >= 5000 and DEPT < 6000 Role Filters: DEPT >= 4000 and DEPT < 6000

In this case, the role permissions alone would apply to any departments from 4000 up to 4999. Where the permissions overlap, for departments 5000 to 5999, the user and role permissions would be combined.

**NOTE:** If you use independent inheritance with a specific role instead of all roles, that configuration blocks inheritance from all other roles unless the user has another permission set that allows the inheritance from the other roles.

# Multiple permission sets

For each file group, a user can have multiple sets of permissions that apply to the plan files in that file group. This allows you to define different permissions for different subsets of files. For example, you might want to give a user full read/write access to plan files belonging to the North region, but only read access to plan files belonging to the South region. In this case, you can create two sets of permissions for the user.

If a user has multiple permission sets, each permission set has its own role inheritance settings. For example, you may want to define filters at the user level, but define other access rights at the role level, as shown in the following example:

File Group Settings	User Configured Settings (Set 1)	Role A Configured Settings	User Effective Permissions (Combine: Role A)
File Access Level	None	Read/Write	Read/Write
Allow Save Data	Unchecked	Checked	Checked
Allow Calc Method Insert	Unchecked	Checked	Checked
Allow Calc Method Change	Unchecked	Checked	Checked
Apply settings to	Filtered Plan Files:	Filtered Plan Files:	Filtered Plan Files:
	DEPT.Region='North'	<blank filter=""></blank>	DEPT.Region='North'

User Permission Set 1, Combine: Role A

#### User Permission Set 2, Combine: Role B

File Group Settings	User Configured Settings (Set 2)	Role B Configured Settings	User Effective Permissions (Combine: Role B)
File Access Level	None	Read Only	Read Only
Allow Save Data	Unchecked	Unchecked	Unchecked
Allow Calc Method Insert	Unchecked	Checked	Checked
Allow Calc Method Change	Unchecked	Unchecked	Unchecked
Apply settings to	Filtered Plan Files:	Filtered Plan Files:	Filtered Plan Files:
	DEPT.Region='South'	<blank filter=""></blank>	DEPT.Region='South'

The ability to define multiple permission sets with separate inheritance settings is a very flexible feature, able to meet a wide variety of security needs. When using multiple permission sets, keep in mind that it is possible to configure settings that cancel out or contradict the settings of another set.

For example, if you configure one permission set with no role inheritance, and then you configure a second permission set with independent inheritance, then the no inheritance setting on the first set is pointless (since you are already independently inheriting all role settings from the second set). On the other hand, it can be meaningful to have no inheritance on the first permission set, and then combine inheritance on the second permission set (for either all roles or a specific role). Make sure that you understand the purpose of each permission set, and check the effective permissions section for the user to ensure that permissions are being inherited as intended.

#### Configuring table permissions (Tables tab)

On the Tables tab of the Security Management dialog, you can manage user access to tables. You can control what data a user can query from a table (read access), and what data a user can save to a table (write access).

Table access can be managed at the table level and at the table type level. By default, users have the following permissions:

- All table types, and stand-alone data tables and reference tables, start at "no access" for both read and write. You must configure access to these table types and tables on a per user or role basis. If access is defined for a table type, then any tables added to the table type will automatically inherit that access.
- All document reference tables are automatically set to full read access, via the Everyone role.

#### NOTES:

- If a user is an administrator, the settings on this tab are ignored. Administrators can access data in all tables.
- If you are defining permissions for a subsystem, see Defining maximum permissions for subsystems.

#### Understanding table permissions

This section explains how the table access settings in Security work.



Read access and write access

Each table and table type can have read access permissions and write access permissions.

• *Read access* defines what data a user can query from a table—for example, via a GetData function or by running an Axiom query. For each table or table type, a user can have no read access, full read access, or filtered read access.

• Write access defines what data a user can save to a table. For most users this means via a Save Type 1 process set up in a plan file or a report, but it also applies to Open Table in Spreadsheet (if the user has access to it). For each table or table type, a user can have no write access, full write access, or filtered write access.

**NOTE:** Table write access does not apply to document reference tables (Save Type 3). Document reference tables can only be created and edited via a source document; therefore the ability to write data to the table is controlled by the user's access rights to the source document. Also, write access is ignored for import packages—if the user has execute rights to an import, then they can save the imported data to the specified destination table, regardless of their write access to that table.

By default, the write access for a table or table type is set to the same level as the read access. If that is the desired level of access, then you only need to configure the read access; the write access will be automatically set. You can see this inheritance for the write access in the **Effective Permissions** box after you set the read access.

However, if you want differing levels of read and write access for a table or table type, then you must select the **Specify custom write access** check box, and then configure the specific write access.

If the read access is set to	And the write access is set to	The user's permission is
Full Access	(Default)	Read: Full Access
		Write: Full Access
Filter: DEPT.Region='North'	(Default)	Read: DEPT.Region='North'
		Write: DEPT.Region='North'
Full Access	Specify custom write access:	Read: Full Access
	Filter: DEPT.Region='North'	Write: DEPT.Region='North'
Full Access	Specify custom write access:	Read: Full Access
	Filter: <blank filter=""></blank>	Write: No Access
No Access	Specify custom write access:	Read: No Access
	Full Access	Write: Full Access

For example, imagine the following settings for the table GL2020:

#### NOTES:

For reference tables, the read access settings are only applied when the reference table is queried directly—for example, when viewing the reference table using **Open Table in Spreadsheet**, or when the reference table is the *primary* table of an Axiom query. The read access settings defined on a reference table are not applied when queries are made against a data table that joins to the reference table.

Therefore if you want to restrict access to *data*, the filter must be defined on the data table or its table type. For example, if you want to restrict a user to only viewing planning data for the North region, then you must define that filter on the data table or the table type, not on the DEPT reference table.

- Read filters are not applied to data that already exists in a spreadsheet. For example, when the administrator runs the **Process Plan Files** utility to process Axiom queries in plan files, the plan files are populated with data according to the administrator's data rights. When individual users open these plan files, they see all of the data that was populated into the spreadsheet. The read filters of the individual users would only be applied if the users processed Axiom queries by using the Refresh feature. If you would like to limit data access in plan files, you can consider dynamically hiding sheets that you do not want particular users to access.
- Keep in mind that just because a user has write access to a table, it does not mean that the user actually has the means to save any data. For example, in order for a user to save data to a table from a plan file, the user must have access rights to the plan file, and the permission to save data from the file, and the file must be configured to save data to the table. If a user does not have access to files and/or features that facilitate saving data to the database, then the user cannot save any data, regardless of his or her write access permissions.

## How table type access and table access combine

Tables inherit any rights set at the table type level, and then combine that access with any rights set at the table level, resulting in the most permissive set of rights for the table.

- If a table type is set to full or filtered access, then all tables in that table type inherit the full or filtered access. You cannot "override" the table type setting at the table level to deny access to a specific table in the table type. You can set individual tables to have more permissive access than the table type, but not less permissive.
- If desired, you can leave the table type access unset, and instead configure access at the table level. The user will be granted whatever access is set at the table level.
- If access filters are set at both the table type level and the table level, the filters are concatenated using OR (meaning the filters are combined to result in the most permissive set of rights for the table).

For example, imagine a table type of GL, which contains a table named GL2020:

If the table type GL is set to	And the table GL2020 is set to	The user's permission is
Full Access	No Access (nothing is configured)	Full Access
Full Access	DEPT.Region='North'	Full Access
No Access (nothing is configured)	DEPT.Region='North'	DEPT.Region='North'
DEPT.Region='South'	Full Access	Full Access
DEPT.Region='South'	DEPT.Region='North'	(DEPT.Region='South') OR (DEPT.Region='North')

Tables that do not belong to a table type only have their individual table access rights.

# Table visibility to users

If a user does not have any read access to a table, then that table will not display in lists of tables throughout the system, such as in the Sheet Assistant, or the Filter Wizard. Table Library folders and table types will only display if the user has read access to at least one table within the folder or the table type. (Exception: if the user has the Administer Tables permission, then that user will see all Table Library folders and table types for the purposes of creating new tables.)

#### Table permissions

The settings on the **Tables** tab define access for each table or table type. The left-hand side of the tab lists the available tables in the system, organized by table type. Tables that do not belong to a table type are listed under **(No Type)**. When you select a table or a table type in the list, you can configure the security settings for the user or role within the **Configured Permissions** section in the right-hand side of the tab.

🛛 🥅 (No Type)	$\sim$	Table type: GL
<ul> <li>GL</li> <li>BGT2014</li> <li>BGT2015</li> <li>BGT2016</li> <li>BGT2017</li> <li>BGT2017_V1</li> <li>BGT2018</li> <li>GL2013</li> <li>GL2014</li> <li>GL2015</li> <li>GL2016</li> <li>GL2017</li> </ul>		Configured Permissions Full Access Filter: DEPT.WorldRegion = 'Europe' Specify custom write access Open table in spreadsheet: None × Allow changing table structure Ignore role inheritance
	<	Effective Permissions Read filter: DEPT.WorldRegion = 'Europe' Write filter: DEPT.WorldRegion = 'Europe' Open table in spreadsheet: None Change structure: False Show Details

Example Tables tab

The **Effective Permissions** section displays the full permissions of the user for the selected item, taking into account any rights inherited from the table type or a role, and other settings such as administrator rights or subsystem restrictions. Make sure to check this section to ensure that users are being granted rights as you expect.

Because table permissions can be set at any point in the treeview, it can be difficult to later tell which items have been configured. To change the view to only show items with configured permissions, select the check box for **Show configured items only**. If the treeview is blank after selecting this check box, this means that the user or role has no configured permissions.

**NOTE:** By default, the Everyone role grants all users full read access to document reference tables. Any changes made to document reference tables in the **Tables** tab will not apply to users unless you modify the Everyone role to remove full access (or unless you configure the user to ignore role inheritance for that table).

# Read access settings

The following settings apply to all tables and table types, to define read access to data. By default, the write access is automatically set to the same level as the read access. If that is the desired level of access, then you do not need to do anything further to configure write access for a table or table type.

ltem	Description
Full access (Full read access)	Select this check box if you want the user or role to have full access to the table or table type.
	By default, this check box grants full read and write access. If you want to configure write access separately, then you must enable the separate option to <b>Specify custom write access</b> . Selecting that option exposes additional settings for write access, and renames this check box to <b>Full read access</b> .
	<b>NOTE:</b> If you are defining access for a table that belongs to a table type, and full access has already been granted at the table type level, then this check box is effectively ignored. However, the setting will be stored at the table level and could apply in the future if the table type access is ever changed, or if the table is removed from the table type. Be sure to check the <b>Effective Permissions</b> section of the dialog to see what level of access is being granted due to inheritance.
Filter	If you want the user or role to have filtered access to the table or table type,
(Read filter)	<ul> <li>ACCT.Acct&gt;10000 restricts the user to only accessing data for accounts over 10000.</li> </ul>
	• DEPT.Dept=100 restricts the user to only accessing data for department 100.
	<ul> <li>DEPT.Region='North' restricts the user to only accessing data for departments assigned to the North region.</li> </ul>
	By default, the filter applies to both read and write access. If you want to configure write access separately, then you must enable the separate option to <b>Specify custom write access</b> . Selecting that option exposes additional settings for write access, and renames this option to <b>Read filter</b> .
	<b>NOTE:</b> If you are defining a filter for a table that belongs to a table type, the filter will be concatenated to the table type filter using OR. If full access has been granted at the table type level, then the table level filter is effectively ignored. However, the filter will be stored for the table and could apply in the future if the table type access is ever changed, or if the table is removed from the table type. Be sure to check the <b>Effective Permissions</b> section of the dialog to see what level of access is being granted due to inheritance.

To define a filter for a table or table type, type the filter into the **Filter** box, or use the Filter Wizard **V**. Note the following:

- If the filter is for a table type, the filter should be based on key columns that are common to all tables in the table type (using either the key column itself, or a column in the lookup table that the key column links to). For example, if the GL table type has two required key columns, ACCT and DEPT, then you can create a table type filter that uses one or both of these columns, or one that uses grouping columns in the associated reference tables. Filters using any other columns may be invalid.
- If the table type has required columns, then any filter defined must be based on those required columns. If the required columns do not have lookups, then no valid filters can be defined.
- When selecting key columns in the Filter Wizard, the Filter Wizard automatically uses the lookup column in the reference table instead of the column in the data table. For example, if you select the column Acct in the GL2020 data table, the filter wizard automatically uses ACCT.ACCT in the filter (instead of GL2020.ACCT).

After defining a filter, you can validate the filter syntax by clicking the Validate filter button 🦆.

**IMPORTANT:** If you define a write filter on a reference table, then any columns used in the filter must also be included in the save definition when saving to that table using Save Type 1. For example, if the table is DEPT and the filter uses DEPT.Region, then the Region column must be included in the save definition in order for the user to save data.

## Write access settings

The following settings only apply if you want to configure write access at a different level than the read access.

**NOTE:** Write access settings do not apply to document reference tables. Document reference tables are only created and edited via a source document; therefore the ability to write data to the table is controlled by the user's access rights to the document.

ltem	Description
Specify custom write access	Select this check box if you want to configure write access at a different level than the read access.
	When this check box is selected, two additional settings become available in the dialog to set the write access: Full write access and Write filter.
	If you want the user to have no write access to the table, then select this check box and ignore the other write access settings. If <b>Full write access</b> is unchecked and <b>Write filter</b> is blank, then the user has no write access.

Item	Description
Full write access	Select this check box if you want the user or role to have full write access to the table or table type.
	<b>NOTE:</b> If you are defining access for a table that belongs to a table type, and full access has already been granted at the table type level, then this check box is effectively ignored. However, the setting will be stored at the table level and could apply in the future if the table type access is ever changed, or if the table is removed from the table type. Be sure to check the <b>Effective Permissions</b> section of the dialog to see what level of access is being granted due to inheritance.
Write filter	If you want the user or role to have filtered write access to the table or table type, specify the filter. For example:
	• ACCT.Acct>10000 restricts the user to only saving data for accounts over 10000.
	• DEPT.Dept=100 restricts the user to only saving data for department 100.
	<ul> <li>DEPT.Region='North' restricts the user to only saving data for departments assigned to the North region.</li> </ul>
	<b>NOTE:</b> If you are defining a filter for a table that belongs to a table type, the filter will be concatenated to the table type filter using OR. If full access has been granted at the table type level, then the table level filter is effectively ignored. However, the filter will be stored for the table and could apply in the future if the table type access is ever changed, or if the table is removed from the table type. Be sure to check the <b>Effective Permissions</b> section of the dialog to see what level of access is being granted due to inheritance.

To define a filter for a table or table type, type the filter into the **Filter** box, or use the Filter Wizard **V**. Note the following:

- If the filter is for a table type, the filter should be based on key columns that are common to all tables in the table type (using either the key column itself, or a column in the lookup table that the key column links to). For example, if the GL table type has two required key columns, ACCT and DEPT, then you can create a table type filter that uses one or both of these columns, or one that uses grouping columns in the associated reference tables. Filters using any other columns may be invalid.
- If the table type has required columns, then any filter defined must be based on those required columns. If the required columns do not have lookups, then no valid filters can be defined.
- When selecting key columns in the Filter Wizard, the Filter Wizard automatically uses the lookup column in the reference table instead of the column in the data table. For example, if you select the column Acct in the GL2020 data table, the filter wizard automatically uses ACCT.ACCT in the filter (instead of GL2020.ACCT).

After defining a filter, you can validate the filter syntax by clicking the Validate filter button 🦆.

**IMPORTANT:** If you define a write filter on a reference table, then any columns used in the filter must also be included in the save definition when saving to that table using Save Type 1. For example, if the table is DEPT and the filter uses DEPT.Region, then the Region column must be included in the save definition in order for the user to save data.

# Other table permissions

The following permissions can also be defined for tables and table types:

Item	Description
Open Table in Spreadsheet	This option specifies whether the user can view the table in Open Table in Spreadsheet, and at what level of access. Select one of the following:
	• None (default): The user cannot view the table in Open Table in Spreadsheet.
	<ul> <li>Read-Only: The user can view the table as read-only in Open Table in Spreadsheet.</li> </ul>
	<ul> <li>Read/Write: The user can view the table as read/write in Open Table in Spreadsheet.</li> </ul>
	Granting this permission gives the user access to the Table Library, so that the user can launch Open Table in Spreadsheet for the table.
	This permission does not apply to document reference tables. Document reference tables cannot be opened via Open Table in Spreadsheet.
	This permission can only be assigned if the user has read or read/write permission to the table data (either configured on the user or inherited from a role). If the user inherits Open Table in Spreadsheet permission from a role but does not have any corresponding access to table data, then the permission will be ignored. If the user is granted read/write access to Open Table in Spreadsheet but only has read access to the table, then the spreadsheet access will be limited to read-only.

Item	Description
Allow changing table structure	Select this check box if you want the user to be able to edit the table structure and table properties. If selected, then the user can open the <b>Edit Table</b> dialog for the table. The user can add, modify, and delete table columns, as well as modify other table properties.
	Granting this permission gives the user access to the Table Library, so that the user can launch <b>Edit table structure</b> for the table.
	By default this option is not selected, which means the user cannot edit the table structure or table properties.
	This permission does not apply to document reference tables. The table structure of document reference tables is controlled via the source file.
	This permission can be granted regardless of whether the user has access to the table data.
Ignore role inheritance	Select this check box if you do not want the user to inherit table access settings from a role (including the Everyone role).
	<ul> <li>If selected, then only the user's individual settings will be used to determine access to data in the table or table type.</li> </ul>
	<ul> <li>If this check box is not selected, then the user will be granted the most permissive set of rights among the user's configured settings and any roles that the user belongs to. If both the user and a role have filtered access, then the filters are concatenated using OR.</li> </ul>

# Restricting access to document reference tables

By default, all users have full read access to document reference tables, via the Everyone role. In most cases this is the desirable level of access. However, in some cases you may need to restrict access to a subset of users. To restrict access to a document reference table, you must do the following:

- In the Everyone role, clear the Full Access check box for the table. Now no non-admin users have access to the table.
- For each individual user or role that you want to grant full or filtered access to the table, modify the table access settings as desired.

**TIP:** Alternatively, you could leave the Everyone role at full access, and then modify specific users to **Ignore role inheritance** for the table. Those users would then have no access to the table.

Write access settings do not apply to document reference tables. Document reference tables are only created and edited via a source document; therefore the ability to write data to the table is controlled by the user's access rights to the document.

**NOTE:** If you have restricted access to a document reference table created by a driver file, keep in mind that your security changes will not be cloned when the file group is cloned. This is because the table itself is not cloned; the driver file is. If you want to apply the same changes to the new table created by the new driver file, then you will need to manually configure access to this table after processing the drivers for the new file group.

### Configuring file access (Files tab)

On the **Files** tab of the **Security Management** dialog, you can control access to files in the Axiom Budgeting and Performance Reporting file system. The following areas can be controlled:

- The Reports Library
- The Data Diagrams Library
- The Filter Library
- The Imports Library and the Exports Library
- The Process Definitions Library
- The Scheduler Jobs Library
- The Task Panes Library
- The Ribbon Tabs Library
- Certain supporting files for file groups: Templates, Drivers, Utilities, and Process Definitions

#### NOTES:

- File permissions do not apply to users with administrator rights. Administrators always have full access to all files.
- File permissions must be defined within the Security Management dialog. The bulk editing tool Open Security in Spreadsheet does not support configuring file and folder permissions.
- If you are defining file permissions for a subsystem, see Defining maximum permissions for subsystems.

## Configuring file permissions

The left-hand side of the **Files** tab displays the available folders and files. When you select a folder or a file in the list, you can define the security settings for the user or role within the **Configured Permissions** section in the right-hand side of the tab.

General Permissions Fi Edit Axiom file system per	ile Groups	Tables	Files	Startup		
<ul> <li>Reports Library</li> <li>Budget Report</li> <li>Data Explorers</li> <li>File Processing</li> <li>File Processing</li> <li>Forms</li> <li>Forms</li> <li>Forms</li> <li>Forms</li> <li>Samples</li> <li>Startup</li> <li>Startup</li> <li>Scheduler Jobs Li</li> <li>Exports Library</li> <li>Task Panes Library</li> <li>Ribbon Tabs Libra</li> <li>Process Definition</li> <li>File Groups</li> </ul>	rts g ocuments ibrary Y ary n Library		*	Repor	ts Library configured Permis configured Permis configured Permis configured Permis Allow Save Data Allow Save Data Allow Unprotect Allow Sheet Assis Allow File Proces tive Permissions configured Data: rotect: et Assistant: Processing Assist v Details	Read Only Allowed Not allowed Not allowed Not allowed Not allowed
Show configured items	s only			_		

Example Files tab

File permissions can be set at the folder level and at the file level. By default, all sub-folders and files underneath a parent folder inherit the rights of the parent folder, unless rights are explicitly set for the sub-folder or file.

You can set permissions at the library level and then override those permissions for specific sub-folders and files as needed, or you can set permissions for specific sub-folders and files only.

By default, each user or role has no access to any files or folders on this tab. You must define file permissions for each user or role.

To configure permissions to a file or folder:

1. Select the file or folder in the treeview, and then select **Configured Permissions**.

If this check box is selected for a sub-folder or a specific file, the sub-folder or file will no longer inherit any permissions set for the parent folder. You can clear the check box, and the sub-folder or file will once again inherit permissions from the parent folder.

2. Select the applicable permission options as desired.

Each type of file (reports, import, etc.) has slightly different security settings that can be defined on this tab. For more information on the file-specific options, see the detailed sections.

If a new folder or file is added to any library, a user will have access to it if the folder or file is placed underneath an existing parent folder that the user has rights to. For example, if a user has rights to the entire Reports Library, that user will have access to any new folders and files added to the Reports Library. If a user only has rights to a specific sub-folder in the Reports Library, that user will have access to new folders and files added to that sub-folder.

The **Effective Permissions** section displays the full permissions of the user, taking into account any inherited role rights, and other settings such as administrator rights. This section also takes into account rights that are inherited from a parent folder.

**NOTE:** Because file permissions can be set at any point in the treeview, it can be difficult to later tell which items have been configured. To change the view to only show items with configured permissions, select the check box for **Show configured items only**. If the treeview is blank after selecting this check box, this means that the user or role has no configured permissions.

## Reports Library

The following permissions can be set for files in the Reports Library:

Option	Description
Access	Select one of the following:
	No Access: The user or role cannot access the folder or file.
	Read Only: The user or role has read-only access to the folder or file.
	Users with read-only access to reports can open and refresh reports, but cannot save changes. If read access is set at the folder level, users cannot save new reports to that folder.
	Read/Write: The user or role has read/write access to the folder or file.
	If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.

Option	Description
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher.
	If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features.
	If the user's access level is No Access, then this setting is ignored.
	For example, you might clear this check box for the target report of a custom drill. The user only needs to be able to access this report when performing a custom drill on the source file. Displaying the file in the Reports Library would just clutter the list of files because the user never needs to open the file from that location.
	<b>NOTE:</b> The <b>Reports Library</b> dialog (accessible from <b>Reports &gt; All Reports</b> ) does not honor this permission. If a user has at least read-only access to a report, it will show in this dialog, regardless of the Show in Explorer permission.
Allow Save Data	Select this check box if you want the user or role to be able to save data to the database for the folder or file. If a report is set up to use Save Type 1, 3, or 4, the user will be able to save data to the database.
	If this check box is not selected, then the user cannot save data to the database from the report.
	<b>NOTE:</b> If a user has <b>Read Only</b> access and <b>Allow Save Data</b> , then the user will be able to save data to the database but not save changes to the file. Note that users with this combination of rights can save data from the file at any time, regardless of whether the file is locked to another user.

Option	Description
Allow Unprotect	Select this check box if you want the user or role to be able to remove workbook and/or worksheet protection for this folder or file.
	Users with this permission can use the <b>Advanced &gt; Protect</b> options on the ribbon to remove workbook or worksheet protection from Axiom files.
	<b>IMPORTANT:</b> If you enable this permission at the folder level, then the user will be able to unprotect any file that they save to the folder (assuming that the user has read/write access to the folder).
	<b>NOTE:</b> This setting is ignored for users with the <b>Remove Protection</b> permission on the <b>Permissions</b> tab; those users can remove protection for any file.
Allow Sheet Assistant	Select this check box if you want the user or role to see the Sheet Assistant. Generally, you should only expose the Sheet Assistant if the user is expected to edit file settings, including Axiom query settings.
	Enabling this permission also has the following impacts:
	<ul> <li>The user has access to the Control Sheet. If the Control Sheet is hidden in the document, the user can make it visible by double-clicking any field name in the Sheet Assistant.</li> </ul>
	<ul> <li>If the user has read / write permission and the Sheet Assistant permission, then the user can enable forms for the file and can see the Form Assistant and Form Control Sheet.</li> </ul>
	<ul> <li>The Drilling Control Sheet, if present in the file, is not hidden if the user has the Sheet Assistant permission.</li> </ul>
	• The Data Source Assistant is also available if the Sheet Assistant is available.
	If this check box is not selected, then the user cannot see the Sheet Assistant or the other related items as described above.
Allow File Processing	Select this check box if you want the user or role to be able to perform file processing on the file. If selected, then the user has access to file processing features, including the File Processing button on the menu and the File Processing task pane. The related control sheets will also be visible to the user.
	If this check box is not selected, then the user cannot perform file processing actions and cannot see the related menu items, task panes, or control sheets.

**NOTE:** If a user does not have access to any report files or folders, then the Reports menu item does not display on the menu, and the user cannot create reports.

# Filter Library

The following permissions can be set for files in the Filter Library:

Option	Description
Access	Select one of the following:
	No Access: The user or role cannot access the folder or filter.
	• Read Only: The user or role has read-only access to the folder or filter.
	Users with read-only access to saved filters can load those filters into the Filter Wizard for use. If read access is set at the folder level, users cannot save new filters to that folder.
	Read/Write: The user or role has read/write access to the folder or filter.
	If the item is a filter, the user can save changes to the filter. If the item is a folder, the user can also save new filters to the folder, create sub-folders, and delete and rename filters and folders.
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher.
	If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features.
	If the user's access level is No Access, then this setting is ignored.

# Scheduler Jobs Library

**NOTE:** Users must also have the **Scheduled Jobs User** permission (on the **Permissions** tab) in order to access any files in the Scheduler Jobs Library.

**IMPORTANT:** Users do not have to have any file permissions to a Scheduler job in order to execute that job via an event handler (such as when using Run Event or Raise Event).

The following permissions can be set for files in the Scheduler Jobs Library:

Option	Description
Access	<ul> <li>Select one of the following:</li> <li>No Access: The user or role cannot access the folder or file.</li> <li>Read Only: The user or role has read-only access to the folder or file. Users with read-only access to Scheduler jobs can open jobs and can manually execute jobs, but cannot save changes. If read access is set at the folder level, users cannot save new jobs to that folder.</li> <li>Read/Write: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.</li> </ul>
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher.
	If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features.
	If the user's access level is No Access, then this setting is ignored.
	For example, you might clear this check box if a user needs to be able to open a Scheduler job from a shortcut in a task pane, but otherwise the user does not need to be able to browse to it in the Scheduler Jobs Library.

# Exports Library

The following permissions can be set for files in the Exports Library:

Option	Description
Access	Select one of the following:
	• No Access: The user or role cannot open the folder or file (however, they can execute the export, if they have the separate Execute permission).
	• Read Only: The user or role has read-only access to the folder or file.
	Users with read-only access to exports can open export files to view the settings, but they cannot edit the settings.
	• Read/Write: The user or role has read/write access to the folder or file.
	If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.
	<b>NOTE:</b> Read/write access to the Exports Library does not allow the user to create exports. Export creation is controlled by the <b>Administer Exports</b> permission on the <b>Permissions</b> tab.
Execute	Select this check box to give the user execute permissions to the folder or file. Users with execute permissions can run the export.
	<b>NOTE:</b> Table read permissions are honored for export packages. When the user executes the export, the user's permission to the table will determine the eligible data to export. If the user does not have access to the table at all, then no data will be exported.

Option	Description
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher.
	If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features.
	For example, you might clear this check box if a user needs to be able to execute an export from a shortcut in a task pane, but otherwise the user does not need to be able to browse to it in the Exports Library.
	<b>NOTE:</b> If a user has Execute permissions but No Access to the export file, then you should select this check box if you want the export to display in the Export Library. When using this configuration, the user can double-click the file to open the Execute dialog only. If, however, the user will only execute the export from links in a task pane or other predefined links, then you can leave this option cleared.

**NOTE:** The export access permission and the execute permission are independent. A user can have no access to an export file but still be given execute permissions. Similarly, a user can have read/write access to the export settings, but not be able to execute it.

# Imports Library

The following permissions can be set for files in the Imports Library:

Option	Description
Access	<ul> <li>Select one of the following:</li> <li>No Access: The user or role cannot access the folder or file (however, they can execute the import, if they have the separate Execute permission).</li> <li>Read Only: The user or role has read-only access to the folder or file. Users with read-only access to imports can open import files to view the settings, but they cannot edit the settings.</li> <li>Read/Write: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.</li> <li>NOTE: Read/write access to the Imports Library alone does not allow the user to create new imports. The user must also have the Administer Imports permission on the Permissions tab.</li> </ul>
Execute	Select this check box to give the user execute permissions to the folder or file. Users with execute permissions can run the import. <b>NOTE:</b> Table write permissions are ignored for import packages. If a user has execute rights to an import, then the imported data will be saved to the configured destination table. regardless of the user's write access to that table.
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher.
	If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features.
	If the user's access level is No Access, then this setting is ignored.
	<b>NOTE:</b> If a user has Execute permissions but No Access to the import file, then you should select this check box if you want the import to display in the Import Library. When using this configuration, the user can double-click the file to open the Execute dialog only. If, however, the user will only execute the import from links in a task pane or other predefined links, then you can leave this option cleared.

#### NOTES:

- The import access permission and the execute permission are independent. A user can have no access to an import file but still be given execute permissions. Similarly, a user can have read/write access to the import settings, but not be able to execute it.
- The Import Errors folder is system-maintained and therefore does not display in this dialog. You cannot manually grant or deny access to this folder or the error files within it; access is automatically granted based on access to the import that generated the error.
- If an import uses an Axiom database as its source, then non-administrators cannot view or edit that import regardless of their access rights granted here. However, non-administrators can execute the import if they have that permission.

## Task Panes Library

The following permissions can be set for files in the Task Panes Library:

Option	Description
Access	Select one of the following:
	<ul> <li>No Access: The user or role cannot access the folder or file.</li> </ul>
	Read Only: The user or role has read-only access to the folder or file.
	Users with read-only access to task panes can view and use task panes but cannot save changes. If read access is set at the folder level, users cannot save new task panes to that folder.
	Read/Write: The user or role has read/write access to the folder or file.
	If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.
	<b>NOTE:</b> Users must also have the <b>Administer Task Panes</b> permission (on the <b>Permissions</b> tab) in order to create or edit task panes.

Option	Description	
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher.	
	If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features.	
	If the user's access level is No Access, then this setting is ignored.	
	For example, you might clear this check box if a user needs to be able to open an associated task pane for a file, but otherwise the user does not need to be able to open the task pane from the Task Panes Library.	
<ul> <li>NOTES:</li> <li>Task panes of open a file of feature.</li> <li>Users do no user is assig startup, reg.</li> </ul>	can contain shortcuts to various files and system features. The ability of a user to r use a feature from the task pane depends on the user's permission for that file or t need to have access permission to a task pane in order to open it at startup. If a ned a task pane on the Startup tab of security, it will always open as read-only at ardless of the user's access permission.	

By default, the Axiom ribbon tab does not contain any command to open task panes. If a user has rights to a file in the Task Panes Library, then in order to see and open this file manually the user must have access to either the Explorer task pane or the Axiom Explorer dialog, or you must include access to the task pane within another custom task pane or ribbon tab file that is assigned as a startup file to the user. For example, you might create a custom task pane that includes a link to the Task Panes Library, and if a user has file access rights to any task panes they could be launched from this location. Users only gain access to the Manage > Task Panes menu item if they have the Administer Task Panes security permission.

## Ribbon Tabs Library

The following permissions can be set for files in the Ribbon Tabs Library:

Option	Description	
Access	Select one of the following:	
	<ul> <li>No Access: The user or role cannot access the folder or file.</li> </ul>	
	Read Only: The user or role has read-only access to the folder or file.	
	Users with read-only access to task panes can view ribbon tab files but cannot save changes. If read access is set at the folder level, users cannot save new ribbon tab files to that folder.	
	Read/Write: The user or role has read/write access to the folder or file.	
	If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.	
	<b>NOTE:</b> Users must also have the <b>Administer Task Panes</b> permission (on the <b>Permissions</b> tab) in order to create or edit task panes.	
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher.	
	If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features.	
	If the user's access level is No Access, then this setting is ignored.	
	This setting does not have much use for ribbon tab files because ribbon tabs are typically configured as startup files for end users, and end users do not need access permission to be able to open the file at startup.	

#### NOTES:

- Users do *not* need to have access permission to a ribbon tab in order to open it at startup. If a user is assigned a ribbon tab on the Startup tab of security, it will always open as read-only at startup, regardless of the user's access permission.
- In general, there is no need to grant end users access to the Ribbon Tabs Library unless the user needs to be able to create and edit ribbon tabs. If a user opens a ribbon tab file directly from the Ribbon Tabs Library, it will always open in the editor, not in the application ribbon. There is no way to open a ribbon tab file on demand and have it display in the application ribbon.

# Process Definition Library

The following permissions can be set for files in the Process Definition Library:

Option	Description
Access	Select one of the following:
	No Access: The user or role cannot access the folder or file.
	• Read Only: The user or role has read-only access to the folder or file.
	Users with read-only access to the file can open the process definition from the Explorer task pane and view the settings.
	Read/Write: The user or role has read/write access to the folder or file.
	If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.
	Users with read/write access cannot start or stop the process, they can only edit the process definition settings.

Option	Description
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher.
	If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features.
	If the user's access level is No Access, then this setting is ignored.
	For example, you might clear this check box if a user needs to be able to open a process definition from a shortcut in a task pane, but otherwise the user does not need to be able to browse to it in the Process Definition Library.

# Data Diagrams Library

The following permissions can be set for files in the Data Diagrams Library:

Option	Description
Access	Select one of the following:
	<ul> <li>No Access: The user or role cannot access the folder or file.</li> </ul>
	Read Only: The user or role has read-only access to the folder or file.
	<ul> <li>Read/Write: The user or role has read/write access to the folder or file.</li> </ul>
	If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.

Option	Description
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher.
	If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features.
	If the user's access level is No Access, then this setting is ignored.
	For example, you might clear this check box if a user needs to be able to open a data diagram from a shortcut in a task pane, but otherwise the user does not need to be able to browse to it in the Data Diagrams Library.

# ► File Groups

The following permissions can be set for certain files and folders in file groups. Each file group is listed separately in this section, with sub-folders for Templates, Drivers, Utilities, and Process Definitions.

**NOTE:** Permissions cannot be set at the file group level and inherited by the folders. Each folder must be configured separately.

Option	Description	
Access	Select one of the following:	
	Hidden: The user or role cannot access the folder or file.	
	Read Only: The user or role has read-only access to the folder or file.	
	Users with read-only access to files can open and refresh those files, but cannot save changes. If read access is set at the folder level, users cannot save new files to that folder.	
	Read/Write: The user or role has read/write access to the folder or file.	
	If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.	

Option	Description	
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher.	
	If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features.	
	If the user's access level is No Access, then this setting is ignored.	
	For example, you might clear this check box if a user needs to be able to open the file from a shortcut in a task pane, but otherwise the user does not need to be able to browse to it in the Explorer task pane.	
Allow Save Data	Select this check box if you want the user or role to be able to save data to the database for the folder or file. If a file is set up to use Save Type 1, 3, or 4, the user will be able to save data to the database.	
	If this check box is not selected, then the user cannot save data to the database from the report.	
	NOTES:	
	<ul> <li>If a user has Read Only access and Allow Save Data, then the user will be able to save data to the database but not save changes to the file. Note that users with this combination of rights can save data from the file at any time, regardless of whether the file is locked to another user.</li> <li>This permission is ignored for template files and does not apply to process definitions. Save-to-database processes do not run within file group templates.</li> </ul>	

Option	Description
Allow Unprotect	Select this check box if you want the user or role to be able to remove workbook and/or worksheet protection for this folder or file.
	Users with this permission can use the <b>Advanced &gt; Protect</b> options on the ribbon to remove workbook or worksheet protection from Axiom files.
	<b>IMPORTANT:</b> If you enable this permission at the folder level, then the user will be able to unprotect any file that they save to the folder (assuming that the user has read/write access to the folder).
	NOTES:
	<ul> <li>This setting is ignored for users with the Remove Protection permission on the Permissions tab; those users can remove protection for any file.</li> </ul>
	<ul> <li>This setting does not apply to process definitions.</li> </ul>
Allow Sheet Assistant	Select this check box if you want the user or role to see the Sheet Assistant. Generally, you should only expose the Sheet Assistant if the user is expected to edit file settings, including Axiom query settings.
	Enabling this permission also has the following impacts:
	<ul> <li>The user has access to the Control Sheet. If the Control Sheet is hidden in the document, the user can make it visible by double-clicking any field name in the Sheet Assistant.</li> </ul>
	<ul> <li>If the user has read / write permission and the Sheet Assistant permission, then the user can enable forms for the file and can see the Form Assistant and Form Control Sheet.</li> </ul>
	<ul> <li>The Drilling Control Sheet, if present in the file, is not hidden if the user has the Sheet Assistant permission.</li> </ul>
	• The Data Source Assistant is also available if the Sheet Assistant is available.
	If this check box is not selected, then the user cannot see the Sheet Assistant or the other related items as described above.
	<b>NOTE:</b> This setting does not apply to process definitions. Also, control sheets are not hidden in template files.
Allow File Processing	Select this check box if you want the user or role to be able to perform file processing on the file. If selected, then the user has access to file processing features, including the File Processing button on the menu and the File Processing task pane. The related control sheets will also be visible to the user.
	If this check box is not selected, then the user cannot perform file processing actions and cannot see the related menu items, task panes, or control sheets.
	<b>NOTE:</b> This setting does not apply to process definitions.

## File permission examples

The following examples use the Reports Library, but the concept of folder inheritance applies to all files on the Files tab.

If a user has read/write access to the Reports Library, that user can access and save files anywhere in the library, unless a different level of access is explicitly set for a sub-folder or a file. For example:



Sub-folders and files inherit the rights defined for the parent folder, unless permissions are explicitly set for the sub-folder or file. When you select a sub-folder or file in the folder tree, you can tell if it is inheriting permissions by whether the **Configured permission** check box is selected. If this check box is not selected, then the folder or file is inheriting permissions, and you can view the inherited permissions in the **Effective Permissions** section.

General Permissions File Groups Table	s Files Startup	
Edit Axiom file system permissions.		
🔺 🏢 Reports Library	Budget Reports	
🖻 👪 Budget Reports	Configured Permissions	
🖻 🌽 Data Explorers	Access: No Access	
File Processing	Chausia Fuelana	
Forms	Allow Save Data	
🛛 🕪 Images 🔅 🗌 Allow Unprotect		
Misc Reports	Allow Sheet Assistant	
b 🏭 Samples	Allow File Processing	
🖻 퉲 Startup	Effective Permissions	
Supporting Documents	Access: Read Only	
🛛 🐌 Temp	Show in Explorer Allowed	
🛛 🕒 Test	Save Data: Not allowed	
Utilities	Unprotect: Not allowed	
🛛 📗 Video	File Processing Assistant: Not allowed	
Scheduler Jobs Library	Show Details	
Exports Library		

**NOTE:** The effective permissions also take into account role inheritance and administrator rights (if applicable). Therefore, the sub-folder or file might show a different level of permissions than its parent folder, if it is inheriting from a role.

If rights are set at the library level, but you want to set a different level of rights for a specific folder or file, select **Configured permission** for that folder or file and define the desired level of rights. In the following example, the user has read/write access to the Reports Library, but no access to the **Utilities** sub-folder.


Note that if the user was assigned to a role that had access to the Utilities folder, then the user would be granted that level of access even though the folder is explicitly hidden for the user. Users are granted the highest level of file permissions allowed by their user rights and assigned roles. You cannot override role inheritance for report file access.

It is also possible to grant a user access to a file or folder, but hide that file/folder in the user's Explorer task pane and other "Explorer views." In the following example, the **Drilling** sub-folder contains drill target files. The user needs read-only access to the files in order to perform the drill, but otherwise the user never needs to open the files directly or see the files in their Reports Library. By clearing the **Show in Explorer** option, this folder and its files will not display to the user.



### Assigning startup files (Startup tab)

On the **Startup** tab of the **Security Management** dialog, you can specify which files to open automatically when a user logs into the system. You can also configure certain startup options.

Startup files are assigned using the following categories:

- Home Page: You can assign an alternate home page for a user or role.
- Task Panes: You can assign custom task panes to open on startup.
- Ribbon Tabs: You can assign custom ribbon tabs to open on startup.
- Other Documents: You can assign additional reports (regular or form-enabled) to open on startup.

**NOTE:** Startup files are stored by document ID. If you subsequently change the name of a startup file or move it to a different location, the startup configuration will still work. If the file is deleted, the startup item will simply be ignored; it will not cause an error on startup.

Startup files only apply when using the Excel Client or the Windows Client, with one exception: if the assigned home page is an Axiom form, that page will also display as the user's home page when accessing forms in the Web Client.

	missions   F	ile Groups	Tables   File	s Startup						
Configure doo	cuments and	l task panes	to open on lo	ogin.						
Home Page:										
document://\	Axiom\Rep	orts Library\S	Startup\Corp	orate Financ	e Homes	dsx				×
ask Panes:							+		•	×
document://\	Axiom\Task	Panes Libra	ry\Report To	ols.axl						
ibbon Tabs:							4		1	$\times$
libbon Tabs:	Axiom\Ribb	on Tabs Libr	arv\OA Diag	nostics Ribb	on.axl		+	4	Ŷ	×
ibbon Tabs: document://\	\Axiom\Ribb	on Tabs Libr	rary∖QA Diag	nostics Ribb	on.axl		+	*	1	~
libbon Tabs: document://\	\Axiom\Ribb	on Tabs Libr	rary∖QA Diag	nostics Ribb	on.axl		+		1	
tibbon Tabs: document://	Axiom\Ribb	on Tabs Libr	ary\QA Diag	nostics Ribb	oon.axl		4	*	1	~
ibbon Tabs: Jocument://\ Ither Docume	\Axiom\Ribb ents:	on Tabs Libr	ary∖QA Diag	nostics Ribb	oon.axl		+	•	•	~
ibbon Tabs: document://\ )ther Docum	\Axiom\Ribb ents:	on Tabs Libr	rary∖QA Diag	nostics Ribb	oon.axl		•	•	1 1	×  ×
ibbon Tabs: document://\ )ther Docum	\Axiom\Ribb ents:	ion Tabs Libr	rary\QA Diag	nostics Ribb	oon.axl		+	*	•	×  ×
ibbon Tabs: document:// )ther Docum	\Axiom\Ribb ents:	on Tabs Libr	ary∖QA Diag	nostics Ribb	oon.axl		+	4	1	×  ×
ibbon Tabs: document:// Other Document	Axiom\Ribb ents:	on Tabs Libr	rary\QA Diag	nostics Ribb	oon.axl		+	*	\$ \$	×  ×

Example Startup tab

#### Assigning home pages

You can optionally assign home pages on a user or role basis. If a home page is specified in Security, this file will be used instead of the default files in the Startup folders. You can use any Axiom report (including web reports and Axiom forms), or any normal Excel file stored in the Reports Library.

You can assign each user or role a "global" home page to be used in all clients. You can also override this assignment to show a different home page in the Desktop Client (Excel Client or Windows Client).

The home page is always opened as read-only. The user does not need to be granted permissions to the file in order to open it on startup.

To assign a home page to a user or role:

1. On the **Startup** tab of the **Security Management** dialog, click the [...] button to the right of either of the following fields:

Item	Description
Home Page	This "global" home page is used in all clients, unless a Desktop Client Home Page is also specified.
	If you want this home page to display in the Web Client, the selected file must be web-enabled (either an Axiom form or a web report). If the file is not web-enabled, then the assignment will be ignored for purposes of the Web Client.
Desktop Client Home Page	This home page is used in the Desktop Client only (Windows Client or Excel Client), overriding the Home Page assignment.

The Shortcut Properties dialog opens so that you can select a file.

- 2. To specify the file, click the [...] button to the right of the **Shortcut Target** box. In the **Choose Document** dialog, select the desired file from the Reports Library, then click **OK**.
- 3. Once the file has been selected, specify any of the following optional Shortcut Parameters:

ltem	Description
Axiom Tab Name	An alternate name to display on the file tab. By default, the tab name is "Home".
Quick Filter	A Quick Filter to apply to the file. The Quick Filter must be a valid filter criteria statement. Once the file is opened, users can clear the filter using the Quick Filter option on the ribbon.
	<b>NOTE:</b> Queries in the target file must be configured to refresh on open, in order for the filter to be applied to the data when the file is opened.
	This option does not apply to web reports.
Non-closeable	Specifies whether the user can close the file once it has been opened.
	By default, this is not enabled, which means the file is closeable. If a user closes the home page, they can reopen it using the <b>Show Home</b> button on the default Axiom ribbon tab.
	You might enable this option if you have defined a custom ribbon tab for end users that does not contain the Show Home button. This ensures that users will always have access to the home page by preventing them from closing it.
View As Form	Select this option to open the report as an Axiom form. This option only applies if the report is form-enabled.

### 4. Click OK.

The selected file displays in the **Home Page** box.

You can change the home page assignment at any time, or remove the assignment by clicking the delete X button.

### Home page priority order

When a user logs into an Axiom Budgeting and Performance Reporting client, their home page is determined using the following priority order. If the first item on the list is defined, then that file is used, otherwise the next item on the list is used, and so on.

Desktop Client (Excel and Windows)

- 1. Security-assigned home page at the user level
- 2. Security-assigned home page for a role the user belongs to (excluding the Everyone role)

**NOTE:** If a user belongs to multiple roles, and more than one role has an assigned home page, the home page of the "first" role is used (determined alphabetically by role name).

3. Security-assigned home page for the Everyone role

Axiom Budgeting and Performance Reporting first cycles through items 1-3 looking for a **Desktop Client Home Page** assignment. If no assignment is found, Axiom Budgeting and Performance Reporting cycles through items 1-3 again, this time looking for a **Home Page** assignment. If no security home page is found, Axiom Budgeting and Performance Reporting continues to the next item.

- 4. Default home page in the Axiom System directory
  - In the Windows Client, Axiom Budgeting and Performance Reporting checks \Startup\Home\Windows Client first, then moves on to \Startup\Home.
  - In the Desktop Client, Axiom Budgeting and Performance Reporting checks \Startup\Home\Excel Client first, then moves on to \Startup\Home.

If no valid home pages are found for the Desktop Client, a blank spreadsheet is used.

#### Web Client

1. Product-assigned home page

This item only applies in systems with installed products. If a product area in the Web Client has a designated home page, that home page takes precedence over all other home page assignments. When the user logs into the Web Client, they see the home page for their default product area.

- 2. Security-assigned home page at the user level
- 3. Security-assigned home page for a role the user belongs to (excluding the Everyone role)

**NOTE:** If a user belongs to multiple roles, and more than one role has an assigned home page, the home page of the "first" role is used (determined alphabetically by role name).

4. Security-assigned home page for the Everyone role

For the Web Client, only the **Home Page** assignment is considered for items 1-3. The **Desktop Client Home Page** is ignored. The Home Page assignment must be a web-enabled file in order to be used as the Web Client home page. If no valid assignment is present in Security, Axiom Budgeting and Performance Reporting continues to the next item.

5. Default home page in the Axiom System directory

In the Web Client, Axiom Budgeting and Performance Reporting checks \Startup\Home\Web Client for a web-enabled file, and uses that file as the home page if present. The \Startup\Home directory is ignored in this case, even if the file in that directory is web-enabled. If no valid home page is present in the Axiom System directory, Axiom Budgeting and Performance Reporting continues to the next item.

6. Default Web Client home page provided by Axiom Budgeting and Performance Reporting

This page displays the user's notifications and web favorites. This built-in page is only used as the home page if no other home page assignment is found.

#### Assigning startup task panes

You can assign one or more custom task panes to display automatically when a user logs into the system. Typically, these settings are defined at the role level rather than at the user level—either on the Everyone role to display for all users, or on your organization's defined roles.

Users do not need to have file permissions to access the task panes that are designated to open on startup. Because of this, in most cases you should use the **Non-Closeable** option to specify that the task pane cannot be closed. This will ensure that the task pane is always available to the user. Otherwise, the user could close the task pane and then have no way to open it again, because they do not have access to the file itself.

Users inherit any task panes defined for roles that they are assigned to, in addition to their own assigned task panes. Task panes are opened in the following order:

- Task panes defined for the Everyone role, in the order specified on the Everyone role
- Task panes defined for roles (multiple roles sorted in alphabetical order), in the order specified for the role
- Task panes defined for the user, in the order specified for the user

If a single task pane is listed in more than one place, it is only opened once, the first time it is listed.

#### NOTES:

- The startup task pane settings do not control the display of system-controlled task panes such as the Sheet Assistant or File Processing. These task panes display dynamically when they are relevant to the current context, if the user has the appropriate rights.
- By default, the Everyone role is configured to open the following built-in task panes on startup: Explorer and Process. These task panes are not system-controlled; if desired you can change their security settings or remove the task panes entirely.

To assign startup task panes to a user or role:

 On the Startup tab of the Security Management dialog, click the plus + button at the top of the Task Panes box.

The Shortcut Properties dialog opens.

- 2. To specify the task pane, click the ... button to the right of the **Shortcut Target** box. In the **Choose Document** dialog, select the desired task pane from the Task Panes Library and then click **OK**.
- 3. Once the task pane has been selected, specify any of the following optional Shortcut Parameters:

Item	Description
Axiom Tab Name	Define an alternate tab name for the task pane (by default, the tab name is the file name).
Non-closeable	Select this option to prevent the user from closing the task pane.
	This option should be selected for startup task panes if users do not otherwise have access to the task pane. Most end users are not granted access to the Task Panes Library and therefore they only see task panes that are configured to open on startup. In this case, if the user closes the task pane, they will have no way to reopen it (other than to exit the system and then log in again). Preventing users from closing the task pane ensures that it will always be available.

4. Click OK. The selected file displays in the Task Panes box.

You can repeat this process for as many custom task panes that you want to assign to the user or role.

Once one or more task panes have been assigned, you can modify the assignments as follows:

- To adjust the order of multiple assigned task panes, select the task pane that you want to move and then use the arrow buttons to move it up or down.
- To delete an assigned task pane, select the task pane in the list and then click the Delete X button.
- To edit the shortcut parameters of an assigned task pane, double-click the task pane in the list to reopen the **Shortcut Properties** dialog.

#### Assigning startup ribbon tabs

You can assign one or more custom ribbon tabs to display automatically when a user logs into the system. Typically, these settings are defined at the role level rather than at the user level—either on the Everyone role to display for all users, or on your organization's defined roles.

Keep in mind that just because a ribbon tab is opened at startup does not necessarily mean it will display to the user. You can configure certain ribbon tab options that further control the display. For example, you can specify that a particular ribbon tab only displays if the user is an administrator, or if the current file is a plan file. These options make it easier to configure a ribbon tab for the Everyone role, yet still dynamically control the display so that only the users who need the ribbon tab can see it.

Users do not need to have file permissions to access the ribbon tabs that are designated to open on startup. Startup is the only time that ribbon tabs can be opened in the ribbon, so in general there is no reason to give end users file permissions to these files except for the small handful of users who need to create and edit the ribbon tabs.

Users inherit any ribbon tabs defined for roles that they are assigned to, in addition to their own assigned ribbon tabs. Ribbon tabs are opened in the following order:

- Ribbon tabs defined for the Everyone role, in the order specified on the Everyone role
- Ribbon tabs defined for roles (multiple roles sorted in alphabetical order), in the order specified for the role
- Ribbon tabs defined for the user, in the order specified for the user

Custom ribbon tabs display before (to the left of) any Excel ribbon tabs. In the case of the Windows Client, custom ribbon tabs display before the Home tab.

If a single ribbon tab is listed multiple times, it is only opened once, the first time it is listed.

**NOTE:** By default, the Everyone role is configured to display two built-in ribbon tabs: Axiom and Axiom Designer. These ribbon tabs are not system-controlled; if desired you can change the security settings for these tabs, customize the tab contents, or remove the tabs entirely.

To assign startup ribbon tabs to a user or role:

 On the Startup tab of the Security Management dialog, click the plus + button at the top of the Ribbon Tabs box.

The Shortcut Properties dialog opens.

- 2. To specify the ribbon tab, click the ... button to the right of the **Shortcut Target** box. In the **Choose Document** dialog, select the desired ribbon tab from the Ribbon Tabs Library and then click **OK**.
- 3. Once the ribbon tab has been selected, specify any of the following optional Shortcut Parameters:

Item	Description
Axiom Tab Name	Optional. Define an alternate tab name for the ribbon tab (by default, the tab name is the file name).
Requires Admin	Select this check box if the ribbon tab should only be visible if the user is an administrator.
	In general, this option is only used if you are assigning a ribbon tab for the Everyone role, but you want to limit the display to administrators.
Requires Sheet Assistant	Select this check box if the ribbon tab should only be visible if the user has Sheet Assistant permission to the current file.
	This option can be used to dynamically display a ribbon tab that contains tools appropriate for file designers. Keep in mind that the ribbon tab will dynamically show and hide as the user changes the current file (assuming the user only has Sheet Assistant permission to certain files).
Visible for doc type	Optional. Select a document type if the ribbon tab should only be visible when the current file is a certain type of file. You can specify <b>Plan File</b> , <b>Template</b> , or <b>Report</b> . By default, this option is set to <b>All</b> , which means the ribbon tab displays for all file types (assuming it is otherwise eligible to display).
	If you specify a document type, keep in mind that the ribbon tab will dynamically show and hide as the user switches between different documents. This may be confusing to the user if the ribbon tab is not very obviously designed for a particular document type.

4. Click OK. The selected file displays in the Ribbon Tabs box.

You can repeat this process for as many custom ribbon tabs that you want to assign to the user or role.

Once one or more ribbon tabs have been assigned, you can modify the assignments as follows:

- To adjust the order of multiple assigned ribbon tabs, select the ribbon tab that you want to move and then use the arrow buttons to move it up or down.
- To delete an assigned ribbon tab, select the ribbon tab in the list and then click the Delete X button.
- To edit the shortcut parameters of an assigned ribbon tab, double-click the ribbon tab in the list to reopen the **Shortcut Properties** dialog.

#### Assigning other startup documents

You can assign other documents to open automatically when a user logs into the Axiom Budgeting and Performance Reporting Desktop Client. These documents are opened in addition to the home file. You can select any Axiom report (including web reports and Axiom forms) or any normal Excel file stored in the Reports Library.

There is no limit on the number of files that can be opened at startup, however, many files or large files may slow performance and cause delays starting Axiom Budgeting and Performance Reporting.

If a document is assigned to open on startup, then it will always open on startup as read-only, regardless of the user's file permissions for that document. The user does not need to have permission to access the file otherwise.

Users inherit any documents defined for roles that they are assigned to, in addition to their own assigned documents. Documents are opened in the following order:

- Documents defined for the Everyone role, in the order specified on the Everyone role
- Documents defined for roles (multiple roles sorted in alphabetical order), in the order specified for the role
- Documents defined for the user, in the order specified for the user

If a single document is listed in more than one place, it is only opened once, the first time it is listed. Note that the home page is always the first document opened.

To assign other startup documents to a user or role:

1. On the Startup tab of the Security Management dialog, click the plus + button at the top of the Other Documents box.

The Shortcut Properties dialog opens.

- 2. To specify the document, click the ... button to the right of the **Shortcut Target** box. In the **Choose Document** dialog, select the desired file from the Task Panes Library and then click **OK**.
- 3. Once the document has been selected, specify any of the following optional Shortcut Parameters:

Item	Description
Axiom Tab Name	An alternate name to display on the file tab. By default, the tab name is the file name.
	If the file is an Axiom form or a web report, then this tab name is only used when launching the Windows Client, and causes the file to open within the application instead of the browser.

ltem	Description
Quick Filter	A Quick Filter to apply to the file. The Quick Filter must be a valid filter criteria statement. Once the file is opened, users can clear the filter using the Quick Filter option on the ribbon.
	<b>NOTE:</b> The target file must be refreshed in order for the filter to be applied to the data. One or both of the following settings should be enabled in the file:
	<ul> <li>Refresh all Axiom functions on open (if the file uses functions to return data instead of an Axiom query)</li> </ul>
	Refresh data on file open (for the applicable Axiom queries)
	This option only applies to Axiom spreadsheet reports and Axiom forms.
Non-closeable	Specifies whether the user can close the file once it has been opened.
	By default, this is not enabled, which means the file is closeable. You may want to enable this option if users do not otherwise have access to the file. In this case, if the user closes the file, they will have no way to reopen it (other than to exit the system and then log in again). Preventing users from closing the file ensures that it will always be available.
	You would only do this if the file is something that users need to see throughout their session. If the file is simply informational and users don't need to see it again once they have viewed it, then you probably want to let users close the file.
View As Form	Select this option to open the report as an Axiom form. This option only applies if the report is form-enabled.

4. Click OK. The selected file displays in the Other Documents box.

You can repeat this process for as many additional documents that you want to assign to the user or role.

Once one or more documents have been assigned, you can modify the assignments as follows:

- To adjust the order of multiple assigned documents, select the document that you want to move and then use the arrow buttons to move it up or down.
- To delete an assigned document, select the document in the list and then click the Delete X button.
- To edit the shortcut parameters of an assigned document, double-click the document in the list to reopen the **Shortcut Properties** dialog.

**NOTE:** When a user launches the Excel Client, any web-enabled startup documents other than the Home file will be opened in the browser instead of within the Excel Client. In the Windows Client, if you define an **Axiom Tab Name** for the web-enabled document, it will open within the application instead within the browser.

#### Assigning startup options

You can configure startup options that impact how Axiom Budgeting and Performance Reporting displays when a user logs in. These options are listed at the bottom of the **Startup** tab of the **Security Management** dialog, underneath the assigned startup files. You can set these startup options at the user level or at the role level.

Currently there is only one startup option that can be set:

• Show Formula Bar At Start

If this option is enabled, then the formula bar automatically shows when a user logs into the Axiom Budgeting and Performance Reporting Excel Client or the Windows Client. If this option is disabled, then the formula bar is hidden.

Users can still toggle the formula bar shown or hidden using the **Formula Bar** check box on the **Axiom** ribbon tab. This startup option simply determines the initial state of the formula bar when the user logs in; it does not prevent the user from changing that state later.

By default, all users are set to show the formula bar at start, via the Everyone role. If you want to change this behavior, you have several options:

- You can override the behavior for specific users by clicking the **Override** check box and then clearing the check box for **Show Formula Bar At Start**. This means that the formula bar will be hidden at start for this user.
- You can clear the **Show Formula Bar At Start** check box for the Everyone role, and then set the option as desired for specific users and roles.

**NOTE:** It is not possible to leave the option enabled for the Everyone role and then override it by role. If you want some roles to show the formula bar and others to hide it, then you must disable the option on the Everyone role and then enable or disable it as appropriate for your other roles.

This setting is always enabled for admin users and cannot be disabled. However, for admin users only, Axiom Budgeting and Performance Reporting will remember the last state of the formula bar and apply that on startup, disregarding this setting.

# Security Subsystems

Security subsystems allow you to define groups of users to be managed as a distinct "subset" of users within the system. Using subsystems, you can:

- Define a group of users to belong to the subsystem and be limited to a certain maximum level of permissions. When you create a subsystem, you are essentially drawing a permissions boundary that users who belong to the subsystem cannot cross.
- Assign one or more subsystem administrators who can manage security for the users that belong to the subsystem. This allows you to give certain users the right to manage other users' permissions, without needing to grant them full administrator rights or even full security administration rights.

Subsystems are *not* an alternative to roles. Roles grant permissions as a group; roles cannot be used to deny permissions or to grant user management rights. Subsystems are intended for situations where you need to create independently-managed user groups that work within the same system but only need access to specific defined areas of that system. Roles can then be used to grant permissions within the limits of the subsystem.

**NOTE:** Subsystems are optional in systems without installed products. Subsystem features are only available if you have enabled them using the system configuration settings.

### About subsystems

Subsystems are used to create distinct groups of users who need to be restricted to a certain maximum level of access. When you create a subsystem, you define:

- The maximum permissions for the subsystem. Using the standard security permission settings, you specify the maximum level of permissions that any user who belongs to this subsystem can have.
- The users who belong to the subsystem. The permissions for these users cannot exceed the subsystem maximum permissions. Roles can also optionally belong to a subsystem, and will be limited to the subsystem maximum permissions.
- The subsystem administrators. Subsystem administrators can access Axiom Budgeting and Performance Reporting security for purposes of managing users and roles that belong to the subsystem.

For example, imagine that your organization has three different facilities, and you budget for all of these facilities within the same Axiom Budgeting and Performance Reporting system. Each facility has a set of users, and you want to limit those users to a specific set of plan files and reports. You also want to allow the finance manager of each facility to control the user rights for their facility, but you do not want to make them full system administrators.



Example system with subsystems

You could use subsystems for this configuration as follows:

- Create a subsystem for each of the facilities. You can assign existing users to the subsystem, and/or the subsystem administrator can create users for the subsystem.
- Within each subsystem, specify the maximum level of user rights for that facility. This would include plan file access filters to restrict the set of plan files in a file group, and folder permissions for the Reports Library (for example, each facility might have their own folder in the Reports Library, and you would grant each subsystem permission to only the appropriate folder).
- Within each subsystem, assign the facility's finance manager as the subsystem administrator. That user could then manage the rights for each user in the subsystem, including granting the users rights to the necessary plan files and reports (either individually or by using roles). The users can have a lower level of rights than what is allowed by the subsystem, but they cannot have a higher level.

Each user can belong to one or more subsystems. If a user belongs to multiple subsystems, the limits for each subsystem will be applied independently (in other words, using OR to concatenate the restrictions where applicable instead of AND).

In systems with installed products, subsystems are used to control access to specific products. These subsystems are product-controlled and delivered with the product. For example, you may have subsystems for Capital Planning and Budget Planning. You can assign users to subsystems based on the specific products they should be able to access.

#### About subsystem administrators

When a user is assigned as a subsystem administrator, that user can access security for the purposes of managing users and roles that belong to the subsystem.

Subsystem administrators are not administrator-level users. The behavior is similar to being granted the **Administer Security** permission, except that the subsystem administrator can only work with users and roles within the subsystem.

Subsystem administrators can do the following:

- Create, edit, and delete users and roles within the subsystem.
- Assign roles to users in the subsystem. The users can be assigned to subsystem-specific roles or to "global" roles (roles that do not belong to any subsystem).
- Remove locks held by users in the subsystem. This applies to document and table locks, and save data locks, where the subsystem administrator has some level of access to the locked item.
- Use Log in as selected user to test the permissions of any user in the subsystem by logging in as that user. (Note that if a system administrator is assigned to the subsystem, the subsystem administrator cannot log in as that user.)

Subsystem administrators cannot edit the subsystem settings, except to assign users and roles to the subsystem. It is assumed that the subsystem is created by a system administrator (or delivered as part of an installed product), and then the subsystem administrator simply manages the users and roles within that predefined framework.

The subsystem administrator can be any user. The subsystem administrator may belong to the subsystem as a user if desired, but that is not a requirement. If the subsystem administrator is also a member of the subsystem, then the subsystem administrator can edit his or her own user permissions, but overall those permissions are restricted by the limits of the subsystem.

A Security Management for Training	Video	? ×
● Users ○ Roles ○ Subsystems Sort By: Last Name Show: ✓ Enabled ✓ Subsy <type filter="" here="" list="" to=""> assign e</type>	User: Xavier Sasparilla, Rufus (rxavier) ystem admin can only s subsystem record to xisting users: subsystem	4 user(s), 0 admin(s)
Deer, Mary (mdeer) Eubanks, Fred (feubanks,	cannot edit subsystem properties Budget Manager	<b>4</b> 5
Xavier Sasparilla, Rufus (rxavier) Subsystem admin can only see and edit users who belong to the subsystem	Email       rxavier@mycompany.com         License Type       Standard         Authentication       Axiom Prompt         Login       rxavier         Password       **********         Image: Company Company.com          Authentication       Axiom Prompt         Login       rxavier         Password       *********         Image: Company.com          Authentication       Assigned Subsystem	ems
<ul> <li>♣ ♣ X</li> <li>Log in as selected user</li> </ul>	Budget Planning Apply	OK Cancel

Example Security dialog for a subsystem administrator

#### About subsystems and roles

Subsystems can be used in conjunction with roles. You can assign a user to a subsystem, and then assign the user to one or more roles to grant security permissions. These permissions are then limited by the subsystem boundaries.

There are two ways that you can use roles with subsystems:

- You can assign subsystem users to "global" roles, meaning standard roles that don't belong to a subsystem. These roles can contain users that belong to any subsystem. The role permissions are inherited "as is" by the user and then the user's effective permissions are restricted by their assigned subsystem.
- You can assign a role to a subsystem, and then assign users in the subsystem to the role. In this case, only users who also belong to the subsystem can belong to the role. Also, the role permissions are restricted by the assigned subsystem before the user inherits the permissions.

Subsystem-specific roles are recommended if users may belong to multiple subsystems, due to the small but crucial difference in how role inheritance and subsystem restrictions interact. Also, subsystem administrators can create and edit subsystem-specific roles, which provides the subsystem administrator with greater control over the use of roles with their subsystem users. When using global roles, subsystem administrators can only assign users to the role, they cannot edit the role or see the role's permissions.

# Role inheritance and subsystems

If each user only belongs to one subsystem, then there is no difference in the effective permissions when users inherit permissions from global roles or from subsystem-specific roles. However, if a user can belong to multiple subsystems, then the effective permissions can vary depending on which type of role is used.

To illustrate this difference, consider the following plan file filter settings for a file group:

User configured permission:	No Access
Role configured permission:	All Plan Files
Subsystem maximum permission:	DEPT.Facility=5

In this configuration, it doesn't matter whether the role is global or whether it belongs to the subsystem. In both cases, the user will ultimately be restricted to plan files that are assigned to Facility 5. If the role is global, then the subsystem restriction of Facility 5 will be applied to the user after the role inheritance. If the role belongs to a subsystem, then the Facility 5 restriction will be applied to the role before the permissions are inherited. Either way, the end result of the effective permission is the same.

Now consider what can happen if the role is global and the user belongs to two subsystems instead of just one:

User configured permission:	No Access
Role configured permission:	All Plan Files
Subsystem 1 maximum permission:	DEPT.Facility=5
Subsystem 2 maximum permission:	All Plan Files

In this configuration, the user inherits the permission from the global role before the subsystem restrictions are applied to the user. So the user's starting permission is All Plan Files. Because the user's multiple subsystem restrictions are combined using OR, the ultimate subsystem restriction is Dept.Facility=5 OR All Plan Files (which effectively means no restriction—the combined subsystem maximum permission allows access to all plan files). Together with the inherited role permission, this means the user has access to all plan files.

The organization may have intended the user to have access to all plan files. The user belongs to Subsystem 2 and that subsystem allows access to all plan files, so it is a valid result if the user is assigned to a role that grants access to all plan files. However, a potential issue may arise if the role assignment was made by the Subsystem 1 administrator. This subsystem administrator may not know that the user also belongs to Subsystem 2 and/or may not know that Subsystem 2 has a maximum permission of All Plan Files. The Subsystem 1 administrator can only consider the impact of his or her subsystem's restrictions, which would limit the user to plan files from Facility 5. The granting of all plan files via the Subsystem 2 maximum permission may be unintentional.

So if subsystem administrators are managing role assignments and users can belong to multiple subsystems, the only way to ensure that permissions are limited by each respective subsystem is to use subsystem-specific roles instead of global roles. For example, consider the following configuration where the user belongs to multiple subsystems and is assigned to subsystem-specific roles:

User configured permission:	No Access
Role configured permission (Subsystem 1):	All Plan Files
Role configured permission (Subsystem 2):	No Access
Subsystem 1 maximum permission:	DEPT.Facility=5
Subsystem 2 maximum permission:	All Plan Files

Now the role filters are limited by the subsystem restrictions *before* the user inherits permissions from the roles. This gets resolved as follows:

- Subsystem 1 role permission of All Plan Files is restricted by the Subsystem 1 maximum permission of Dept.Facility=5. The user can access only those plan files that belong to Facility 5.
- Subsystem 2 role permission of No Access needs no further resolution—the user is not granted access to any plan files via this subsystem.
- So even though the user's combined subsystem restriction is the same as in the previous example, this is no longer an issue because the role permissions are restricted by their respective subsystems before being inherited by the user. In this case this means the user is only granted the plan file access from the Subsystem 1 role, meaning the user only has access to plan files for Facility 5.

Now imagine the same permissions except that the role configured permission for Subsystem 2 is Dept.VP='Smith' instead of No Access. Now the user's effective permission is as follows:

(DEPT.VP='Smith') OR (DEPT.Facility=5)

This means the user can access any plan files from Facility 5, and any plan files where the assigned VP is Smith.

#### Managing subsystems

Using the **Security Management** dialog, you can create new subsystems, edit existing subsystems, and delete subsystems. To access this dialog:

• On the Axiom tab, in the Administration group, click Manage > Security > Security Manager.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the System Management group, click Security > Security Manager.

To work with subsystems, select Subsystems in the top left-hand corner of the dialog.

**NOTE:** Only administrators and users with the **Administer Security** permission can create, edit, and delete subsystems. Subsystem administrators are limited to viewing the **General** tab of the subsystem only, for purposes of assigning existing users to the subsystem.

A Security Management for Training	Video	? ×
○ Users ○ Roles ● Subsystems Subsystem settings do n∕grant	Subsystem: Budget Planning         Define maximum           General         Permissions         Files	
right maxi assig user the user or role level.	Edit general information. Subsystem Details Name Budget Planning Subsystem Details	•
<type filter="" here="" list="" to=""> X Budget Planning Capital Planning</type>	Description: Add users to the subsystem Deer, Mary (mdeer) Eubanks, Fred (feubanks) Lee, Steve (slee) Xavier Sasparilla, Rufus (rxavier)	
	Subsystem-Specific Roles: Budget Managers	
Add and delete subsystems	Assign a subsystem administrator	• ×
	Арріу ОК	Cancel

Security dialog with subsystems enabled

To save changes, click Apply (or OK if you are finished editing security settings).

## Creating subsystems

You can create a new blank subsystem, or you can clone the settings of an existing subsystem. If you clone a subsystem, all of that subsystem's settings are copied to the new subsystem, *except* for assigned users.

To create a subsystem, click one of the following buttons located underneath the subsystem list:

- To create a new blank subsystem, click Create subsystem +.
- To clone an existing subsystem, select that subsystem in the list and then click Clone subsystem
   44.

The new subsystem is added to the list. You can define the settings for the new subsystem as desired, and you can assign users and roles to the subsystem. You can also assign a user as a subsystem administrator, to manage the users within the subsystem.

For more information on completing subsystem settings, see:

- Defining subsystem properties (General tab)
- Defining maximum permissions for subsystems

### Editing subsystems

To edit a subsystem, select a subsystem from the **Subsystems** list, then make any changes to that subsystem. Changes to subsystem settings take effect when the changes are saved.

### Deleting subsystems

To delete a subsystem, select a subsystem from the **Subsystems** list, then click **Delete subsystem**  $\times$ . You are prompted to confirm that you want to delete the subsystem.

A subsystem cannot be deleted if users are assigned to it.

#### Defining subsystem properties (General tab)

The following settings are available for subsystems on the General tab.

### Subsystem Details

Each subsystem has the following general properties:

Item	Description
Name	The name of the subsystem.
Description	A description of the subsystem.

### Subsystem-Specific Roles

Multiple roles can be assigned to a subsystem. If the subsystem already has assigned roles, those roles are displayed here.

It is not possible to assign roles from the subsystem record. Roles can be assigned to subsystems from the role record, using the **Subsystem** box. See Managing subsystem roles.

# Assigned Users

Multiple users can be assigned to a subsystem. If the subsystem already has assigned users, those users are displayed here.

Subsystem assignments can be made when editing either the user or the subsystem. See Managing subsystem users.

### Subsystem Admins

One or more users can be assigned as a subsystem administrator. Only administrators and users with the **Administer Security** permission can assign or remove a subsystem administrator. Subsystem administrators do not see this section when they view the subsystem record.

 To assign a user as a subsystem administrator, click Add +. In the Assign Users dialog, you can select one or more users to add as a subsystem administrator.

Assigning a user as a subsystem administrator does not automatically add the user to the subsystem. Subsystem administrators are not required to belong to the subsystem. However, if you want the user to also belong to the subsystem, then you must separately assign the user to the subsystem.

To remove a user as a subsystem administrator, select the user in the list and then click Remove
 Xou can select and remove multiple users at once.

Subsystem administrators can access the **Security Management** dialog for the purposes of managing users for the subsystem. Subsystem administrators do not otherwise have administrator-level permissions. For more information on subsystem administration rights, see About subsystem administrators.

### Defining maximum permissions for subsystems

When defining security settings for a subsystem, you are defining the maximum permission that any user who belongs to the subsystem can have. Users are not granted these permissions by the subsystem; they are restricted to having this level of permission or less. Generally this means that you must define the maximum desired settings on each tab of the dialog, or else no users in the subsystem can have access to the features controlled by that tab.

You can imagine the subsystem permissions as defining an outer boundary of user rights. Users that belong to the subsystem can be assigned to roles and can be granted individual permissions as normal. Any user permissions that fall within the subsystem boundary will be given to the user. Any user permissions that fall outside of the subsystem boundary will be ignored.

At minimum, you must define settings on the following tabs:

- File Groups tab, to specify which file groups the subsystem can access and the maximum allowed access.
- Tables tab, to specify which tables the subsystem can access and the maximum allowed access.
- Files tab, to specify which folders and files the subsystem can access and the maximum allowed access. In most cases this will include defining access permissions to reports. Optionally, you can grant access to scheduler jobs, task panes, and imports.

If users in the subsystem will not need any special permissions, then you can ignore the **Permissions** tab. Otherwise, you must define the maximum allowed access on that tab.

#### NOTES:

- If a user belongs to more than one subsystem, then the allowed permissions in one subsystem may exceed the permissions allowed in another subsystem. In this case the permissions "boundary" is the combination of the subsystems, where the user is granted the more permissive boundary (not restricted to the less permissive boundary). In this circumstance, you may find it useful to use subsystem-specific roles to grant permissions to users instead of "global" roles.
- If a system administrator is assigned to a subsystem, the administrator permission takes precedence over the subsystem limitation. Subsystem limitations do not apply to system administrators.

### Permissions tab

Select the check boxes for the permissions that you want to be available to users in the subsystem.

For example, if you know that some users in the subsystem need to have access to Scheduler, then you must select the **Scheduled Jobs User** permission for the subsystem. The users' individual permissions and role inheritance will determine which users in the subsystem actually have the **Scheduled Jobs User** permission.

If no users in the subsystem need to have any of these permissions, then you can leave the entire tab unchecked.

**NOTE:** In most cases, you should *not* select the **Administer Security** permission for a subsystem. If a subsystem user is granted this permission, they will be able to manage all users and roles in the system, not just the subsystem users and roles. Subsystem administrators do not need to be granted this separate permission in order to manage the users in the subsystem.

### File Groups tab

For subsystems, you can define a single permission set for each file group. This maximum permission set will be applied against all permission sets defined for the user and inherited from the user's roles. If no permission set is defined for a file group, then the subsystem does not allow access to that file group.

If you want the users in the subsystem to be able to access plan files in a particular file group, then you must create a permission set and configure it as follows:

Set the file access level to the highest level that you need to make available to users in the subsystem. Typically this means setting the access to at least Read-Only. You must also specify whether the subsystem has access to Allow Save Data, Allow Calc Method Insert, and Allow Calc Method Change. Remember that if you are using process management to manage access to plan files, then you do not need to select Allow Save Data because the plan file process will automatically elevate user permissions as necessary.

**NOTE:** The setting **Interacts with Process Management** is not available to subsystem permissions. There is no way to disable process interaction at the subsystem level.

• Apply the permission settings to the maximum group of plan files that you need to make available to users in the subsystem.

You must either select All plan files or specify a plan file filter. For example, if you specify a filter such as DEPT.Facility=5, then users in this subsystem can only access plan files for facility 5. Any user or role permission that falls outside of that filter is ignored.

If the subsystem has a plan file filter, and a user in the subsystem is assigned a plan file filter (either individually or via a role), then the subsystem filter and the user filter are concatenated using AND. This restricts the user to only accessing files that match both the user filter and the subsystem filter. For example, if the subsystem filter is DEPT.Facility=5 and the user filter is DEPT.VP='Jones', then the user can only access plan files that are assigned to VP Jones AND which belong to facility 5.

**NOTE:** The **Create New Records** maximum permission is enabled by default for on-demand file groups. This is set automatically on the subsystem whenever a new on-demand file group is created. Also, when you create a new subsystem, this permission is automatically set for any existing on-demand file groups. This behavior is to enable the default permissions for on-demand file groups, which are automatically set to allow creating new records via the Everyone role.

# Tables tab

If you want the users in the subsystem to be able to access data in particular tables, then you must define access for the table (at either the table or table type level).

When granting access, you must define the maximum level of access needed for the subsystem. For example, if some users in the subsystem need full access to the GL table type, but other users need filtered access, then you must set the GL table type to full access. The users' individual rights and role inheritance will determine their actual level of rights within this boundary.

If a subsystem has a table filter, and a user in the subsystem is assigned a table filter (either individually or via a role), then the subsystem filter and the user filter are concatenated using AND. This restricts the user to only accessing data that matches both the user filter and the subsystem filter. For example, if the subsystem filter is DEPT.Facility=5 and the user filter is DEPT.VP='Jones', then the user can only access data for VP Jones within facility 5.

**NOTE:** The default maximum permission for document reference tables is full access. This is set automatically in the subsystem whenever a new document reference table is created. Also, when you create a new subsystem, the maximum permission is automatically set for any existing document reference tables. This behavior is to enable the default permissions for document reference tables, which are automatically set to full access via the Everyone role.

### Files tab

If you want users in the subsystem to be able to access a particular folder or file, then you must define access to those folders / files.

**NOTE:** Remember that users do not need to be granted access to files that are configured as startup files. If the user or role is assigned a file to open on startup, that file will be opened as a startup file, regardless of whether the subsystem allows access to that file.

Remember that subfolders and files will inherit any permission set at a "parent" folder level (unless permission is explicitly set for the lower level). For this reason, the effective permissions section displays for the subsystem, so that you can select a folder or file and see any inherited permissions for that item.

Where applicable, you should attempt to specify permissions at a level that accommodates ongoing folder and file additions. For example, if each subsystem will have its own reports folder and that is the maximum access required, then you can define access for just that folder. If the subsystem needs access throughout the Reports Library, then you most likely want to define the maximum access at the Reports Library level (perhaps also explicitly blocking access to certain subfolders and files). The users' individual rights and role inheritance will determine their actual level of rights within this boundary.

# Example

This example illustrates how subsystem maximum permissions limit users who are assigned to the subsystem.

The following screenshot shows file group maximum permissions for a subsystem named Facility 5. For file group Budget 2020, the subsystem is limited by the following filter: DEPT.Facility=5. Users who belong to this subsystem can only access plan files that are assigned to Facility 5.

General Permission	s File Groups	Tables	Files			
Edit file group permi	ssions.					
Budget 2018		В	udget 202	20		
Budget 2019			File Group	Plan Files		
Budget 2020			-Maximun Select a p	Permissions ermission to	edit:	asc 🗙
			→ Plan Acce Save Unp Shee File Calc	file access: ess Level: Data: rotect: et Assistant: Processing As Method Acce	Dept.Facility=5 Read/Write Allowed Allowed Allowed ssistant: Allowed ess: Insert/Change	

Subsystem maximum permissions

Subsystem settings do not grant any permissions; they only define a maximum boundary of permissions. Therefore users assigned to the subsystem must also be assigned to roles or be granted their own individual security permissions. Imagine that some users belonging to the Facility 5 subsystem are also assigned to the Facility 5 Managers role. This role grants access to all plan files within file group Budget 2020.

General Permissions File Groups	Tables	Files	Startup			
Edit file group permissions.						
Budget 2018		Budg	jet 2020			
Budget 2019		File	Group Pl	an Files		
Budget 2020		Co	nfigured Pe	rmissions –		
		Sel	ect a permi	ssion to edi	t	[ASC] 🚿
			→Plan file	access:		All plan files
			Access Le	evel:		Read Only
			Save Dat	a:		Not allowed
			Unprotec	t:		Not allowed
			Sheet As	sistant:		Not allowed
			File Proc	essing Assist	tant:	Not allowed
			Calc Met Interacts	hod Access: with Proces	s Management:	Insert/Change True
					-	

Role permissions

Although the role grants access to all plan files, the subsystem is limited to DEPT.Facility=5. The users in the subsystem cannot have greater permission than what is allowed by the subsystem (assuming the users only belong to one subsystem). Therefore the effective permission for this user is DEPT.Facility=5.

General Permissions File (	Groups Tables	Files	Startup				
Edit file group permissions.							
Budget 2018		Budg	et 2020				
Budget 2019		File	Group P	lan Files			
Budget 2020		CO	nfigured P	ermission	c		
A Axiom Software				_		×	(mai) 🔶 🗙
Effective permiss 1: User configure No Access, Calc 2: Subsystem-sp subsystem 'Facili Only, Calc Metho Management: Tr 3: Role 'Facility 5 level: Read Only, Management: Tr 4: Subsystem Fac Plan files: Dep Insert/Change	sion details: ed permission o Methods: None ecific role 'Facili ity 5' to Plan file ods: Insert/Char ue Managers' allo Calc Methods: ue' cility 5 restricts ot.Facility=5, Acc Subsyste ultimate a Dept.Fa	f 'Plan f ty 5 Ma s: Dept ge, Inte ws 'Plar Insert/C permiss cess leve em lim ccess cility=	iles: No pl magers' pe Facility=5; eracts with files: Dep Change, In ions to: el: Read Or its s to 5	an files, A ermission Access le Process t.Facility= teracts wit	ccess leve reduced evel: Read 5, Access th Proces Methods:	el: by s s	Dept.Facility=5 Read Only Not allowed Not allowed Not allowed Insert/Change True

User effective permissions once roles and subsystems are applied

#### Managing subsystem roles

You can create new roles for a subsystem, and you can assign existing roles to a subsystem. When a role belongs to a subsystem, the role permissions are restricted by the subsystem boundaries, and all users in the role must also belong to the subsystem.

When assigning subsystem users to roles, you can use the subsystem roles or you can use "global" roles (that do not belong to the subsystem). For more information on the difference in behavior, see About subsystems and roles.

The subsystem settings should be completed before assigning any roles (unless the roles do not contain any users yet), to ensure that all desired subsystem restrictions are in place before any subsystem users log in.

### Assigning a role to a subsystem

When you create or edit a role, you can assign it to a particular subsystem. Use the **Subsystem** dropdown list on the **General** tab to assign the role to a subsystem.

General	Permissions	File Groups	Tables	File
Edit gene	eral information	n.		
Role De	etails			_
Name	Finance			
Subsyst	tem Facility B		•	×

- This assignment can only be made on the role record. The **Subsystem-Specific Roles** section on the subsystem record is for information only; assignment changes cannot be made there.
- Only administrators and users with the **Administer Security** permission can assign an existing role to a subsystem. If the role already has assigned users who do not belong to the subsystem when the role is assigned to the subsystem, then a validation error displays in the Security Management dialog. All users in the role must belong to the subsystem in order to assign the role to the subsystem.
- Subsystem administrators can create new roles for the subsystem. When a subsystem
  administrator creates a new role, it is automatically assigned to the subsystem when it is created.
  If the subsystem administrator manages multiple subsystems, then the role's subsystem
  assignment can be changed to any of those subsystems.
- Only administrators and users with the Administer Security permission can remove a role from a subsystem. Click the Remove button × to clear the assigned subsystem.

#### Managing subsystem users

You can create new users for a subsystem, and you can assign existing users to a subsystem. When a user belongs to a subsystem, the user's permissions are limited according to the subsystem boundaries. Users can belong to multiple subsystems.

The subsystem settings should be completed before assigning any users, to ensure that all desired subsystem restrictions are in place before any subsystem users log in.

If the subsystem feature is enabled, then all non-administrator users must be assigned to a subsystem. If a user does not belong to a subsystem, then that user will be blocked from logging in (unless the user is an administrator, a subsystem administrator, or a user with the **Manage Security** permission). This requirement is intended to help ensure that all non-administrator users have a subsystem limit applied to their security permissions.

**NOTE:** Alternatively, you can use the Security Manager page in the Web Client to assign users to subsystems. For more information, see Web Security Manager.

### Assigning existing users to a subsystem

Administrators and users with the **Administer Security** permission can assign existing users to a subsystem from either the user record or the subsystem record. Any changes made in one area are automatically applied to the other area.

- From the subsystem record, on the General tab, click the Add + button in the Assigned Users section to add a user to the subsystem.
- From the user record, on the General tab, click the Add + button in the Assigned Subsystems section to assign the user to a subsystem.

Subsystem administrators cannot assign existing users to a subsystem, because subsystem administrators can only see user records for users that are already in the subsystem. It is assumed that a general security administrator will add existing users to the subsystem as needed. (The exception is if a user is the subsystem administrator for multiple subsystems. In that case, if an existing user belongs to one of the subsystems but not the other, the subsystem administrator can assign that user to the other subsystem.)

# Creating new users for a subsystem

Subsystem administrators can create new users for use in a subsystem. When the new user is created, the user is automatically assigned to the subsystem.

If the subsystem administrator manages multiple subsystems then one of those subsystems will be assigned at random when the user is created. Once the user has been saved, the subsystem administrator can edit the user to change the subsystem assignment as needed.

When creating a new user, administrators and users with the **Administer Security** permission must save the new user before they are able to assign the user to a subsystem. The **Assigned Subsystems** box is not editable until the user has been saved.

### Removing a user from a subsystem

Administrators, users with the **Administer Security** permission, and subsystem administrators can remove a user from a subsystem. This can be done from either the user record or the subsystem record.

- From the subsystem record, on the General tab, select one or more users in the Assigned Users section and then click the Remove × button.
- From the user record, on the General tab, select one or more subsystems in the Assigned Subsystems section and then click the Remove X button.

If a non-admin user is removed from all subsystems, then that user will no longer be able to log into Axiom Budgeting and Performance Reporting. The user must be assigned to a subsystem or granted administrator-level permissions before they are able to log in again.

# Bulk edit of security

You can manage users, roles, and subsystems in bulk by using the **Open Security in Spreadsheet** feature. You can edit, add, and delete multiple users, roles, and subsystems simultaneously within a spreadsheet interface.

Only users with access to security can use this feature: administrators, users with the **Administer Security** permission, and subsystem administrators. The spreadsheet is limited as appropriate depending on the user's rights.

The following items *cannot* be edited in the spreadsheet interface; you must use the Security Management dialog for these items:

- File and folder access to any Axiom library (settings defined in the Files tab)
- Startup documents (settings defined in the Startup tab)

### Opening security in a spreadsheet

To manage security in a spreadsheet:

1. On the Axiom tab, in the Administration group, click Security > Open in Spreadsheet.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the System Management group, click Security > Open in Spreadsheet.

The Open Security in Spreadsheet dialog opens.

- 2. At the top of the dialog, specify how you want users and roles presented in the spreadsheet:
  - Horizontally (default): Users, roles, and subsystems are displayed horizontally across columns. The security settings are displayed in rows.
  - Vertically: Users, roles, and subsystems are displayed vertically down rows. The security settings are displayed in columns.

3. Optional. If you want to limit the security settings that display in the spreadsheet, modify the check boxes in the **Select items to include** section.

For example, you might only want to work with a particular file group or table type. General user and role properties (such as name, email, etc.) are always included in the spreadsheet.

Clear the check boxes for any items that you do not want to display in the spreadsheet. You can select or clear items by major category (File Groups, Tables, etc.), or you can expand the major categories to select or clear the individual items (such as individual file groups).

4. Optional. If you want to filter the users that display in the spreadsheet, select the **Filter users** check box. By default, the spreadsheet displays all users, roles, and subsystems for the current system.

Include users who areSelect the following options to include those users in the spreadsheet: • Enabled users • Disabled users By default, both options are selected, which means that both enabled and disabled users will be included in the spreadsheet.If both options are cleared, then only roles (and subsystems, if applicable) will be included in the spreadsheet.Include users in these rolesIf you want to only view users that belong to specific roles, select the check boxes for those roles. You can also choose to view users who do not belong to any roles. You can use the Select AII and Clear AII links to select or clear all roles.Include users from these subsystemsIf you want to only view users that belong to specific subsystems, select the check boxes for those subsystems. You can also choose to view users who do not belong to any subsystems. You can also choose to view users who do not belong to any subsystems. You can use the Select AII and Clear AII links to select or clear all roles.Include users from these subsystemsIf you want to only view users that belong to specific subsystems, select the check boxes for those subsystems. You can use the Select AII and Clear AII links to select or clear all roles.Include users from these subsystemsThis also limits the subsystem records that will be included in the spreadsheet.	Item	Description
who are• Enabled users• Disabled usersBy default, both options are selected, which means that both enabled and disabled users will be included in the spreadsheet.If both options are cleared, then only roles (and subsystems, if applicable) will be included in the spreadsheet.Include users in these rolesIf you want to only view users that belong to specific roles, select the check boxes for those roles. You can also choose to view users who do not belong to any roles. You can use the Select All and Clear All links to select or clear all roles.Include users from theseIf you want to only view users that belong to specific subsystems, select the check boxes for those subsystems. You can also choose to view users who do not belong to any subsystems. You can use the Select All and Clear All links to select or clear all roles.Include users from these subsystemsIf you want to only view users that belong to specific subsystems, select the check boxes for those subsystems. You can also choose to view users who do not belong to any subsystems. You can use the Select All and Clear All links to select or clear all roles. This also limits the subsystem records that will be included in the	Include users	Select the following options to include those users in the spreadsheet:
<ul> <li>Disabled users</li> <li>By default, both options are selected, which means that both enabled and disabled users will be included in the spreadsheet.</li> <li>If both options are cleared, then only roles (and subsystems, if applicable) will be included in the spreadsheet.</li> <li>Include users in these roles</li> <li>If you want to only view users that belong to specific roles, select the check boxes for those roles. You can also choose to view users who do not belong to any roles. You can use the Select All and Clear All links to select or clear all roles.</li> <li>Include users</li> <li>Include users</li> <li>Include users</li> <li>If you want to only view users that belong to specific subsystems, select the check boxes for those subsystems. You can also choose to view users who do not belong to any subsystems. You can also choose to view users who do not belong to any subsystems. You can use the Select All and Clear All links to select or clear all roles.</li> </ul>	who are	Enabled users
By default, both options are selected, which means that both enabled and disabled users will be included in the spreadsheet.If both options are cleared, then only roles (and subsystems, if applicable) will be included in the spreadsheet.Include users in these rolesIf you want to only view users that belong to specific roles, select the check boxes for those roles. You can also choose to view users who do not belong to any roles. You can use the Select AII and Clear AII links to select or clear all roles.Include users from theseIf you want to only view users that belong to specific subsystems, select the check boxes for those subsystems. You can also choose to view users who do not belong to any subsystems. You can also choose to view users who do not belong to any subsystems. You can use the Select AII and Clear AII links to select or clear all roles.Include users from these subsystemsIf you want to only view users that belong to specific subsystems, select the check boxes for those subsystems. You can also choose to view users who do not belong to any subsystems. You can use the Select AII and Clear AII links to select or clear all roles. This also limits the subsystem records that will be included in the		Disabled users
If both options are cleared, then only roles (and subsystems, if applicable) will be included in the spreadsheet.Include users in these rolesIf you want to only view users that belong to specific roles, select the check boxes for those roles. You can also choose to view users who do not belong to any roles. You can use the Select AII and Clear AII links to select or clear all roles.Include users from these subsystemsIf you want to only view users that belong to specific subsystems, select the check boxes for those subsystems. You can also choose to view users who do not belong to any subsystems. You can also choose to view users who do not belong to any subsystems. You can use the Select AII and Clear AII links to select or clear all roles.Include users from these subsystemsIf you want to only view users that belong to specific subsystems, select the check boxes for those subsystems. You can also choose to view users who do not belong to any subsystems. You can use the Select AII and Clear AII links to select or clear all roles. This also limits the subsystem records that will be included in the		By default, both options are selected, which means that both enabled and disabled users will be included in the spreadsheet.
Include users in these rolesIf you want to only view users that belong to specific roles, select the check boxes for those roles. You can also choose to view users who do not belong to any roles. You can use the Select All and Clear All links to select or clear all roles.This selection also limits the role records that will be included in the spreadsheet.Include users from these subsystemsInclude users from these subsystemsInclude users from these subsystemsInclude users from these subsystemsInclude users from these subsystemsThis also limits the subsystem records that will be included in the Select All and Clear All links to select or clear all roles.This also limits the subsystem records that will be included in the		If both options are cleared, then only roles (and subsystems, if applicable) will be included in the spreadsheet.
This selection also limits the role records that will be included in the spreadsheet.Include users from these subsystemsIf you want to only view users that belong to specific subsystems, select the check boxes for those subsystems. You can also choose to view users who do not belong to any subsystems. You can use the Select All and Clear All links to select or clear all roles. This also limits the subsystem records that will be included in the	Include users in these roles	If you want to only view users that belong to specific roles, select the check boxes for those roles. You can also choose to view users who do not belong to any roles. You can use the <b>Select All</b> and <b>Clear All</b> links to select or clear all roles.
Include usersIf you want to only view users that belong to specific subsystems, select the check boxes for those subsystems. You can also choose to view users who do not belong to any subsystems. You can use the Select All and Clear All links to select or clear all roles.This also limits the subsystem records that will be included in the		This selection also limits the role records that will be included in the spreadsheet.
This also limits the subsystem records that will be included in the	Include users from these subsystems	If you want to only view users that belong to specific subsystems, select the check boxes for those subsystems. You can also choose to view users who do not belong to any subsystems. You can use the <b>Select All</b> and <b>Clear All</b> links to select or clear all roles.
spreadsheet.		This also limits the subsystem records that will be included in the spreadsheet.
This option only displays if subsystems are enabled for your system.		This option only displays if subsystems are enabled for your system.

If Filter users is checked, you can specify the following options to filter users:

Selections from multiple categories will be combined. For example, if you select role Finance and subsystem 5, then the spreadsheet will contain all users that are in *either* the Finance role or subsystem 5 (*not* users who only belong to subsystem 5 and the Finance role).

5. Click OK.

The spreadsheet opens with the selected security options.

Example security spreadsheet (horizontal orientation)

### Editing existing records

To edit the settings for a user, role, or subsystem, make changes directly in the spreadsheet. See the following section *Security settings in the spreadsheet interface* for more information on editing settings within the spreadsheet interface.

**NOTE:** You cannot edit user login names or role and subsystem names within the spreadsheet interface. If the name is changed, it will be saved as a new record, and the existing record will be unchanged.

For subsystem administrators, only users and roles that belong to their assigned subsystems are brought into the spreadsheet. Subsystem settings are not brought into the spreadsheet.

### Adding new records

You can add new users, roles, and subsystems within the spreadsheet interface.

To add a new user, type the new user's login name in an empty cell in row 1 or column A (depending on the spreadsheet orientation), and then complete the desired security settings for that user. Note the following:

- Last name, first name, and email address are required for new users. If these items are blank, a save error will result. Other user properties such as license type and authentication type will use the same default values as when adding a new user in the Security Management dialog.
- You can type a password or leave the password blank. If left blank, the user will be assigned a randomly generated password.

To add a new role, type the role name in an empty cell in row 1 or column A (depending on the spreadsheet orientation), prefixed by "role:". For example, type role:MyRole. If the name is not prefixed by "role:", then it will be interpreted as a user login name. Note the following:

- No other settings are required to save a role.
- To assign users to the new role within the spreadsheet interface, you must add the role name to each individual user. There is no option to add users directly to the role record, like you can within the Security Management dialog.

**NOTE:** Adding subsystems works the same way as adding roles, except the subsystem name must be prefixed by "subsystem:". For example, subsystem: MySubsystem.

When adding new users, roles, or subsystems to the spreadsheet, all settings must be typed (or copied and pasted from other records). Drop-down lists are only available when editing existing records. For more information on the valid inputs for the settings, see the following section *Security settings in the spreadsheet interface*.

Users who are subsystem administrators can only create new users and roles. The new users and roles must be assigned to their subsystem.

### Deleting records

You can delete users, roles, and subsystems within the spreadsheet interface. To delete a user or role, set **Delete** to **Yes**.

**NOTE:** When editing security in a spreadsheet, you can delete a role or a subsystem regardless of whether any users are assigned to it. The users will be updated to remove the assignment.

Users who are subsystem administrators can only delete users and roles that belong to their subsystem.

### Saving changes

To save changes made in the spreadsheet:

• On the Axiom tab, in the File Options group, click Save.

A confirmation prompt lists the number of users, roles, and subsystems that you are about to update, create, or delete.

Settings are validated before the save occurs. If errors are found, they are displayed in the **Save Errors** pane. Any errors must be resolved before the save can occur.

After a successful save, you will be prompted to refresh the spreadsheet to bring in the most recent data.

Security settings in the spreadsheet interface

The following is a reference for completing or editing security settings via the spreadsheet interface.

### NOTES:

- If an item is not explicitly discussed here, its input is the same as in the Security Management dialog. This section only discusses items that are completed differently than in the Security Management dialog.
- Most check boxes in the Security Management dialog correspond to TRUE (checked) and FALSE (unchecked) in the spreadsheet interface. Any deviations are noted in the following table.

For more information on the purpose of each security setting, see Security settings for users, roles, and subsystems are organized by tabs in the Security Management dialog. The following tabs are available:.

Item	Description
Login, role,	The user's login name, the role's name, or the subsystem's name.
or subsystem	Role names must be prefixed by role:. Subsystem names must be prefixed by subsystem:. For example, to create a role named Finance, type role:Finance.
	If users have been imported from Active Directory, those user names are prefixed with the Active Directory domain. For example: Corporate\JDoe.
	<b>NOTE:</b> You cannot rename existing records using the spreadsheet interface. If a name is changed, it is interpreted as a new record.
Delete	Select Yes if you want to delete the record. Otherwise, leave the default of No.
General	This section works the same way as the Security Management dialog, with the following exceptions:
	<ul> <li>Role assignments: For users, you can view and edit the list of roles that the user is assigned to. Each role name is separated by a semicolon. (The same thing applies to subsystem assignments if subsystems are enabled.)</li> </ul>
	<ul> <li>User assignments: For roles, you cannot view or edit the list of assigned users in this interface. If you want to view all users assigned to a role or edit this list from the role perspective, then you must use the Security Management dialog.</li> </ul>
	<b>NOTE:</b> The password display is always blank. You can change a user's password by entering a new password. When you save and then refresh the spreadsheet, the password field will return to blank.
Permissions	For users, specify one of the following:
	<ul> <li>Inherit: The user will inherit the permission from any role assignments.</li> <li>True: The user is explicitly granted this permission; role inheritance is ignored.</li> <li>False: The user is explicitly denied this permission; role inheritance is ignored.</li> </ul>
	For roles and subsystems, specify either True or False.
File Groups	This section works the same way as the Security Management dialog, with the following exceptions:
	<ul> <li>FGName [calc method permission]: This item combines the Allow Calc Method Insert and Allow Calc Method Change options from the Security Management dialog. Valid entries are Insert, Change, or Insert/Change.</li> </ul>
	<ul> <li>FGName [create new records]: This item is listed for all file groups, but only applies to on-demand file groups. A save error will result if this item is set to TRUE for a standard file group.</li> </ul>
	<ul> <li>If a user has multiple permission sets, only the first set can be edited within the spreadsheet interface.</li> </ul>

Item	Description	cription				
Tables and Table Types	All table types are listed first, followed by all individual tables.					
	If <b>[write filter enabled]</b> is <b>False</b> for a table or table type, this means that the user or role's write access permissions are the same as their read permissions. In this case, the other write access permissions in the spreadsheet can be ignored, because they do not apply.					
	For example, the following user has full read and write access to the GL table type, because [full read access] is True and [write filter enabled] is False. Even though [full write access] displays False, it does not matter because the setting does not apply.					
	35 GL [ignore roles] FA	ALSE				
	36 GL [full read access] TF	RUE				
	37 GL [write filter enabled] FA	ALSE				
	38 GL [full write access] FA	ALSE				
	If [write filter enabled] is True, then the [full write access] p	ermission and the				

Security tools

Axiom Budgeting and Performance Reporting provides security tools to control and monitor user access to Axiom Budgeting and Performance Reporting.

[write filter] permission determine the user's level of write permissions.

### Viewing the list of logged in users

Administrators can view a list of users who are currently logged into the system. For example, you may want to check to make sure that nobody is logged into the system before performing actions such as system upgrades.

For each user that is currently logged in, the list displays information such as:

- Full name and user name (login name)
- Email address
- Computer where the user is logged in
- Date and time the user logged in
- Date and time of the user's last activity during the session

The list of logged in users is for information purposes only—you can see whether any users are logged in, but you cannot manually log them off and end their sessions.

**NOTE:** Axiom Budgeting and Performance Reporting maintains a log of all login attempts, including failed logins. Currently there is no user interface to view this information, but it can be accessed directly in the system database in the SystemAccess table. For assistance, please contact Axiom Budgeting and Performance Reporting Support.

To view the list of logged in users:

• On the Axiom tab, in the Administration group, click Manage > Security > Logged in Users.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the System Management group, click Security > Logged in Users.

The **Currently Logged In Users** dialog opens, listing the users who are logged into this system. You can sort and filter the list using standard Axiom grid functionality.

### Orphaned session records

When a user logs off normally, their session record is removed from the **Logged in Users** list. If a user's session ends unexpectedly—for example, due to a software crash or shutting down the computer without logging off—then the session record will be removed from the list after a few minutes, once the session no longer "reports back" to the Axiom Application Server.

**NOTE:** For Web Client sessions, closing the browser window does not automatically log out the user. In this case, the orphaned Web Client sessions will be automatically removed from the list in a few minutes as described above.

Axiom Budgeting and Performance Reporting does not automatically remove any session records based solely on time logged in. As long as the session remains connected and continues to report back to the application server, the session will continue to be listed indefinitely.

### Removing session records

If desired, you can manually remove any logged in records by selecting the record in the list and clicking **Remove**. This simply removes the record from the list; it has no impact on any user's session. If a user is actually logged on and you remove their session record, the user will remain logged on.

In most cases this action should not be necessary, because sessions that are truly invalid will be automatically removed from the list in a few minutes as described above.

#### **Enabling password rules**

By default, Axiom Budgeting and Performance Reporting enforces a basic set of password rules. These rules apply to users assigned to Axiom Prompt authentication.

The built-in password rules are as follows:

• Must be at least 8 characters long

- Must contain at least 1 upper-case letter and at least 1 lower-case letter
- Must contain at least 1 non-alphabetic character (a number or a symbol)

The password rules are only enforced when creating new passwords. If any existing passwords do not meet these rules, those passwords will continue to be valid.

When the password rules are enabled, a **Generate Password** link is available on the **Set Password** dialog so that you can generate a random password that meets these rules. (This feature is not available if the password rules are changed from the built-in rules; see the note below.)

Password rules are enabled or disabled by using the system configuration property EnablePasswordPolicy. This setting is True by default. If you do not want to apply these rules, you can disable the setting by changing it to False, which means that any password is considered valid. You can do this by using the Software Manager, or by using a Save Type 4 report that has been set up to modify the system configuration table. Only administrators can modify system configuration settings.

**NOTE:** The system configuration settings contain two additional options related to EnablePasswordPolicy. **PasswordRegularExpression** defines the password rules, and **InvalidPasswordMessage** defines the error message displayed if a new password does not meet the rules. Axiom Budgeting and Performance Reporting does not currently provide a methodology for clients to change the password rules from the built-in rules, therefore, these two options should not be changed from their default settings. If you have a need to use different password rules, please contact Axiom Budgeting and Performance Reporting support for assistance.

### **Testing user security**

Administrators and other users who manage security may need to log into Axiom Budgeting and Performance Reporting as other users, in order to test security permissions. For example, you may define a table access filter for a particular security role. In order to test that the filter is providing access to table data as expected, you can log in as a non-admin user who belongs to that role.

Using the Security Management dialog, you can "log in as" another user, for the purposes of testing their security settings.

To log in as a different user:

1. On the Axiom tab, in the Administration group, click Manage > Security > Security Manager.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the System Management group, click Security > Security Manager.

- 2. In the **Security Management** dialog, select the user whom you want to log in as. The following limitations apply:
  - Subsystem administrators can only log in as users who belong to their subsystem.
  - If a user is an administrator, subsystem administrators and users with the Administer
Security permission cannot log in as that user.

- The "log in as" feature cannot be used with users who are Axiom Support users.
- 3. In the lower left-hand corner, click Log in as selected user.

A new instance of Axiom Budgeting and Performance Reporting is launched, and you are automatically logged in as the selected user—you do not need to input a user name and password. The client version for the instance is whichever client version you are currently using (Excel Client or Windows Client).

#### Creating a permission report

You can create a report that details the effective security permissions for each user, for a particular file group or for all tables. This report may be useful for auditing purposes and for reviewing permissions to make sure they are set as intended.

The report is created as an Excel file. Once it is created, you can print it, or save it locally or within the Axiom file system as needed.

Only administrators and users with the **Administer Security** permission can create a permission report. Subsystem administrators do not have access to this feature.

#### File group permission report

The file group permission report is created on a per file group basis. When you create the report, you specify which file group you want to report on.

Each user defined in the system has at least one row in the report:

- If the user is an administrator, then the user has one row with a notation of: (Admin-Full Access).
- If the user has no access to the file group, then the user has one row with a notation of: (No Access).
- If the user has access to all plan files in the file group via a single permission, then the user has one row with a notation of: All Plan Files.
- In all other cases, the user has multiple rows in the report—one row for each individual plan file that they have access to. Each row details the user's permissions to that particular plan code, including the access level, calc method permissions, ability to save data, etc.

For example, if a non-admin user with access to the file group has permission to 3 plan files, then there will be 3 rows in the report for that user, one for each plan file.

The permissions displayed in the report are the full effective permissions of the user, taking into account all factors such as admin status, role inheritance, multiple file group permission sets, and subsystem restrictions.

**NOTE:** Permissions granted by process ownership are not reflected in this report. Users may be temporarily "elevated" to read/write and save data status when they are the assigned owner of an active process task for a particular plan file.

To create a file group permission report:

1. On the Axiom tab, in the Administration group, click Manage > Security > File Group Permission Report.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the System Management group, click Security > File Group Permission Report.

2. In the **Permission Report** dialog, select the file group for which you want to create the report, and then click **OK**.

The report opens as an Excel spreadsheet file. The file group it was generated for and the current date/time are noted at the top of the report. Excel's auto-filtering is automatically applied to the columns to make it easier to sort and filter the data.

#### Table permission report

The table permission report details user permissions per table. All tables are included in the report; it is not possible to filter by a particular table or table type.

Each user defined in the system has at least one row in the report:

- If the user has full access to all tables, then the user has one row with a notation of: (Full access to all tables).
- If the user has no access to any tables, then the user has one row with a notation of: (No access to any tables).

**NOTE:** It would be a rare situation for a user to have no access to any tables, because by default all users are granted access to document reference tables using the Everyone role.

• In all other cases, the user has multiple rows in the report—one row for each table that they have access to. Each row details the user's read and write permissions to that particular table. If a table is not listed, then the user does not have access to that table.

For example, if a user has access to 5 tables, then there will be 5 rows in the report for that user, one for each table.

The permissions displayed in the report are the full effective permissions of the user, taking into account all factors such as admin status, role inheritance, table type inheritance, and subsystem restrictions.

To create a table permission report:

 On the Axiom tab, in the Administration group, click Manage > Security > Table Permission Report.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the System Management group, click Security > File Group Permission Report.

The report opens as an Excel spreadsheet file. The current date/time are noted at the top of the report. Excel's auto-filtering is automatically applied to the columns to make it easier to sort and filter the data.

#### Web Security Manager

Using the Security Manager in the Web Client, you can assign users to subsystems and roles. This feature provides a browser-based, easy-to-use interface for managing role and subsystem assignments.

System Administration				III 🕫 🗘 🚥	AXIOM
≡					* ?
Security Manager		Save	🖲 Adams, Clark		
Show Enabled Users Only	Subsystem Show All	G	GLOBAL ROLE ASSIGNMENTS		
User	Email		Administrators		ŵ
Adams, Clark	cadams@company.com		+ Add User To Global Role		
Banion, Brock	bbanion@company.com	s	SUBSYSTEM ASSIGNMENTS	ROLES	
Doe, Jane	jdoe@company.com		Dedection		
Doh, John	jdoh@company.com		Budgeting	Budget Admin	<i></i>
Eubanks, Bill	beubanks@company.com		Capital Planning	Capital Planning Admin	e û
Frank, Olga	ofrank@company.com		+ Add User to Subsystem		
Hunter, Wendy	whunter@company.com				
Lloyd, Jodie	jlloyd@company.com				
Sandstone, Ron	rsandstone@company.com				
Summers, Brie	bsummers@company.com				
⊌ ∢ 1 2 3 4 5 6	7 8 9 10 <b>&gt;</b> M	1 - 100 of 2490 items			

Example Security Manager in the Web Client

In Axiom Budgeting and Performance Reporting security, subsystems and roles are used as follows:

- **Subsystems** are used to organize a system into certain "areas" of access. Axiom Budgeting and Performance Reporting product suites use subsystems to define security boundaries by product, such as Capital Planning and Budgeting.
- **Roles** are used to assign permissions to users. You can define permissions on a role, and then all users assigned to that role inherit the permissions. Roles can be associated with a particular subsystem, or they can be "global" roles.

**NOTE:** The functionality of this page is limited to assigning users to subsystems and roles. This page does not support creating or deleting users, roles, or subsystems, nor does it support editing security permissions. For full security functionality, you must use the security features of the Desktop Client.

To access the web Security Manager:

1. In the Web Client, click the menu icon **iii** in the Global Navigation Bar. From the Area menu, select **System Administration**.



2. From the Navigation panel, select **Tools > Security Manager**.



Alternatively, you can go directly to the Security Manager page as follows:

Example Cloud URL	<pre>https://ClientName.axiom.cloud/ax/SecurityManager Where ClientName is the name of your Axiom Cloud system.</pre>
Example On- Premise URL	<pre>http://ServerName/Axiom/ax/SecurityManager Where ServerName is the name of the Axiom Application Server, and Axiom is the default name of the virtual directory.</pre>
NOTE: The Secu and users with	rity Manager is only available to administrators, subsystem administrators, the <b>Administer Security</b> permission.

## Security Manager overview

The left-hand pane of the Security Manager displays the users in your system. Once you have selected a user, that user's subsystem and role assignments display in the right-hand pane. You can use the right-hand pane to add, edit, or remove assignments.

To find users for which you want to manage assignments, you can do the following:

• View only enabled users: Select Show Enabled Users Only to hide disabled user accounts. To view all users again, clear this check box.

Security Manager		Save
Show Enabled Users Only	Subsystem Show All	
User	Email	
Adams, Clark	cadams@company.com	
Bird, Jason	jbird@company.com	
Doe, Jane	jdoe@company.com	

• View users in a specific subsystem: To filter the user list by subsystem, select a subsystem from the Subsystem drop-down list. The page updates to only show users that are assigned to the selected subsystem. To show all users again, select Show All from the Subsystem drop-down list.

Security Manager			Save
Show Enabled Users Only	Subsystem	Budgeting	۹
User		Email	
Doh, John		jdoh@company.com	
Eubanks, Bill		beubanks@company.com	

**NOTE:** If your system does not use the subsystem feature, then this option is not present.

• Find a specific user: Type into the search box and then press the Enter key to find a specific user. The user's first name, last name, and email address are considered for the search. To show all users again, clear the search text and press the Enter key.

Security Manager		Save
Show Enabled Users Only	Subsystem Budgeting •	Q frank
User	Email	
Frank, Olga	ofrank@company.com	

The user list shows 100 users per page. You can use the page controls at the bottom of the list to move to specific pages in the list.

**IMPORTANT:** If you make any changes in the Security Manager, you must click the **Save** button at the top of the page in order to commit those changes. Any changes that are not explicitly saved will be lost when you navigate away from the page or close the browser tab. Note that the page does *not* prompt you about unsaved changes when you attempt to leave the page.

Managing subsystem assignments for a user

Use the Subsystem Assignments section in the right-hand pane to assign the selected user to one or more subsystems, or to remove a subsystem assignment. Once a user is assigned to a subsystem, you can edit that assignment to add or remove roles in the subsystem.

**NOTE:** If your system does not use subsystems, then this section does not apply and is not present on the page.

To assign a user to one or more subsystems and subsystem roles:

1. In the left-hand pane of the Security Manager, select the user. You can use the features described in the previous section to find the user that you want to work with.

Once a user has been selected, that user's current role and subsystem assignments display in the right-hand pane. In the following example, the user does not yet belong to any subsystems.

System Administration		
=		☆ <b>?</b>
Security Manager		Save (2) Doe, Jane
Show Enabled Users Only	Subsystem Show All	GLOBAL ROLE ASSIGNMENTS
User	Email	User doesn't belong to any roles.
Doe, Jane	jdoe@company.com	+ Add User To Global Role
		SUBSYSTEM ASSIGNMENTS ROLES
		User doesn't belong to any subsystems.
		+ Add User to Subsystem

- 2. In the Subsystem Assignments section, click Add User to Subsystems.
- 3. In the Add To Subsystem dialog, select the toggle switch next to the subsystems that you want the user to be assigned to, then click OK. If the toggle switch shows green, the user will be assigned to that subsystem.

Add To Subsytem	×
Budgeting	
Capital Planning	
Forecasting	
Reporting	
OK	Close

If the user already belongs to one or more subsystems, those subsystems show with a gray check mark next to the subsystem name. You can only add the user to subsystems that they do not already belong to. This dialog cannot be used to remove subsystem assignments.

After you click OK, the selected subsystems now display in the Subsystem Assignments section. You can now edit these assignments as needed to add subsystem roles.

System Administration							G 🗘	CA	AX	юм
=									☆	?
Security Manager				Save	Doe, Jane					
Show Enabled Users Only	Subsystem Sho	v All	Q doe		GLOBAL ROLE ASSIGNMENTS					
User		Email			User doesn't belong to any	y roles.				
Doe, Jane		jdoe@company.com			+ Add User To Global Role					
				_	SUBSYSTEM ASSIGNMENTS	ROLES				
					Budgeting	No role	s have b	een assigned.	Ø 1	Û
					Capital Planning	No role	s have b	een assigned.	Ø 1	ũ
					+ Add User to Subsystem					

- 4. Click the pencil icon for the subsystem where you want to add role assignments.
- 5. In the Manage Subsystem Roles dialog, select the toggle switches next to the roles that you want the user to be assigned to, then click OK. If the toggle switch shows green, the user will be assigned to that subsystem.

This dialog displays all roles that are associated with the selected subsystem.

Manage Subsystem Roles				
Budget Admin				
Budget Managers				
Budget Process				
Budget Viewer				
-				
ок	Close			

After you click OK, the subsystem assignment updates to show the assigned subsystem roles for the user.

System Administration				🗰 🕫 🗘 💽	AXIOM
≡					☆ ?
Security Manager		Save	Doe, Jane		
Show Enabled Users Only	Subsystem Show All	De	GLOBAL ROLE ASSIGNMENTS		
User	Email		User doesn't belong to an	y roles.	
Doe, Jane	jdoe@company.com		+ Add User To Global Role		
			SUBSYSTEM ASSIGNMENTS	ROLES	
			Budgeting	Budget Managers	1
			Capital Planning	No roles have been assigned.	1
			+ Add User to Subsystem		

6. Click **Save** to commit the subsystem and role assignments. Changes to this page are not committed until they are saved.

Once a user has been assigned to a subsystem and subsystem roles, you can later modify the role assignments, or you can remove the user from the subsystem as needed.

- To modify subsystem role assignments: Click the pencil icon on the subsystem to open the Manage Subsystem Roles dialog, then use the toggle switches to add or remove role assignments as needed.
- To remove a user from a subsystem: Click the trash can icon on the subsystem to remove the user from the subsystem. The user will also be automatically removed from all of the subsystem's roles.

Remember to click the **Save** button after making any modifications to subsystem and subsystem role assignments.

		3	¢	CA	AXIOM
					☆?
Ooe, Jane					
GLOBAL ROLE ASSIGNMENTS					
User doesn't belong to any	roles.				
+ Add User To Global Role				Edit su role ass	ubsystem signments
SUBSYSTEM ASSIGNMENTS	ROLES			for th	he user
Budgeting	Budget Ma	nager	s		<i>i</i> 1
Capital Planning	Capital Plan	nning	User		1
+ Add User to Subsystem				R fro	Remove user m subsystem

Managing global role assignments for a user

Use the Global Role Assignments section in the right-hand pane to assign the selected user to one or more global roles, or to remove a role assignment. Global roles are roles that are not associated with a subsystem.

**NOTE:** If your system does not use subsystems, then the word "global" does not display on this section, because there is no need to differentiate between global roles and subsystem roles.

To assign a user to one or more global roles:

1. In the left-hand pane of the Security Manager, select the user. You can use the features described previously to find the user that you want to work with.

Once a user has been selected, that user's current role and subsystem assignments display in the right-hand pane. In the following example, the user does not belong to any global roles.

System Administration				III 🕫 🗘 🗔	AXIOM
≡					☆ ?
Security Manager		Save	Doe, Jane		
Show Enabled Users Only	Subsystem Show All	Q doe	GLOBAL ROLE ASSIGNMENTS		
User	Email		User doesn't belong to any role	es.	
Doe, Jane	jdoe@company.com		+ Add User To Global Role		
			SUBSYSTEM ASSIGNMENTS	ROLES	
			Budgeting	Budget Managers	1
			Capital Planning	Capital Planning User	1
			+ Add User to Subsystem		

2. In the Global Role Assignments section, click Add User to Global Role.

If your system does not use subsystems, then the section is titled **Role Assignments** and the action is **Add User to Role**.

3. In the Add Global Role dialog, select the toggle switch next to the roles that you want the user to be assigned to, then click OK. If the toggle switch shows green, the user will be assigned to that role.

If your system does not use subsystems, then this dialog is titled Add Role.

Add Global Role	×
Administrators	
Finance	
Process Owner	
Test Role	
WorldWide	
ОК	Close

If the user already belongs to one or more roles, those roles show with a gray check mark next to the role name. You can only add the user to roles that they do not already belong to. This dialog cannot be used to remove role assignments.

After you click OK, the selected roles now display in the Global Role Assignments section.

System Administration				III 🕫 🗘 🚥	AXIOM
=					☆ ?
Security Manager		Save	Doe, Jane		
Show Enabled Users Only	Subsystem Show All 🔻 Q	jdoe	GLOBAL ROLE ASSIGNMENTS		
User	Email		Finance		Û
Doe, Jane	jdoe@company.com		Process Owner		Û
			+ Add User To Global Role		
			SUBSYSTEM ASSIGNMENTS	ROLES	
			Budgeting	Budget Managers	1
			Capital Planning	Capital Planning User	1
			+ Add User to Subsystem		

4. Click **Save** to commit the role assignments. Changes to this page are not committed until they are saved.

To remove a user from a global role:

• Click the trash can icon on the role assignment. Remember to click Save after making any changes.

#### Limitations for subsystem administrators

If you are a subsystem administrator, the Security Manager page has some limitations. These limitations are consistent with the behavior of the Security Management dialog in the Desktop Client.

- The user list is limited to only showing users that belong to one of the subsystems that you administer.
- The subsystem list is limited to only showing subsystems that you administer. This applies to the Subsystem filter and the Add To Subsystem dialog.

This means that as a subsystem administrator, you are limited to managing users that already belong to one of the subsystems that you administer. If a user does not belong to any subsystems, or if a user belongs to a subsystem that you do not administer, then that user will not display in the web Security Manager. In this case, if the user needs to be assigned to your subsystem, a system administrator or a user with the Administer Security permission must make this assignment.

# Security Integration

Axiom Budgeting and Performance Reporting can integrate with your organization's existing network security. You can:

- Enable Windows Authentication for user authentication against your Windows domain, including the option to import users from Active Directory.
- Enable LDAP Authentication for user authentication against your LDAP server.
- Enable SAML Authentication for user authentication against a SAML identity provider.
- Enable OpenID Authentication for user authentication against an OpenID provider.

**NOTE:** This guide discusses how to set up and use security integration features once they have been enabled for your system. For information on enabling the associated system configuration settings, see the *System Administration Guide*.

#### **Using Windows Authentication**

You can enable Windows Authentication for a system, to authenticate users based on their Windows domain credentials.

# Windows Authentication behavior

When the Axiom Budgeting and Performance Reporting login screen displays, users must enter their Windows user name, domain, and password. If the domain is an allowed domain and the Windows user name matches a user name in Axiom Budgeting and Performance Reporting, then the credentials are passed to Windows for authentication into Axiom Budgeting and Performance Reporting.

If the Windows Authentication configuration for Axiom Budgeting and Performance Reporting only allows one domain, then that domain is assumed for authentication and users do not need to specify it when logging in. If multiple domains are allowed, then the domain must be specified in one of the following ways:

- The user must include the domain with their user name, such as: *DomainName\UserName*.
- The user must specify the appropriate domain using the **Domain** selection list on the login screen. This is an optional setting that can be enabled for your installation. For more information, see Domain selection list.

Users must enter their credentials each time they log in, unless they select **Remember me** to store their credentials for future use. For more information, see Remember me.

### Setting up Windows Authentication

The following summarizes the setup process for Windows Authentication.

1. Windows Authentication must be enabled for the system.

For on-premise systems, Windows Authentication can be enabled during the Axiom Application Server installation. If it was not enabled during the installation, you can configure it later using either of the following options:

- Use the **Configure Authentication Methods** page of the Axiom Software Manager. For more information, see the *Installation Guide*.
- Use a Save Type 4 report to modify the applicable system configuration settings (WindowsAuthEnabled and WindowsAuthAllowedDomains).

When you enable Windows Authentication, you must specify the valid domains for authentication. You can specify multiple domains, separated by commas. You can also choose to enable Active Directory Synchronization if you want to import and synchronize users from Active Directory (for more information, see Synchronizing users with Active Directory).

For Axiom Cloud systems, Axiom Support will enable Windows Authentication for you as part of the system setup, if that is your chosen authentication method.

- 2. In security, Axiom Budgeting and Performance Reporting users must be set up as follows to support Windows Authentication:
  - The user's Axiom Budgeting and Performance Reporting login name must match their Windows login name.
  - The user's **Authentication** method must be set to **Windows User**. This is the default setting for new users if Windows Authentication is enabled for your installation.

If users are imported from Active Directory, then they will automatically be created with the appropriate login name and authentication type.

- 3. Axiom Cloud systems have the following additional requirements:
  - Installation of the Cloud Integration Service is required to enable the Axiom Cloud system to communicate with your local Windows domain, to validate user credentials. For information on installing the Cloud Integration Service, see the Axiom Cloud Technical Guide and contact Axiom Support as needed.
  - A remote data connection must be created in Scheduler, with the option Use for authentication service enabled.

All users who are assigned to the Windows Authentication method will be authenticated based on their Windows credentials. This is the only way that these users can log in—they cannot log in using an internal Axiom Budgeting and Performance Reporting password.

If you need to test the security settings of a Windows Authentication user, you can use the **Log in as selected user** feature to log in to Axiom Budgeting and Performance Reporting as that user. For more information, see Testing user security.

# Adding or removing domains for Windows Authentication

If the Windows domain names used by your organization for authentication have changed, you must update the list of allowed domains in Axiom Budgeting and Performance Reporting. Users can only log into Axiom Budgeting and Performance Reporting using Windows Authentication if their domain name matches one of the allowed domain names in this list. The list of allowed domains is stored in the system configuration settings (WindowsAuthAllowedDomains).

For example, when Windows Authentication was originally configured, you may have been using a domain named CompanyA. After a merger or reorganization, some or all of your users may now be using a domain named CompanyB. If those users need to log in to Axiom Budgeting and Performance Reporting, you must add CompanyB to the list of allowed domains. You might leave CompanyA on the domain list if your organization is actively using both domains, or you might remove it if your organization has completely switched to using the CompanyB domain.

The list of allowed domain names for Windows Authentication can be managed in the Axiom Web Client, on the **System Configuration** page.

To add or remove a domain name for Windows Authentication:

1. In the Web Client, click the menu icon **in the Global Navigation Bar.** From the Area menu, select **System Administration**.



2. From the Navigation panel, select System Status > System Configuration.

System Administration			
=			
Navigation -	-		
Home			
Dashboard			
> Tools			
> Auditing			
<ul> <li>System Status</li> </ul>			
Infrastructure Section			
✓ Software Configuration			
Software Updates			
Update License			
System Configuration			

Alternatively, you can go directly to the System Configuration page as follows:

Example Cloudhttps://ClientName.axiom.cloud/Admin/SystemConfigurationURLWhere ClientName is the name of your Axiom Cloud system.

- Example On http://ServerName/Axiom/Admin/SystemConfiguration

   Premise URL
   Where ServerName is the name of the Axiom Application Server, and Axiom is the default name of the virtual directory.
- 3. On the System Configuration page, locate the row for WINDOWSAUTHALLOWEDDOMAINS, and then click Edit.

System Configuration					
ID	Value				
ALLOWSHOWEXCEL	True	/ Edit			
ALLOWSHOWPOWERPOINT	True	/ Edit			
ALLOWSHOWWORD	True	/ Edit			
SCHEDULER_CONTAINERIDLELINGER	120	/ Edit			
SCHEDULER_MAXCONTAINERINSTANCES	0	/ Edit			
SCHEDULER_SERVICECLUSTERNAME		/ Edit			
SHOWREMEMBERME	True	/ Edit			
SYSTEMNAME	Axiom Software Test System	/ Edit			
WINDOWSAUTHALLOWEDDOMAINS	CompanyA	Contraction Edit			

When you click the Edit button, the Value field on the row becomes editable.

4. Modify the list of domains as needed to add or remove domain names. Multiple domain names must be separated with commas.

For example, if the list is currently CompanyA, and you need to keep CompanyA but add new CompanyB, edit the domain names as follows:

WINDOWSAUTHALLOWEDDOMAINS		✓ Update
	CompanyA,CompanyB	
		0.000

5. Click **Update** to save and apply your changes. The Value field now shows your edited list.

The changed list of domain names takes effect immediately after saving. If you removed a domain name, users in that domain can no longer log in using Windows Authentication. If you added a domain name, users in that domain can now log in using Windows Authentication.

#### Synchronizing users with Active Directory

You can import users from Active Directory, to automatically create users within Axiom Budgeting and Performance Reporting and assign them to the appropriate roles. Subsequent imports can be used to create new users and synchronize previously imported users.

Active Directory synchronization can only be used in conjunction with Windows Authentication. For more information, see Using Windows Authentication.

To set up Active Directory synchronization:

1. Enable Active Directory synchronization for your system.

For on-premise systems, Active Directory synchronization can be enabled during the Axiom Application Server installation. If it was not enabled during the installation, you can configure it later using either of the following options:

- Use the **Configure Authentication Methods** page of the Axiom Software Manager. For more information, see the *Installation Guide*.
- Use a Save Type 4 report to modify the applicable system configuration setting (WindowsAuthUserSyncEnabled).

For Axiom Cloud systems, Axiom Support can enable Active Directory synchronization for your system.

2. Create a job in Scheduler with an **Active Directory Import** task, and schedule the job to run periodically as needed for your environment.

Each import task can import users from a single Active Directory domain into the current Axiom Budgeting and Performance Reporting system. The import task specifies the Active Directory domain and groups to import, role mappings, and notification settings. If you need to import from multiple Active Directory domains, then you must create an import task for each domain.

For more information, see Creating a Scheduler job to import users from Active Directory.

When the Scheduler job is run, new users are created as needed and existing users are synchronized with Active Directory. For more information, see How Active Directory user synchronization works.

#### Creating a Scheduler job to import users from Active Directory

Once Active Directory synchronization has been enabled for your system, you must create a Scheduler job in order to import users from Active Directory into Axiom Budgeting and Performance Reporting.

The Scheduler job must contain an Active Directory Import task. Each import task can import users from a single Active Directory domain into the current Axiom Budgeting and Performance Reporting system. The import task specifies the Active Directory domain and groups to import, and role mappings for those groups. When setting up the job, you can configure a scheduling rule so that it runs nightly, weekly, or whatever frequency is appropriate for your organization.

If you need to import users from multiple Active Directory domains, then you must create an import task for each domain. You can create a single Scheduler job with multiple import tasks, or you can separate the import tasks into multiple Scheduler jobs. If all of the import tasks can use the same schedule, then it is easiest to create a single job with multiple tasks.

For Axiom Cloud systems, the Active Directory Import task can import users from your local Active Directory by use of the Axiom Cloud Integration Service. If you have a remote data connection that is enabled for user authentication, this task will use that connection when the job is executed by Scheduler.

## Before you begin

Before creating the job, you should make sure you are prepared with the following information:

- The name of your Active Directory domain, or the server name that hosts Active Directory. You will need to specify one of these to identify the source domain for the import.
- The user credentials to use to access Active Directory. You can specify a user name and password, or you can use the credentials of the Axiom service that is performing the process.
- The groups to import from Active Directory. You must know the names of the groups that you want to import from Active Directory. All users in the selected groups will be imported into Axiom Budgeting and Performance Reporting. If you do not have groups that exactly correspond with the users that you want to create in Axiom Budgeting and Performance Reporting, you may need to work with your Information Technology department to create new groups or refine existing groups.
- The Axiom Budgeting and Performance Reporting roles, subsystems, user license types, and authentication types for each imported group. When users are imported, they can be automatically assigned to one or more roles and subsystems in Axiom Budgeting and Performance Reporting, and assigned a user license type and an authentication type. Make sure you know which options to use.

## Creating the job

In order to create a Scheduler job, you must be an administrator or have the **Scheduled Jobs User** security permission. Non-admin users must also have read/write access to at least one folder in the Scheduler Jobs Library.

Scheduler jobs can only be created in the Desktop Client. Although you can view the status of existing jobs in the Web Client, you cannot create new jobs in that environment.

**IMPORTANT:** The Active Directory Import task can only be executed by a user who has permission to create users in security—an administrator, a subsystem administrator, or a user with the **Administer Security** permission. If you plan to schedule the job for automated execution, the job owner must have the required permissions to execute the task. The job owner is the user who last saved the job. Effectively, this means that the job must be created by a user with the required permissions. If the job is created by a user who does not have the required permissions, then the job must be saved by a user with the required permissions in order to re-set the job owner. You can see the current job owner for the job in the **Job Variables** section of the job properties.

To create an Active Directory Import job in Scheduler:

1. On the Axiom tab, in the Administration group, click Manage > Scheduler.



Scheduler on default Axiom ribbon tab

In systems with installed products, this feature may be located on the Admin tab. In the System Management group, click Scheduler.



Scheduler on Admin tab (example product ribbon)

2. In the Scheduler dialog, click New.

Axiom Scheduler - Scheduled Jobs						
Job	Service					
	🗀 🔒 🎽 🕨 📔					
New	Open Save Close Run Once					
	Job					
🕼 Schedi	uled Jobs					
ID	Job	User	Status			
4575512	System.ProcessNotification	System	Pending			
4575500	System.SystemDataPurge	System	Pending			
4575502	System.IndexMaintenance	System	Pending			

A new job is opened in the dialog, with a tab name of **New Job**.

3. Click Add > Active Directory Import to add the task to the new job.

A Axiom Scheduler - New Job									
Job Se	rvice								
					_	1			
New O	pen)	Save	Close	Run Once	Add •	Move Up	Move Down	Remove Selected	Clear All
		Active [	Directory	Import			Tasks		
🕼 Schedul		Admini	ster Worl	dlow					
		Collect	Workshe	ets					
Genera Job Va		Copy O	n Demar	nd Plan Fil	es				
Schedu		Create	Plan Files	;					
Event H		Echo Ta	sk						
Tasks		Execute	Comma	nd Adapt	er				
Job Re		Execute	SQL Cor	mmand					
		Export	ETL Packa	age					
		File Pro	cessing						

The task is added to the job, and you can now configure the task properties. In the **Task Details** section, the task has three tabs: **Source Directory**, **Notification**, and **Preview Import**.

- 4. On the **Source Directory** tab of the Task Details, select either **Domain** or **Server** to specify the source domain for the import.
  - If you select Domain, enter the name of the domain.
  - If you select Server, enter the name of the domain controller server.

The server option is available in case you are not currently logged into the source domain, and your current domain does not have access to the source domain. In this case, you must use domain credentials in order to access the source domain.

Only one domain can be selected per import task. If you want to import users from multiple domains into an Axiom Budgeting and Performance Reporting system, then you must create multiple import tasks.

Scheduled Jobs 🗋 New Jo	b
<ul> <li>Scheduled Jobs</li> <li>New Jo</li> <li>General Job Variables Scheduling Rules Event Handlers Notification</li> <li>Tasks Active Directory Import Job Results</li> </ul>	> Task Control   > Task Details   Source Directory            • Domain Or O Server: MyDomain         Oredentials:         • Use process credentials         O Specify domain credentials         User:         Password:
< >	

- 5. For **Credentials**, specify the user credentials to use when accessing Active Directory for the import. Select one of the following:
  - Use process credentials: (Default) Use the credentials of the network service account for Axiom Scheduler Server (on-premise installations) or Axiom Cloud Integration Service (Axiom Cloud systems).
  - Specify domain credentials: Enter the credentials of a specified domain User and Password. This option is required if you identified the source domain using the server name instead of the domain name.

General Job Variables	> Task Control
	✓ Task Details
Event Handlers	Source Directory Notification Preview Import
Notification	Source Directory
Active Directory Import Job Results	Import
	Credentials:
	O Specify domain credentials
	User:
	Password:

- 6. If you do not want new and synchronized users to be automatically enabled by the import, select **Never Enable Users**. This option works as follows:
  - If unchecked (default), then newly imported users are enabled as part of the import. Additionally, any existing imported users who have been changed to disabled are reenabled.
  - If checked, then newly imported users are not enabled as part of the import. A security administrator must modify the security settings after the import is complete to enable the new users. Existing imported users retain their current enabled status.

We recommend enabling this option because in most cases it is necessary for a security administrator to make further changes to security settings before the user account is fully ready for use. Additionally, if your system uses subsystems, any newly imported users will not be able to log in anyway, since the import does not assign users to a subsystem.

General	> Task Control
General Job Variables Scheduling Rules Event Handlers Notification 4 Tasks Active Directory Import Job Results	Task Control Task Control Task Details Source Directory Notification Preview Import Source Directory © Domain Or O Server: MyDomain Credentials: © Use process credentials O Specify domain credentials User: Password:
	Never Enable Users

7. In the Groups to import section, click Add to select one or more groups to import.

General	Task Control
Job Variables	Task Details
Event Handlers	Source Directory Notification Preview Import
Notification	Source Directory
Tasks Active Directory Import	Domain Or O Server: MyDomain
Job Results	Credentials:
	Use process credentials
	O Specify domain credentials
	User:
	Password:
	✓ Never Enable Users
	Groups to import:
	Add
	Remove
	Role Mapping
< >	

The **Select Groups** dialog opens, displaying a list of groups from the source domain.

• Select the group or groups that you want to add, and then click **OK**. You can use the search box at the top of the dialog to find a group by name. You can use the SHIFT or CTRL keys to select multiple groups in the list.

A Select one or more groups	- 0	×
<type filter="" here="" list="" to=""></type>		×
Directory Group	Path	^
Group A	UN/Nadvariation/Outrites level	
Group B	(34) (automatical Olivitation land	
Group C	(347/hadranial.net/Outrites 80)	
Group D	(DAP) Real-method and Chu-Printers In B	
Group E	(347/hauhranhal.net/Olu-hinten Kate)	
Group F	(347) Naufmanhall net (21) Printers Kathy	
Group G	(24P) Rechterhalt net Olichisters Ken.)	
Group H	(347/hadmanhall-net/Chulhinten KUD	
Group I	(347) hadranial ret/Outrites 606	
Group J	(34) (head-out-of-Chadrone (4.5)	$\sim$
	OK Can	cel

• The selected group(s) display in the **Groups to import** box. If you have added a group by mistake, you can select it and click **Remove**.

Groups to import:	
Group D	Add
	Remove
	Role Mapping

8. In the **Groups to import** section, click **Role Mapping** to define the role mappings for each selected group:

General	> Task Control					
Job Variables	✓ Task Details					
Event Handlers	Source Directory Notification Preview Import					
Notification	Source Directory					
Active Directory Import	Domain Or O Server: MyDomain					
Job Results	Credentials:         Output         Output					
	O Specify domain credentials					
	User:					
	Password:					
	✓ Never Enable Users					
	Groups to import:					
	Group D Add					
	Remove					
	Role Mapping					
< >>						

• In the **Role Mapping** dialog, click the **Add mapping** icon + in the top right to add a mapping row to the dialog.

A Role Mapping				? ×	
Map directory group: Axiom Software role.	s to Axiom Software	roles. Users in the	directory group w	vill be given the associated	
			-		
Directory Group	Axiom Role	Subsystem	User Type	Authentication Type	
				OK Cancel	

- In the mapping row, select a **Directory Group** to map, then select the following:
  - The Axiom Role that you want the users to belong to. You can select None if you do not want the users to be assigned to a role.
  - The **Subsystem** that you want the users to belong to. This option is only present if subsystems are enabled for your system.
  - The User Type for the users. This means license type, such as a Standard license or a Viewer license.
  - The Authentication Type for the users, Windows User or SAML. If you want to use a different authentication type, then you must update the users after importing to assign them to the desired authentication type. You may be able to create a Save Type 4 report to Axiom.Principals to update the users, and process that report within the same Scheduler job, after the Active Directory import task is performed.

A Role Mapping				?	×
Map directory groups Software role.	to Axiom Software n	oles. Users in the dire	ectory group will be	given the associated	d Axiom
Directory Group	Axiom Role	Subsystem	User Type	Authentication Typ	be
Group D 🛛 🗸	Finance ~	TestSubsyster 🗠	Standard ~	SAML ~	
				ОК	Cancel

- Repeat these steps for each group to be imported. If you want the users in a group to belong to more than one role and/or subsystem, you can create multiple mapping rows for that group. If you need to remove a mapping row, select it and then click the Remove mapping icon X in the top right of the dialog.
- When you are finished defining mappings, click **OK** to return to the Scheduler task properties.

The defined role mappings do not display in the **Groups to import** box. If you want to review or edit the role mappings, click **Role Mapping**.

#### NOTES:

- If a group has multiple mapping rows to assign the users to multiple roles and/or subsystems, then the specified user type and authentication type should be the same on each row. If the user type or authentication type is different, then the entry on the last processed mapping will be used.
- If a group has no defined role mappings, then the users will not be assigned to any roles or subsystems. If the import creates new users without role mappings, the assigned user type is Standard and the assigned authentication type is Windows User.
- 9. On the **Notification** tab of the Task Details, enter one or more email addresses to send a notification when users have been added or synchronized due to running the Active Directory Import task. Separate multiple addresses with a semi-colon.

Scheduled Jobs 🗋 New Jo	de
General Job Variables Scheduling Rules Event Handlers Notification Tasks Active Directory Import Job Results	<ul> <li>Task Control</li> <li>Task Details         Source Directory Notification Preview Import         List email addresses to be notified when there are changes made to the Axiom Software system.         jdoe@mycompany.com; rxavier@mycompany.com     </li> </ul>

When the import task is run, if any users are created or modified in the Axiom Budgeting and Performance Reporting system, an email notification will be sent to the addresses specified here. The email summarizes the changes made. This email notification is independent of any job-level notification settings (which notify based on overall job completion or failure).

We recommend setting up this task-level notification to send emails to the security administrator (s) responsible for maintaining the security settings in Axiom Budgeting and Performance Reporting, so that he or she can define security settings for newly added users, validate changes made to existing users, and perform any other follow-up tasks.

10. On the **Preview Import** tab of the Task Details, click **Preview** to see the changes that will be made to Axiom Budgeting and Performance Reporting Security when the Active Directory Import task is run.

The preview feature is intended to help you verify that you have set up the task correctly. If the reported changes are not as you expect, then you can review and adjust the task settings as needed. No changes are made to security when preview is run.

🕼 Scheduled Jobs 📋 New Job	
General Job Variables Scheduling Rules Event Handlers Notification 4 Tasks Active Directory Import Job Results	Task Control      Task Details      Source Directory Notification Preview Import      Preview shows the changes that would be made to Axiom Software, without making them.      Preview Cancel      Directory Cancel
	Disabled Axiom Software user' FAlfed' Imported 'TKetchu' Imported 'MGurne' Updated 'JSmit' Imported rschlein' Updated 'NCross' Import summary: 3 imported, 2 updated, 1 disabled, 0 failed

This completes the settings for the Active Directory Import task. However, there are a few general job properties that should also be reviewed and completed as needed.

11. In the left-hand pane, click **Scheduling Rules**. Using this section, you can define a scheduling rule so that the job runs automatically as needed. Typically, organizations want the Active Directory Import task to run regularly so that users are kept in sync.

Click **Add** to add a scheduling rule to the job, and then complete the rule as needed based on your desired schedule. In the following example, this job will run Monday through Friday at 11:00PM.

Job Service						
New Open Save Close	Run Once Add	Remove Clear Selected All				
Scheduled Jobs	b	including rates				
				1		
General	Active	Starting On	Ending On	Day Of Week	Hours	Minutes
General Job Variables	Active	Starting On	Ending On	Day Of Week 1-5	Hours 23	0 Minutes
General Job Variables Scheduling Rules Event Handlerr	Active	Starting On	Ending On	Day Of Week	Hours 23	0 Minutes
General Job Variables Scheduling Rules Event Handlers Notification	Active	Starting On	Ending On	Day Of Week	Hours 23	0 0
General Job Variables Scheduling Rules Event Handlers Notification I Tasks	Active	Starting On	Ending On	Day Of Week	Hours 23	0
General Job Variables Scheduling Rules Event Handlers Notification Tasks Active Directory Import	Active	Starting On	Ending On	Day Of Week	23	Minutes 0

12. In the left-hand pane, click **Notification**. Using this section, you can configure the notification settings for the overall Scheduler job. The job-level notifications are intended to inform interested parties when the job completes successfully or has errors. These notifications do not contain any information about user changes to Axiom Budgeting and Performance Reporting Security—to inform someone about specific user changes, you must use the task-level notification settings as described in step 9.

By default, jobs are configured to send a notification whenever the job is run (Send all email notifications). You can change the Job Notification Level as needed, and you can modify the recipients, subject, and message. In the following example, a notification is only sent when the job has errors.

🕼 Scheduled Jobs 📋 New Jo	b	
General Job Variables Scheduling Rules Event Handlers Notification Tasks Active Directory Import Job Results	Job Notification Level Send all email notifications Send email notification only when the job has errors None Send email notification to different email addresses when the job has errors or succeeds Notification Message Content To [CurrentUser.EmailAddress] From [Scheduler.FromEmailAddress] Subject Axiom Scheduler Notification User Message	

- 13. Complete any other job or task properties as needed. In most cases, the default settings are sufficient.
- 14. Click **Save**. You can define a name for the job and save it to the desired location in the Scheduler Jobs Library.



Once you save the job with an active scheduling rule, the job is immediately added to the schedule to await the first scheduled execution time. You can see this scheduled instance on the **Scheduled Jobs** tab.

You can also run the job manually as needed by opening the job and clicking **Run Once**. Note that when using Run Once, the job runs as the current user instead of the job owner, so you must have the required permissions to perform the import.

For more information on what happens when the Active Directory Import task is run, see How Active Directory user synchronization works.

#### How Active Directory user synchronization works

This topic describes how new users are created and how existing users are updated when an Active Directory Import job runs in Scheduler.

**NOTE:** The Active Directory domain name is always used to determine matching users for purposes of the Active Directory import. If a user name matches but the domain does not, that user is not considered to be a matching user.

## Creating new users via Active Directory import

For each unique user name in the import, Axiom Budgeting and Performance Reporting looks for a matching user name in Axiom Budgeting and Performance Reporting Security. If no match is found, then a new user is created. If a match is found, then the user synchronization behavior applies as detailed in the following section.

New users are created with the following user properties:

- Login (from Active Directory)
- Domain (from Active Directory)
- First name (from Active Directory)
- Last name (from Active Directory)
- Email address (from Active Directory)
- License Type (from Scheduler task settings)
- Authentication (from Scheduler task settings)
- Enabled (from Scheduler task settings)
- Assigned Roles (from Scheduler task settings)
- Assigned Subsystems (from Scheduler task settings)
- Directory Sync Enabled (assumed as enabled)

**NOTE:** The imported user's domain does not display in the Security dialog, but it is stored in the database and can be reported upon by use of an Axiom query to the Axiom.Principals table. The relevant domain also displays before each user name when using Open Security in Spreadsheet. The domain is stored in case of a situation where two users with the same user name are imported from different domains.

# Synchronizing users via Active Directory import

If a user name in the Active Directory import matches an existing user name in Axiom Budgeting and Performance Reporting security, then that user will be updated ONLY if the **Directory Sync Enabled** check box remains selected for the matching user. Matching users are updated as follows:

- User Properties: If the first name, last name, or email address has changed in Active Directory, it is updated in Axiom Budgeting and Performance Reporting.
- User License Type: If the assigned user license type for the Active Directory group has changed, then the license type is updated in Axiom Budgeting and Performance Reporting.

- Authentication Type: If the assigned authentication type for the Active Directory group has changed, then the authentication type is updated in Axiom Budgeting and Performance Reporting.
- Role and Subsystem Assignments: The user's role and subsystem assignments are updated as follows:
  - If a role or subsystem assignment has been added for the Active Directory group, the user is assigned to that role or subsystem.
  - If a role or subsystem assignment has been removed from the Active Directory group, the user is only removed from the role or subsystem if another group is mapped to that same role or subsystem (and the user does not also belong to that other group). If the previously assigned role or subsystem is not present in the mappings at all, then the user is not removed from the role or subsystem.
  - If the user no longer belongs to the Active Directory group, and that group's role or subsystem mappings still exist, then the user is removed from those roles and subsystems (unless the user belongs to another Active Directory group in the import that is mapped to the same roles and subsystems).
- **Disabled Users**: If the user is disabled in Active Directory, then the user is disabled in Axiom Budgeting and Performance Reporting. If the user is disabled in Axiom Budgeting and Performance Reporting but enabled in Active Directory, then the user will either be re-enabled or left as disabled depending on whether **Never Enable Users** is checked in the Scheduler task settings.

If the **Directory Sync Enabled** check box is cleared for the matching user, then that user will be ignored by the Active Directory synchronization process and left as is.

If the **Directory Sync Enabled** check box is selected for a user and that user does NOT match a user name in the Active Directory import, then the user is disabled. If you still need the user account, you can reenable the user and clear the Directory Sync Enabled check box so that the user will be ignored by future imports.

#### NOTES:

- Role mappings are processed in role ID order. If a group has multiple mappings, and the user license type or authentication type does not match on all of the mappings, then users in the group will be assigned to the license type and authentication type associated with the last-processed role.
- If a role mapping uses a subsystem-specific role, users will be assigned to that role regardless of whether they also belong to the associated subsystem. This creates an invalid security configuration that must be corrected after the import.

Editing imported users

Once an imported user has been created in Axiom Budgeting and Performance Reporting, you can edit the user's permissions in Security as appropriate.

You can assign the user to additional roles and/or subsystems, and those additional assignments will persist through subsequent imports. However, if the user is part of an import that contains a mapping with those roles or subsystems, and the user is not in the group affected by that mapping, then the user will be removed from those roles or subsystems.

You can edit user properties such as name, email, and authentication type, however, these changes will be overwritten the next time the Active Directory import task is run, assuming that **Directory Sync Enabled** is still checked for the user.

If you do not want the user to be synchronized with Active Directory anymore, but you still want the user to be active in Axiom Budgeting and Performance Reporting, then you should clear the **Directory Sync Enabled** check box for the user. Once this option is disabled, the user will be ignored by the import and will be treated like a manually created user.

# Treatment of manually created users

If Active Directory Import is enabled for your system, you can still manually create users and exclude them from the Active Directory import and synchronization process by clearing the **Directory Sync Enabled** check box for the user. The user will be ignored by any future Active Directory Import jobs.

If you manually create a user and leave the **Directory Sync Enabled** check box selected, then the user will be treated as follows the next time an Active Directory Import job is run:

- If the user matches a user name in the Active Directory import, then the user will remain active and will be synchronized with Active Directory.
- If the user does not match a user name in the Active Directory import, then the user will be disabled.

#### **Using LDAP Authentication**

You can enable LDAP Authentication for Axiom Budgeting and Performance Reporting, so that users are authenticated against your LDAP server when launching Axiom Budgeting and Performance Reporting.

**NOTE:** LDAP Authentication is not supported for use with Axiom Cloud systems.

### LDAP Authentication behavior

When the Axiom Budgeting and Performance Reporting login screen displays, users must enter their LDAP user name (with or without the suffix) and their LDAP password. If the LDAP user name matches a user name in Axiom Budgeting and Performance Reporting, then the credentials are passed to LDAP for authentication into Axiom Budgeting and Performance Reporting.

If the LDAP Authentication configuration for Axiom Budgeting and Performance Reporting only allows one LDAP suffix, then that suffix will be used for all LDAP authentication. The user can include the suffix or not when logging in, and the Axiom user name can contain the suffix or not. Axiom will automatically append the suffix as needed when sending the credentials to LDAP for authentication. However, if multiple suffixes are allowed, then the suffix must be specified using any of the following approaches:

- The user must specify the appropriate suffix using the **Domain** selection list. This is an optional login setting that can be enabled for your installation. For more information, see Domain selection list.
- The user must include the suffix as part of their user name when logging in.
- The user names in Axiom Budgeting and Performance Reporting must include the appropriate suffix for each user.

Users must enter their credentials each time they log in, unless they select **Remember me** to store their credentials for future use. For more information, see Remember me.

## Setting up LDAP Authentication

The following summarizes the setup process for LDAP Authentication.

To set up LDAP Authentication:

1. LDAP Authentication must be enabled for the system.

LDAP Authentication can be enabled during the Axiom Application Server installation. If it was not enabled during the installation, you can configure it later using the **Configure Authentication Methods** page of the Axiom Software Manager. For more information, see the *Installation Guide*.

When you enable LDAP Authentication, you must specify the connection string to the LDAP server, as well as a user name and password for the connection. You must also specify the allowed suffix(es) for user names.

- 2. In security, Axiom Budgeting and Performance Reporting users must be set up as follows to support LDAP Authentication:
  - The user's Axiom Budgeting and Performance Reporting login name must match their LDAP login name.

The user name can contain the LDAP suffix or not as desired. Note that the user name must include the suffix if there is a naming conflict with another user who is configured with a different authentication type (or with a different LDAP suffix). For example, if you have an Axiom Prompt user jdoe, and you have an LDAP user jdoe, then the LDAP user must include the suffix on their user name to differentiate the two users.

• The user's **Authentication** method must be set to **LDAP Prompt**. This is the default setting for new users if your installation is enabled for LDAP Authentication.

All users who are assigned to the LDAP authentication type will be authenticated by your designated LDAP directory. This is the only way that these users can log in—they cannot log in using an internal Axiom Budgeting and Performance Reporting password.

If you need to test the security settings of an LDAP authentication user, you can use the **Log in as** selected user feature to log in to Axiom Budgeting and Performance Reporting as that user. For more information, see Testing user security.

#### **Using SAML Authentication**

You can enable SAML Authentication for Axiom Budgeting and Performance Reporting, so that users are authenticated based on a designated identity provider (such as Shibboleth or Windows Active Directory Federation Services). This option is only supported for use with Axiom Cloud systems.

# SAML Authentication behavior

SAML Authentication (Security Assertion Markup Language) is a web-based authentication method. Users access Axiom Budgeting and Performance Reporting by going to the Axiom Web Client in a browser. Users must enter their user name and password for their identity provider. Once they are authenticated, if the user name matches a user name in Axiom Budgeting and Performance Reporting, then the user can access the Axiom Web Client or install / launch the Axiom Excel Client or Windows Client from the web page.

Users assigned to SAML Authentication can only access Axiom Budgeting and Performance Reporting from the web. The Excel Client and Windows Client cannot subsequently be launched using a shortcut on the user's computer; the user must continue to log into the Axiom Web Client in order to start the Desktop Client. When using SAML Authentication, you may want to configure the Axiom Application Server installation so that no shortcuts are placed on user computers during the client installation, since users will not be able to use these shortcuts.

# Setting up SAML Authentication

The following summarizes the setup process for SAML Authentication.

1. SAML Authentication must be enabled for the system.

For Axiom Cloud systems, Axiom Support will enable SAML Authentication for you as part of the system setup, if that is your chosen authentication method.

2. Complete any additional configuration requirements to enable SAML Authentication.

SAML Authentication requires additional setup steps. These steps differ depending on the designated identity provider. Please contact Axiom Support for assistance in completing the SAML Authentication setup.

- 3. In security, Axiom Budgeting and Performance Reporting users must be set up as follows to support SAML Authentication:
  - The user's Axiom Budgeting and Performance Reporting login name must match their login name for the SAML identity provider (with or without an @suffix as appropriate).
  - The user's Authentication method must be set to SAML.

If you need to test the security settings of a SAML Authentication user, you can use the **Log in as** selected user feature to log in to Axiom Budgeting and Performance Reporting as that user. For more information, see Testing user security.

## Logging in as an Axiom Prompt user when SAML Authentication is enabled

You can also set up **Axiom Prompt** users when SAML Authentication is enabled, such as to allow Axiom Support to access the system without giving them credentials for the SAML identity provider. These users must go a special area of the web site in order to log in:

#### https://ServerName/Axiom/Home/Login

Where *ServerName* is the name of your Axiom Application Server and Axiom is the name of the virtual directory.

#### **Using OpenID Authentication**

You can enable OpenID Authentication for Axiom Budgeting and Performance Reporting, so that users are authenticated based on a designated OpenID provider (such as Google OpenID Connect).

# OpenID Authentication behavior

OpenID Authentication is a web-based authentication method. Users access Axiom Budgeting and Performance Reporting by going to the Axiom Web Client in a browser. Users must enter their user name and password for their OpenID provider. Once they are authenticated, if the user name matches a user name in Axiom Budgeting and Performance Reporting, then the user can access the Axiom Web Client or install / launch the Axiom Excel Client or Windows Client from the web page.

Users assigned to OpenID Authentication can only access Axiom Budgeting and Performance Reporting from the web. The Excel Client and Windows Client cannot subsequently be launched using a shortcut on the user's computer; the user must continue to log into the Axiom Web Client in order to start the Desktop Client. When using OpenID Authentication, you may want to configure the Axiom Application Server installation so that no shortcuts are placed on user computers during the client installation, since users will not be able to use these shortcuts.

# Setting up OpenID Authentication

The following summarizes the setup process for OpenID Authentication.

1. OpenID Authentication must be enabled for the system.

For on-premise systems, OpenID Authentication can be enabled during the Axiom Application Server installation. If you did not enable it during the original installation, you can use Repair to change the installation to enable it. For more information, see the *Installation Guide*.

When you enable OpenID Authentication for Axiom Budgeting and Performance Reporting, you must specify the Client ID and Client Secret for your OpenID provider.

For Axiom Cloud systems, Axiom Support will enable OpenID Authentication for you as part of the system setup, if that is your chosen authentication method.

2. Complete any additional configuration requirements to enable OpenID Authentication.

At minimum, you must configure the OpenID provider with the redirect URI to the Axiom Budgeting and Performance Reporting login page (such as *<URLtoAxiom>/openid/login*). Other setup steps may be necessary, depending on your particular configuration. Please contact Axiom Support as needed for assistance in completing the OpenID Authentication setup.

- 3. In security, Axiom Budgeting and Performance Reporting users must be set up as follows to support OpenID Authentication:
  - The user's Axiom Budgeting and Performance Reporting login name must match their login name for the OpenID provider, including the @suffix.
  - The user's Authentication method must be set to OpenID.

If you are an administrator and you need to test the security settings of an OpenID Authentication user, you can use the **Log in as selected user** feature to log in to Axiom Budgeting and Performance Reporting as that user. For more information, see Testing user security.

Logging in as an Axiom Prompt user when OpenID Authentication is enabled

You can also set up **Axiom Prompt** users when OpenID Authentication is enabled, such as to allow Axiom Support to access the system without giving them credentials for the OpenID identity provider. These users must go a special area of the web site in order to log in:

#### https://ServerName/Axiom/Home/Login

Where *ServerName* is the name of your Axiom Application Server and Axiom is the name of the virtual directory.

#### Login behavior options

The following options apply to all authentication types except SAML and OpenID Authentication.

### Domain selection list

When a user logs in, Axiom Budgeting and Performance Reporting looks for a matching user name within Axiom security and applies the specified authentication type for that user. For LDAP Authentication and Windows Authentication, if only one allowed domain or suffix is specified, that information can be assumed and the user does not need to include it when logging in. If multiple domains or suffixes are specified, then the user must include that information as part of their user name. For example: *DomainName\UserName* for Windows Authentication.

Alternatively, you can configure your system so that all users must specify their authentication type / domain when logging into Axiom Budgeting and Performance Reporting, using the **Domain** selection list. The Domain selection list displays the following:

• Axiom Named User (for Axiom Prompt login)
- Each allowed Windows Authentication domain (if Windows Authentication is enabled for the installation)
- Each allowed LDAP suffix (if LDAP Authentication is enabled for the installation)

When the Domain selection list is enabled, the user must make the appropriate selection in order to log in. For example, a Windows Authentication user must select their Windows domain name. Because it is specified separately, the domain or suffix does not need to be added to the user name, even when there are multiple allowed domains or suffixes.

The following screenshot shows an example of the Domain selection list. In this example, the installation has enabled Windows Authentication with two allowed domains. The two domain names display on the selection list as well as the choice to log in as an Axiom Named User.

		KaufmanHa AX	IOM	
Domain	Kaufmanhall		v	
Username	Kaufmanhall AxiomSoftware			
Password	Axiom Named User			
	Remember me			
	Login		Cancel	
Copyright © 2019 Kaufman Hall™. All Righ	ts Reserved.	Ve	rsion 2019.1.14.199	

The Domain selection list can be enabled or disabled using the

AuthenticationDomainSelectionListRequired system configuration setting. By default this is set to False, which means the Domain selection list only displays if your system contains duplicate user names that require the domain to be specified to differentiate those users. If you set this to True, then the Domain selection list displays at all times.

If the Domain selection list is enabled, and if Windows Authentication is enabled for the installation, then by default the user's current domain will be selected in the list (if that domain is one of the allowed domains). Otherwise, the first option in the list is selected by default. Options are ordered as follows: LDAP suffixes, Windows domains, Axiom Named User.

#### Remember me

Users can optionally select **Remember me** at the login screen to store their Axiom Budgeting and Performance Reporting authentication for future use. This information is encrypted and only applies to the current user for the current machine. The next time the user starts Axiom Budgeting and Performance Reporting on the current machine, they will not be prompted to log in.

Although all Axiom Budgeting and Performance Reporting clients have a Remember Me check box on the login screen, note that the remembered status is stored separately for access to the Web Client versus the Desktop Client. For example, a user can choose Remember Me when logging into the Excel Client, and then that user will not be prompted when subsequently accessing either the Excel Client or the Windows Client. However, if the user attempts to access the Web Client, they will be prompted for credentials (and can then choose to be separately remembered for the Web Client).

**NOTE:** Logging out of a client will clear the remembered status for that client type. Although the Excel Client and Windows Client do not have an explicit log out feature, logging out of the Word or PowerPoint add-in will clear the remembered status for the Desktop Client (but only if you are not also currently logged into another instance of the Desktop Client).

If you do not want users to have access to the Remember Me option, so that they must log in each time, then you can disable the feature by setting the system configuration setting **ShowRememberMe** to **False**. This will hide the option from the various login screens. Keep in mind that if a user has already used the Remember Me option, hiding the setting will not clear the user's stored credentials. The user will continue to be remembered until they log out and cause their credentials to be cleared.

# **Filters**

This section contains reference information for creating filter criteria statements. Security settings for file groups and tables can use filters to determine access.

#### Filter criteria syntax

Several areas of Axiom Budgeting and Performance Reporting use criteria statements to define a set of data. The syntax for these criteria statement is as follows:

Table.Column='Value'

- *Table* is the name of the database table.
- Column is the name of the column in the database table.
- *Value* is the value in the column.

If the column is String, Date, or DateTime, the value must be placed in single quotation marks as shown above. If the column is Numeric, Integer (all types), Identity, or Boolean, then the quotation marks are omitted.

For example:

- To filter data by regions, the filter criteria statement might be: DEPT.Region='North'. This would limit data to only those departments that are assigned to region North in the Region column.
- To filter data by a single department, the filter criteria statement might be: DEPT.Dept=100. This would limit data to only department 100.

If the table portion of the syntax is omitted, then the table is assumed based on the current context. For example, if the filter is used in an Axiom query, then the primary table for the Axiom query is assumed. If the current context supports *column-only syntax*, and the specified column is a validated key column, then the lookup table is assumed.

#### Operators

The criteria statement operator can be one of the following: =, >,<,<>,<=,>=. Greater than or less than statements can only be used with numeric values. For example:

ACCT.Acct>1000

SQL IN and LIKE syntax can also be used. For example:

```
DEPT.Region IN ('North','South')
```

#### Compound criteria statements

You can use AND and OR to combine multiple criteria statements. If you are creating long compound criteria statements with multiple ANDs or ORs, you can use parentheses to group statements and eliminate ambiguity. For example:

```
(DEPT.Region='North' OR DEPT.Region='South') AND (ACCT.Acct=100 OR ACCT.Acct=200)
```

#### NOTES:

- When filtering on multiple values in the same column, you must use OR to join the statements, not AND. In the example above, if the statement was instead DEPT.Region='North' AND DEPT.Region='South', that statement would return no data because no single department belongs to both the North and South regions. When you use OR, the statement will return departments that belong to either the North or the South regions.
- Alternatively, you can use the SQL IN syntax to create a compound statement for values in the same column. For example, the statement DEPT.Region='North' OR
   DEPT.Region='South' can also be written as DEPT.Region IN ('North', 'South').
   The Filter Wizard uses IN syntax by default.

#### Using criteria statements in functions

If you are using a criteria statement in a function, such as GetData, you must place the entire criteria statement in double quotation marks. For example:

=GetData("Bud1", "DEPT.Region='North'", "GL1")

You can also place the criteria statement in a cell and then use a cell reference in the function. In this case, you do not need to use double quotation marks in the function, unless you are concatenating text and cell reference contents within the function.

#### Referencing blank values in filters

If a string column contains a blank value, you may want to create a filter that includes or excludes records with these blank values. For SQL Server, the blank value is stored as an empty string. This empty string is indicated with empty quotation marks in the filter. For example: ACCT.CMAssign='' or ACCT.CMAssign<>''

If you use the Filter Wizard to construct the filter, it will automatically use the appropriate syntax.

#### Referencing values with apostrophes in filters

If a string column contains a value with an apostrophe (such as O'Connor), then that apostrophe must be escaped with another apostrophe so that it is not read as the closing apostrophe for the filter criteria statement. For example:

Dept.VP='O'Connor'

Invalid. This construction does not work because Axiom Budgeting and Performance Reporting reads it as Dept.VP='O' and then does not know what to do with the rest of the text.

Dept.VP='0''Connor'

Valid. The extra apostrophe tells Axiom Budgeting and Performance Reporting that the apostrophe is part of the string value and is not the closing apostrophe.

**NOTE:** This syntax must use two apostrophe characters in sequence and *not* a double quotation mark. If you create the filter using the Filter Wizard, Axiom Budgeting and Performance Reporting will construct the appropriate syntax for you.

#### Referencing Date or DateTime values in filters

If your locale uses a date format where the first value is the day, filters using that date or date-time value will not process correctly. Instead, the date or date-time value must be in standard format. Standard format is YYYY-MM-DDTHH:MM:SS for DateTime and YYYY-MM-DD for Date.

If you use the Filter Wizard to construct the filter, it will automatically convert the date or date-time value to the appropriate syntax.

#### **Filter variables**

Axiom Budgeting and Performance Reporting provides a set of filter variables that can be used in filter criteria statements throughout the software. Currently, these variables allow filtering based on the current user.

For example, you may have a column on a plan code table such as Dept.Owner, which contains user login names. When setting up plan file filters in security, you want each user to have a filter such as Dept.Owner='UserName'. Without using variables, you would need to set up each user with a user-level filter such as Dept.Owner='Bloe', Dept.Owner='RSandstone', and so on. With variables, you can instead set up a single role-level filter such as Dept.Owner='{CurrentUser.LoginName}'. For each user in the role, this filter will be resolved using that user's login name.

Filter variables can be used in any place that takes a filter criteria statement. For example, you can use the variables to impact data queries in places such as Sheet Filters, Axiom query filters, Web Report data source filters, Quick Filter, and GetData functions. You can also use the variables in utilities such as Process Plan Files and Create Plan Files.

To use a filter variable, place the variable in curly brackets within the filter criteria statement. All other filter rules still apply—for example, if the variable will resolve to a string value such as a user name, the variable must be placed in single quotation marks. The filter must result in a valid filter criteria statement once the variable is resolved to its current value.

Variable	Resolved Value
{CurrentUser.EmailAddress}	The email address of the current user.
{CurrentUser.FirstName}	The first name of the current user.
{CurrentUser.LastName}	The last name of the current user.
{CurrentUser.LoginName}	The login name of the current user.
{CurrentUser.PrincipalID}	The database ID of the current user.
{CurrentUser.QualifiedLoginName}	The qualified login name of the current user (domain\username). If the user does not have a defined domain, the regular login name is used.

# File Management

This section contains information about file management features in Axiom Budgeting and Performance Reporting. All files are stored in the Axiom Budgeting and Performance Reporting database.

# Managing files using Axiom Explorer

Using Axiom Explorer, administrators can view and manage the files in the Axiom Budgeting and Performance Reporting file system. You can access files, import and export files, delete files, view file history, and manage folder structures for various Axiom libraries. All Axiom files are stored in the Axiom Budgeting and Performance Reporting database.

In addition to basic file management, other administration features such as file group administration and table administration are performed in Axiom Explorer. For more information on performing these activities, see the documentation for each particular feature. This topic discusses general file management features only.

To open Axiom Explorer:

• On the Axiom tab, in the Administration group, click Manage > Axiom Explorer.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the System Management group, click System Browser.

#### Access to Axiom Explorer

By default, only administrators have access to Axiom Explorer. Non-administrators can be granted access by enabling the **Administer Axiom Explorer** permission.

If a non-administrator has access to Axiom Explorer, what they can see in the dialog and what actions they can perform are controlled by their other relevant security permissions. For example, if a user does not have any access to imports, then they will not see the Imports Library. If a user has read-only access to a folder in the Reports Library, then they will see that folder and can open reports, but they will not have access to commands such as creating new folders and deleting files.

**NOTE:** The **Axiom System** section of Axiom Explorer contains system files for Axiom Budgeting and Performance Reporting. Only administrators can access this section.

The Explorer task pane is a streamlined version of the Axiom Explorer dialog. Essentially, the Explorer task pane displays the treeview from the left-hand pane of Axiom Explorer, which allows users to open files and perform actions available on the right-click menu. The same rules apply to the Explorer task pane in determining what files and features a user has rights to access within the treeview. However, the **Administer Axiom Explorer** permission is *not* required for non-administrator users to see the Explorer task pane—any user can view the task pane.

By default, the built-in Explorer task pane is available to all users, via Startup settings defined on the Everyone role. This default access can be changed if desired. If your system has installed products, those products may have modified the default access to provide a different way for users to access the task pane.

#### Axiom Explorer overview

In the Axiom Explorer dialog, the virtual folder directory is displayed in the left-hand pane, and the subfolders and files within a selected folder are listed in the right-hand pane.

A Axiom Explorer						?	×
🔇 🌍 🏂 \Axiom\Reports Library\Bu	dget Reports						8
File • View •							
My Files ^	Name	Modified	Locked By	Size	Туре	Mo	dified
<ul> <li>Favorites</li> <li>Recent</li> <li>My Documents</li> <li>File Groups</li> <li>File Group Aliases</li> <li>Capital Requests</li> <li>File Processing</li> <li>Forms</li> <li>Forms</li> </ul>	<ul> <li>Acct Subtotals</li> <li>Budget Comparison</li> <li>Dept Subtotals</li> <li>Income Statement By Month</li> <li>Monthly report package</li> <li>Tie out monthly data</li> <li>Variance by Acct</li> </ul>	1/3/2019 8:50 AM 1/3/2019 8:50 AM 1/3/2019 8:50 AM 11/15/2017 1:46 PM 11/15/2017 1:46 PM 11/15/2017 1:46 PM 1/3/2019 8:50 AM		30 KB 30 KB 30 KB 7 KB 22 KB 30 KB	Microsoft Excel Microsoft Excel Microsoft Excel Microsoft Excel Microsoft Excel Microsoft Excel Microsoft Excel	admin admin admin jdoe admin admin	1
Images     Startup     Supporting Documents     Utilities     Table Library     Gata Diagrams Library     Filter Library     Budget Reports Description:     File Folder	<				Open	Clos	> se

Example Axiom Explorer

When you select a folder or file, information about that item displays in the bottom of the dialog, such as the file type and size, the date the file was last modified, and the file or folder description. If the file is currently in use, the user who has locked the file is also listed.

As you navigate through the directory, the current location is displayed in a box at the top of the window. You can also type a location into the box to jump directly to that location.

To refresh the file list, click the **Refresh** button 💈 in the toolbar.

#### Managed and non-managed files

By default, all files used by Axiom Budgeting and Performance Reporting are stored in the Axiom Budgeting and Performance Reporting database and accessible via Axiom Explorer. These files are also known as *managed files*, because access to the files is managed by Axiom Budgeting and Performance Reporting.

It is also possible to save an Axiom file outside of the Axiom Budgeting and Performance Reporting database, such as by using **Save As > Local** or **Export**. Axiom files saved locally are known as *non-managed files*. Axiom Budgeting and Performance Reporting does not control access to non-managed

files. Although some features—such as basic Axiom queries and some Axiom functions—still work in nonmanaged files when they are opened within Axiom Budgeting and Performance Reporting, most functionality is not available. It is not recommended to use non-managed files, except as a method to move a file from one Axiom Budgeting and Performance Reporting system to another.

#### File groups and Axiom Explorer

File groups have special treatment in Axiom Explorer. Only administrators can access all of the underlying folders and files for a file group.

If a non-administrator has access to Axiom Explorer, that user will not see the Plan Files folder or any plan files, even if the user otherwise has access to the plan files. Non-administrators must use Open Plan Files (or similar related software features) to open their plan files. The Plan File Attachments folder is also hidden.

Non-administrator users can see the following folders only if they have been granted access to the folders (or files within them) on the **Files** tab of the **Security Management** dialog: Drivers, Templates, Utilities, Process Definitions.

File group folders are not listed in the Explorer task pane for any user. Instead, the Explorer task pane displays a version of the file group menu, so that users can open plan files and perform other file group tasks using the task pane (dependent on their file group permissions).

#### Managing folders

You can perform the following actions in Axiom Explorer by right-clicking a folder. You must have read/write permissions to the folder (as defined in Security) in order to perform any of these actions.

Folder Action	Description
New > Folder	Create a new sub-folder in the selected folder. Once the folder has been created, use <b>Rename</b> to name it. You can also define a description for the folder.
	You must have read/write access to the parent folder in order to create a sub- folder.
	NOTES:
	<ul> <li>The Reports Library on the Reports menu only displays folder structures up to four levels deep. Folder structures greater than four levels can only be accessed using Reports &gt; All Reports (or Axiom Explorer).</li> </ul>
	<ul> <li>Not all folders in the Axiom file system support creating sub-folders. Generally speaking, if access to the folder is controlled using the Files tab in Security, then users with read/write access can create a sub-folder there.</li> </ul>

Folder Action	Description
Rename	Rename the selected folder. You can also press the F2 key to rename a selected folder.
	You must have read/write access to the folder in order to rename it.
	<b>NOTE:</b> Not all folders in the Axiom file system support being renamed. If the folder is system-controlled, then this option will not be available.
Import Files	Import files into the selected folder. The imported files will be saved in the Axiom Budgeting and Performance Reporting database. You must have read/write access to the folder in order to import files.
	<b>NOTE:</b> If you import a file with the same name as an existing file in the folder, that file will replace the existing file and retain its document ID.
	Certain folders have additional file type and user permission requirements. For example:
	<ul> <li>Folders that are dedicated to specialty Axiom file types (such as AXL for task pane files) can only accept imported files of that type.</li> </ul>
	<ul> <li>Report folders can accept imported files of virtually any file type.</li> </ul>
	<ul> <li>Plan file folders can only accept imported XLSX or XLSM files that have the same name as an existing plan file in the folder.</li> </ul>
Delete	Delete the selected folder. This option is only available for user-created folders.
	A folder cannot be deleted if it contains any files or sub-folders. You must first delete or move the files within the folder before the <b>Delete</b> command becomes available on the menu.
	You must have read/write access to the folder in order to delete it.

You can move user-created folders by dragging and dropping. Only one folder can be moved at a time drag and drop does not support multiple selections. System-controlled folders cannot be moved.

### Managing files

You can perform the following actions by right-clicking a file:

File Action	Description
Open	Open the selected file. You can select multiple files and open them simultaneously.
Open Read Only	Open the selected file as read-only.

File Action	Description
Open Without Refresh	Open the selected file without running any Axiom queries that are set to refresh on open. This option also ignores the <b>Downgrade to read-only on open</b> setting. This option is only available to administrators.
Open in Browser	Open the selected file in a browser. This is only available for form-enabled files.
Open in Browser (as other user)	Open the selected file in a browser, using the security permissions of a different user. This option is only available to administrators and only for form-enabled files, so that administrators can test the file setup. A dialog box allows you to select the user to view the file as.
Break Selected Locks	Break the file lock for the selected file or files, if the file is locked by another user. For more information, see Managing locked items.
Document history	View the history for the selected document. For more information, see Viewing document history.
Cut Copy	Cut or copy the selected file, to be pasted to another location in Axiom Explorer. After cutting or copying, navigate to the location where you want to paste the file. Right-click in the blank area of the file list (the right-hand pane) and then click <b>Paste</b> .
	You can select multiple files and copy them simultaneously.
	You must have read/write access to the file's folder in order to use cut.
Rename	Rename the selected file. You must have read/write access to the file's folder in order to rename a file.
Delete	Delete the selected file. You must have read/write access to the file's folder in order to delete a file.
Export	Exports a copy of the selected file to your local computer or a network file location. You can select multiple files and export them simultaneously.
	When the export copy is created, workbook and worksheet protections are applied and "refresh on open" Axiom queries are run. The behavior is as if you had opened the document in Axiom Budgeting and Performance Reporting and then used <b>Save As (Local)</b> .
	If you are an administrator and you want to save a local copy of a file without these protections and data, then you must use <b>Export Without Refresh</b> .
Export Without Refresh	Exports a copy of the document as it exists in the database. This option is only available to administrators.
	When using this option, Axiom Budgeting and Performance Reporting exports the file without performing the various "open document" protocols such as applying protection and running "refresh on open" Axiom queries.

File Action	Description
Copy shortcut to clipboard	Creates a hyperlink to the selected file and copies it to the clipboard. You can then paste the hyperlink into a file or an email (or otherwise provide it to a user).
Copy document path to clipboard	Copies the full path of the document to the clipboard. You can then paste the path somewhere—for example, for use with alert setup, or within certain Axiom functions that use a document path.
Add to Favorites	Add the selected file to your favorites list.
Package Details	View the product package details for the file, including the feature the file belongs to, the package version, and the date the feature was installed.
	This action is only available in the Axiom Explorer dialog, and only applies if the file belongs to an installed product. If the file was not installed by a product package, then no package details will be found.

You can move files by dragging and dropping. Only one file can be moved at a time—drag and drop does not support multiple selections.

#### Defining file and folder descriptions

Each file and folder can have a description. Descriptions are displayed in the bottom of the Axiom Explorer window when a file or folder is selected. In some cases the description displays elsewhere in the system, such as when selecting a report to open.

To create or edit a file or folder description:

- 1. Select the file or folder in Axiom Explorer.
- 2. At the bottom of the dialog, in the file/folder properties section, click on the space to the right of the **Description** label. (When you hover your cursor over this area, the description box becomes outlined.)
- 3. Type the description into the box. If you want to clear a description, highlight the existing text and then press the Delete key.

# Importing and exporting files

You can import external files into the Axiom Budgeting and Performance Reporting file system, and you can export Axiom files from the file system to a local folder or network share. This can be done using the Axiom Explorer dialog or the Explorer task pane.

#### Importing files

To import an external file into a folder in the Axiom Budgeting and Performance Reporting file system, you must be an administrator or have read/write access to the folder. This is the same level of permissions required to save a new file within a folder.

Most folders in Axiom Budgeting and Performance Reporting are limited to holding files of a certain type. For example, the Scheduler Jobs Library can only hold Scheduler Jobs, and the Imports Library can only hold import utilities. If you attempt to import a file into a folder and that file type is not allowed in that folder, the import will be prevented.

A few folders do not have file type restrictions. For example, the Reports Library can contain files such as Word files, PowerPoint files, and image files in addition to Axiom reports. These files can be referenced throughout the system—such as a logo file that is referenced by various reports and forms.

#### NOTES:

• If you import a file that has the same name as a file that is already in the folder, then the imported file will replace the current file and retain the current document ID. This is important for cases where you want the imported file to be recognized as the "same" file, so that shortcuts and other references to the file remain intact.

If you have read/write access to a particular Axiom file but not its folder, then you cannot use import to overwrite the file. Instead, you can open the external file within Axiom Budgeting and Performance Reporting, and then use **Save As (Repository)** to overwrite the existing file.

 When you import a spreadsheet file into the Axiom Budgeting and Performance Reporting file system, any passwords relating to workbook/worksheet protection will be removed from the file. This is to put the imported file in a state where it can be opened by Axiom Budgeting and Performance Reporting. If the file is an Axiom file with protection enabled on the Control Sheet, that protection will be reapplied when the file is opened (using the system-applied password as appropriate).

If Axiom Budgeting and Performance Reporting is unable to remove the protection-related passwords from the file (for example, if there is a file-level password on the file), then the file cannot be imported.

To import a file into the Axiom Budgeting and Performance Reporting file system:

1. On the Axiom tab, in the Administration group, click Manage > Axiom Explorer.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the System Management group, click System Browser.

You can also import files using the Explorer task pane.

- 2. Navigate to the folder where you want to import the file, then right-click and select Import Files.
- 3. In the Select File to Import dialog, select the file to import from your local drive or a network file

share, and then click **Open**. You can also select multiple files to import.

4. If a file with the same name already exists in the folder, you are prompted to confirm that you want to overwrite the existing file. Click **Yes** if you want to overwrite the existing file, retaining the same document ID.

**NOTE:** When overwriting an existing file, you must also have read/write access to that file.

The selected file is imported to the folder.

#### Exporting files

If a file is visible to you in Axiom Explorer or the Explorer task pane, you can export it. The most common reason to export an Axiom file is to import it into another Axiom Budgeting and Performance Reporting system.

Any file in the Axiom Budgeting and Performance Reporting file system can be exported using the **Export** command. For Axiom spreadsheet files (such as reports), there are two export options:

- Non-administrator users can use Export, which exports the file in the same state that it would appear to the user in Axiom Budgeting and Performance Reporting. This means that workbook/worksheet protection is applied to the exported file (if enabled on the Control Sheet), and "refresh on open" Axiom queries are run. Effectively, this is the same behavior as if the user had opened the file in Axiom Budgeting and Performance Reporting, then used Save As (Local) to save a copy of the file outside of Axiom Budgeting and Performance Reporting.
- Administrator users have access to a second option called **Export Without Refresh**. This can be used to export the file as it exists in the database—without applying protection, and without running "refresh on open" queries.

To export a file from the Axiom Budgeting and Performance Reporting file system:

1. On the Axiom tab, in the Administration group, click Manage > Axiom Explorer.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the System Management group, click System Browser.

You can also export files using the Explorer task pane.

2. Navigate to the file that you want to export, then right-click and select Export or Export Without Refresh.

In the Axiom Explorer dialog only, you can select multiple items to export. Multiple selection is not available in the Explorer task pane.

3. In the **Export Repository File** dialog, navigate to the local folder or network file share where you want to save the exported copy, and then click **Save**.

The exported copy is saved to the designated location.

# Viewing document history

Axiom Budgeting and Performance Reporting automatically creates document versions when a file is modified, and stores those versions in the database for a configured amount of time. These historical versions can be viewed using Axiom Explorer, and can be restored as the current version if needed.

New document versions are automatically created when a document is modified within a user's lockout session, once per lockout. For example, if a user opens a plan file as read/write and then saves that document, the new version becomes the current version of the document, and the prior version is "archived" in the audit database. Whether the user saves the document once or multiple times within the lockout session, only one version is created. However, if the user closes the document and then reopens it, creating a new lockout session, another version will be created if the user saves the document.

Administrators have access to an additional means of creating and restoring document versions of Axiom spreadsheet files, using the Axiom Designer tab. Using this feature saves the file and creates a new document version, within the same lockout session.

The available document history at any particular time depends on how your **System.SystemDataPurge** job is configured in Scheduler. This task purges audit history as of a specified number of days. For example, if the task is configured to purge audit data older than 15 days (the default value), then you cannot view or restore any document versions older than 15 days. Only administrators can see and edit system jobs in Scheduler.

**NOTE:** If you need to restore plan files, you can use the Restore Plan Files feature instead. This feature can be used to restore any number of plan files as of a specified point in time.

#### Viewing available document versions

You can view the list of available document versions using Axiom Explorer, and export older versions as needed. Once the older version is exported, you can import it into Axiom Budgeting and Performance Reporting as a new copy of the document, or you can overwrite the current version of the document. For spreadsheet-based files, you can also open the older versions directly.

To view the history for a document:

1. On the Axiom tab, in the Administration group, click Manage > Axiom Explorer.

**NOTE:** In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **System Browser**.

You can also view document history using the Explorer task pane.

2. Navigate to the desired document, then right-click it and select **Document History**.

The **Document History** dialog opens, listing all of the available versions of the selected document (including the current version). The version numbering starts at 1 and increments by +1 for each subsequent version, so that the version with the greatest number is the most recent version.

A Document His	tory		×
Version H	nistory for docume	nt 'Acct Subtotals.xlsx'	
Version 💌	Modified 💌	Modified By	
3	1/3/2019 11:31 AM	jdoe	
2	1/3/2019 11:30 AM	admin	
1	1/3/2019 8:49 AM	admin	
		Open Can	cel

Example Document History dialog

If you want to view a prior document version, select the version and then do either of the following:

• Click **Open** to open the version in Axiom Budgeting and Performance Reporting. This option is only available for spreadsheet Axiom files, and opens the selected version as an non-managed copy of the document. The name of the non-managed file is *Filename* - version #.

**NOTE:** If you open the current version of the document from the Document History dialog, then the document opens normally, just as if you had opened it from Axiom Budgeting and Performance Reporting menus. The version behavior only applies when opening a historical version.

If you want to save a copy of this version, you must use **Save As** to save the file. You can save it locally, or you can save it to the Axiom Budgeting and Performance Reporting file system as a new name. If you just click **Save**, then the file is saved within the Axiom temporary folder and will not be retained.

• Click **Export** to export a copy of the selected version. This option is available to administrators for all documents, and to users with read/write permission for non-spreadsheet-based documents. The exported copy can be saved to your local computer or to a network file share.

If the document is a spreadsheet Axiom file, then export performs the same action as **Export Without Refresh**—meaning, protection will not be applied, and "refresh on open" Axiom queries will not be run.

#### Restoring document versions

The easiest way to restore a document version is by using the **Restore Prior Version** button on the Axiom Designer tab. By default this feature is only available to administrators, but it can be used by any user with read/write access to the document, if the feature is included on a custom ribbon tab that the

user has access to. This feature is only available to Axiom spreadsheet files.

To restore a prior document version (spreadsheet Axiom files):

- 1. Open the document, then go to the Axiom Designer tab.
- 2. Click **Restore Prior Version** to view a drop-down list of available versions, then click the prior version that you want to restore.
- 3. Axiom Budgeting and Performance Reporting prompts you to confirm that you want to open the selected prior version in place of the current version. Click **Yes** to continue.
- If the currently open version of the file has unsaved changes, then Axiom Budgeting and Performance Reporting prompts you to save those changes before the prior version is opened. Click Yes or No depending on whether those changes need to be saved.

The current document is closed and the prior version of the document is opened as the current file.

5. To save this prior version as the current version, click **Save**.

To restore a prior document version (any file type):

If it is not possible to use Restore Prior Version, then you can do either of the following:

• Open the prior version using the Document History dialog, then use **Save As** to save the file over the current version.

OR

• Export the prior version using the Document History dialog, then use **Import Files** in Axiom Explorer (or the Explorer task pane) to import the file over the current version. The exported file must have the same name as the file in the Axiom Budgeting and Performance Reporting file system in order to overwrite the current version.

See the previous section for more information on how to open or export a prior document version.

# Managing locked items

When users open files and tables in Axiom Budgeting and Performance Reporting with read/write permissions, the item becomes "locked" to that user. Administrators can use **Manage Locked Items** to view a list of locked files and tables, and to remove locks if necessary.

#### How items become locked

When a user opens a file with read/write permissions, the file in the database is locked to prevent other users from making changes to the file. If a different, non-admin user attempts to open the file with read/write permissions, that user is informed that the file is locked and can open the file as read-only. The lock is removed when the locking user closes the file.

Tables become locked when a user opens the table with read/write permissions using **Open Table in Spreadsheet**. The table remains locked until the user closes the spreadsheet. All other operations that modify tables lock the table immediately prior to the save, and release the lock immediately afterward, so the tables do not become listed as locked items.

Situations may occur where a file or a table remains locked to a user unintentionally. For example, the user may have exited Axiom Budgeting and Performance Reporting improperly or experienced a system crash, therefore preventing the lock from being removed as part of the normal application closing processes. In these situations, administrators can remove the lock so that the file or table can be edited again by other users.

#### NOTES:

- If a file remains locked to a user who is not currently accessing the document, that user can reacquire the lock by opening the file again. If the user exits the file normally, the lock is then released. It is only necessary for an administrator to break a lock if a different user needs to gain access to the file.
- Files and tables are not locked if a user opens them as read-only. This includes Axiom forms, which are always opened as read-only. Alternatively, Axiom forms can use the data context feature in order to lock the ability to save data from the read-only file. These "save locks" are managed separately from regular locked items and do not display in the Manage Locked Items dialog. If you need to view or break a save lock, use the **Save Lock Administration** page in the **System Administration** section of the Web Client.

#### Viewing locked items and removing locks

Only administrators, subsystem administrators, and users with the **Administer Locked Items** security permission can remove locks on items. Users with the Administer Locked Items security permission are limited to managing locks on items that they have some level of access to. Subsystem administrators also have this limitation, plus they are limited to managing locks held by users in their subsystem.

To view locked items:

• On the Axiom tab, in the Administration group, click Manage > Locked Items.

**NOTE:** In systems with installed products, this feature may be located on the Admin tab. In the System Management group, click Locked Items.

The **Axiom Explorer: Locked Items** dialog opens. This dialog lists all currently locked files and tables. The following information is provided:

- The name of the item
- Whether the item is a document or a table
- The user who locked the item
- The date the item was locked

If necessary, you can remove the lock on a file or table. To do so:

• Select one or more items in the list, and then click Break Selected Locks.

A Axiom Explorer: Locked Items					?	×
🔇 🜔 🍺 Axiom\Manage\Lo	ocks					S
File 🔹						
🕞 Locks	Туре	Name	Locked By	Locked		
	Document	Budget 2020_25000.xlsx	Rufus Xavier Sasparilla	3/22/2019		
	Document	Budget Dashboard.xlsx	Jane Doe	3/22/2019		
	~					
Locks Description: Locked I Locked Items	tems				Clo	ose

You are prompted to confirm that you want to remove the lock. If you click Yes, the lock is removed from the item, and any user with the appropriate rights can open the item as read/write.

**IMPORTANT:** If the user is actually in the document when you break the lock, then that user may not be able to save their changes. If the document does not become locked to any other user in the meantime, then when the original user clicks **Save** they will re-acquire the lock and can save their changes. However, if another user has locked the file, then the original user will be unable to save.

**TIP:** You can also break locks as you are browsing in Axiom Explorer, by using the right-click context menu on a locked item.

## Administering save data locks for Axiom forms

Using the Save Lock Administration page in the Web Client, you can view all active sessions relating to data contexts in Axiom forms, and break save locks if necessary.

Save locking is an optional feature for Axiom forms, so that you can prevent concurrent data saves within the form. By default, multiple users can access an Axiom form concurrently and save data. If you want to prevent concurrent saves, you can define a data context for the form. Once a data context is defined, only one user at a time can have the "save lock" for that data context and save data from the form. If necessary, a user's save lock can be broken so that a different user can acquire the lock.

Only administrators, subsystem administrators, and users with the **Administer Locked Items** security permission can access this dialog and remove save data locks. Users with the Administer Locked Items security permission are limited to managing locks relating to documents that they have some level of access to. Subsystem administrators also have this limitation, plus they are limited to managing locks held by users in their subsystem.

To access the Save Lock Administration page:

1. In the Web Client, click the menu icon **in the Global Navigation Bar.** From the Area menu, select **System Administration**.



2. From the Navigation panel, select **Tools > Save Lock Administration**.



> Software Configuration

Alternatively, you can go to directly to the Save Lock Administration page as follows:

default name of the virtual directory.

Example Cloud	https://ClientName.axiom.cloud/SaveLocks
URL	Where <i>ClientName</i> is the name of your Axiom Cloud system.
Example On-	http://ServerName/Axiom/SaveLocks
Premise URL	Where ServerName is the name of the Axiom Application Server, and Axiom is the

The Save Lock Administration page displays a list of all data contexts that are currently active in at least one session.

System Administration			ď,	7	¢	AA	AXIOM
≡							☆?
Save Lock Administration	1						€ Refresh
Data Contexts	Data Context Description	Active Sessions	Acti	on			
131_24000	24000	2	V	iew Se	essio	ns	^
131_41500	41500	1	V	iew Se	essio	ns	

#### Example active data contexts

To view the active sessions for a data context and see the users, click **View Sessions**. Then, if you need to break a save lock, click **Break Lock**.

Data Context: 24	000				
					C Refresh
First Name 👃	Last Name	Document Name	Start	Туре	Action
Jane	Doe	Virtual Embedded_24000.xlsx	3 minutes ago	<b></b>	Break Lock
Admin	Admin	Virtual Embedded_24000.xlsx	6 minutes ago	۲	Clear

Example active sessions for a data context

**IMPORTANT:** If the user is actually in the form when you break the lock, then that user may not be able to save their changes. If the form does not become locked to any other user in the meantime, then the user can reacquire the lock. However, if another user has acquired the save lock, then the original user will be unable to save.

If a lock is broken, the user's form session is immediately converted to a view-only session, and the Break Lock button is converted to a Clear button. It is not necessary to clear the view-only session if the user is still viewing the form—the view-only session will be cleared automatically when the user stops viewing the form.

#### Clearing orphaned view sessions

When a user without a save lock is viewing the form, that user's session shows in the Save Lock Administration page with an eye icon instead of a lock. "View-only" sessions are tracked for information only, and do not affect the availability of the save lock. An example view-only session is shown in the previous screenshot. Occasionally, a view-only session may be "orphaned"—meaning, the user is no longer viewing the form, but the save lock dialog and administration page still show the user's view-only session. If this occurs, you can clear the view-only session using the Save Lock Administration page, by clicking the **Clear** button on the session record. The sole purpose of the "clear" action is to remove orphaned records—the action has no effect on the availability of the save lock or on any user's ability to view the form.

# Refreshing the file system

The Axiom Budgeting and Performance Reporting file system is the virtual folder directory that is used to enable easy navigation of files stored in the Axiom Budgeting and Performance Reporting database.

If files are added by a user, other users who are currently logged into the software may not immediately see these files in Axiom Budgeting and Performance Reporting menus. You can manually refresh the file system for your current session to update any stale lists of files.

To refresh the file system:

• On the Axiom tab, in the Reports group, click Reports > Refresh File System.

**NOTE:** In systems with installed products, this feature may be located on the **Main** tab. In the **Help** group, click **Help** > **Support Tools** > **Refresh File System**.

This action is for rare cases when the file system was not refreshed naturally. Most areas that list files from the file system include a built-in refresh to get the latest information, such as when opening Axiom Explorer.

## User access to My Documents

Axiom Budgeting and Performance Reporting provides a My Documents folder which administrators can use to store their own personal reports, or as a temporary holding area for reports that are "in progress." This folder displays in the My Files area of Axiom Explorer, along with favorites and recent items.

By default, only administrators have access to this folder. In most cases, end users do not need an area like this because they are not creating new files, and exposing the folder to them may cause confusion.

However, if you want to give certain power users access to this folder, you can grant them the **User Documents Folder Access** permission in Security. If a user has this permission, then a My Documents folder is created for them, within their user folder. These user folders are located in the Axiom Budgeting and Performance Reporting file system at: \Axiom\Axiom System\User Folders. Each user has a folder that contains their favorites, recent items, and My Documents (if applicable). The folders are named using the user's database ID, but they display in Axiom Explorer with the user name as follows: ~*username*. These folders are what display to each individual user as their My Files area. If a user has access to a My Documents folder, and then later the permission is removed, the existing folder will be hidden from the user in Explorer screens but the folder will remain in the file system. You can delete this folder in Axiom Explorer if desired.

**NOTE:** Non-administrator users will not be able to access the Sheet Assistant or use other file-level permissions (such as the ability to unprotect) on files saved to My Documents. Currently there is no way to grant file-level permissions to this area, so only administrators have full access to file features.

# Axiom Budgeting and Performance Reporting file system

The Axiom Budgeting and Performance Reporting file system is a virtual folder directory that is provided to logically organize the documents in the Axiom Budgeting and Performance Reporting database, and make it easier to locate and manage these documents.

### Axiom folders

The following table details each folder in the file system (using the folder display names in Axiom Explorer), with a brief description of its contents and how it is used. The system folder name is an internal name that should be used when referencing Axiom file paths in non-English systems (such when listing file paths in the GetDocument function).

Folders are listed in the order they are displayed in Axiom Explorer. Subfolders are indicated with "\" in front of the folder name.

Folder Name	Description	System Folder Name
File Groups	Contains all of the files in your file groups. This folder contains a sub-folder for each file group.	SystemFolderName_ FileGroups
\FileGroupName	Contains the files for a specific, user-defined file group. Each file group defined in the system has its own folder.	N/A
\\Calc Method Libraries	Contains the calc method libraries for the file group.	SystemFolderName_ CalcMethodLibraries
\\Drivers	Contains the driver files for a file group.	SystemFolderName_ Drivers
\\Plan File Attachments	Contains the supporting file attachments for plan files in a file group.	SystemFolderName_ PlanFileAttachments
\\Plan Files	Contains the individual plan files for a file group.	SystemFolderName_ Plans
\\Process Definitions	Contains the process definitions for a file group	SystemFolderName_ Process
\\Templates	Contains the plan file templates for a file group.	SystemFolderName_

Folder Name	Description	System Folder Name
		Templates
\\Utilities	Contains the utilities for a file group.	SystemFolderName_ Utilities
Libraries	Contains the file libraries for Axiom Budgeting and Performance Reporting.	N/A
	This is not a literal folder; it displays for organizational purposes in Axiom Explorer.	
Reports Library	Contains the reports created in your system. You can create multiple sub-folders as needed to	SystemFolderName_ ReportsLibrary
	organize your reports, and control access to these files and folders in Security.	Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Table Library	Contains the user-defined tables created in your system. You can create multiple sub-folders as needed to organize your tables.	SystemFolderName_ AxiomTables
		Tables cannot be opened using GetDocument.
Data Diagrams Library	Contains the data diagrams created in your system. You can create multiple sub-folders as needed to organize your diagrams, and control access to these files and folders in Security.	SystemFolderName_ DiagramsLibrary
		Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Filter Library	Contains the filter criteria statements created in your system. You can create multiple sub-folders as needed to organize your diagrams, and control access to these files and folders in Security.	SystemFolderName_ FilterLibrary
		Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Task Panes Library	Contains the task panes created in your system. You can create multiple sub-folders as needed to organize your task panes, and control access to these files and folders in Security.	SystemFolderName_ ShortcutListLibrary
		Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Ribbon Tabs	Contains the ribbon tabs created in your system.	SystemFolderName_

Folder Name	Description	System Folder Name
Library	You can create multiple sub-folders as needed to	RibbonListLibrary
	organize your ribbon tabs, and control access to these files and folders in Security.	
Process Definition Library	Contains process definitions created in your system. You can create multiple sub-folders as	SystemFolderName_ ProcessDefinitionLibrary
	needed to organize your definitions, and control access to these files and folders in Security.	Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Scheduler Jobs Library	Contains the scheduler jobs created in your system. You can create multiple sub-folders as	SystemFolderName_ JobsLibraryFolder
n t	needed to organize your jobs, and control access to these files and folders in Security.	Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Imports Library	Contains the imports created in your system. You can create multiple sub-folders as needed to	SystemFolderName_ ImportsLibrary
	organize your imports, and control access to these files and folders in Security.	Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Exports Library	Contains the exports created in your system. You can create multiple sub-folders as needed to organize your exports, and control access to these files and folders in Security.	SystemFolderName_ ExportsLibrary
o fil		Any user-defined subfolders can be referenced by the name as it appears in Axiom Explorer.
Axiom System	Contains system files for Axiom Budgeting and Performance Reporting. Only administrators can see and access this area.	SystemFolderName_ AxiomSystem
\Axiom Intelligence Models	Contains supporting files for Axiom Intelligence reporting. This folder is only present if your system has licensed this feature.	SystemFolderName_ AxiomIntelligenceModels
\Diagnostics	Can be used to hold supporting files for custom diagnostics tests.	SystemFolderName_ Diagnostics

Folder Name	Description	System Folder Name
\Document Templates	Contains default files used throughout the system. When a new file is created in Axiom Budgeting and Performance Reporting, the appropriate document template is used to create the new file.	SystemFolderName_ DocumentTemplates
\\Calc Method Library	Contains the default file for calc method libraries.	SystemFolderName_ CalcMethodLibraryTemplate
\\Control Sheet	Contains the default Control Sheets.	SystemFolderName_ ControlSheetTemplate
\\\Alert	Contains the default Alert Control Sheet.	SystemFolderName_ AlertControlSheet
\\\Batch	Contains the default Batch Control Sheet.	SystemFolderName_ BatchControlSheet
\\\Default	Contains the default Control Sheet. This is the base Control Sheet that defines a spreadsheet file as an Axiom file.	SystemFolderName_ DefaultControlSheet
\\\Drilling	Contains the default Drilling Control Sheet.	SystemFolderName_ DrillingControlSheet
\\\File Collect	Contains the default File Collect Control Sheet.	SystemFolderName_ FileCollectControlSheet
\\\File Processing	Contains the default File Processing Control Sheet.	SystemFolderName_ FileProcessingControlSheet
\\Drivers	Contains the default file for driver files. This folder can contain multiple files. Administrators can save additional driver templates to this folder, and users will be able to select which template to use when they create a new driver.	SystemFolderName_ DriversTemplate
\\Empty Workbooks	Contains blank workbooks used by Axiom Budgeting and Performance Reporting processes that create spreadsheet files.	SystemFolderName_ EmptyWorkbooks
\\Forms	Administrators can optionally save form-enabled report templates to this folder. If one file exists in this folder, it is used as the default form template. If multiple files exist in this folder, users will be able to select which template to use when they create a new form-enabled report.	SystemFolderName_ FormsTemplate
\\File Group Templates	Contains the default file for plan file templates.	SystemFolderName_ TemplatesTemplate

Folder Name	Description	System Folder Name
\\Report Designer	Contains templates for use in the Web Client Report Designer.	SystemFolderName_ WebReportTemplate
\\Reports	Contains the default file for report files.	SystemFolderName_
	This folder can contain multiple files. Administrators can save additional report templates to this folder, and users will be able to select which template to use when they create a new report.	ReportsTemplate
\\Sample Ribbon Tabs	Contains the built-in ribbon tabs delivered with Axiom Budgeting and Performance Reporting.	SystemFolderName_ RibbonListSamples
	If you want to use one of these ribbon tabs, copy it over to your Ribbon Tabs Library and then modify it as needed. The ribbon tabs in this folder are system controlled and may be overwritten on future upgrades.	
\\Sample Task Panes	Contains the built-in task panes delivered with Axiom Budgeting and Performance Reporting.	SystemFolderName_ SampleLists
	If you want to use one of these task panes, copy it over to your Task Panes Library and then modify it as needed. The task panes in this folder are system controlled and may be overwritten on future upgrades.	
\\Support Utilities	Contains templates for support utilities, such as a Save Type 4 report to change the system configuration settings.	SystemFolderName_ SupportUtilities
\\Utilities	Contains the default file for file group utilities.	SystemFolderName_
	This folder can contain multiple files. Administrators can save additional utility templates to this folder, and users will be able to select which template to use when they create a new utility.	UtilitiesTemplate
\Forms Runtime	Contains files to support display of Axiom forms.	SystemFolderName_ FormsRuntime
\GEO Feature Files	Contains example GeoJSON files that can be used with Map View components in Axiom forms.	System Folder Name_ Geo Json Data
\Package Manager	Contains supporting files relating to licensed product packages.	SystemFolderName_ PackageManager

Folder Name	Description	System Folder Name
\\Post Package Processing	Contains any files to be used after installing a product package. Only applies to installations with licensed product packages.	SystemFolderName_ PostPackageProcessing
\Process History	Contains historical process definitions to support viewing process history. These files are system- managed. They are automatically created when a process instance is aborted or completed, and they are automatically deleted when the corresponding process history instance is deleted.	SystemFolderName_ ProcessHistory
\Scheduler Working Folder	Contains system files used by Scheduler, such as system event handlers and system-managed jobs.	SystemFolderName_ SchedulerWorkingFolder
\Startup	Contains files that are launched at system startup. Separate folders are maintained for the Excel Client and the Windows Client.	SystemFolderName_ Startup
\\Excel Startup	Any files placed in this folder are opened when the Excel Client is started.	SystemFolderName_ ExcelStartup
\\Hidden	Any files placed in this folder are opened and hidden at system startup. Separate sub-folders are maintained for the Excel Client and the Windows Client.	SystemFolderName_ Hidden
	The Hidden folder is primarily used to support custom solutions. Please contact Axiom Budgeting and Performance Reporting support if you have any questions about files in this folder.	
\\\Excel Client	Any files placed in this folder are opened and hidden when the Excel Client is started.	SystemFolderName_ ExcelHidden
\\\Windows Client	Any files placed in this folder are opened and hidden when the Windows Client is started.	SystemFolderName_ SpreadsheetGearHidden
\\Home	Contains the default Home file. This file can be customized for a system.	SystemFolderName_ Home
	You can also create separate versions for the various Axiom Clients by copying the Home file (or a different report file) into the sub-folders.	
\\\Web Client	If a form-enabled file is placed here, this file will be used as the default Home Page file for the Web Client.	SystemFolderName_ WebClient
\\\Excel	If a file is placed here, this file will be used as the	SystemFolderName_

Folder Name	Description	System Folder Name
Client	default Home Page file for the Excel Client.	ExcelClient
\\\Windows Client	If a file is placed here, this file will be used as the default Home Page file for the Windows Client.	SystemFolderName_ SpreadsheetGearHome
\\Windows Startup	Any files placed in this folder are opened when the Windows Client is started.	SystemFolderName_ SpreadsheetGearStartup
\User Folders	Contains the Favorites and My Documents for each user in the system.	SystemFolderName_ UserFoldersRoot
	This folder only displays when using the Axiom Explorer dialog; it does not display in the Explorer task pane.	The folder name of each subfolder is the user ID of the relevant user.

### Updating document templates

The following document templates are always updated when a database is upgraded: control sheets, sample task panes and ribbon tabs, and support utilities. All other document templates are not updated by a database upgrade, however, they may be updated by a product installation.

If you want to update a document template to the latest version provided by Axiom Budgeting and Performance Reporting, you can use the Software Manager to do so. Using the **Reload System Documents** utility, you can specify which templates you want to update. The latest templates in the selected template categories will be placed in your Axiom Budgeting and Performance Reporting database, overwriting the current templates.

The Software Manager is the tool used to install and configure your Axiom Budgeting and Performance Reporting database and server components. For more information, see the *Installation Guide*.

#### Using system folder names

When using folder paths in Axiom features such as the GetDocument function, you can use the folder path as you see it in your system, or you can use the underlying system folder name as defined in the software code. You should use the system folder name if your system is deployed in an environment where users are working in different system languages.

For example, imagine that some of your users work in English, while others work in French. In English systems, the path to a particular folder looks like the following:

#### \Axiom\Reports Library\Budget Reports\Acct Subtotals.xlsm

If this folder path is used in a GetDocument function, it will not work in French systems because the French system does not have a folder named "Reports Library." Instead, users in French systems see a French language version of this folder name.

To work around this issue, you can use the system folder name instead of the localized folder name. For example, the following path would work in both English and French systems:

```
\Axiom\SystemFolderName ReportsLibrary\Budget Reports\Acct Subtotals.xlsm
```

Only system-controlled folders such as "Reports Library" are localized and require the system folder name syntax. The parent folder "Axiom" is the same in all system languages. Any subfolders and file names created by the client—such as the "Budget Reports" subfolder in the example above—are always displayed as they were defined, regardless of the system language.

# Axiom file format specifications

This section outlines the file format requirements for importing data for the following products:

- Budgeting
- Performance Reporting
- Productivity
- Provider
- Rolling Forecasting

Data imports are built based on the provided file type and structure (i.e. column layout).

**IMPORTANT:** Neither the file type nor the file structure should change after they are provided to your implementation team unless requested by the implementation team.

### Delimited Files

Delimited files are an acceptable format with the following parameters:

- Pipe-delimited preferred, comma delimited acceptable.
- If comma delimited, denote text fields by beginning with a quotation mark (") and ending with a quotation mark.
- Row 1 may include headers (optional).

#### Excel Files

Excel files are acceptable following the parameters below. Please be aware of file size. For very large files such as Revenue and Usage, a delimited file is the recommended format.

- Row 1 may include headers.
- Only row 1 may include headers. Data records should begin on row 1 (no headers) or row 2 (if using headers).
- The file should not include subtotals or totals.

#### Numeric Data Format

The values (e.g., dollar amounts, statistic amounts) in numeric (value) fields should NOT include commas or dollar signs (\$). These fields may include decimals to the second or third place if desired. If values are negative (e.g., credits), we would prefer the negative sign be just in front of the value with no spaces between the negative sign and the first character (number) of the value.

#### Additional Columns

The file layouts on the proceeding pages define required and optional columns. If your standard extract contains additional columns, then you do not need to remove them because they are ignored during the Axiom import process.

# Requested dimension (key field) data

Provide Excel files with the following data:

Table	Data to Provide
Department	<ul> <li>Department code</li> <li>Department descriptions by cost center</li> <li>Entity/Company code assignment</li> </ul>
Account	<ul> <li>GL account number</li> <li>Account description by account number</li> <li>Primary financial statement category (e.g. salaries, medical supplies, purchased services, etc.)</li> </ul>
Job Code	<ul> <li>Job code</li> <li>Job code description</li> <li>Job class (if available)</li> </ul>
Рау Туре	<ul> <li>Pay type code (also referred to as earnings code in some payroll systems)</li> <li>Pay type descriptions by pay code</li> <li>Identifier for FTE-related hours</li> </ul>
Charge Description Master (CDM)	<ul> <li>Charge code</li> <li>Charge descriptions</li> <li>UBRev code</li> <li>CPT_HCPCS</li> </ul>

Provide module data

If licensed for the Provider module, provide Excel files with the following data:

Table	Data to Provide
Provider	<ul> <li>Provider number (billing database ID)</li> <li>Provider name</li> <li>Employee payroll ID</li> </ul>
CPT code	<ul> <li>CPT code (only those used in your billing history)</li> <li>CPT descriptions</li> </ul>
Financial class	<ul> <li>Financial class codes (e.g. codes for Medicare, Medicaid, etc.)</li> <li>Financial class descriptions</li> </ul>
Location	<ul><li>Location codes</li><li>Location descriptions</li></ul>

# **Requested data files**

To implement the Budget system in the most expeditious manner, as well as to familiarize ourselves with your specific needs and processes, we request that you send us the requested information and files within two weeks of receipt of this packet.

**IMPORTANT:** A delay in receiving these materials may lead to a delay in the implementation of the software.

To view file layouts for the following requested files, click the provided links.

### Data file extracts

Туре	File Layout
<ul> <li>Current Fiscal Year Actual General Ledger (monthly)</li> <li>Current Fiscal Year Budget General Ledger (monthly)</li> <li>Prior Fiscal Year Actual General Ledger (monthly)</li> </ul>	General Ledger
Employee Master (monthly or annually)	Employee master
Labor Distribution	Labor distribution
Accounts Payable	Accounts payable
Materials Management	Materials/stores issues

Туре	File Layout
Accrued Receipts	Accrued receipts/received not invoiced
Revenue and Usage	Revenue and usage
Provider Billing Data (if licensed)	Provider billing data
Bi-weekly Productivity (if implementing)	<ul> <li>Biweekly productivity – CDM volumes</li> <li>Biweekly Productivity – Input Statistics (Optional)</li> </ul>

#### Statistical data

If not included in the General Ledger extract and if not to be calculated from Rev Usage data, please supply a file with the following statistical data:

- Monthly Departmental Statistics (volumes) Inpatient and Outpatient for current fiscal year-todate (YTD), see Statistics
- Report examples
  - Income Statement Representing the Same Period of Data Supplied
  - Balance Sheet Statement Representing the Same Period of Data Supplied

**NOTE:** With the requested data extract files, please send your organization's financial reports for the period(s) included in the extract file. This will allow us to reconcile the data and ensure accuracy. Please send related financial statements for all files sent.

# Standard database file layouts

The following section includes the layout descriptions for the Standard Database Files.

#### **General Ledger**

- File layout
  - Recommend the file name begin with "GL\_"
    - Examples: GL\_CYActual, GL\_CYBudget, GL\_LYActual, GL\_L2Actual
  - Same file name can be used each month

This file will load your general ledger data into the Budget system. This ensures that data can reconcile to the General Ledger System. The GL file should have the following layout:

#### Balance sheet accounts

We prefer that each period value contain the monthly activity. It is required that you include a period 0 within this file layout to contain the beginning FY balance.

#### Audit adjustments

Depending on your accounting practice, you may include year-end audit adjustments in period 12 or add them as period 13 to the extract file. If you add them as a period 13 to the extract file, these will be summed with month 12 and loaded to month 12 during import into Axiom.

#### Statistic and hour accounts

Please include statistical and/or manhour values in your file extract if tracked within your GL on a monthly basis. This data can also be extracted in a separate file (see Statistics or calculated from Revenue and Usage data).

Field	Description	Field Type	Length
Entity	Entity or Hospital Code	Numeric	5
GL Department	Department or Cost Center Number	Numeric	50
GL Account	GL Account\SubAccount Number	Numeric	50
Туре	Asset, Liability, Revenue, Deduction, Expense, Statistic, Hours	Text	50
Period 0 Value	Beginning Balance	Decimal	11.3
Period 1 Value	Fiscal month amount	Decimal	11.3
Period 2 Value	Fiscal month amount	Decimal	11.3
Period 3 Value	Fiscal month amount	Decimal	11.3
Period 4 Value	Fiscal month amount	Decimal	11.3
Period 5 Value	Fiscal month amount	Decimal	11.3
Period 6 Value	Fiscal month amount	Decimal	11.3
Period 7 Value	Fiscal month amount	Decimal	11.3
Period 8 Value	Fiscal month amount	Decimal	11.3
Period 9 Value	Fiscal month amount	Decimal	11.3

This file will load your general ledger data into the Axiom system. The GL file should have the following layout:

Field	Description	Field Type	Length
Period 10 Value	Fiscal month amount	Decimal	11.3
Period 11 Value	Fiscal month amount	Decimal	11.3
Period 12 Value	Fiscal month amount	Decimal	11.3

#### Sample file layout

Entity	GL Department	GL Account	Туре	Period 0 (Beg Bal)	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
100	100000	100100	Asset	14507845	130584	108399	150780	118401	99505	90816	86472	84910	47026	135962	120252	125214
100	100478	40235	Revenue	0	-418352	-623156	-603509	-415885	-384790	-568159	-631491	-350308	-609488	-501568	-617094	-942604
100	100500	602.00	Expense	0	21453	21847	20926	20177	22312	21108	22764	21321	20735	20022	22320	20069

#### Statistics

**NOTE:** You organization must provide statistics if volume statistics are not included in GL and are not calculated by Revenue and Usage data.

#### File layout

- Recommended file name to begin with "ST\_"
  - Examples: ST\_CYActual, ST\_CYBudget, ST\_LYActual, ST\_L2Actual
- You can use the same file name each month.

The following are the preferred methods of loading statistics into the Axiom system.

- Via the General Ledger import file as defined previously.
- A file in the following requested layout.
- Statistic data entry worksheet. If some of your statistics are unavailable from a database and a current statistic Excel worksheet exists, please e-mail a current copy of this. We will enable this worksheet to post entries to your database.
- Calculated from the Revenue and Usage data.

Field	Description	Field Type	Length
Entity	Entity or Hospital Identification Code	Numeric	5
GL Dept	Department Number	Numeric	10
GL Acct	Statistic Account Number	Numeric	10
Acct Desc	Statistic Description	Text	50
Period 1 Value	Fiscal month amount	Decimal	11.3
Period 2 Value	Fiscal month amount	Decimal	11.3

Field	Description	Field Type	Length
Period 3 Value	Fiscal month amount	Decimal	11.3
Period 4 Value	Fiscal month amount	Decimal	11.3
Period 5 Value	Fiscal month amount	Decimal	11.3
Period 6 Value	Fiscal month amount	Decimal	11.3
Period 7 Value	Fiscal month amount	Decimal	11.3
Period 8 Value	Fiscal month amount	Decimal	11.3
Period 9 Value	Fiscal month amount	Decimal	11.3
Period 10 Value	Fiscal month amount	Decimal	11.3
Period 11 Value	Fiscal month amount	Decimal	11.3
Period 12 Value	Fiscal month amount	Decimal	11.3

### Sample file layout

Entity	GL Dept	GL Acct	Acct Desc	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12
100	100500	900100	Pt Days	272	225	248	258	267	294	240	278	254	246	245	241
100	100800	900200	Surg Min	14742	14228	10194	10830	13188	13573	13599	14054	12899	14502	14817	12288
100	100920	900300	Proc	346	370	438	384	336	363	342	430	417	348	403	361

#### Labor distribution

#### File layout

- Recommend file name to begin with "LD\_"
  - Example: LD\_MMDDYY\_PP where PP is the pay period number and MMDDYY is the pay period end date.
- Each file should have a unique filename.

Note the following:

- When loading historical data, provide a file with all pay periods for the current fiscal year-to-date.
- For ongoing Axiom system maintenance, a file per pay period (in the same layout, the Pay Period Number column will only reflect one Pay Period).

Field	Description	Opt/Required	Field Type	Length
Entity	Entity or Hospital Identification Code	R	Numeric	5
Field	Description	Opt/Required	Field Type	Length
--------------------	---	--------------	---------------	--------
Dept	Department or Cost Center Number	R	Numeric	10
JobCode	Job Position Code	R	Text	25
РауТуре	Pay Category Code	R	Text	25
EmpID	Unique to Each Employee	R	Numeric	10
IMPORTANT: Not SSN				
Employee Name	Employee Last Name, First Name	R	Text	100
Hours	Number of Hours Worked for this Pay Type	R	Decimal	9.3
Dollars	Total Gross Dollars Paid for this Pay Type	R	Decimal	9.3
PayPeriod#	Number of Pay Period or Pay Cycle	R	Numeric	2

**Off Cycle Payrolls** - Many payroll systems have the ability to run off-cycle payrolls for adjustments, bonuses, and manual checks. Please make sure to include off-cycle payroll information with the next payroll period data.

# Sample file layout

					Employee			
Entity	Dept	JobCode	PayType	EmpID	Name	Hours	Dollars	PayPeriod #
10	100915	103	Reg	123754	Jones, Mary	72	5400.00	7
10	100915	103	Vac	123754	Jones, Mary	8	600.00	7
10	100662	772	Reg	678910	Smith, Joe	80	3200.00	7
10	100662	772	OT	678910	Smith, Joe	4	240.00	7
10	100662	772	Shift1	678910	Smith, Joe	7	91.00	7
10	100662	772	CallBack	678910	Smith, Joe	1.5	6.75	7

#### **Employee master**

- File layout
  - Recommend the file name begin with "EM\_"
    - Example: EM\_CYActual
  - You can use the same file name each pay period.

The Employee Master file is used for salary modeling purposes during the budget process. Normally this file is provided either annually prior to the start of the budget process or biweekly along with the labor distribution file.

The source system for this data is usually the HR information system.

- **Employee Status** This term means different things to different organizations. It can define whether the employee is exempt or non-exempt from overtime pay, full time or part time, etc. You may have several fields of this nature.
- Scheduled Hours This field is often provided as "number of hours worked per 80 hour pay period."
- **Hire Date** The hire date is often used for vacation and other benefit computations based on longevity. Many times, there is a separate field in your HR\payroll system for adjusted hire date which accounts for gaps in employment that need to be considered for benefit calculations.
- Next Review The date should correspond to the next salary increase date for the current "job / position" of a particular employee. Include this field for all employees to represent the date of the next review or anniversary date of an employee used for merit increases.

Each line (record) of the file should represent one employee. Include only records for active employees.

The Employee Master file is used for salary modeling purposes during the budget process. Normally this
file is provided either annually prior to the start of the budget process or biweekly along with the labor
distribution file.

Field	Description	Opt/Required	Field Type	Length
Entity	Entity or Hospital Code	R	Numeric	5
Dept	Home Department or Cost Center Number	R	Numeric	10
JobCode	Job Position Code	R	Text	25
EmpID	Unique to Each	R	Numeric	10
IMPORTANT: Not SSN. See Caution note below.	Employee			
Employee Name	Employee Name	R	Text	100
Status	Employee Status	R	Text	5
Sch Hours	Number of Hours Scheduled	R	Decimal	10.5
Hourly Rate	Current Hourly Rate	R	Decimal	9.3

Field	Description	Opt/Required	Field Type	Length
Hire Date	Employee's Date of Hire	R	MM/DD/YYYY	25
Next Review	Employee's Next Increase Date	R	MM/DD/YYYY	25
PTO Balance	Paid Time Off or Vacation Accrual Balance	R	Decimal	11.2
PTO Rate	Paid Time Off or Vacation Accrual Rate	R	Decimal	11.2
Grade	Labor Category	R	Text	5

						Sch	Hourly		Next	PTO	
Entity	Dept	JobCode	EmpID	Employee Name	Status	Hours	Rate	Hire Date	Review	Rate	Grade
10	100915	103	123754	Jones, Mary	FT	80	75.00	2/16/2010	2/1/2019	8.00	SG
10	100915	772	678910	Smith, Joe	FT	80	40.00	10/2/2009	10/1/2019	6.15	SG
10	100662	772	678910	Quinn, Betty	PT	60	21.00	5/1/2015	5/1/2019	3.46	BF
10	100662	772	678910	Henry, William	FT	80	29.00	7/1/2017	7/1/2019	4.62	CE

**NOTE:** Kaufman Hall will not accept any file that includes a Social Security Number ("SSN"). Please mask any SSN data.

# Add-on database file layouts

The addition of these optional databases to your Budget system must be specified in your contract or can be added at a later date. Please contact your sales executive or project manager for details. The following section includes the layout descriptions for the optional add-on database files.

### GL transaction detail /journal entry detail

- File layout
  - Recommend the file name begin with "JE\_"
    - Example: JE\_Actual2020\_JAN
  - Each month should have a file, and each file should have a unique file name.

Field	Description	Field Type	Length
Entity	Entity or Hospital Identification Code	Numeric	5

Field	Description	Field Type	Length
Dept	Department or Cost Center Number	Numeric	10
Acct	GL Account Number	Numeric	10
JENum	Journal Entry Number	Text	50
JESource	Journal Entry Source	Text	10
	(AP, MM, PO, Payroll, Reversing, etc.)		
JEDate	Date of Journal Entry (MM/DD/YYYY)	Text	10
JEDesc	Description of Journal Entry	Text	50
Amount	Dollar Amount of Journal Entry	Decimal	12.2

Entity	Dept	Acct	JENum	JESource	JEDate	JEDesc	Amount
10	1000502	60100	56783945	JEntry	2/6/2019	Reverse Jan 19 Accrual	-9401.70
10	1000502	60145	56784057	AP	2/28/2019	From AP	43896.11
10	1000502	60160	56784057	MM	2/28/2019	From Material Mgmt	4871.66
10	1000502	60200	56784057	Payroll	2/14/2019	Biweekly Payroll	9848.24

#### Accounts payable

### File layout

- Recommend the file name begin with "AP\_"
  - Example: AP\_Actual2020\_JAN
- Each month should have a file, and each file should have a unique file name.

Field	Description	Field Type	Length
Entity	Entity or Hospital Identification Code	Numeric	5
Dept	Department or Cost Center Number	Numeric	10
Acct	GL Account Number	Numeric	10
Vendor Number	Vendor Number	Text	25
Vendor Name	Vendor Name	Text	50
PONum	Purchase Order Number	Text	25
ItemNoDesc	Item\Line Number Description	Text	100

Field	Description	Field Type	Length
InvoiceNum	Invoice Number	Text	50
Amount	Dollar Amount	Decimal	11.2
CheckNo	Check Number	Text	25
VendorImageLink	URL to vendor image location	Text	1000

			Vendor					
Entity	Dept	Acct	Number	Vendor Name	Item No Desc	InvoiceNum	Amount	PONum
10	1000502	60100	C008965	Staples	Paper	481102	432.11	P89765
10	1000502	60100	C000085	CDW	Power Cords	06-113-675	102.98	P89780
10	1000700	60145	C005673	Allied Medical	IV Tubes	AM876Y	347.88	P89800
10	1000900	60150	C001063	Jones & Smith, LLC	Legal Services	Jan11768_2019	2339.33	P89813

#### Materials/stores issues

- File layout
  - Recommend the file name begin with "MM\_"
    - Example: MM\_Actual2020\_JAN
  - Each month should have a file, and each file should have a unique file name.

Field	Description	Field Type	Length
Entity	Entity or Hospital Identification Code	Numeric	5
Dept	Department or Cost Center Number	Numeric	50
Acct	GL Account Number	Numeric	50
ItemNum	Item or Stock Number	Text	25
ItemNumDescr	Item or Stock Description	Text	100
Qty	Net Quantity Issued in Month	Decimal	11.2
Amount	Net Amount Charged in Month	Decimal	11.2
Location	Location Issued From	Text	25

Field	Description	Field Type	Length
Unit Price	Can be Calculated from Cost and Quantity	Decimal	11.2
UOM	Unit of Issue (Boxes, Cases, Each, etc.)	Text	25

Entity	Dept	Acct	ItemNum	ItemNumDesc	Qty	Amt
10	1000700	60145	C008965	Paper, Exam Table	6	121.00
10	1000700	60145	C000085	Dressing, 4x4 Excilon	12	54.38
10	1000700	60146	C005673	Gloves, Exam, M	18	303.84
10	1000700	60146	C001063	Gloves, Exam, L	18	303.84

### Accrued receipts/received not invoiced

- File layout
  - Recommend the file name begin with "AR\_"
    - Example: AR\_Actual2020\_JAN
  - Each month should have a file, and each file should have a unique file name.

Field	Description	Field Type	Length
Entity	Entity or Hospital Identification Code	Numeric	5
Dept	Department or Cost Center Number	Numeric	50
Acct	GL Account Number	Numeric	50
VendorNum	Vendor Number	Text	25
Vendor Name	Vendor Name	Text	50
PO Number	PO Number	Text	25
PO Description	Item\Line Number Description	Text	50
Qty	Quantity Received	Numeric	11
Amt	Dollar Amount	Decimal	11.2
VendorImageLink	URL to vendor image location	Text	1000

Entity	Dept	Acct	VendorNum	Vendor Name	PONum	Qty	Amt
10	1000710	60146	C005673	Allied Medical	P89742	20.00	930.00
10	1000710	60146	C005680	Sterile Supplies Inc.	P89769	4.00	1467.00

#### Revenue and usage

- File layout
  - Recommend the file name begin with "RU\_"
    - Example: RU\_MMMYYYY
  - Each month should have a file, and each file should have a unique file name.

Field	Description	Opt/Req	Field Type	Length
Entity	Entity or Hospital Identification Code	R	Numeric	5
Dept	Department or Cost Center Number	R	Numeric	10
CDM Code	Charge Code Number	R	Text	25
CDM Code Desc	Description of CDM Code	0	Text	100
Current Month IP Vol	Inpatient Volume for Current Month	R	Decimal	11.2
Current Month IP Rev	Inpatient Gross Revenue for Current Month	R	Decimal	11.2
Current Month OP Vol	Outpatient Volume for Current Month	R	Decimal	11.2
Current Month OP Rev	Outpatient Gross Revenue for Current Month	R	Decimal	11.2
UBRev	Universal Billing Code	R	Text	25
CPT_HCPCS	Health Care Procedure Coding System/Current Procedural Terminology Codes	R	Text	25

CDM Code description can be provided in a separate file.

					Current	Current Month	Current	Current Month
	Entity	Dept	CDM Code	CDM Code Desc	Month IP Vol	IP Rev	Month IP Vol	IP Rev
	10	1000710	4010150	ER Level III	56	693360.00	2160	26743886.00
	10	1000710	4010151	ER Level IV	32	457920.00	1728	24727680.00
	10	1000710	4010160	MRI Upper Ext Non Joint W/Wo	14	10350.00	18	13307.00
Г	10	1000710	4010163	MRI Low Ext Not Joint W/Wo Con	11	8050.00	14	10245.00

#### Provider billing data

**NOTE:** There are two file layout options presented below. One provides one row per unique combination of Dimension elements (Entity, Dept, CPTCode, Provider, FinClass, Location) with multiple value columns (RVU, WRVU, Gross Charges, etc.) The other provides a row per unique combination of Dimension elements and DataType (separate row for Gross Charges vs. WRVUs, etc.). Please select which one best fits the extract capabilities of the billing system your organization uses.

### File layout

- Recommend the file name begin with "PB\_"
  - Example: PB\_MMMYYYY
- Each month should have a file, and each file should have a unique file name.

Field	Description	Opt/Req	Field Type	Length
Entity	Entity or Hospital Identification Code	R	Numeric	5
GL Dept	Department or Cost Center Number	R	Numeric	10
CPT Code	CPT Summary Code or CPT Code Without Modifier <sup>1</sup>	R	Text	25
Provider	Provider Number	R	Text	50
FinClass	Summary Financial Class <sup>2</sup>	R	Text	50
Location	Location of Encounter	0	Text	25
Current Month CPT Volume	Volume for Current Month	R	Decimal	11.2
Current Month WRVU	Worked RVU (Relative Value Unit) for Current Month	R	Decimal	11.2
Current Month RVU	Gross Revenue for Current Month	R	Decimal	11.2
Month Revenue	Total RVU (Relative Value Unit) for Current Month	0	Decimal	11.2

Field	Description	Opt/Req	Field Type	Length
Current Month Visits (or Encounters)	Visits/Encounters for Current Month	R	Decimal	11.2
Current Month Payment	Payment for Current Month	0	Decimal	11.2
Current Month Allowance	Allowance for Current Month	0	Decimal	11.2

- Financial Class Examples: Medicare, Medicaid, FFS, and Cap (Capitation). Examples include Medicare, Medicaid, BCBS, etc.
- Data Type Valid codes for Data Type are Encounter, Visit, Volume, WRVU, RVU and Revenue.
- Visits or Encounters
  - If this data is not available from your billing system, the visit count can be summarized during the import process by flagging the Visit CPT codes in the CPT dimension, Type column.
  - Alternatively, you can provide visits in a separate file using the file layout below.
- You may also provide data for Payments or Allowances. This data may be needed to calculate Percent of Net and Percent of Cash Collections Provider Compensation in the budget workbooks.

						Current	Current	Current	Month	Current Month
						Month CPT	Month	Month	Revenu	Visits (or
Entity	GL Dept	CPT Code	Provider	FinClass	Location	Volume	WRVU	RVU	e	Encounters
100	200500	99213	1972698175	BCBS	115	22	26.4	35.2	3850	22
100	200785	93000	1954387112	Mcare	133	5	8.5	8.5	1175	10509
100	200915	71010	2004356781	Mcaid	211	3	2.25	3	630	3

#### **Biweekly productivity – CDM volumes**

**NOTE:** Use if implementing Axiom Productivity Management.

The two options for capturing Biweekly volumes in the Axiom system are:

- Calculating the volumes from the Rev Usage (CDM Volume) data (the following first option).
- Loading already calculated volumes by department (the following second option).

#### **Option 1 - CDM volumes**

### File layout

- Recommend the file name begin with "LV\_"
  - Example: LV\_MMMYYYY
- Each month should have a file, and each file should have a unique file name.

Field	Description	Opt/Req	Field Type	Length
Entity	Entity or Hospital Identification Code	R	Numeric	5
Dept	Department or Cost Center Number	R	Numeric	10
CDM Code	Charge Code Number	R	Text	25
Current Month IP	Inpatient Volume	R	Decimal	11.2
Current Month IP Vol	Outpatient Volume	R	Decimal	11.2

### Sample file layout

			Current	Current
Entity	Dept	CDM Code	Month IP	Month IP Vol
10	1000710	4010150	56	2160
10	1000710	4010151	32	1728
10	1000710	4010160	14	18
10	1000710	4010163	11	14

#### Option 2

File layout

- Recommend the file name begin with "LS\_"
  - Example: LS\_MMMYYYY
- Each month should have a file, and each file should have a unique file name.

File for each month should have a unique file. This file will load your biweekly statistics into the Budget system. Normally this file is provided on a biweekly basis.

Field	Description	Opt/Req	Field Type	Length
Entity	Entity or Hospital Identification Code	R	Numeric	5

Field	Description	Opt/Req	Field Type	Length
Dept	Department or Cost Center Number	R	Numeric	10
Volume	Biweekly Statistic	R	Decimal	11.2

CDM Code description is usually provided in a separate file.

# Sample file layout

Entity	Dept	Volume
10	1000710	2216
10	1000710	1760
10	1000710	32
10	1000710	25

#### **Daily productivity**

#### Worked hours

- File layout
  - Recommend file name begin with "DP\_"
    - Example DP\_MMDDYY
  - Each month should have a file, and each file should have a unique file name.

The data source for this file is the Time and Attendance system. Typically this file is provided on a daily basis.

Field	Description	Opt/Reqd	Field Type	Length
Entity	Entity or Hospital Identification Code	R	Numeric	5
GLDept	Department or Cost Center Number	R	Numeric	10
JobCode	Job Position Code	R	Text	25
РауТуре	Pay Category Code	R	Text	25
EmpID	Unique to Each Employee	R	Numeric	10
IMPORTANT: Not SSN				

Field	Description	Opt/Reqd	Field Type	Length
Hours	Number of Hours Worked for this Pay Type	R	Decimal	9.3
EmpName	Employee Last Name, First Name	R	Text	50
WorkDate	Date Worked	0	Text	10

Entity	GLDept	JobCode	РауТуре	EmpID	Hours	EmpName	WorkDate
1	6100	100	Reg	54879	8.00	Smith, Jane	11/30/2018
1	6100	100	РТО	38742	8.00	Williams, Emily	11/30/2018
1	6100	112	Reg	63947	8.00	Jones, William	11/30/2018
1	6100	112	от	63947	1.85	Jones, William	11/30/2018

#### **CDM volumes**

- File Layout
  - Recommend the file name begin with "DV\_"
    - Example: DV\_MMMYYYY
  - Each month should have a file, and each file should have a unique file name.

The recommended date parameter for this data is Date of Service. As such a time lag of a specified amount of days is recommended to capture the bulk of the volume data. The finance and IT resource(s) should discuss to determine the appropriate date criteria.

Field	Description	Opt/Reqd	Field Type	Length
Entity	Entity or Hospital Identification Code	R	Numeric	5
Dept	Department or Cost Center Number	R	Numeric	10
CDMCode	Charge Code Number	R	Text	25
IP Volume	Inpatient Volume	R	Decimal	11.2
OP Volume	Outpatient Volume	R	Decimal	11.2
Service Date	Date of Service	R	Text	10

Entity		Dept	CDMCode	IP Volume	OP Volume	Service Date
	2	6140	614010150	250	307	20130915
	2	6140	614030150	840	600	20130915
	2	6140	614050150	175	200	20130915
	2	6140	614070150	150	0	20130915
	2	6140	614090150	78	0	20130915
	2	6140	614110150	45	50	20130915
	2	6230	614130150	10	18	20130915

#### Input statistics

# File layout

- Recommend the file name begin with "DS\_"
  - Example: DS\_MMMYYYY
- Each month should have a file, and each file should have a unique file name.

Field	Description	Opt/Reqd	Field Type	Length
Entity Code	Entity or Hospital Identification Code	R	Numeric	5
GLDepartment	Department or Cost Center Number	R	Numeric	10
Statistics	Daily Statistic	R	Decimal	11.2

# Sample file layout

Entity	Dept	Volume
10	1000710	63
10	1000710	39
10	1000710	1
10	1000710	5