

AXIOM

Budgeting User Acceptance Testing (UAT)

General Budget Workflow

1. Review the Read Instructions worksheet for timelines, budget contacts, and budget assumptions.
2. Complete the questions on the Complete Operating Plan tab.
3. Review the Summary worksheet to get a sense of where the budget currently stands.
4. Enter adjustment amounts on the Stat_Rev worksheet. Provide comments for any red flags (R).
5. Enter adjustment amounts on the Expense worksheet. Provide comments for any red flags (R).
6. Update the payroll worksheet (JobCode, Staffing, Employee, etc.)
7. Input information for new initiatives on the Initiatives worksheet, if applicable.
8. Upload any notes on the Add Supporting Files tab.
9. Review the updated roll-ups on the Summary worksheet.

Standard Budget Worksheets include:

Sheet	Description
Read Instructions	Guide to completing Budget Workbooks plus support contact information.
Operating Plan	Strategic budget concern questionnaire: The story behind the numbers, this useful tool helps you keep your real-world priorities mind while working on budgets. It provides the reasons for any updates for reviewers.
Summary	Provides a high-level summary of the department budget, based upon the information from the rest of the workbook.
Stat_Rev	Statistics and revenue. Sheet is mostly pre-populated but may require some input for projections and next year budget.
Expense	Summary of expenses. Requires input for non-payroll expenses for projections and next year budget.
[Payroll] (e.g. JobCode, Staffing, Employee)	Worksheet(s) for payroll expenses will be included for each of the payroll methodologies your department employs. Information entered here is rolled up into the summary fields on the Expense worksheet.
Emp_List	List of department employees with key information for reference purpose.
Initiatives	Business plan layout that allows users to enter values for both approved and excluded initiatives. Only approved initiatives are included in the totals for the workbook.
Add Supporting Files	Users can upload notes and other supporting documents for reference.
Department History	Contains a history of departmental actuals going back to 1 st month of last fiscal year. Great resource when looking at monthly spreads.

Completing a Budget

Expense
27200 - EMC Radiology - MRI (JobCode)

Acct	Dept		FY 2019 Budget	Feb YTD Actual	Mar-Jun Projected	Manager Input	FY 2019 Projected	FY 2019 /Unit	Global Adjust	% Adjust	Amt Adjust	FY 2020 /Unit	FY 2020 Budget	Budget Method
60900	27200	Salaries - Emp Incentive	0	0	(147)		(147)	(0.02)				(0.05)	(441)	JobCode
		Double Click to Insert New Salary												
		Total - Salaries	402,390	268,778	132,166	0	400,944				0	(63)	(577,864)	
		Benefits												
61100	27200	Employee Annuity	8,273	5,445	2,677	0	8,122	0.02	3.0%			2.09%	(11,881)	Percent of Salaries
61200	27200	Medical Insurance	22,527	15,934	7,546	0	23,480	3,136.87	3.0%			3,183.96	21,796	Rate Per FTE
61220	27200	Group Term Life	604	404	199	0	602	0.00	0.0%			0.15%	(868)	Percent of Salaries
61230	27200	Disability Insurance	3,538	1,305	1,203	0	2,508	500.00				500.00	3,423	Rate Per FTE_Fixed
61800	27200	FICA - Social Security	31,999	19,363	11,761	0	31,124	3.27				3.42	31,558	FICA Per JobCode
61510	27200	Employee Benefits - PDO	6,036	(805)	1,982	0	1,777	0.02				1.50%	(8,668)	Percent of Salaries_FixedPct
		Double Click to Insert New Benefit												
		Total - Benefits	72,977	41,645	25,368	0	67,013				0	4	35,360	
		Supplies												
62100	27200	Supplies - General	17,545	11,385	5,648	0	17,033	1.79	4.0%	0.0%	0	1.86	17,182	Variable
62130	27200	Supplies - Med Surg Nonbillable	7,045	4,638	2,301	0	6,939	0.73	2.5%	0.0%	0	0.75	6,899	Variable
62140	27200	Supplies - Med Surg Billable	135,472	89,195	44,247	0	133,442	14.01	2.5%	0.0%	0	14.36	132,671	Variable
62320	27200	Supplies - Food/Catering	1,490	954	479	0	1,433	0.15	4.0%	0.0%	0	0.16	1,490	Fixed-Even
		Double Click to Insert New Supplies												
		Total - Supplies	161,551	106,172	52,675	0	158,847	16.68			0	17	158,240	Calendar Days Work Days Dept Statistic History

Inputs – Cells are color coded as follows:

- White cells – are protected
 - Values are either hard-coded, populated from the data based or calculated from other fields
 - End-user cannot modify
- Blue cells – may be edited
 - Some may be pre-populated with a formula
 - You can change or overwrite the value
- Green cells – contain drop-down list
 - User can select from predefined options
 - User cannot modify the selections

Pre-Populated Budget Values

Much of a budget will be pre-populated with data. Sources for this data include:

- Drivers
 - Company-wide impacts pulled into each budget using formulas
 - Modifications made by those with GlobalDriverMgmt roles
- Historical Values
 - Calculations dependent upon historical account balances
 - Can only be affected by changing the budgeted increase over the prior year
- Input Monthly
 - Calculations designed to permit input of values or formula into each of the 12 months
 - Cells are blue
- Spreads
 - Calculations automatically spread to the budget year but allow you to adjust the monthly spread
 - Cells may be blue permitting direct input or green permitting user to select from a defined picklist
- Other Sheets
 - Calculated totals from other sheets
 - Example: Payroll totals are pulled into the Expense tab Summary block

Red Flags

For certain values, the Administrator can set variance thresholds which, if exceeded, will cause a “red flag” icon (🚩) to appear in Column W. During configuration, the Administrator can also choose to activate the red flag popup which requires the User to enter a comment into the comment field before they can save the plan file.

Stat_Rev Worksheet

Statistics

Most of the Stat_Rev worksheet is pre-populated by modifying historical data per the Global Drivers listed at the top of the page. Departmental statistics are computed using today’s rate per Global Driver adjusted for next year’s global prediction.

Statistics and Revenue
27200 - EMC Radiology - MRI (JobCode)

Acct	Dept	FY 2018 Actual	FY 2019 Budget	Feb YTD Actual	Mar-Jun Projected	Manager Input	FY 2019 Projected	FY 2019 /Unit	Global Adjust	% Adjust	Amt Adjust	FY 2020 /Unit	FY 2020 Budget	Budget Method
Global Drivers														
Total OP/ER/Clinic Visits		242,013	227,355	160,300	79,507		239,807						232,611	Default Statistic
Key Department Statistics														
110	27200	IP Procedures	3,427	3,512	2,286	1,134	0	3,420	0.01	0.0%	0	0.01	3,317	Per Total OP/ER/
210	27200	OP Procedures	6,140	5,921	4,080	2,024	0	6,104	0.03	0.0%	0	0.03	5,921	Per Total OP/ER/
Total Key Statistics			9,567	9,433	6,366	3,158	0	9,524					9,238	
Other Non-Key Statistics														
120	27200	IP RVUs	5,269	5,400	3,515	1,744	0	5,259	0.55	0.0%	0	0.55	5,101	Per Key Total Stat
220	27200	OP RVUs	9,443	9,107	6,275	3,113	0	9,388	0.99	0.0%	0	0.99	9,106	Per Key Total Stat
Total - Other Non-Key Statistics			14,712	14,507	9,790	4,857	0	14,647	1.54		0	1.54	14,207	
Revenue														
Inpatient Revenue			4,284,050	4,384,177	2,853,710	1,415,620	0	4,269,330	1,248.34	11.0%		1,385.66	4,596,233	IP per Unit
Outpatient Revenue			10,099,595	9,759,441	6,724,965	3,336,110	0	10,061,075	1,648.28	21.0%		1,994.41	11,808,923	OP per Unit
Other Patient Revenue			0	0	0	0	0	0	0.00	31.0%		0.00	0	OTHRev per Unit
Total Patient Revenue			14,383,645	14,143,618	9,578,675	4,751,730	0	14,330,405			0		16,405,156	

Statistics and Revenue
27200 - EMC Radiology - MRI (JobCode)

Acct	Dept	%	Red Flag	Comments	Jul-19 Budget	Aug-19 Budget	Sep-19 Budget	Oct-19 Budget	Nov-19 Budget	Dec-19 Budget	Jan-20 Budget	Feb-20 Budget
Global Drivers												
Total OP/ER/Clinic Visits		-3.0%		Global Other Driver	19,384	19,384	19,384	19,384	19,384	19,384	19,384	19,384
Key Department Statistics												
110	27200	IP Procedures	(3.0%)		276	276	276	276	276	276	276	276
210	27200	OP Procedures	(1.0%)		493	493	493	493	493	493	493	493
Total Key Statistics		-3.0%			769	769	769	769	769	769	769	769
Other Non-Key Statistics												
120	27200	IP RVUs	(3.0%)		425	425	425	425	425	425	425	425
220	27200	OP RVUs	(3.0%)		758	758	758	758	758	758	758	758
Total - Other Non-Key Statistics		-3.0%			1,183	1,183	1,183	1,183	1,183	1,183	1,183	1,183
Revenue												
Inpatient Revenue		7.7%			382,442	382,442	382,442	382,442	382,442	382,442	382,442	382,442
Outpatient Revenue		17.4%			983,246	983,246	983,246	983,246	983,246	983,246	983,246	983,246
Other Patient Revenue		0.0%			0	0	0	0	0	0	0	0
Total Patient Revenue					1,365,688	1,365,688	1,365,688	1,365,688	1,365,688	1,365,688	1,365,688	1,365,688

For Each Statistic Account:

1. Review and adjust this year's Projection in the blue cell, if applicable.
2. Adjust next year's budget statistic with a percentage increase/decrease in the % or Amount Adjustment column. This adjustment will be interpreted as a change in today's rate per hospital driver that you selected.
3. If permitted, you can change the monthly spread of your statistics in the appropriate columns to the right. If the cells are not blue, then it is not permitted.
4. Once you make any adjustments, verify the increase/decrease in volume. If the adjustment is made to a key statistic that drives revenue/variable expense, you should also see a decrease/increase in revenue as well as variable expenses.

Considerations:

- New Programs
- Volume/Cases that will not occur next year
- Volume/Cases occurring next year that did not occur this year

Revenue

For each Revenue account: The projection and proposed budget are computed based upon today's rate per unit of service times the volume predictions.

Any change to volume will have a revenue impact.

If permitted, you can adjust next year's budget revenue with a percent increase/decrease in the % Adjustment Column. This adjustment will be interpreted as a change in today's revenue rate per departmental statistic. Any change here will be a result of a service mix change for this year and NOT a volume change.

Considerations:

- Procedure mix change
- Do not include Price Increase – Budget Administration will provide

Other Operating Revenue

- Initial budget is computed based upon year-end projection
- Make changes to the Adjustment column if applicable
- Considerations
 - Anticipated changes for the year
 - Monthly Spread

Statistics and Revenue		27200 - EMC Radiology - MRI (JobCode)												
Acct	Dept	FY 2018 Actual	FY 2019 Budget	Feb YTD Actual	Mar-Jun Projected	Manager Input	FY 2019 Projected	FY 2019 /Unit	Global Adjust	% Adjust	Amt Adjust	FY 2020 /Unit	FY 2020 Budget	Budget Metho
Other-Non-Key Statistics														
120	27200 IP RVUS	5,269	5,400	3,515	1,744	0	5,259	0.55		0.0%	0	0.55	5,101	Per Key Total Sta
220	27200 OP RVUS	9,443	9,107	6,275	3,113	0	9,388	0.99		0.0%	0	0.99	9,106	Per Key Total Sta
Double Click to Insert New Other Non-Key Statistic														
Total - Other Non-Key Statistics		14,712	14,507	9,790	4,857	0	14,647	1.54			0	1.54	14,207	
Revenue														
	Inpatient Revenue	4,284,050	4,384,177	2,853,710	1,415,620	0	4,269,330	1,248.34	11.0%			1,385.66	4,596,233	IP per Unit
	Outpatient Revenue	10,099,595	9,759,441	6,724,965	3,336,110	0	10,061,075	1,648.28	21.0%			1,994.41	11,808,923	OP per Unit
	Other Patient Revenue	0	0	0	0	0	0	0.00	31.0%			0.00	0	OthRev per Unit
	Total Patient Revenue	14,383,645	14,143,618	9,578,675	4,751,730	0	14,330,405				0		16,405,156	
Deductions from Revenue														
50100	27200 Mcare - Inpatient Discount	2,899,560	2,881,983	1,951,805	968,239	0	2,920,044	20.4%		0.0%		20.4%	3,342,807	% of Patient Rev
50150	27200 Mcare - Outpatient Discount	9,296,876	9,165,406	6,207,213	3,079,236	0	9,286,449	64.8%		0.0%		64.8%	10,630,938	% of Patient Rev
52999	27200 Other Administrative Adjustment	0	8,445	0	0	0	0	0.0%		0.0%		0.0%	0	% of Patient Rev
59999	27200 Allocated To Dept-Deductions	16,946	16,562	11,217	5,564	0	16,781	0.1%		0.0%		0.1%	19,211	% of Patient Rev
Double Click to Insert New Deduction														
	Total - Deductions	12,213,382	12,072,397	8,170,234	4,053,039	0	12,223,274	1,283.42			0	1,514.72	13,992,055	
Other Revenue														
58000	27200 Department Income	19,272	18,644	12,412	6,232	0	18,644		0.0%	0.0%	0		18,644	Fixed-Even
Double Click to Insert New Other Revenue														
	Total - Other Revenue	19,272	18,644	12,412	6,232	0	18,644	1.96			0	2.02	18,644	

Expense Worksheet

At the top of the worksheet, there are summaries for Salary and Benefits drawn from the database and payroll worksheet(s). Further down the worksheet, are the non-payroll expense blocks, which may be updated.

All non-payroll expenses have been assigned a default budget methodology.

Calculation Methods (CMs) provide a quick and efficient way to modify your workbooks. Each CM is a budget method that contains a budget calculation & “spreading” methodology.

For example, a method may allow input of projected amounts month by month. Another might require users to enter a total and have it automatically spread back month-by-month using the number of days in the month or some other spread methodology. Another may tie the monthly totals to departmental statistics.

Spread Methods – For planning methods that offer spread methods, you will see the following options:

- Fixed-Even – Spread evenly to all months
- Dept Statistic – Based upon the spread of your departmental statistics
- Calendar Days – Based upon the number of days in the calendar month
- Work Days – Based upon the number of work days in the calendar month (excludes weekends and holidays)

For each account:

- Adjust this year’s Projection, if applicable.
- Provide comments in the specified locations for a red flagged account or to document any changes made any changes made.
- Determine the appropriate budget methodology if different from the current one. The budget method is identified in Column “T”.



Available Budget Methodology might include:

- Fixed
 - Value spread by Calendar days (Evenly), Worked Days, Dept Statistic, or History
 - To use: Change spread from Calendar Days, Evenly, Volume, or History by clicking the down arrow box on that line (green cell). Adjust next year's budget by providing the % and/or amount change from current projection.

Expense			FY 2019 /Unit	Global Adjust	% Adjust	Amt Adjust	FY 2020 /Unit	FY 2020 Budget	Budget Method
27200 - EMC Radiology - MRI (JobCode)									
Total - Benefits			7.04			0	4	35,360	
Supplies									
62100	27200	Supplies - General	1.79	4.0%	0.0%	0	1.86	17,182	Variable
62130	27200	Supplies - Med Surg Nonbillable	0.73	2.5%	0.0%	0	0.75	6,899	Variable
62140	27200	Supplies - Med Surg Billable	14.01	2.5%	0.0%	0	14.36	132,671	Variable
62320	27200	Supplies - Food/Catering	0.15	4.0%	0.0%	0	0.16	1,490	Fixed-Even

- Variable
 - Rate per unit of service
 - To use: Enter the percentage increase/decrease to adjust the cost per unit of service in the "Amt Adj"

Expense			FY 2019 /Unit	Global Adjust	% Adjust	Amt Adjust	FY 2020 /Unit	FY 2020 Budget	Budget Method
27200 - EMC Radiology - MRI (JobCode)									
Total - Benefits			7.04			0	4	35,360	
Supplies									
62100	27200	Supplies - General	1.79	4.0%	0.0%	0	1.86	17,182	Variable
62130	27200	Supplies - Med Surg Nonbillable	0.73	2.5%	0.0%	0	0.75	6,899	Variable
62140	27200	Supplies - Med Surg Billable	14.01	2.5%	0.0%	0	14.36	132,671	Variable
62320	27200	Supplies - Food/Catering	0.15	4.0%	0.0%	0	0.16	1,490	Fixed-Even

- Monthly Input – Allows input of unique monthly values

Expense			Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Tot
Acct	Dept		Budget												
Other Expenses															
63140	27200	Fees - Other	30	30	30	30	30	30	30	30	30	30	30	30	30
63140	27200	Preliminary Estimate including Inflation	30	30	30	30	30	30	30	30	30	30	30	30	30
63140	27200	Enter Detail Description	0	0	0	0	0	0	0	0	0	0	0	0	0
63140	27200	Enter Detail Description	0	0	0	0	0	0	0	0	0	0	0	0	0
63140	27200	Enter Detail Description	0	0	0	0	0	0	0	0	0	0	0	0	0
63140	27200	Enter Detail Description	0	0	0	0	0	0	0	0	0	0	0	0	0
63140	27200	Enter Detail Description	0	0	0	0	0	0	0	0	0	0	0	0	0
64100	27200	Repairs	13,957	13,957	13,957	13,957	13,957	13,957	13,957	13,957	13,957	13,957	13,957	13,957	13,957
64100	27200	Preliminary Estimate including Inflation	13,957	13,957	13,957	13,957	13,957	13,957	13,957	13,957	13,957	13,957	13,957	13,957	13,957
64100	27200	Enter Detail Description	0	0	0	0	0	0	0	0	0	0	0	0	0
64100	27200	Enter Detail Description	0	0	0	0	0	0	0	0	0	0	0	0	0
64100	27200	Enter Detail Description	0	0	0	0	0	0	0	0	0	0	0	0	0
64100	27200	Enter Detail Description	0	0	0	0	0	0	0	0	0	0	0	0	0
64100	27200	Enter Detail Description	0	0	0	0	0	0	0	0	0	0	0	0	0
64100	27200	Enter Detail Description	0	0	0	0	0	0	0	0	0	0	0	0	0
64200	27200	Contract Maintenance	10,283	10,283	10,283	10,283	10,283	10,283	10,283	10,283	10,283	10,283	10,283	10,283	10,283

- Detail
 - Allows zero-base budget by building the budget amounts from the “ground up.”
 - Can configure to provide a preliminary estimate
 - In the Detail block, enter all related Vendor/Item descriptions, amounts, and related comments
 - Each block has 3-line lines of monthly input & 2 lines of annual values spread – any combination may be used to arrive at the proposed budget

Expense			FY 2018	FY 2019	Feb YTD	Mar-Jun	Manager	FY 2019	FY 2019	Global	%	Amt	FY 2020	FY 2020	Budget Method
Acct	Dept		Actual	Budget	Actual	Projected	Input	Projected	/Unit	Adjust	Adjust	/Unit	Project	Project	
Total - Benefits			62,032	72,977	41,643	23,368	0	67,013	7.04			0	4	33,360	
Supplies															
62100	27200	Supplies - General	14,418	17,545	11,385	5,648	0	17,033	1.79	4.0%	0.0%	0	1,186	17,182	Variable
62130	27200	Supplies - Med Surg Nonbillable	7,187	7,045	4,638	2,301	0	6,939	0.73	2.5%	0.0%	0	6,939	6,899	Variable
62140	27200	Supplies - Med Surg Billable	135,004	135,472	89,195	44,247	0	133,442	140.01	2.5%	0.0%	0	14,266	132,671	Variable
62320	27200	Supplies - Food/Catering	1,232	1,490	954	479	0	1,433	0.15	4.0%	0.0%	0	0.16	1,490	Fixed-Even
Double Click to Insert New Supplies															
Total - Supplies			157,862	161,551	106,172	52,675	0	158,847	16.68			0	17	158,242	
Other Expenses															
63140	27200	Fees - Other	365	274	183	183	0	365	0.04	0.0%		0.04	365	365	Detail
63140	27200	Preliminary Estimate including inflation													Fixed-Even
63140	27200	Enter Detail Description													Fixed-Even
63140	27200	Enter Detail Description													Fixed-Even
63140	27200	Enter Detail Description													Fixed-Even
63140	27200	Enter Detail Description													Fixed-Even
63140	27200	Enter Detail Description													Fixed-Even
63140	27200	Enter Detail Description													Fixed-Even
Double Click to Insert New Detail Row															

To Add more Lines within a Detailed Block:

- Simply Double Click (where instructed)
- You will then be given the choice between Add Detail – Input Monthly and Add Detail – Input Total. Select the appropriate method for the given item and how many rows you wish to add.

To Change an Existing Account to the Expense Detail Method (only available if your security setting allows):

1. On the Expense tab, select the account (row) to you wish to detail
2. On the Main Ribbon, Select Additions | Add Row(s) | Change Calc Method
3. Select "Detail" and Change Methodology
4. OK
5. Now notice how the Account now has the Detail lines mentioned above
6. Enter the detail

Payroll Worksheets

The type of payroll worksheet(s) that appear in a budget depends on the methodologies used by the organization/department.

The three possibilities are:

- JobCode – Payroll budgeted by JobCode allowing Fixed/Variable assignments
- Staffing – Develop a daily staffing plan to compute the annual budget
- Employee – Payroll budget by Employee subtotaled by JobCode. All positions are considered fixed.

All payroll worksheets are populated using the YTD payroll information. Users are tasked with adjusting the YTD FTEs to needed budgeted staffing.

JOB CODE Worksheet

Budget begins with the "Current Paid FTEs" line.

Job Code		27200 - EMC Radiology - MRI (JobCode)		FTEs: Projected Using Actual				Dollars				
Job Code	Dept	Current Rate	Start Rate	End Rate	Alloc Rate	FY 2019 Budget	YTD Actual	Mar-Jun Projected	FY 2020 Budget	Mar-Jun Projected	FY 2020 Budget	Notes
J00646	27200	Radiologic Technologist		Technical	Variable	0.00	5.25	5.21	5.10	96,928	290,282	
		Total Productive				0.00	0.66	0.65	0.62	15,374	44,507	
		Total Non-Productive				0.00	0.00	0.00	0.00	0.00	0.00	
		JobCode Total				0.00	5.91	5.87	5.72	112,302	334,789	
		↑ Double click to hide details										
J00646	27200	Radiologic Technologist		Technical	Variable	1.15	60.0%	1.15	1.15	Worked Hours Per Unit	Target Worked Hours Per Unit 1.15	
		Current Paid FTEs				5.86	5.91	5.87	5.72			
		Program Addition				\$26.41		0.00	0.00			
		Position Changes				\$0.00		0.00	0.00			
		Fixed/Volume Spread Variance						0.00	0.00			
		Total Paid FTEs				5.86	5.91	5.87	5.72			
		Regular	\$26.19	\$26.41	\$27.10	87.0%	5.02	5.12	5.08	4.97	93,565	279,125
		Overtime	150.0%	\$36.52	\$36.82	\$37.79	2.2%	0.13	0.13	0.13	3,363	9,995
		Education	100.0%	\$26.19	\$26.41	\$27.10	0.0%	0.00	0.00	0.00	0	0
		Lump Sum Payout					0.00	0.00	0.00		0	1,161
		Radiology Technician - Total Productive				89.2%	5.15	5.25	5.21	5.10	96,928	290,282
		Paid Time Off using Rolling12	100.0%	\$26.13	\$26.34	\$27.04	10.8%	0.70	0.66	0.65	11,976	34,547
		Call Pay	P0020	\$0.98	\$0.98	\$0.98		\$5/Prod Hr			3,545	10,401
		Additional Pay	P0030					Input Monthly			(147)	(441)
		Double Click to Insert New Pay Type										
		Radiology Technician				100.0%	5.86	5.91	5.87	5.72	112,302	334,789
		Earned Paid Time Off										24,058
		Calendar YTD for Retirement calc				\$26.13	\$26.34	\$27.04	7.3%			

1. Select “Fixed or Variable” from the drop-down area. Variable positions will adjust productive FTEs for volume changes
2. Position Additions is utilized to change FTEs due to new programs for the remaining year.
3. Position Changes is utilized for current year FTE changes unrelated to new programs.

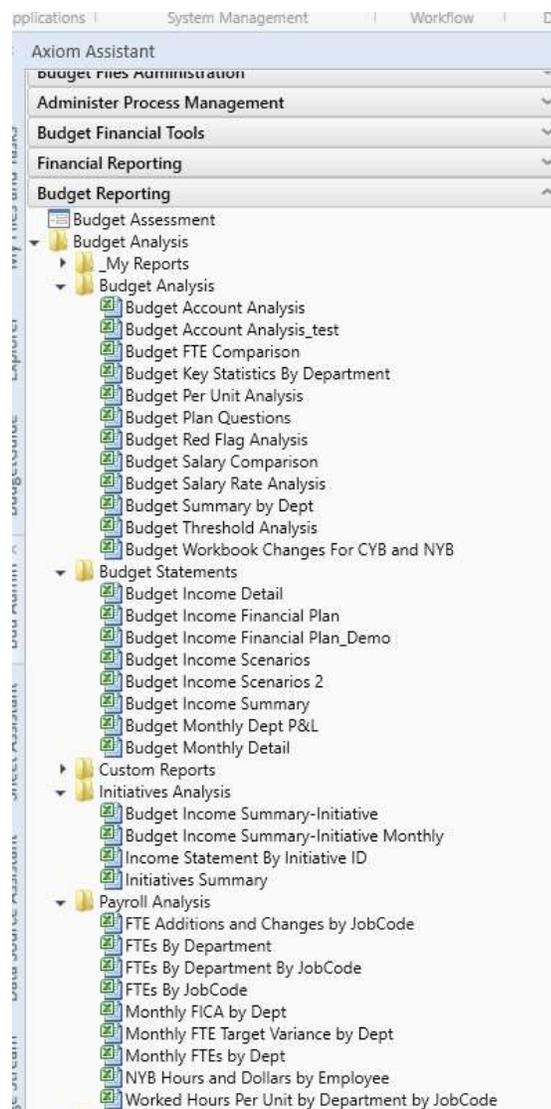
Adjust the new year budget FTEs accordingly beginning in the Monthly FTE columns.

Job Code	Dept		Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
			FTEs	FTEs											
J00646	27200	Radiologic Technologist													
		Total Productive	5.01	5.01	5.18	5.01	5.18	5.01	5.01	5.36	5.01	5.18	5.01	5.25	5.10
		Total Non-Productive	0.61	0.61	0.63	0.61	0.63	0.61	0.61	0.65	0.61	0.63	0.61	0.63	0.62
		JobCode Total	5.62	5.62	5.80	5.62	5.80	5.62	5.62	6.00	5.62	5.80	5.62	5.88	5.72
		Double click to hide details													
J00646	27200	Radiologic Technologist	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	5.62	5.62	5.80	5.62	5.80	5.62	5.62	6.00	5.62	5.80	5.62	5.88	5.72
		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
		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	5.62	5.62	5.80	5.62	5.80	5.62	5.62	6.00	5.62	5.80	5.62	5.88	5.72
		Regular	4.89	4.89	5.05	4.89	5.05	4.89	4.89	5.22	4.89	5.05	4.89	5.11	4.97
		Overtime	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13
		Education	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													
		Radiology Technician - Total Productive	5.01	5.01	5.18	5.01	5.18	5.01	5.01	5.36	5.01	5.18	5.01	5.25	5.10
		Paid Time Off using Rolling12	0.61	0.61	0.63	0.61	0.63	0.61	0.61	0.65	0.61	0.63	0.61	0.63	0.62
		Call Pay													
		Additional Pay													
		Double Click to Insert New Pay Type													
		Radiology Technician	5.62	5.62	5.80	5.62	5.80	5.62	5.62	6.00	5.62	5.80	5.62	5.88	5.72
		Earned Paid Time Off													
		Calendar YTD for Retirement calc													

Adjust the FTE Allocation Rate amongst pay types (Column J) where allowed. Current %s are based upon Actual YTD payroll. These %s are used to allocate the Total Paid FTES to various types of pay.

Budget Analysis

Please refer to the Syntellis extensive library of Budget Analysis reports designed to aid in analyzing your budget for reasonableness:





Appendix: Budget Process Checklist

The following tasks should be completed by the appropriate budget due dates. For assistance, call or email your budget contact.

1. Launch Axiom Budgeting
2. Review and Complete your Budget
Open your assigned budget(s) and complete/review worksheets in the following order:
 - Instructions
Follow the steps in the Instruction Sheet
 - Operating Plan
Document your department operating plan
 - Summary
Review summarized budget and target information
 - Stat_Rev Worksheet
 - Complete budget by verifying/editing all blue cells
 - Review Current Year Projection
 - Review and adjust spreads
 - Review Next Year Budget Values -- Total and Monthly Spreads
 - Explain any variances by adding a comment on each line that you see a red flag
 - Expense Worksheet
 - Complete budget by verifying/editing all blue cells
 - Current Year Projection
 - Review and adjust spreads
 - Review Next Year Budget Values -- Total and Monthly Spreads
 - Explain any variances by adding a comment on each line that you see a red flag
 - Payroll Worksheet (JobCode, Staffing, or Employees)
 - Complete budget by verifying/editing all blue cells
 - Current Year Projection
 - Update Program Additions/Program Changes as appropriate
 - Next Year Budget values
 - Explain any changes by adding a comment on each line adjusted



- Verify merit increase are being calculated
- Review targets at top of tab for reasonableness
- New Initiatives
 - Identify the new initiatives that will impact our department
 - Input incremental impact which has not already been included in your budget worksheet
 - Add Supporting Files -- Upload any notes to document budget calculations
- Summary
 - Review summarized budget information
 - Review target information – adjustments get made on appropriate budget worksheet
 - Review per unit indicators, average hourly wage, FTEs and rates per unit
- Finish
 - Once final, you can publish your budget if necessary –
 - Main Ribbon
 - Publish – select Print or Email
 - Use Axiom options to save and exit the workbook