

Costing Management Guide

Axiom Enterprise Decision

Support

Version 2020.3

The logo for AXIOM, featuring the word "AXIOM" in a bold, white, sans-serif font. The text is enclosed within a thin, light blue rectangular border that is slightly offset from the text, creating a subtle frame effect.

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Contents

- Chapter 1: Working with Axiom Enterprise Decision Support 5
 - About this document 9
- Chapter 2: Configuring General Settings 10
 - Configuring system options 10
 - Configuring cost behavior exceptions 13
 - Configuring system account ranges 15
 - Viewing default cost item code and prefix 16
 - Making one-time adjustments 17
 - Viewing scheduled job results 19
 - Using the Filter Wizard 22
- Chapter 3: Configuring and Managing Cost Methods 27
 - Defining and assigning cost methods 27
 - Using the Relative Value Units (RVU) method 39
 - Using the Direct to Encounter method 65
 - Using the Microcost method 76
 - Using the Transaction Cost method 78
- Chapter 4: Managing Cost Sets 80
 - Adding or editing a cost set 80
 - Deleting a cost set 82
- Chapter 5: Understanding Calculating and Assigning Cost Items 84
 - Processing advanced cost methods 85
 - Calculating unit costs by method 87
 - Assigning unit costs to cost items 88
- Chapter 6: Working with Markup Groups 92
 - Adding or editing a markup group definition 94
 - Deleting a markup group 96
- Chapter 7: Managing Overhead Allocations 98
 - Adding, editing, or cloning overhead allocation definitions 98
 - Ordering overhead allocation definitions 103
 - Activating or deactivating overhead allocation definitions 105

Deleting overhead allocation definitions	107
Validating allocation definitions	108
Processing overhead allocations definitions	110
Running the Reclass and Allocation Department Summary report	112
Running the Reclass and Allocation Distribution Reconciliation report	114
Chapter 8: Managing Reclasses	116
Understanding pseudo accounts	117
Adding, editing, or cloning reclass definitions	117
Ordering reclass definitions	122
Activating or deactivating reclass definitions	123
Deleting reclass definitions	126
Processing reclass definitions	127
Validating changes to account reclass rules	129
Validating changes to department reclass rules	131
Validating changes to payroll reclass rules	133
Discovering variances in reclass and overhead allocation offsets	135



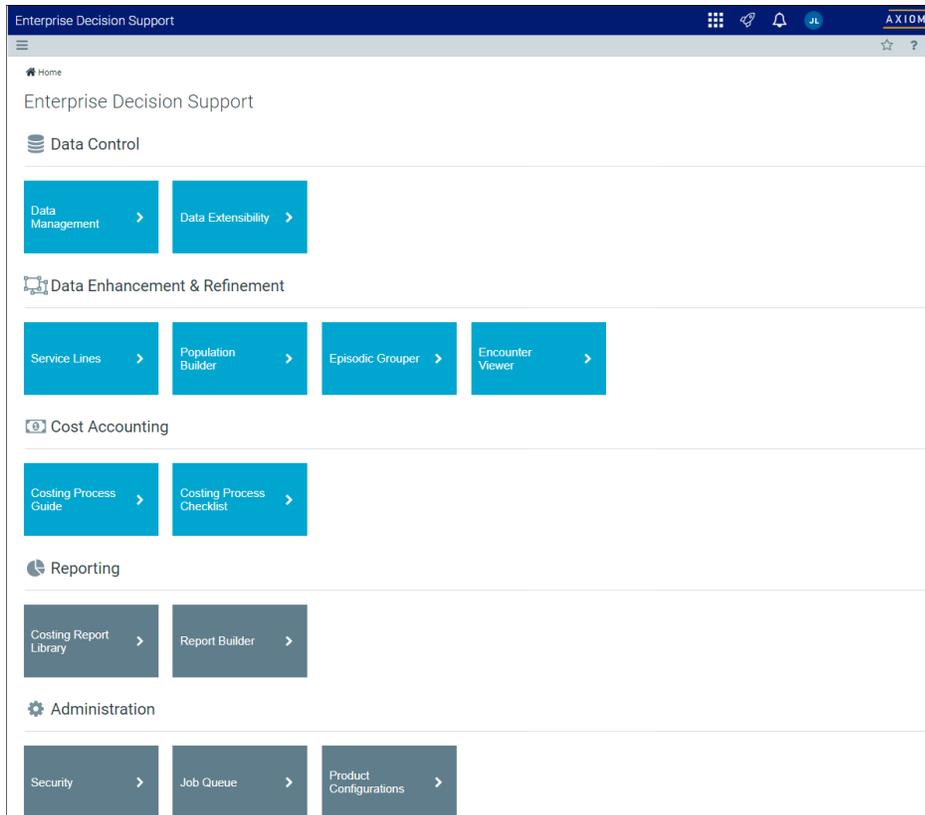
Working with Axiom Enterprise Decision Support

Axiom Enterprise Decision Support is primarily a web-based application that helps you easily walk through the process of configuring default system settings, managing data, setting up and processing methods, reclasses, and overhead allocations. You can also manage unit cost calculations and cost assignments as well as manage and view reports.

When you log into the system and launch the application, the Axiom Enterprise Decision Support home page displays a series of card buttons that open utilities, reports, and other functions. Cards can include multiple levels, depending on the number of tasks to complete. A breadcrumb link at the top of the page informs you of where you are in the system. You can use these links to quickly and easily move through the system.

Card are grouped into the following functional areas:

- **Data Control** - Dimension, statistics, costing, and data import management
- **Data Enhancement & Refinement** - Service line management and processing, population management, episode building, and encounter viewing
- **Cost Accounting** - System configuration, data management, methods and assumptions management, method processing, reclass and overhead allocation management and processing, RVU development, unit cost calculations, and cost assignment
- **Reporting** - Axiom Intelligence report building and standard Excel reports
- **Administration** - Security management, job process management, product configuration



► Costing Process Guide

The Costing Process Guide is a series of grouped utilities and functions specifically for configuring and managing the cost accounting processes. The guide is accessed by clicking the Costing Process Guide card on the home page.

The guide works, as follows:

1. Tasks are grouped together into similar areas and sub-areas. For example, you can find all of the tasks associated with setting up and managing methods and assumptions in the Method and Assumptions section. Next to the card, the page displays a description. Click the card to navigate to the task(s) for that area.
2. The status column on the right side of the page displays tasks as Completed, In Progress, or Not Started. You can click the circle to toggle the status from one status type to another. For example, if all of the tasks for Data Management are now complete, click the circle to toggle the status from In Progress to Complete.

NOTE: All of the tasks in a specific area need to be marked as complete in order for the button above it to be marked as complete. For example, in Data Management area, all of the tasks in Data Management must be marked complete in order for the Status column for the Data Management button to be marked as complete.

- The Checklist View provides a list of tasks to complete as part of the set up and configuration process.

TIP: You can toggle back and forth between the Guide View and the Checklist View.

- If you need help configuring a specific area, click the question mark in the upper right corner of each screen. A help panel displays conceptual information or contextual instructions for the page that displays. For more detailed help, the instructions include links to fuller topics in the online help. To access the full online help for Axiom Enterprise Decision Support, click the question mark in the upper right corner of the page, and click **Open Help**. The online help opens in a separate browser window.

The screenshot shows the 'Costing 2019 Q3' checklist view in the Axiom Cost Accounting application. The interface is divided into several sections:

- Navigation Menu (1):** A vertical list of blue buttons with right-pointing chevrons, including 'System Configuration', 'Data Management', 'Methods and Assumptions', 'Process Advanced Cost Methods', 'Reclasses and OH Allocations', and 'RVU Development and Maintenance'.
- Task List (2):** A table of tasks with their status and completion dates.

Task Area	Status	Completion Date
System Configuration	Complete	6/21/2019 7:55 AM
Data Management	In Progress	6/13/2019 11:15 AM
Methods and Assumptions	In Progress	6/13/2019 11:15 AM
Process Advanced Cost Methods	In Progress	6/17/2019 1:42 PM
Reclasses and OH Allocations	Not Started	Not Validated
RVU Development and Maintenance	Not Started	
- Checklist View Button (3):** A button labeled 'Checklist View' in the top right corner of the main content area.
- Help Icon (4):** A question mark icon in the top right corner of the application header.

► Checklist View

From the Costing Process Guide, the Checklist View offers administrators an easy and convenient way to manage and track each of tasks required to set up the costing process. You can add, edit, clone, and delete processes as well as toggle to view different costing processes. The page also displays the high-level configuration parameters for the current costing process, including the active cost set as well as the method and versions being used.

NOTE: The Method section only displays those methods that have been selected in the System Configuration page to be used by your organization. The Active Cost Set version comes from the Method Definition version.

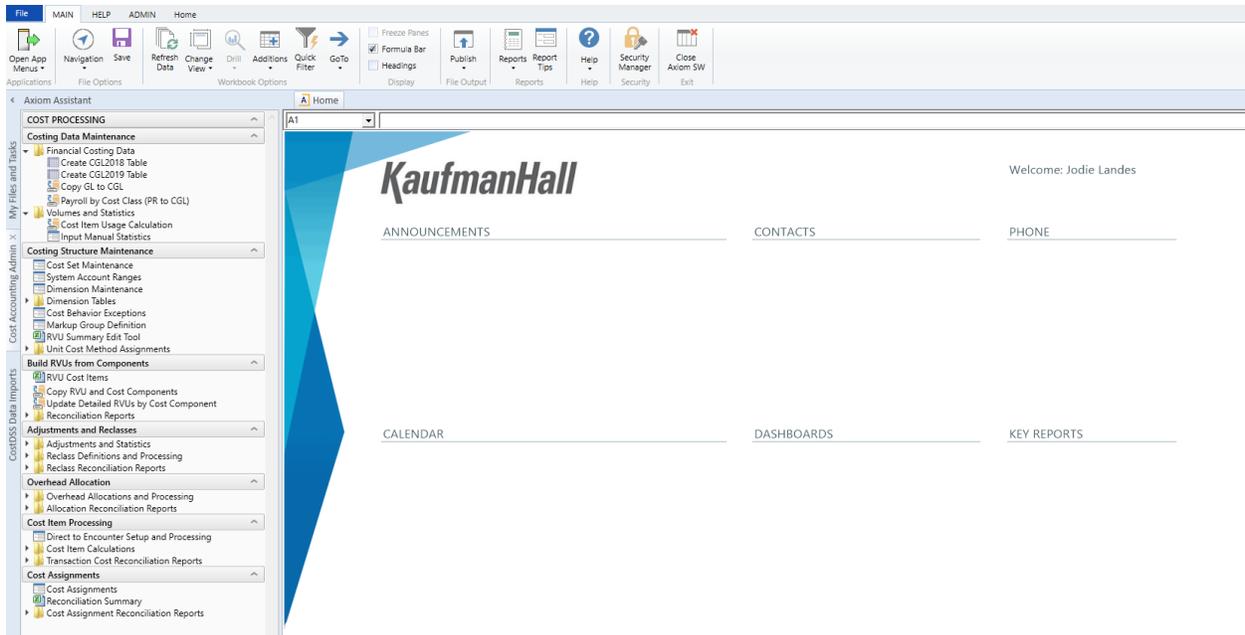
The screenshot displays the Axiom Cost Accounting web interface. The top navigation bar includes the text "Cost Accounting" and the Axiom logo. The main content area is titled "Costing Process | Costing 2019 Q3". It features a checklist of tasks with columns for "Expand All", "Status", and "Last Activity".

Expand All	Status	Last Activity
System Configuration	Complete	Completed: 6/21/2019 7:55 AM
Data Management	In Progress	Started: 6/13/2019 11:15 AM
Methods and Assumptions	In Progress	Started: 6/13/2019 11:15 AM
Process Advanced Cost Methods	In Progress	Started: 6/17/2019 1:42 PM
Reclasses and OH Allocations	Not Started	
RVU Development and Maintenance	Not Started	
Unit Cost Calculations	In Progress	Started: 6/17/2019 1:43 PM
Cost Assignments	Not Started	

On the right side of the interface, there are two panels. The top panel, "Costing Process Parameters", shows the fiscal year as 2019, with a range from 201801 to 201812. It also displays the Active Cost Set with Start and End dates, and checkboxes for "Use Axiom GL Data" and "Use Axiom Payroll Data", both of which are checked. The bottom panel, "Method", lists various methods and their versions: RCC, RVU, Provider RVU, MicroCost (N/A), Transaction MicroCost (N/A), Reverse Markup (N/A), and RCU (N/A).

► Desktop Client

While a majority of the setup and configuration tasks can be done using the Web Client, there are times when you may need access to Axiom system-level utilities. The Desktop Client provides all of the options provided by the Web Client as well as access to multiple reports. You can also manage security, processes, and other system administration tasks.



About this document

This document assumes the following:

- You are familiar with navigating and using Axiom Enterprise Decision Support, including the Web Client and the Desktop Client.
- You have been assigned the proper role profile and/or permissions to access the utilities and screens described in this document.
- This document only covers the configuration and maintenance of the cost accounting portion of Axiom Enterprise Decision Support. For more information regarding other parts of the system, we recommend that you visit the online help accessible through the product.

Configuring General Settings

The General Configuration page allows you to set defaults and other setup configuration options to use throughout Axiom Enterprise Decision Support.

The General Configuration page includes the following settings:

- **System Options** - Select and specify options used to configure your system, including calendar settings, costing system options, costing methodologies, and Direct to Encounter enablement.
- **Cost behavior exceptions** - Override the fixed versus variable percentages for a cost category for a specific department or account, for a range of departments or accounts, or by entity.
- **System account ranges** - Set the account ranges for pseudo-accounts within departments that are used to offset costs in source departments and write costs to receiving departments.
- **One-time adjustments** - Directly modify account balances within a given department. You will most likely use this utility after the Costing General Ledger is initially loaded.
- **View schedules job results** - You can view the status of jobs currently processing or the results of all processed jobs.
- **Filter Wizard** - Use or create your own filters to customize the data to view. The Filter Wizard walks you through the process of building complex limit query filters rather than having to construct them manually.

You can also [view the default cost item code and prefix](#).

Configuring system options

After installation, use this page to select and specify options used to configure your system.

NOTE: Depending on the selections you make on this page, some features may be hidden from view in the system.

To configure system options:

1. From the Enterprise Decision Support home page, in the **Administration** section, click **Product Configurations**.



2. Complete the following questions:

Calendar Settings

Question	Options
01. What is the current fiscal year?	Select the current fiscal year for your organization.
02. What is your first month in the fiscal year?	Select the month in which your organization's fiscal year begins.

Costing System

Question	Options
01. What is the source of the GL data?	Select the source to use for your General Ledger (GL) data:
02. Will you load payroll detail for labor distributions?	If you plan on loading payroll detail to use for labor distributions, click the toggle to Yes ; otherwise leave the toggle as No .
03. If you answered Yes to the previous question, what is the source?	Select the source for your payroll detail.

Question	Options
04. How will you compute cost item volumes?	Select how you want to compute cost item volumes.
05. Calculate allocations using Simultaneous Equations (default as Single-Step Down)?	<p>IMPORTANT: We recommend that you first review the Understanding simultaneous equations section below before setting this option. If you choose to implement SE, please consult with one of our Syntellis Implementation Consultants or Syntellis Support to ensure you understand the implications.</p> <p>Do one of the following:</p> <ul style="list-style-type: none"> To enable simultaneous equations, click the toggle to Yes. To use single-step down, click the toggle to No.

Costing Methodologies

Question	Options
01. Which methods do you plan to implement?	<p>Select the check box next to the methods your organization will use.</p> <p>IMPORTANT: You must select at least one methodology. Methodologies you do not select will not be included in the Unit Cost Calculations page or the Process Advanced Cost Methods page. They may also not display in other parts of the Guide View.</p>

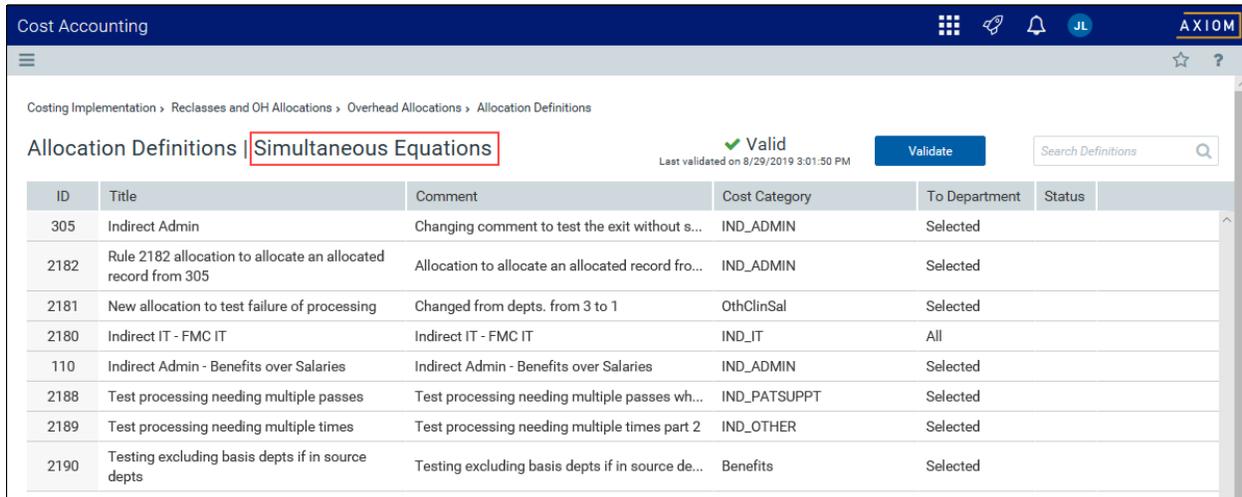
Direct to Encounter

Question	Options
01. Will you be implementing Direct to Encounter Features?	<p>Direct to Encounter allows you to spread costs historically allocated as indirect overhead to specific encounters that use the services of that particular department or area.</p> <p>To use Direct to Encounter, click the toggle to Yes; otherwise leave the toggle as No.</p> <p>For more information, see Using the Direct to Encounter method.</p>

3. After making your changes, click **Save**.

► Understanding simultaneous equations

The simultaneous equation (SE) method of cost allocation provides a more accurate method of allocating department costs. When processing allocations, the system places the records and allocation rules into a matrix, and then system processes them together. If your organization decides to use SE, you need to define the costing allocation rules to take this into account. For this reason, we recommend that you do not switch back and forth between SE and single step down because it could result in inaccurate data. If you enable this feature, the Allocation Definitions page will display Simultaneous Equations at the top of the page.



The screenshot shows the 'Allocation Definitions' page in the Axiom Cost Accounting system. The page is titled 'Allocation Definitions' and has a sub-tab for 'Simultaneous Equations' which is highlighted with a red box. The page indicates it is 'Valid' and was last validated on 8/29/2019 at 3:01:50 PM. There is a 'Validate' button and a search bar for definitions. Below this is a table with the following columns: ID, Title, Comment, Cost Category, To Department, and Status.

ID	Title	Comment	Cost Category	To Department	Status
305	Indirect Admin	Changing comment to test the exit without s...	IND_ADMIN	Selected	
2182	Rule 2182 allocation to allocate an allocated record from 305	Allocation to allocate an allocated record fro...	IND_ADMIN	Selected	
2181	New allocation to test failure of processing	Changed from depts. from 3 to 1	OthClinSal	Selected	
2180	Indirect IT - FMC IT	Indirect IT - FMC IT	IND_IT	All	
110	Indirect Admin - Benefits over Salaries	Indirect Admin - Benefits over Salaries	IND_ADMIN	Selected	
2188	Test processing needing multiple passes	Test processing needing multiple passes wh...	IND_PATSUPPT	Selected	
2189	Test processing needing multiple times	Test processing needing multiple times part 2	IND_OTHER	Selected	
2190	Testing excluding basis depts if in source depts	Testing excluding basis depts if in source de...	Benefits	Selected	

Configuring cost behavior exceptions

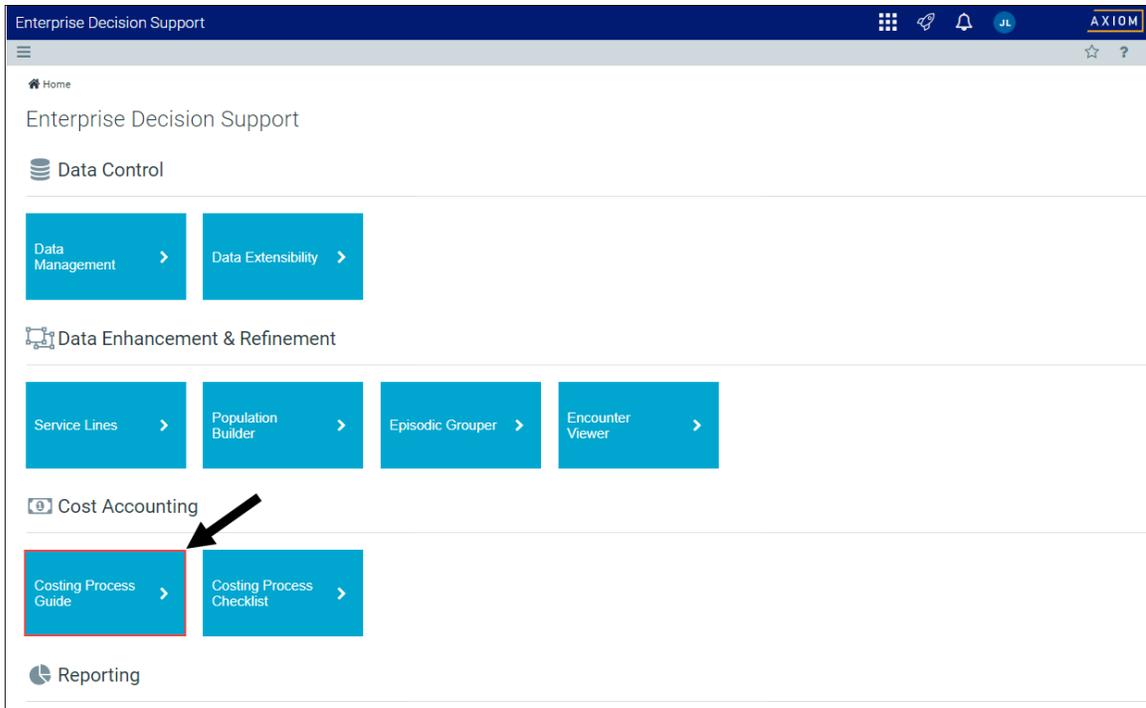
By default, Axiom Enterprise Decision Support calculates the fixed versus variable percentages for a cost category based on whether its component costs have been defined as fixed or variable at the account level.

You can, however, override this percentage for a specific department or account, for a range of departments or accounts, or by entity. There are three different types of exceptions that you can define:

- **Account exceptions by entity** - Overrides the variability of accounts within an entity
- **Cost category exceptions by departments** - Overrides the variability of a cost category by departments
- **Account exceptions by department** - Overrides the variability of accounts with a department.

To configure cost behavior exceptions:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Methods and Assumptions > Assumptions > General Configuration**.



2. Click the **Cost Behavior Exceptions** link.
3. To add exceptions, click + **Add Exception** under the appropriate section.
4. Complete any of the following:

Exception Type	Options
Account Exceptions by Entity	<p>Account - Select the account to override.</p> <p>Entity - Select the entity in which to make an exception.</p> <p>Cost Variability % - Type the override for the calculated cost variance percentage to apply.</p>
Cost Behavior Exceptions	<p>Cost Category- Select the cost category to override.</p> <p>Department- Select the department in which to make an exception.</p> <p>Cost Variability % - Type the override for the calculated cost variance percentage to apply.</p>
Account Exceptions by Department	<p>Account - Select the account to override.</p> <p>Department- Select the department in which to make an exception.</p> <p>Cost Variability % - Type the override for the calculated cost variance percentage to apply.</p>

5. To delete an exception, hover your cursor next to the **Cost Variability %** field, and click the trash can  icon.
6. To save your changes, click the disk icon  in the upper right corner of the page.

Configuring system account ranges

In the cost accounting process, you can apply costs incurred by one department to other departments using the reclass, allocation, or adjustment processes. For example, applying costs for inpatient transportation, building maintenance, or marketing to a clinical department.

To reflect these transactions, Axiom Enterprise Decision Support creates pseudo-accounts within departments to offset costs in source departments and write costs to receiving departments. These accounts are created and stored in the System Account Ranges driver file.

For example, when applying inpatient transportation costs to a clinical department, a pseudo-offset is created in the transportation department with a negative balance, and a correlating pseudo-account is created in the clinical department reflecting the dollars allocated.

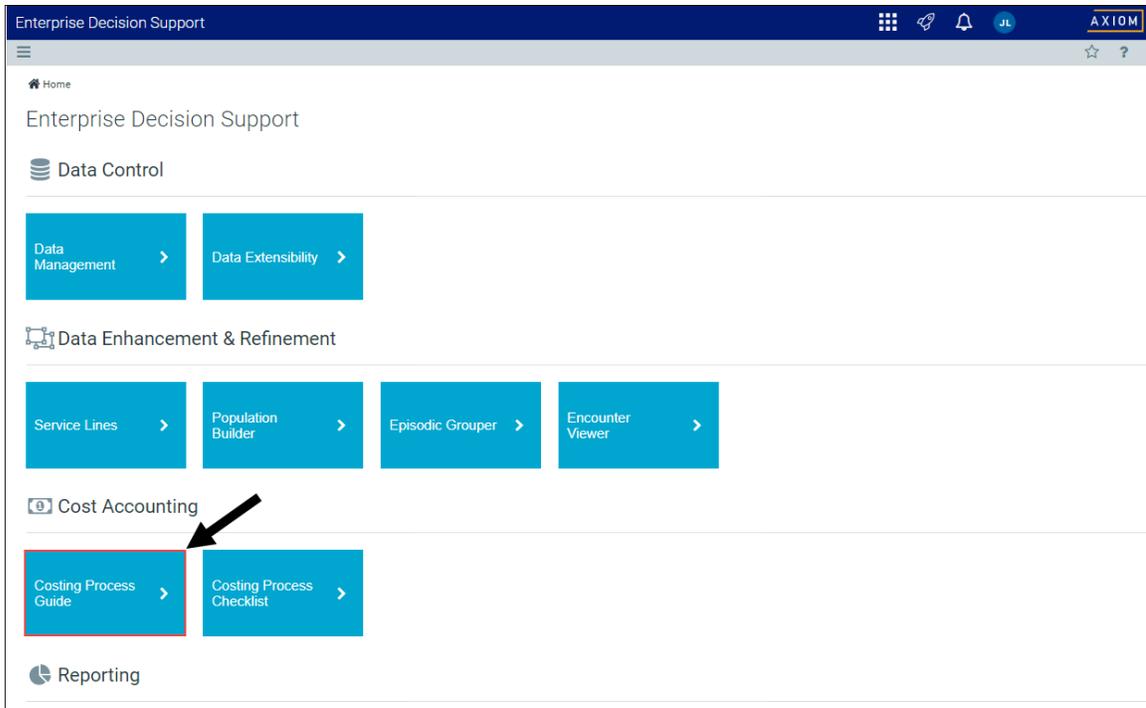
The driver displays the following range sections:

- **Reclass Account Ranges** - Typically, the reclass process involves reclassifying dollars that you want to appear as direct costs in the receiving department, regardless of whether the departments involved are direct or indirect.
- **Allocation Account Ranges** - The allocation account ranges allow for allocation of overhead and other account/department combinations based on a driver statistic.
- **Cost Item Calculation Offsets** - As expenses are applied to cost items, offset accounts will balance them out. For example, as labor dollars are applied to a cost item, fixed and variable offset accounts will be created in the source department to offset dollars transferred to these cost items.
- **Statistic Account Ranges** - These account ranges define statistics created within the system. These may include payroll variability statistics or any other statistic that might factor into cost calculations.

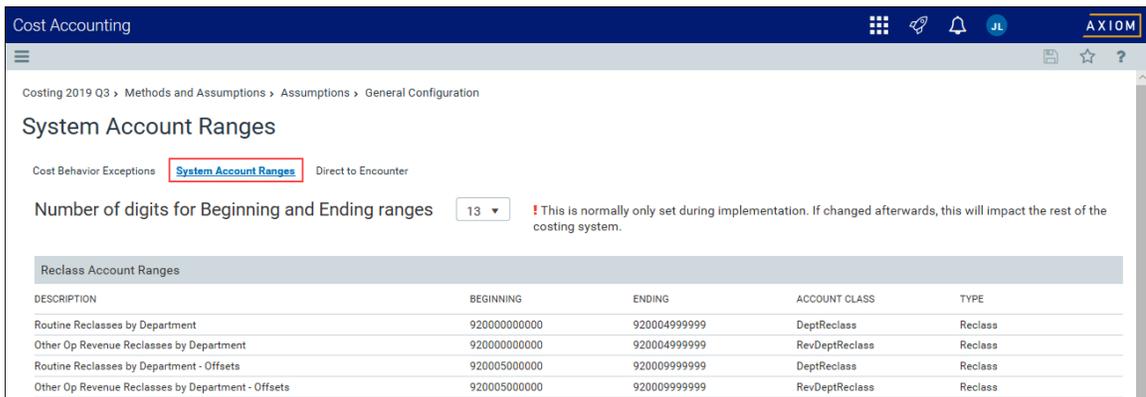
IMPORTANT: We recommend that you only set this during the implementation of Axiom Enterprise Decision Support. If you change this after implementation, it will impact the entire system.

To configure account ranges:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Methods and Assumptions > Assumptions > General Configuration**.



2. Click the **System Account Ranges** link.



3. From the **Number of digits for Beginning and End ranges** drop-down, select the number of digits in the account ranges.
4. To save your changes, click the disk icon  in the upper right corner of the page.

Viewing default cost item code and prefix

Axiom Enterprise Decision Support comes pre-configured with two cost item defaults:

- **Cost Item Code** - Used as the starting point for a default cost item code (not to be mixed up with your standard codes).

- **Cost Item Prefix** - Used to ensure that the cost displays as text.

These defaults are configured by your Syntellis Implementation Consultant, if needed.

To view default cost item code and prefix:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Methods and Assumptions > Assumptions > General Configuration**.
2. Click **Direct to Encounter**.

Making one-time adjustments

You can directly modify account balances within a given department by posting one-time adjustments. You will most likely use this utility after the Costing General Ledger is initially loaded.

To manage one-time adjustments, from the Setup Guide page, click **Data Management > External Financial Data > One-Time Adjustments**.

NOTE: Adjustments are not persistent and are overwritten during the next costing period, after the General Ledger is loaded, so you need to address any adjustments made to correct accounting errors in the source system. The appropriate adjusted amount is the actual amount to include in the Costing General Ledger (CGL). When you post an adjustment, the system overwrites the CGL record for the department and account entered.

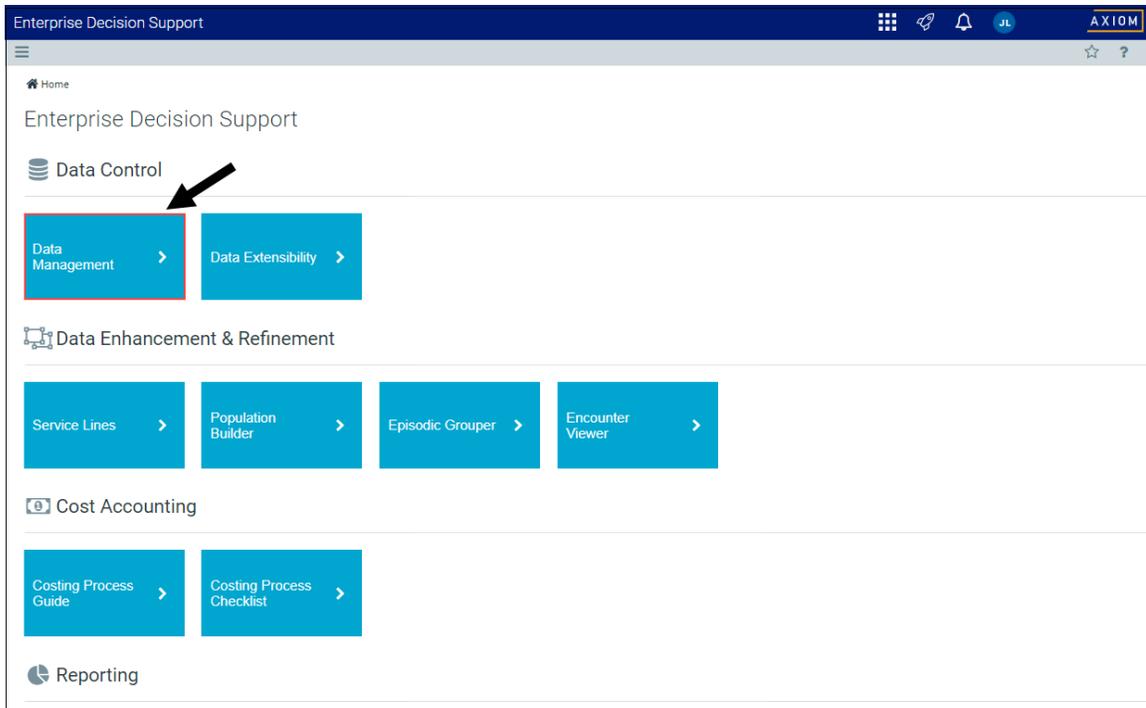
▶ Posting one-time adjustments

You can directly modify account balances within a given department in the Costing General Ledger (CGL) table.

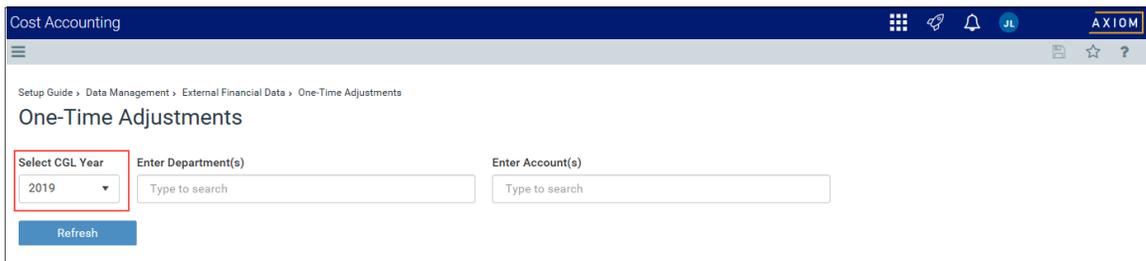
IMPORTANT: Because you changed the CGL table, some existing costing processes may be invalidated. You may need to run some costing processes again. If you import the GL table again, you will need to use this process again to make further adjustments.

To post a one-time adjustment:

1. From the Enterprise Decision Support home page, in the **Cost Control** section, click **Data Management > External Financial Data > One-Time Adjustments**.



2. From the **Select CGL Year** drop-down, select the CGL year to apply the adjustment.



3. In the **Select Department(s)** field, place your cursor in the field, and type one or more departments in which to apply the adjustment.

TIP: The drop-down displays only a limited number of departments. If you don't see the department you are looking for, continue to type the department number until it displays. This functionality also applies to the Enter Account(s) field.

4. In the **Enter Account(s)** field, Place your cursor in the field, and type one or more accounts in which to apply the adjustment.
5. To display the table in which to enter your adjustments, click **Refresh**.
6. In the appropriate row(s), enter the replacement amount in each period column.

IMPORTANT: The cells are do not add dollars to the original amount. You must enter an amount to replace the original. For example, if the original amount is \$1,000 and you want to change it to \$1,500, you need to enter \$1,500 and not \$500.

TIP: To make adding adjustments easier, you can view the CGL table at the same time you are working in this page by clicking the **Open CGL Table** link, located above the table. This opens the CGL in a separate browser window for you to refer to.

7. After making your changes, click the disk icon  to post your changes to the CGL.

Viewing scheduled job results

You can view the status of jobs currently processing or the results of all processed jobs.

▶ Viewing job results after processing

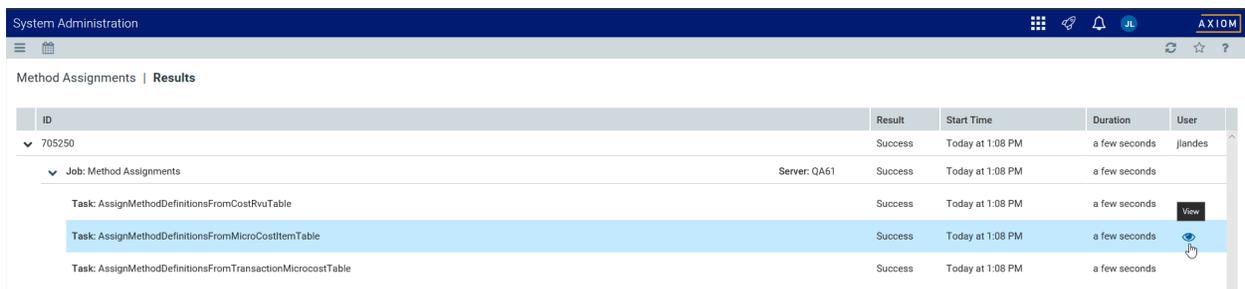
Processing tasks, such as processing reclasses and method assignment, are performed using [Scheduler](#). When tasks are processing, the system opens a separate tab that displays the status of the processes, including the result, the time the job was started, how long it lasted, and the user that ran the job.



The screenshot shows the 'System Administration' interface with a 'Method Assignments | Results' section. A table displays the following data:

ID	Result	Start Time	Duration	User	
705250	Success	Today at 1:08 PM	a few seconds	jlandes	
Job: Method Assignments		Server: QA61	Success	Today at 1:08 PM	a few seconds
Task: AssignMethodDefinitionsFromCostRvuTable		Success	Today at 1:08 PM	a few seconds	
Task: AssignMethodDefinitionsFromMicroCostItemTable		Success	Today at 1:08 PM	a few seconds	
Task: AssignMethodDefinitionsFromTransactionMicrocostTable		Success	Today at 1:08 PM	a few seconds	

To review the details of a task, click the eye  icon in the **User** column.



The screenshot shows the 'System Administration' interface with a 'Method Assignments | Results' section. A table displays the following data:

ID	Result	Start Time	Duration	User	
705250	Success	Today at 1:08 PM	a few seconds	jlandes	
Job: Method Assignments		Server: QA61	Success	Today at 1:08 PM	a few seconds
Task: AssignMethodDefinitionsFromCostRvuTable		Success	Today at 1:08 PM	a few seconds	View
Task: AssignMethodDefinitionsFromMicroCostItemTable		Success	Today at 1:08 PM	a few seconds	
Task: AssignMethodDefinitionsFromTransactionMicrocostTable		Success	Today at 1:08 PM	a few seconds	

A dialog displays with details about what actions the system performed as part of the task, as shown in the following example.

AssignMethodDefinitionsFromMicroCostItemTable

```
04/01/2019 13:08
Evaluate expression "UnitCosts_ExecuteMicrocost" = "UnitCosts_ExecuteMicrocost" returns True. Processing task.
04/01/2019 13:08
ETLPackageTask: package = Assign Method Definitions from MicroCostItem Table
04/01/2019 13:08
ETLPackageTask: state =
  Variable: Version = '201406'
  Variable: YRMOStart = '201307'
  Variable: YRMOEnd = '201406'
04/01/2019 13:08
Starting import 'Assign Method Definitions from MicroCostItem Table'
04/01/2019 13:08
Extracting data: SELECT mc.DEPT
,mc.COSTITEM
,cc.CostPool
,201406 as Version
,'Micro' as CostMethod
FROM VW_MICROCOSTITEM mc
Join VW_COSTCAT cc On cc.CostCat = mc.CostCat

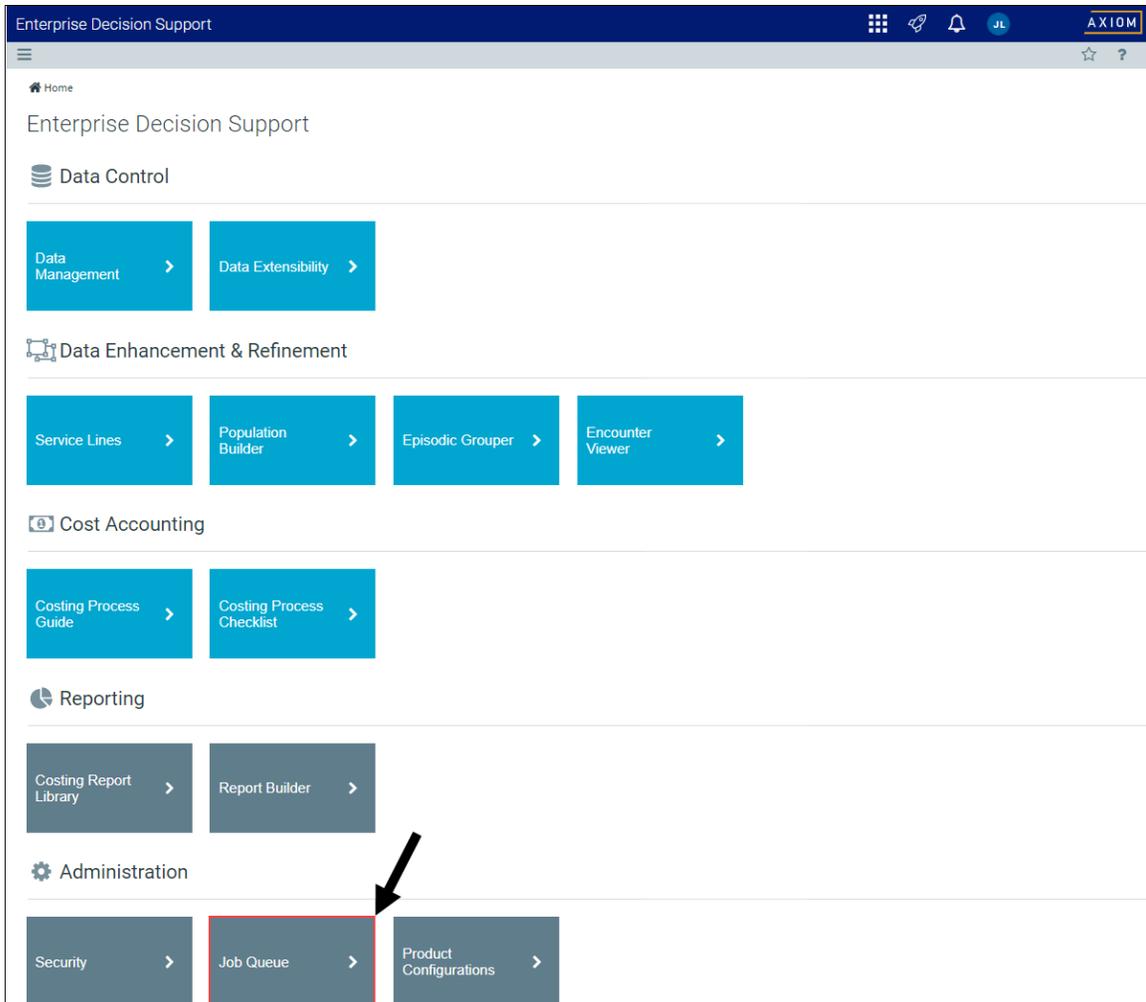
Where YRMO between 201307 AND 201406
Group By mc.DEPT, mc.COSTITEM, cc.COSTPOOL
04/01/2019 13:08
Imported 1634 rows of data into temp table 'dbo.tmp1326_74811'
04/01/2019 13:08
Running transforms...
04/01/2019 13:08
Transform 1: Disabled
04/01/2019 13:08
Validating data for save...
04/01/2019 13:08
Saving to destination table 'MethodDefinition'...
```

OK

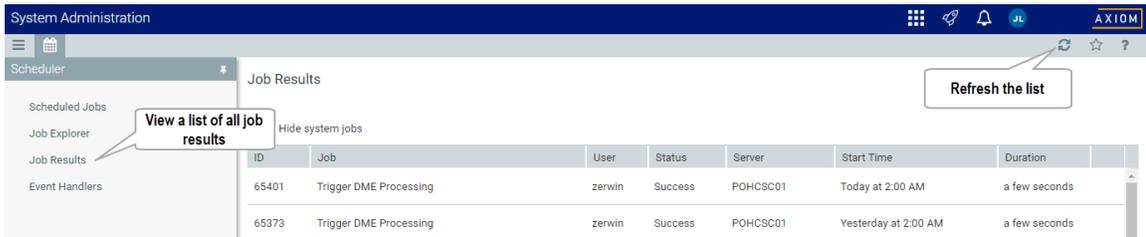
▶ Accessing the job queue

To access the job queue:

1. From the Enterprise Decision Support home page, in the **Administration** section, click **Job Queue**.



2. From this page, you can view the list of jobs and their status. You can also:
- Refresh the status of the list of current processing jobs.
 - View all job results.



Using the Filter Wizard

You can use or create your own filters to customize the data to view. The Filter Wizard walks you through the process of building complex limit query filters rather than having to construct them manually. You can create and save new filters for future use as well as use and edit existing filters.

▶ Using an existing filter

To use an existing filter:

1. Next to the **Preview** field, click the folder icon.

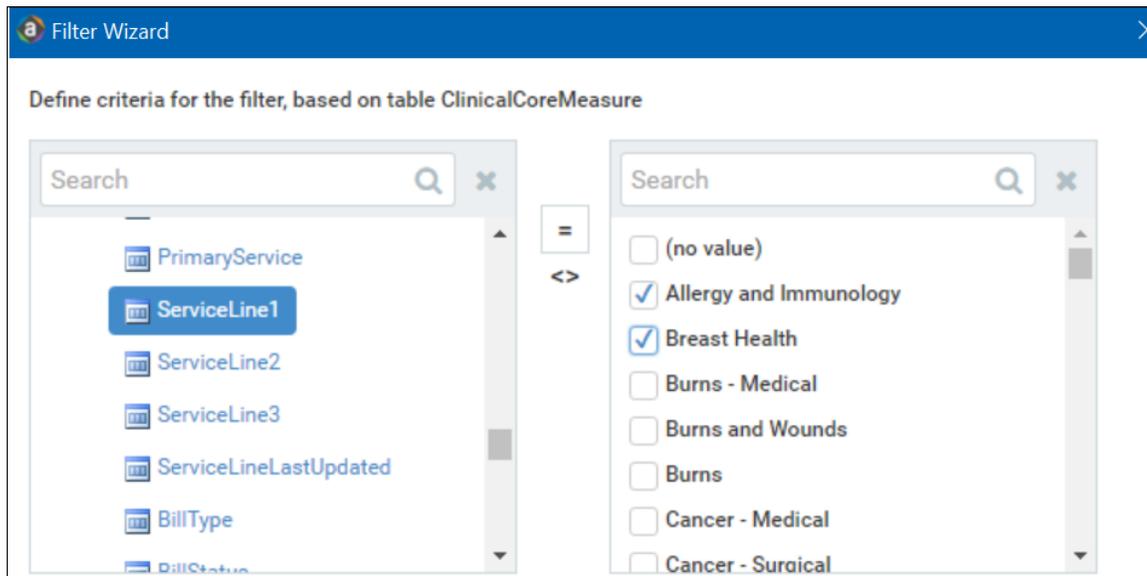


2. In the **Filter Library** dialog, select the filter to use, and click **OK**.
3. In the **Filter Wizard** dialog, click **Apply**.
4. Click **OK**.

▶ Creating a filter

TIP: You can create a new filter from an existing filter by selecting it from the folder icon in the **Preview** field, and then follow these steps to make the appropriate changes. Make sure to give the filter a new name so that you do not overwrite the existing filter.

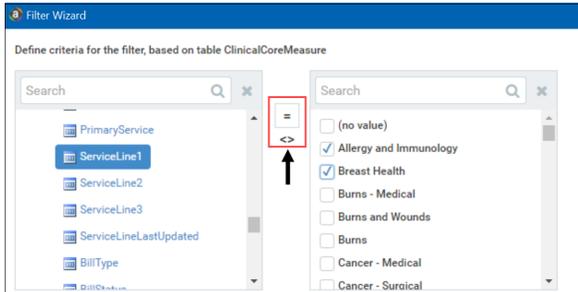
1. On the left side of the dialog, select the table column on which you want to base the filter. After you select a table column, the values in that column display in the right side of the dialog.



2. In the right side of the dialog, type or select the value on which to base the filter. You can type into

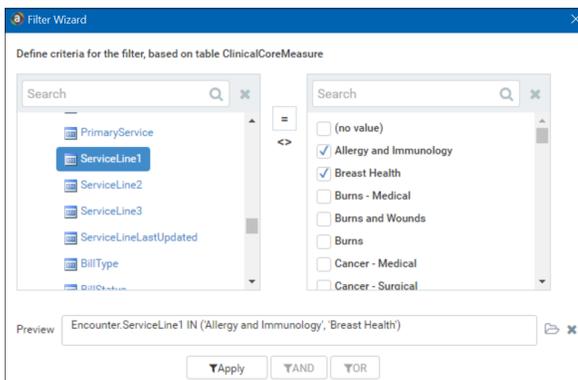
the field above the list of values to filter the list or to specify a value. If one or more values are selected, then those items are used in the filter. Otherwise, whatever you type into the field is used by the filter.

3. In the space between the two selection boxes, select the operator to use for the filter criteria statement, such as equals, not equals, greater than, or less than.



4. Review the filter criteria statement in the **Preview** box to ensure that it is as intended. If you need to make changes, edit your selections made above.

NOTE: For instructions on writing filter syntax, see [Filter criteria syntax](#).



5. Do one of the following:
 - If the filter criteria statement is finished, click **OK**. The Filter Wizard uses the statement in the Preview box (you do not have to click **Apply** in this case).
 - To create a compound filter, click **Apply** to move the current criteria statement into the **Filter** box. Then, repeat Steps a-d to create another criteria statement. When the next statement is complete, click **AND** or **OR** to join it to the prior statement.
6. In the **File name** field, type a name for the filter.
7. In the **Description** field, type a description of what the filter does.
8. Click **Save**.
9. In the Filter Wizard dialog, click **OK**.

Filter criteria syntax

Several areas of Axiom Enterprise Decision Support 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 `AND`s or `OR`s, 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 Enterprise Decision Support reads it as Dept.VP='O' and then does not know what to do with the rest of the text.

```
Dept.VP='O'' Connor'
```

Valid. The extra apostrophe tells Axiom Enterprise Decision Support 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 Enterprise Decision Support 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.

Configuring and Managing Cost Methods

Axiom Executive Decision Support includes several utilities that you can use to manage, assign, and process cost methods. There are several methodologies that you can choose from:

- **Relative Value Units (RVU) method** - This method is the most commonly used methodology used to calculate cost at the cost item level. RVU allocations allow you to comparatively evaluate cost items in a department so that you can allocate cost according to the resources that you use (labor, supply, capital, and so on).
- **Direct to Encounter (D2E) method** - This method allows you to directly cost departments that do not generate patient revenue but incur expenses in response to patient activity. D2E allows you to spread costs that were historically allocated as indirect overhead to specific encounters that utilize the services of that particular department.
- **Microcost method** - This method is applied to cost items for selected cost categories where the vendor acquisition cost per unit is used as the unit cost. This costing method is used in situations where a supply item has a known cost that can be assigned, such as when using a single vendor and a contract price is negotiated for an extended period of time.
- **Transaction Cost method** - This method uses the exact acquisition cost for the encounter transaction. Typically used for high-cost drugs and devices, this method applies a unique cost to each encounter. This is true even when multiple encounters use the same cost item.

Defining and assigning cost methods

Axiom Enterprise Decision Support includes several utilities that you can use to manage, assign, and process cost methods.

- **Copy method definitions** - Create a new method definition set by copying an existing method definition set. You can also use this utility to reset an existing definition by overwriting it with another existing method definition set.
- **Manage default cost methods exceptions** - Configure any default cost method exceptions for any entities, departments, or revenue codes.
- **Process default cost method assignments to method definitions** - Create a new method definition version from the defaults.

- **Assign default cost methods to cost items** - Assign cost methods to cost items from multiple dimension tables.
- **Configure exceptions to cost item method assignments** - Update cost items with exceptions to the department default by cost item and cost pool.

Copying method definitions

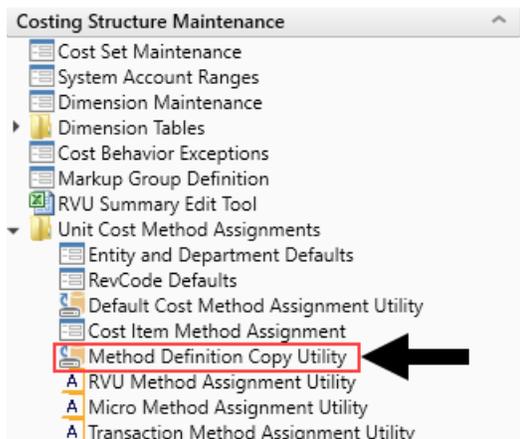
Use this utility to create a new method definition set by copying an existing method definition set. You can also use this utility to reset an existing definition by overwriting it with another existing method definition set.

NOTE: To overwrite an existing method definition, the system deletes the target version set before inserting the values of the source method definition set that was selected.

To copy a method definition:

1. In the **Cost Accounting Admin** task pan, in the **Costing Structure Maintenance** section, click **Unit Cost Method Assignments**, and double-click **Method Definition Copy Utility**.

NOTE: This utility is only available using the Desktop Client version.



2. In the **Execute Import: Method Definition Copy Utility** dialog, click **Execute**.
3. In the **Variables** dialog, configure the following options, and click **OK**:

Option	Description
SourceVersion: The existing method definition version to copy	Select the method definition version to copy.

Option	Description
TargetVersion: The new method definition version	Type the version number of the new definition to create. NOTE: If the target version exists, you can overwrite it using the OverwriteTarget option below.
OverwriteTarget: Replace target version if exists	To overwrite the target version method definition with the new source version, select Yes . If you select No , nothing will happen if the target version method definition already exists..

Managing default cost methods exceptions

After the Cost Pool table is set up by your Syntellis Implementation consultant, you can configure any default cost method exceptions for any entities, departments, or revenue codes from the Setup Default Cost Methods page.

When you click the Entity and Department link at the top of the page, the exception departments display by entity on the left side of the page. The first row shows the default cost method for each cost pool listed in the second row. The columns then display the default cost methods for each cost pool column.

ENTITY	DEPT	Description	Cost Pool Default Cost Method	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC
				RN	Tech	OtherSal	Phys	Midvl	Aide	OtherClin	Other	Benefits	Supplies	Diugs	Implants	Blood	MiscVariance
1000		Health Care, Inc		RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC
100060600		Patient Access - Memorial Hospital		RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV
100060601		Central Scheduling		RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV
100060602		Patient Access - Memorial		RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV
100060620		Patient Access		RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV
100064002		Health Information Management Coding		RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV	RVV

From this page, you can add or edit a cost method exception for an entity or department. Any changes are treated as an exception to the Default Cost Pool Method assignment set up in prior steps in the costing process. Blue cells indicate that the cost method has changed from the original value so that you can easily track what cost methods have changed for which departments or entities.

Costing 2019 Q3 > Methods and Assumptions > Methods > Assign Default Cost Methods

Setup Default Cost Methods | Exceptions By Entity and Department

Entity and Department Revenue Code Revenue Code and Department

A2	ENTITY																
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Cost Pool Default Cost Method		RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC	
2	ENTITY	DEPT	Description	RN	Tech	OtherSal	Phys	MdLvl	Aide	OtherCln	Other	Benefits	Supplies	Drugs	Implants	Blood	Misc/Variance
3	1000			RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC	RCC
4		100009000	Patient Access Memorial Hospital	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
5		100009001	Central Scheduling	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
6		100009002	Patient Access Memorial	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
7		100009020	Patient Access	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
8		100064002	Health Information Management Coding	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
9	2000			RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC	RCC
10		200060300	Family Practice Hospital	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC	RCC
11		200060302	Family Practice Clinic	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC	RCC
12		200061101	Neuroscience Center	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC	RCC
13		200062200	Food Services Memorial Hospital	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
14		200062220	Food Services	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
15		200064700	Processing Memorial Hospital	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC	RCC
16		200064900	Distribution Memorial Hospital	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC	RCC
17		200064920	Distribution	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC	RCC
18		200065100	Emergency Department Memorial Hospital	RVU	RVU	RCU	RCC	RCC	RVU	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC
19		200065120	Emergency Department	RVU	RVU	RCU	RCC	RCC	RVU	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC
20		200066100	Laboratory Memorial Hospital	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC	RCC
21		200066105	Lab Chemistry/Urines Memorial Hospital	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC	RCC
22		200066106	Lab Hematology/Coagulation Memorial Hospital	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCU	RCC	RCC	RCC	RCC	RCC	RCC

The entity row displays in the line above the list of departments and shows the default cost pool assignment. The departments under that entity are assigned that default method assignment. If you make a change at the entity level, that exception will propagate down to the department level.

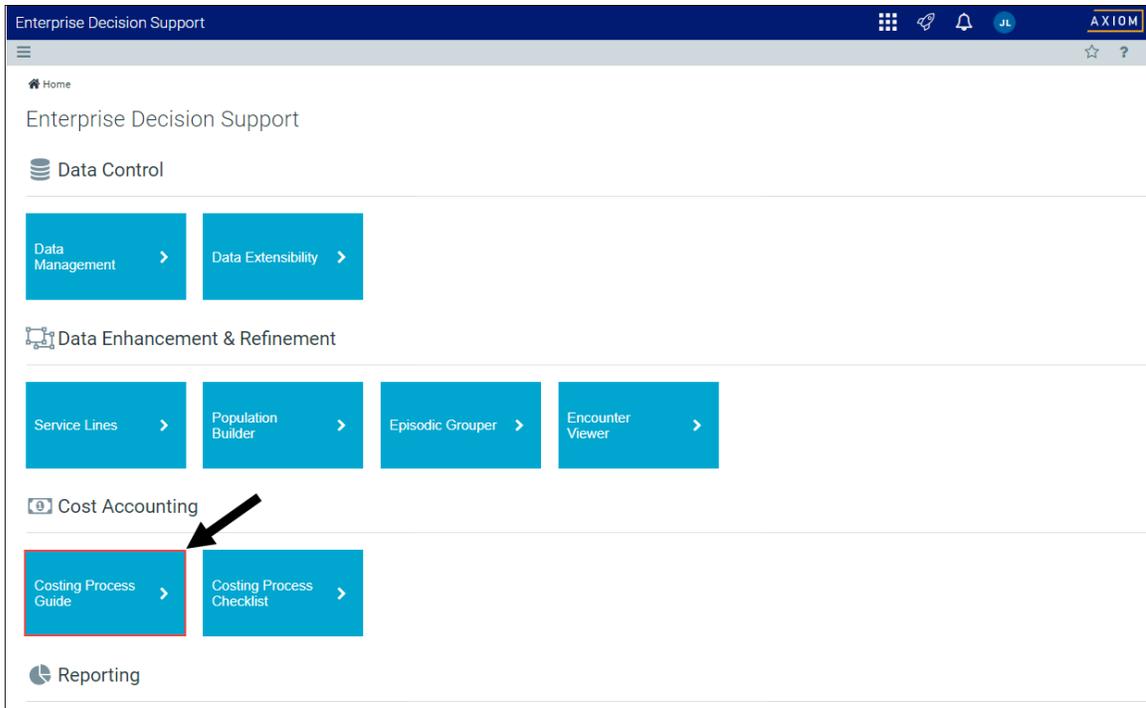
NOTE: If the values in the department is already defined, then changes made at the entity level will not be made at the department level. You will need to make any default method changes manually.

You can also perform these same actions for revenue codes and/or revenue codes for departments. They are accessible through the Setup Default Cost Methods page from the following links at the top of the page:

- **Revenue Code** - Manage the default cost method exceptions for revenue codes only.
- **Revenue Code and Department** - Manage the default cost method exceptions for revenue codes across departments.

To manage default cost methods exceptions:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Methods and Assumptions > Methods > Define Default Cost Methods**.



2. At the top of the page, click one of the following links, depending on the exceptions to manage:
 - Entity and Department
 - Revenue Code
 - Revenue Code and Department

2. Do one of the following:

- **Edit a department or revenue exception** - Navigate to the department or revenue code in which to make an exception, from the drop-down list in the cost pool column, select the cost method.

TIP: Any cell changes you make display in italics until you save your changes, at which point they will change to a blue cell.

ENTITY	DEPT	Description	Cost Pool Default Cost Method			RCC	RCC	RCU	RCC	RCC	RCC
			RN	Tech	OtherSal						
1000		Health Care, Inc	RCC	RCC	RCU						
	100060600	Patient Access Memorial Hospital	RVU	RVU	RVU			Markup		RVU	RVU
	100060601	Central Scheduling	RVU	RVU	RVU			Micro		RVU	RVU
	100060602	Patient Access Memorial	RVU	RVU	RVU			None		RVU	RVU
	100060620	Patient Access	RVU	RVU	RVU			Provider		RVU	RVU
	100064002	Health Information Management Coding	RVU	RVU	RVU					RVU	RVU
2000		Memorial Hospital	RCC	RCC	RCU			RCC		RCC	RCC
	200060300	Family Practice Clinic	RCC	RCC	RCU			RCU		RCC	RCC
	200060302	Family Practice Clinic	RCC	RCC	RCU			RVU		RCC	RCC
	200061101	Neuroscience Center	RCC	RCC	RCU					RCC	RCC
	200062200	Food Services Memorial Hospital	RVU	RVU	RVU			Transaction		RVU	RVU
	200062220	Food Services	RVU	RVU	RVU					RVU	RVU
	200064700	Processing Memorial Hospital	RCC	RCC	RCU			RCC		RCC	RCC

NOTE: The drop-down list of methods only displays those set up by your organization in the [System Configuration](#) page.

- **Add a department or revenue code to the list of exceptions** - Click **Add Row** at the top of the page. In the dialog, select the entity and then the department. Click **OK**. From the department or revenue code drop-down list in the cost pool column, select the cost method to assign as the exception.
 - **Delete a department or revenue code from the list of exceptions** - Click **Delete Row** at the top of the page. At the conformation prompt, click **OK**.
3. After making your changes, in the upper right corner of the page, click **Save**.

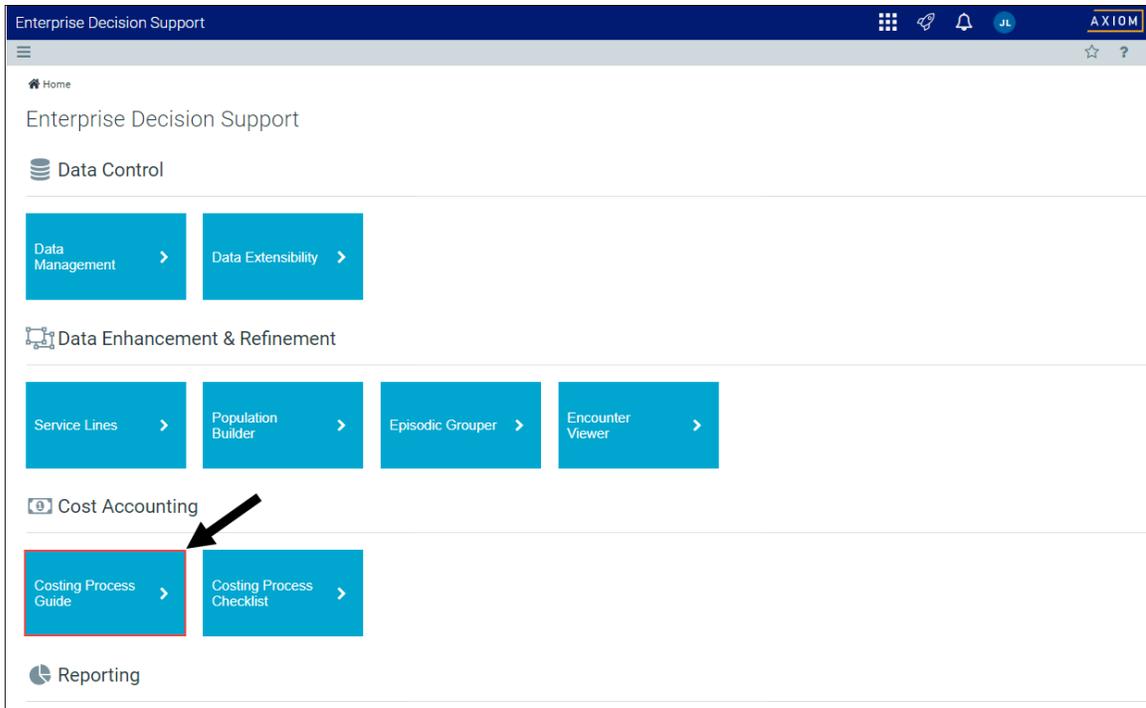
Processing default cost method assignments to method definitions

Use this page to create a new method definition version from the defaults.

IMPORTANT: If a cost item is already assigned a method in the given method definition version, the system will skip the cost item. You cannot use this page to update or change an assignment. To update to an assigned method to an already-mapped cost item, go to the [Cost Methods by Cost Item](#) page. You will need to do this after you create a new version using this page. To remap defaults (for example, to change the methodology/ies in which you want to calculate costs, whether to test a new scenario or correct a mistake), you need to re-setup cost pool table defaults, department assignments, revenue code assignments, revenue code department exceptions, and then return to the Process Defaults Into Method Definition page and type in a new version number.

To process defaults into method definitions:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Methods and Assumptions > Methods > Process Defaults Into Method Definition**.



2. From the **YRMO Start Date** drop-down, select the YRMO start date in which to assign the cost items.
3. From the **YRMO End Date** drop-down, select the YRMO end date in which to assign the cost items.
4. From the **Select Target Method Version** drop-down, select the version of the Method Definition table in which to process the default cost method assignments.
5. Click **Run Now**.
6. In the Information dialog, click **OK**.

To view the status of the processes, see [Viewing scheduled job results](#).

Assigning default cost methods to cost items

Use the Default Cost Method Assignment utility to assign cost methods to cost items. For each cost item, the Axiom system assigns the cost method from one or more of the following dimension tables:

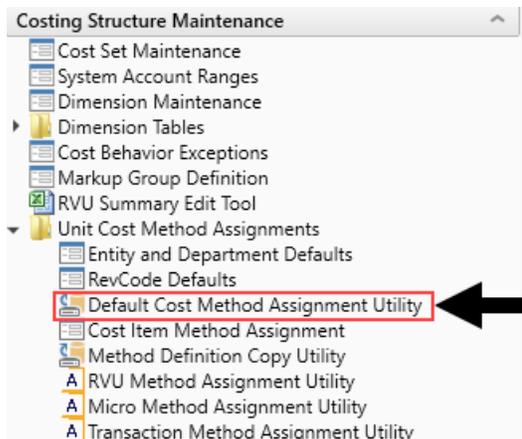
- CostPool
- DeptCostPoolMethod
- RevCodeCostPoolMethod
- RevCodeDeptCostPoolMethod

NOTE: You can only use this utility save to a new method definition version. You cannot overwrite an existing definition.

To assign default cost methods to cost items:

1. In the **Cost Accounting Admin** task pan, in the **Costing Structure Maintenance** section, click **Unit Cost Method Assignments**, and double-click **Default Cost Method Assignment Utility**.

NOTE: This utility is only available using the Desktop Client version.



2. In the **Execute Import: Default Cost Method Assignment Utility** dialog, click **Execute**.

Configuring exceptions to cost item method assignments

After running the [Default Cost Method Assignment utility](#), use the **Cost Item Method Assignment** utility to update cost items with exceptions to the department default by cost item and cost pool.

► Filtering cost items and editing method assignments

When you open the utility, the page does not display any data other than the cost pools and their corresponding default cost method assignments (located in the first two rows at the top of the page) until you configure the filter. You filter for cost items to display in the utility by using the following parameters:

- Method assignment version
- Entity
- Department
- RevCode (optional)
- Start and end service dates

The utility then displays a list of all the individual cost items and their corresponding method assignments. You can edit the cost item method assignment different ways depending on your needs, such as assigning a cost method across all cost pools or editing an assignment for one or more specific cost pools.

Method Assignment Version: 333335 Department: 100026630 - ENDOSCOPY-26630																				
Cost Item Method Assignment																				
Cost Pool																				
Cost Pool Default Cost Method																				
CostItem	Description	RevCode	Volume	Amount	Amount %	Assign Cost Method	Edit	RN	Tech	LPNAide	MidLvl	ClinSal	Mgt	Phys	Labor	Contract	Benefits	Drugs	Implants	Suppl
I_08020003	MONITORED ROOM	NA	58	85,782	35.3%	Select...	<input type="checkbox"/>	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC
I_08020004	TELEMETRY ROOM ADJUST	NA	36	66,672	27.4%	Select...	<input type="checkbox"/>	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC
I_08020005	SKIN APLIGRAF SQ CM	NA	18	38,556	15.8%	Select...	<input type="checkbox"/>	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC
I_57586	DRILL STD 2.7 002360205	NA	10	3,974	1.6%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
I_15515	TELEMETRY ROOM ADJUST	NA	5	3,472	1.4%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
I_47972	MRA PELVIS W/WO CONTRAST	NA	7	3,311	1.4%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
I_99000079	AUGMENTIN 875MG	NA	9	3,204	1.3%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
I_99000027	DABIGATRAN 150MG CAP	NA	2	2,670	1.1%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
I_08020002	CANALITH REPOSITIONING	NA	3	2,571	1.1%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
I_18589	ALVIMOPAN 12MG C	NA	101	2,505	1.0%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
I_99000057	TELMISARTAN 80MG TAB	NA	22	2,200	0.9%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
I_43327	INTR/SHEATH FXD OTH G03	NA	3	2,033	0.8%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
I_99000040	CAFEPRIME 500MG INJ	NA	1	1,790	0.7%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
I_58221	PEG FULL THRD 2.5 FP	NA	8	1,617	0.7%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
I_57514	NAIL TRABECULAR 1197-90	NA	3	1,419	0.6%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU

You can also view the cumulative amount of all the cost items by hovering your mouse cursor over each percentage in the Amount % column. This allows you to focus your effort on making assignment changes to the larger majority of your cost items.

Method Assignment Version: 333335 Department: 100026630 - ENDOSCOPY-26630																				
Cost Item Method Assignment																				
Cost Pool																				
Cost Pool Default Cost Method																				
CostItem	Description	RevCode	Volume	Amount	Amount %	Assign Cost Method	Edit	RN	Tech	LPNAide	MidLvl	ClinSal	Mgt	Phys	Labor	Contract	Benefits	Drugs	Implants	Suppl
I_08020003	MONITORED ROOM	NA	58	85,782	35.3%	Select...	<input type="checkbox"/>	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC
I_08020004	TELEMETRY ROOM ADJUST	NA	36	66,672	27.4%	Select...	<input type="checkbox"/>	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC
I_08020005	SKIN APLIGRAF SQ CM	NA	18	38,556	15.8%	Select...	<input type="checkbox"/>	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC
I_57586	DRILL STD 2.7 002360205	NA	10	3,974	1.6%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
I_15515	TELEMETRY ROOM ADJUST	NA	5	3,472	1.4%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU

► Using the Threshold Ruler

The Threshold Ruler provides a quick and easy way to assign methods to multiple cost items based on a cumulative percentage of revenue. The Threshold Ruler configuration is a part of the filter that allows you to specify a cumulative percentage of the total revenue based on the cumulative amount or volume. When you apply the ruler, the page displays a line to show you which cost items above the line are part of the cumulative percentage.

Method Assignment Version: 333335 Department: 100026630 - ENDOSCOPY-26630																				
Cost Item Method Assignment																				
Cost Pool																				
Cost Pool Default Cost Method																				
CostItem	Description	RevCode	Volume	Amount	Amount %	Assign Cost Method	Edit	RN	Tech	LPNAide	MidLvl	ClinSal	Mgt	Phys	Labor	Contract	Benefits	Drugs	Implants	Suppl
I_08020003	MONITORED ROOM	NA	58	85,782	35.3%	Select...	<input type="checkbox"/>	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC
I_08020004	TELEMETRY ROOM ADJUST	NA	36	66,672	27.4%	Select...	<input type="checkbox"/>	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC
I_08020005	SKIN APLIGRAF SQ CM	NA	18	38,556	15.8%	Select...	<input type="checkbox"/>	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC	RCC
I_57586	DRILL STD 2.7 002360205	NA	10	3,974	1.6%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
I_15515	TELEMETRY ROOM ADJUST	NA	5	3,472	1.4%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
I_47972	MRA PELVIS W/WO CONTRAST	NA	7	3,311	1.4%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU
I_99000079	AUGMENTIN 875MG	NA	9	3,204	1.3%	Select...	<input type="checkbox"/>	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU	RVU

After identify these cost item, you can then assign a method to the items above and below the line. You can do this for all of the cost items or specify one or more cost items.

In the following example, the cost items above the line make up 90% of the total revenue. The user configures the filter to do the following:

- For the cost items above the line, assign the RCC method to the RN, Tech, and MidLvl cost pools.
- For the cost items below the line, assign the Transaction method to the RN, Tech, and MidLvl cost pools.

Cost Item Method Assignment							RN	Tech	LPNAide	MidLvl	ClnSal
Cost Item	Description	RevCode	Volume	Amount	Amount %	Assign Cost Method	RCC	RCC	RCC	RCC	RCC
L_08020003	MONITORED ROOM	NA	58	85,782	35.3%	Select...	RCC	RCC	Markup	RCC	Markup
L_08020004	TELEMETRY ROOM ADJUST	NA	36	66,672	27.4%	Select...	RCC	RCC	RCC	RCC	RCC
L_08020005	SKIN APLIGRAF SQ CM	NA	18	38,556	15.8%	Select...	RCC	RCC	RCC	RCC	RCC
L_57586	DRILL STD 2.7 002360205	NA	10	3,974	1.6%	Select...	RCC	RCC	RVU	RCC	RVU
L_15515	TELEMETRY ROOM ADJUST	NA	5	3,472	1.4%	Select...	RCC	RCC	RVU	RCC	RVU
L_47972	MRA PELVIS W/WO CONTRAST	NA	7	3,311	1.4%	Select...	RCC	RCC	RVU	RCC	RVU
L_99000079	AUGMENTIN 875MG	NA	9	3,204	1.3%	Select...	RCC	RCC	RVU	RCC	RVU
L_99000027	DABIGATRAN 150MG CAP	NA	2	2,670	1.1%	Select...	RCC	RCC	RVU	RCC	RVU
L_080200002	CANALITH REPOSITIONING	NA	3	2,571	1.1%	Select...	RCC	RCC	RVU	RCC	RVU
L_18589	ALVIMOPAN 12MG C	NA	101	2,505	1.0%	Select...	RCC	RCC	RVU	RCC	RVU
L_99000057	TELMISARTAN 80MG TAB	NA	22	2,500	0.9%	Select...	RCC	RCC	RVU	RCC	RVU
L_43327	INTR/SHEATH FXD OTH G03	NA	1	2,033	0.8%	Select...	RCC	RCC	RVU	RCC	RVU
L_99000040	CAFEPIME 500MG INJ	NA	1	1,790	0.7%	Select...	RCC	RCC	RVU	RCC	RVU
L_58221	PEG FULL THRD 2.5 FP	NA	8	1,617	0.7%	Select...	Transaction	Transaction	RVU	Transaction	RVU
L_57514	NAIL TRABECULUM 1197-90	NA	3	1,419	0.6%	Select...	Transaction	Transaction	RVU	Transaction	RVU
L_99000080	GENTAMIN OPH OINT	NA	11	1,309	0.5%	Select...	Transaction	Transaction	RVU	Transaction	RVU
L_99000062	PRIVIGEN (IVIG) 500MG	NA	25	1,250	0.5%	Select...	Transaction	Transaction	RVU	Transaction	RVU
L_57598	KIT BRSTPMP SNS	NA	20	1,149	0.5%	Select...	Transaction	Transaction	RVU	Transaction	RVU
L_57583	SCREW LOCK 2.7 004828	NA	15	1,102	0.5%	Select...	Transaction	Transaction	RVU	Transaction	RVU
L_99000032	MEDROL DOSE PK	NA	5	980	0.4%	Select...	Transaction	Transaction	RVU	Transaction	RVU
L_57515	GIDEPIN 3.2 1197-32	NA	2	946	0.4%	Select...	Transaction	Transaction	RVU	Transaction	RVU
L_08020002	PRIVATE ROOM	NA	1	920	0.4%	Select...	Transaction	Transaction	RVU	Transaction	RVU
L_51014	STAPLER ROTATE PRW35	NA	111	910	0.4%	Select...	Transaction	Transaction	RVU	Transaction	RVU
L_99000053	APAP SUPP 10GR	NA	13	793	0.3%	Select...	Transaction	Transaction	RVU	Transaction	RVU
L_21058	RUBELLA VAC 0.5ML J	NA	146	699	0.3%	Select...	Transaction	Transaction	RVU	Transaction	RVU
L_52500	SCREW BNE 8150	NA	144	665	0.3%	Select...	Transaction	Transaction	RVU	Transaction	RVU
L_99000129	ATROPINE 1% OP DPS SML	NA	1	646	0.3%	Select...	Transaction	Transaction	RVU	Transaction	RVU
L_14978		NA	3	621	0.3%	Select...	Transaction	Transaction	RVU	Transaction	RVU

► Notes regarding cost item assignments

Keep in mind the following when assigning default methods to cost items:

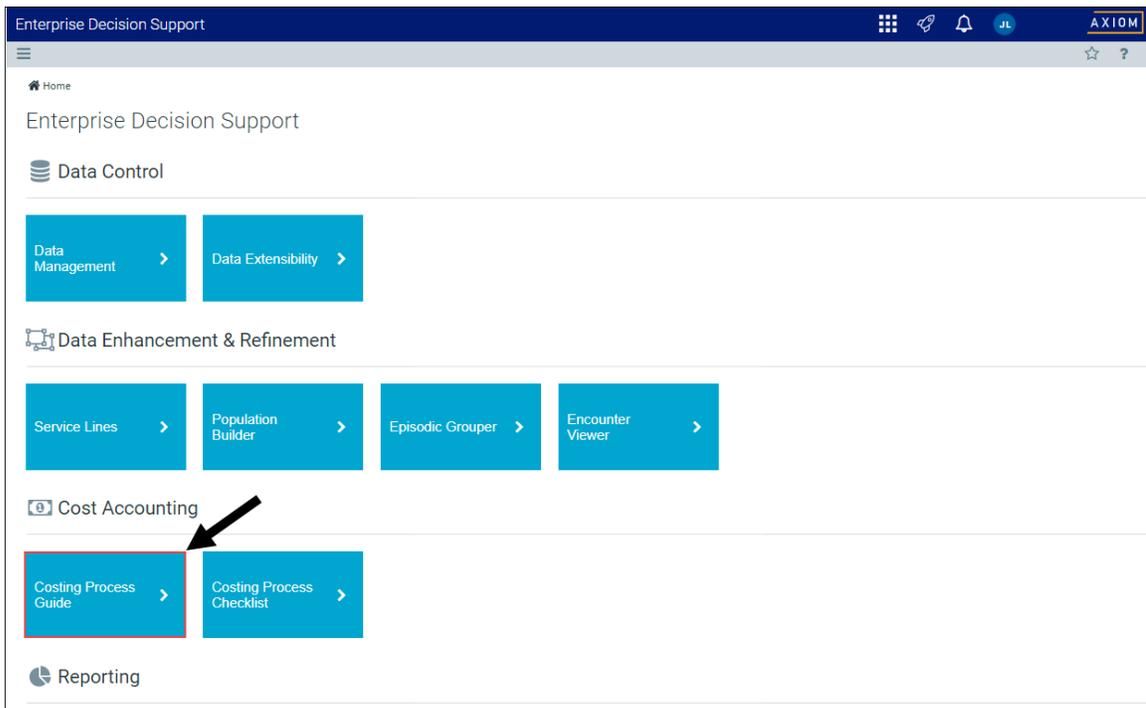
- If a cost item displays with no method assignments, this means that the cost item is not included in the version you selected in the filter. This can happen if you select a service start and end YRMO date that covers a wider range of time than the method assignment version you selected. For example, if a method assignment version covers three months, but you set the service start and end YRMO time frame for five months, then any of the cost items outside of the three month version dates will display without any methods assigned to them. However, if you assign a method to these blank assignments, the system will automatically include them in the version when you save your changes.

- If the cost pool assignment is not applicable, you can assign cost methods for specific entities or departments.
- If using Direct to Encounter functionality, you must assign a method of RVU at the department or cost item level for these Direct to Encounter departments.

► Steps to configure cost item method assignments

To configure exceptions to cost item method assignments:

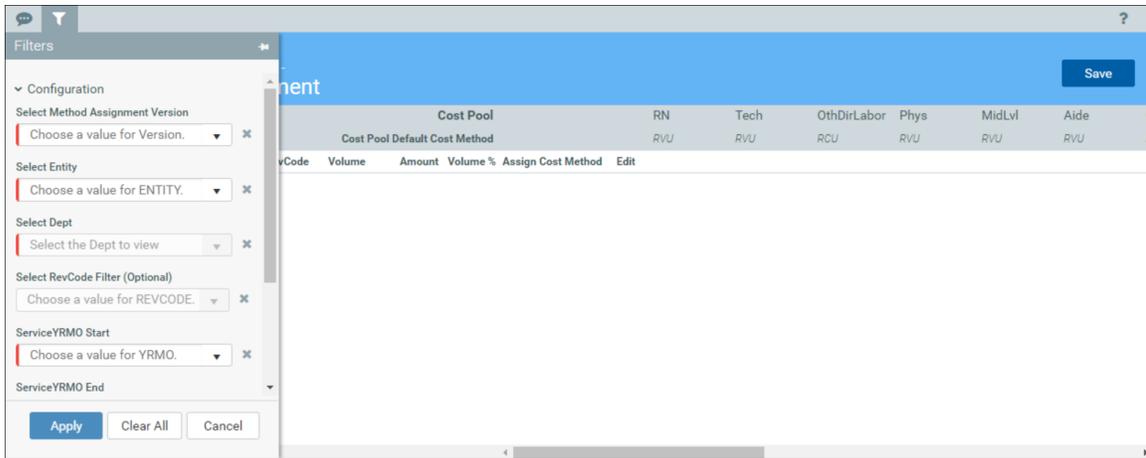
1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Methods and Assumptions > Methods > Cost Methods by Cost Item**.



NOTE: The utility opens in a separate browser window. When the utility first opens, no information displays other than the Cost Pool and Cost Pool Default Cost Method rows at the top of the page.

2. In the upper left corner of the page, click the filter icon.

TIP: To keep the filter dialog available, click the thumbtack in the upper right corner of the dialog. This keeps the dialog displayed while working in the utility.



3. In the **Configuration** section of the filter, complete the following, as needed:

Option	Description
Select Method Assignment Version	As part of running the Default Cost Method Assignment utility, the system assigns a version to the cost assignments based on a specific period of time. From this drop-down, select the version in which to filter the cost items.
Select Entity	Select the entity.
Select Dept	Select the department.
Select RevCode Filter (optional)	Select a revenue code.
ServiceYRMO Start	Select the start date of the service.
ServiceYRMO End	Select the end date of the services.

4. To use the Threshold Ruler, in the filter, select the **Use Threshold Ruler** check box, and do the following:

NOTE: For more information, see [Using the Threshold Ruler](#).

Option	Description
Cumulative Percentage of Total	Select a percentage of the total revenue amount or volume to apply the ruler.
Select Upper Default Method	Select the cost method to assign to the cost items above the line.

Option	Description
Select Lower Default Method	Select the cost method to assign to the cost items below the line.
Select Cost Pools to Apply To	Select one or more cost pools in which to apply the cost method.
Ruler Based On	Select whether to base the Cumulative Percentage of Total on amount or volume.

- For each appropriate cost item, select the check box in the **Edit** column, and make any necessary adjustment to the unit calculation method by doing any of the following:
 - To assign the same cost method across all cost pools, from the **Assign Cost Method** drop-down, select the cost method.
 - To assign a cost pool to one or more specific cost pools, in the cost pool column, select a method from the drop-down.

TIP: By default, the **Description** column is truncated to make more room for the data on the page. Click >> in the **Description** header column to display more information.

- After making your changes, in the upper right corner of the page, click **Save**.

Using the Relative Value Units (RVU) method

Relative Value Units allocation method is the most commonly chosen methodology to calculate cost at the cost item level. RVU allocations allow you to comparatively evaluate cost items in a department so that you can allocate cost according to the resources that you use (labor, supply, capital, etc.).

RVUs are assigned to cost items for each cost pool within a department. This allows codes to receive only the related expenses, such as labor for time charges and supply expense for implant items. The RVU basis should reflect the department structure and data available.

You should update RVUs, as needed. For example, when minutes are used for procedures, you should check in once a year with the department managers to verify whether or not anything has changed. Have they made processes changes that have made some procedures quicker, or is there no longer a need to have an RN present for certain procedures? Have any procedures been added? Setting up an annual review of RVUs is best practice to assure that you are allocating costs properly.

TIP: The most basic rule of RVU costing is that any item that does not consume resources in a particular cost pool should receive an RVU value of 0 (zero) so that no cost is assigned for that cost pool to that cost item.

The following table lists the types of RVUs available:

Type	Description
Variable Labor	<p>The RVU for variable labor is often time required for the activity. You can express this in minutes or hours, as long as it is consistent within the department. The cost data becomes more flexible, and you can perform additional analysis if the RVU reflects estimated time by resource group (For example, RN, Tech).</p>
Supply Expense	<p>The RVU for variable supplies can be the acquisition cost for all chargeable items and an estimate of non-chargeable costs for the other codes in a department (For example, Room and Board). As noted earlier in this document, chargeable and non-chargeable items will ideally not be in the same GL account. If that tenet holds true, use separate cost pools for each category.</p>
Depreciation	<p>Allocating depreciation provides both opportunities and challenges. Areas such as the OR often have major equipment that is specific to a procedure, such as a YAG laser. However, the depreciation is typically in an account along with all equipment, both patient care and non-patient care (For example, office furniture). Invoke the following strategies to provide a more accurate assignment of cost:</p> <ul style="list-style-type: none"> • Costing reclass – You can shift patient care equipment depreciation into pseudo-accounts set up for costing. This allows you to isolate and assign the expense to the appropriate cost items. This requires access to the asset cost information in the Fixed Asset System. • Spread general equipment by one of the following methods: <ul style="list-style-type: none"> ○ Allocating evenly across all cost items ○ Allocating to procedure or room charges only ○ Allocating only to set up or initial time charge (assuming that is the charge structure, such as in an OR)
Other Cost Pools	<p>RVUs for other types of cost pools should reflect the cost structure of those pools. For example, if Purchased Services is a cost pool, the RVU could be the actual cost per unit (or average cost) for the purchased service (lithotripsy, nuclear scans, neuro monitoring, and so on).</p>

Type	Description
Alternative RVU Structures	For some departments, developing detailed RVUs is not feasible. The Clinical Lab is an example where the level of detail required to calculate the RVU for each test can be greater than the benefit. You can use a scale method (1-20 scale of resource utilization) to assign costs. This approach is easier to maintain and can be just as accurate if the department has a knowledgeable manager who can assign the scale for each cost pool.

Collecting RVUs

The following list describes a general procedure to gather the information you need to determine RVUs.

1. Determine the department(s) in which to collect RVUs.
2. Set up meetings with department managers to discuss the process and the benefits of using RVUs in costing. It is likely that you will need to have more than one meeting. If possible, have a meeting with all of the department leaders of a particular service line at the same time. For example, all radiology or pharmacy. If you are a multi-facility organization, plan to bring together someone from each facility to participate.
3. Collect revenue and usage data on each department that is relative to the time period that is being costed. Revenue and usage data contains a list of cost items (charges, procedures, etc.) along with volume and unit charge that are captured within that department.
4. Set up a spreadsheet for each department that lists the cost items vertically, with the volume, revenue, unit charge, and all cost categories used in that department in columns.
5. Discuss departmental operations.
 - a. Discuss the staff and their roles within the department: RN, Tech, Managers/Supervisors, etc.
 - b. Walk through the process of servicing an average patient who has a visit in this department:
 - How does the patient arrive to the department? Are they transported by the transport department, or does someone from this department retrieve the patient from their room or other area? Is this an outpatient department where the patient arrives without assistance?
 - Is registration involved? Who registers the patient?
 - Is pre-procedure work completed? Who performs this work? Is it performed prior to arriving to this department?

- Who performs each function and how long does it take? How many procedures are charged to the patients in this department? Does an RN take 10 minutes, 20, or not involved at all with specific procedures? How about the tech or aide? Or perhaps all are involved but for different lengths of time.

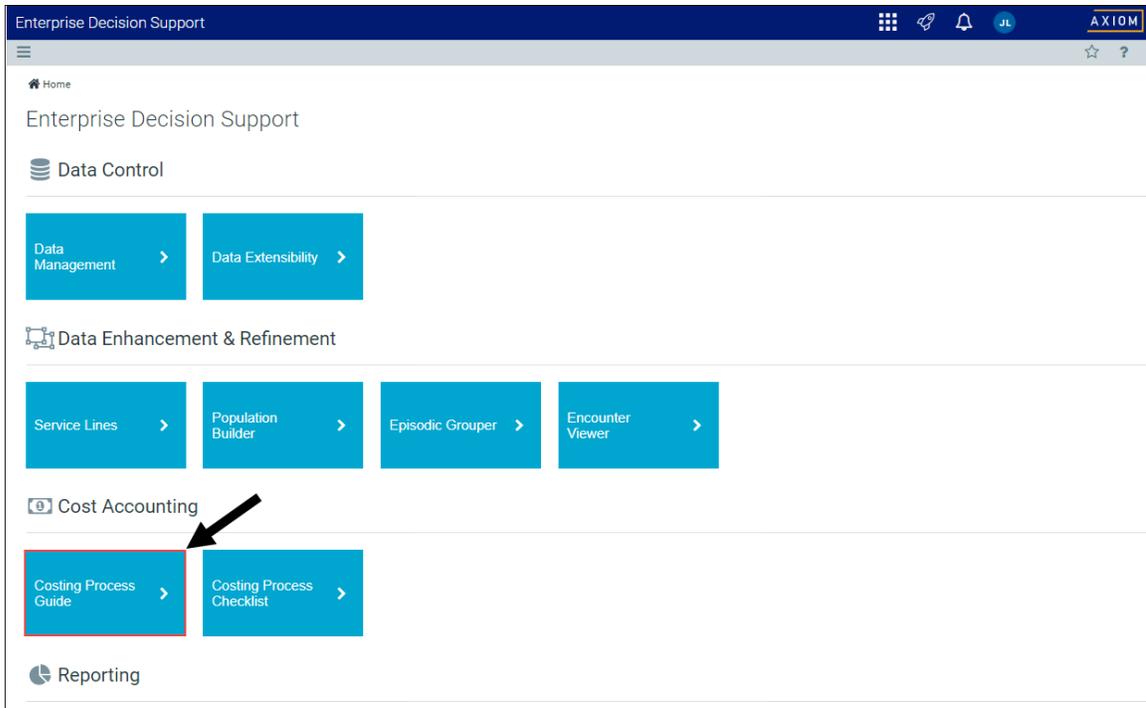
NOTE: For multi-facility organizations, there will be nuances that will dictate differences in RVU collection. For example, a larger hospital may have a transport department that moves patients around to where their next test is located, but the small hospital has to send staff to retrieve the patient from their room. The time it takes to perform a task in the hospital with the transport department will be less than the hospital who has to get the patient. There may be small hospitals, however, who bring the equipment to the bedside and may actually take less time than the larger hospital. The goal is to understand the process involved within each department for an average case and to determine the skill mix and time needed to perform procedures.

- c. Collect supply, pharmacy, depreciation, and other RVUs based on various measures, which may or may not involve a measure of time. Supplies are typically acquisition cost (Microcosted), as is pharmacy. Depreciation is typically fixed asset information, all of which are a separate function from the traditional RVU process in Axiom Enterprise Decision Support.

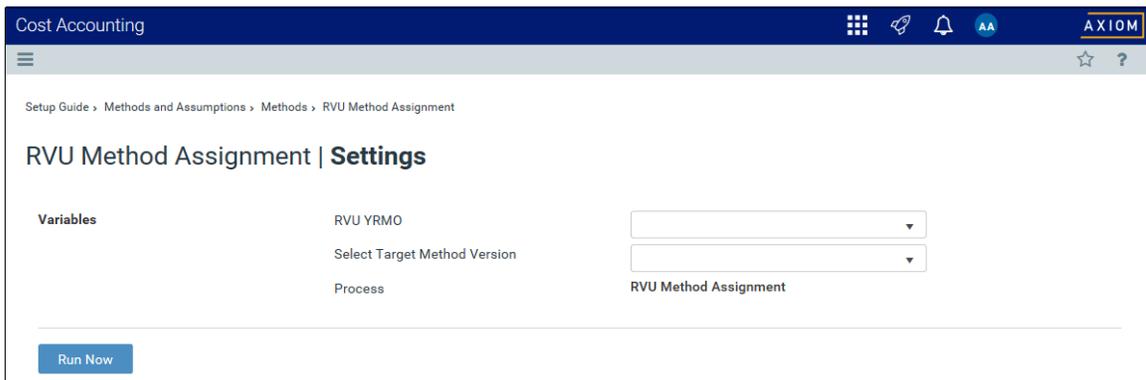
Assigning the RVU method

To assign the RVU Method:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Methods and Assumptions > Methods > RVU Method Assignment**.



2. From the **RVU YRMO** drop-down, select the year and month.



3. From the **Select Target Method Version** drop-down, select the version number to use for the method definition table.
4. Click **Run Now**.

The system schedules a job to run the import.

TIP: After you run the method assignment, the system displays a separate tab that displays the status of the assignment tasks, including the result, the time the job was started, how long it lasted, and the user that ran the job. For more information, see [Viewing scheduled job results](#).

Setting up RVU users

Many times, managing department RVUs is handled by people outside of the costing department. In Axiom Enterprise Decision Support, you can set up these individuals to manage and review RVUs for their department without the need to access the entire system. To do this, administrators need to complete two main steps:

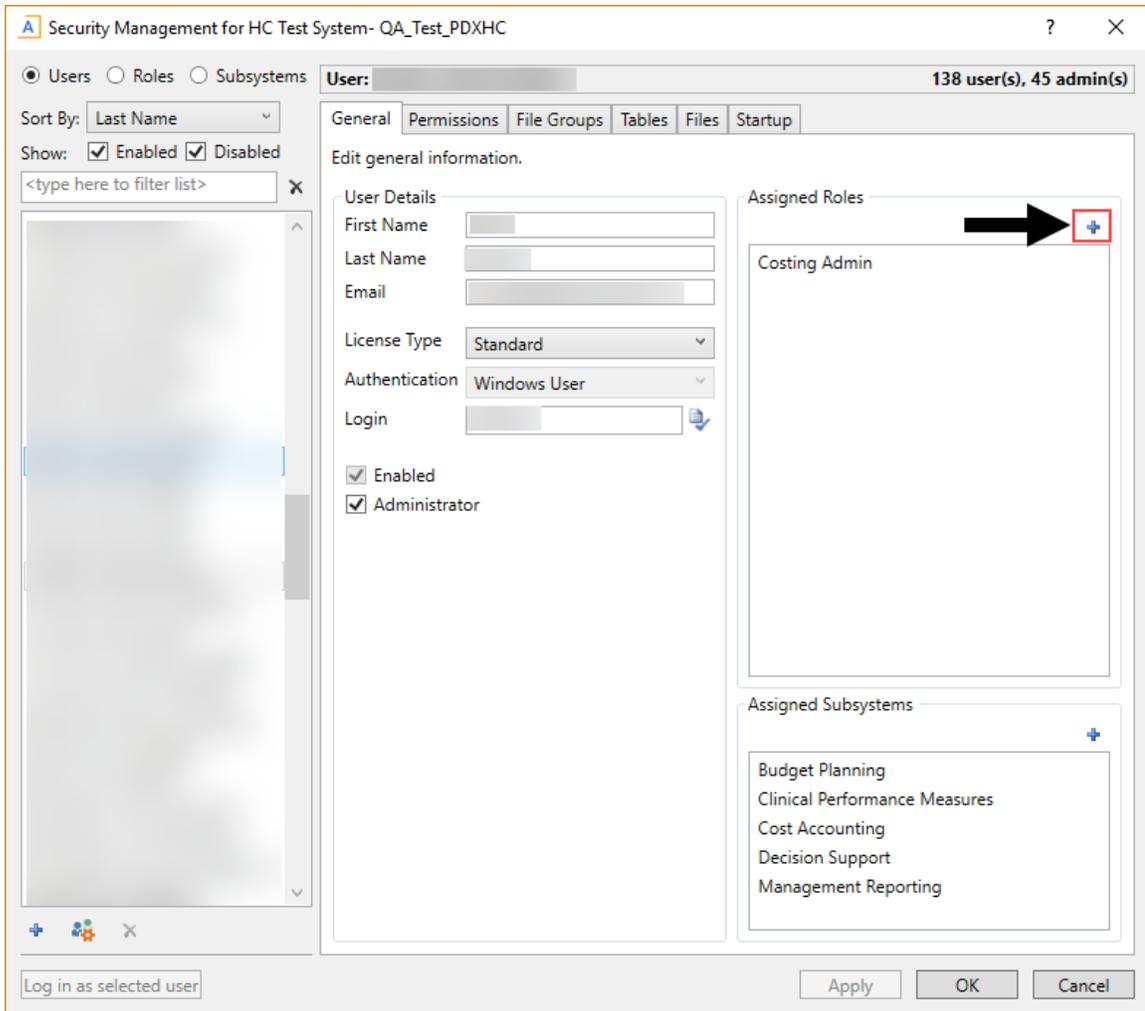
1. Assign the RVU user role profile.
2. Designate RVU owners and reviewers.

▶ Assigning the RVU User role profile

The first step to setting up an RVU user is for the administrators to assign the RVU User role profile. For these users, the system only displays RVUs specific to the user's defined department. For administrators, the system displays all department RVUs.

To assign the RVU User role profile:

1. Open the Web Client.
2. Open the Security Manager.
3. Add a new user or select an existing user.
4. Above the **Assigned Roles** box, click +.



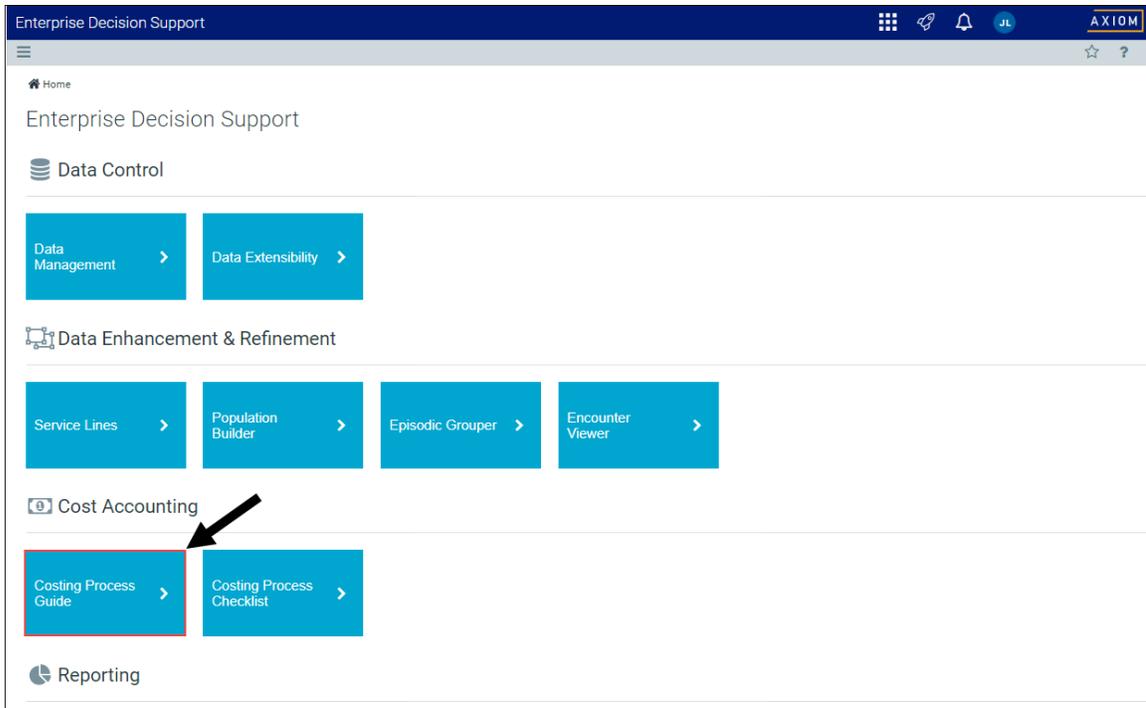
5. In the **Assign Roles** dialog, select **RVU User**, and click **Add**.
6. Above the **Assigned Subsystems** box, click **+**.
7. In the **Assign Subsystems** dialog, click **Cost Accounting**.
8. After making your changes, click **Apply**, and then click **OK**.

► Designating RVU owners and reviewers

After the administrator assigns the RVU User role profile, they need to designate an RVU owner and reviewer for each department. Administrators can also be an owner and/or reviewer, but they must also be assigned the RVU user role.

To assign RVU owners and reviewers:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > RVU Development and Maintenance > RVU Department Status**.



2. For each department, do the following:
 - a. In the **Owner** column, select an RVU user from the drop-down
 - b. In the **Reviewer** column, select an RVU user from the drop-down.

NOTE: Both an owner and reviewer must be assigned before status updates can be saved.

3. After making your changes, click **Save** in the upper right corner of the page.

For instructions on maintaining and reviewing RVUs, see [Managing department RVU status](#).

Managing department RVU status

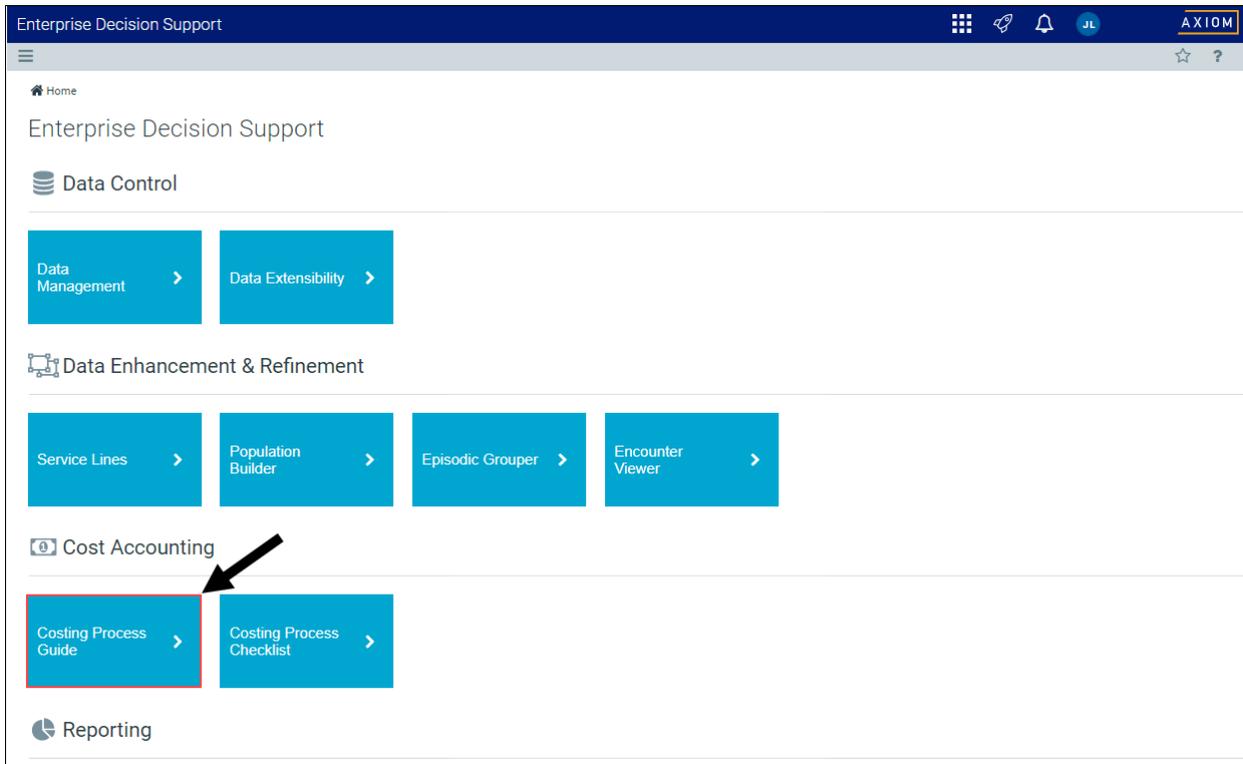
The RVU Department Status page allows you to track the status of the RVU review process for your departments. Users of this page are set up by the administrator as a department owner and/or reviewer. Owners and reviewers can set the status for each department's RVU for the RVU version, view the department's RVU values, and view a change history for each department. The system only displays departments assigned to you.

NOTE: The actions taken in the RVU Department Status page do not affect any processes done in Axiom Enterprise Decision Support at this time. This page simply provides an easy way to manage the review process for your organization.

Administrators - You can set up people outside of the costing organization to manage and review RVUs for their department by assigning them the RVU User role profile and assigning them as a owner and/or reviewing. For instructions, see [Setting up RVU users](#).

▶ Accessing the RVU Department Status page

From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > RVU Development and Maintenance > RVU Department Status**.



▶ Editing department RVU values

You can view or update an RVU version by moving your cursor to the right of the **Status** column, and then clicking the notepad  icon.



The RVU Maintenance page displays. For more information, see [Creating or updating RVU versions](#).

Complete > RVU Development and Maintenance > RVU Maintenance

RVU Maintenance

Cost Set Name: **201406**
 Costing Period: **201307 - 201406**
 Method Version: **201406**
 RVU Version: **201307** [Set Version](#)

Entity

Department

← →

A1 fx Cost Item

	A	B	C	D	E	F	G	H
	Cost Item	Description	Item Type	Rev Code	Volume	Unit Charge	Total Charge	MGT
1	I_99000024	DEV ENSEAL TRIO CRV 3MMX25CM VVMC	942_97802_1811	NA	68	\$65.00	\$4,420.00	
2	I_99000025	KIT MILD VVMC	942_97803_1811	NA	23	\$65.00	\$1,495.00	
3	I_D2E1009990008	PLATE T SYN LCP 3.5M 4H LT VVMC	-	NA	118,572	\$0.00	\$0.00	
4	I_D2E1009990009	PLATE T SYN LCP 3.5M 5H LT VVMC	-	NA	500,162	\$0.00	\$0.00	

▶ **Setting department RVU status**

From the **Status** column, select one of the following status descriptions:

Status	Description
Inactive	The department does not have any RVU methods, by default. This state can also be used to skip the department from being worked on.
Active	The department has RVU methods associated with it. This state can also be used to indicate it needs to be worked on.
Pending	The department is being worked on.
Review	The department is completed and ready for review and/or accepted as Done.
Done	The department is updated and completed for this version (only the person assigned to the reviewer or administrator role can move to this state).

NOTE: The available status descriptions listed above depends on whether the user is designated as an owner or reviewer.

After making your changes, click **Save** in the upper right corner of the page.

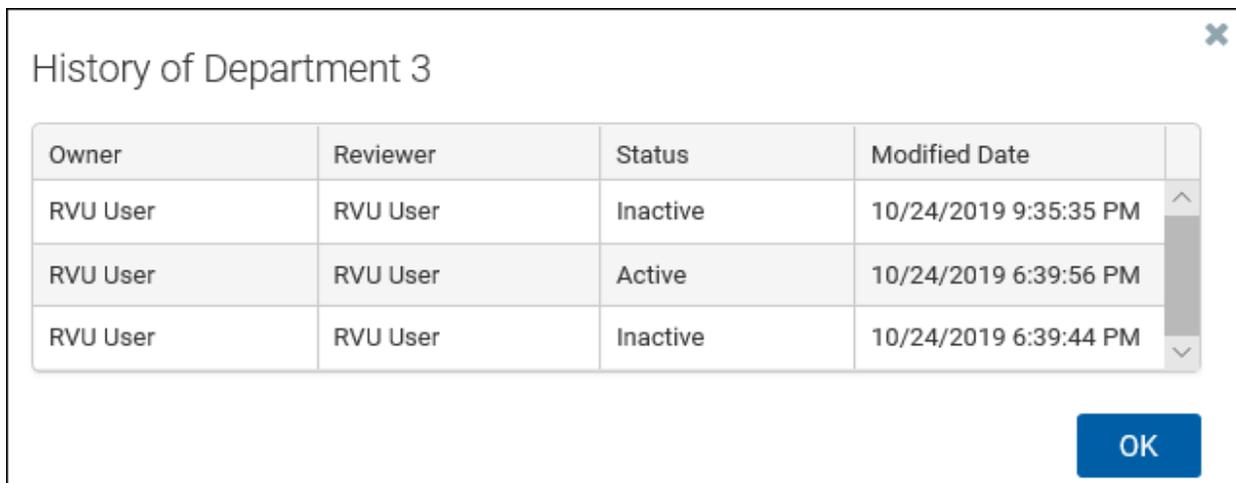
IMPORTANT: Both an owner and reviewer must be assigned for status changes to save in the system. The owner and reviewer can be the same user.

► Viewing department RVU status history

In the RVU line item, move your cursor to the right of the **Status** column, and then click the clock icon.



The history dialog displays a history of the assigned owners, reviewers, status, and date the changes were made. To close the dialog, click **OK**.



Building RVUs

Building Relative Value Units (RVUs) is often a tedious and time consuming task. Additionally, there are numerous ways and methodologies used for creating RVUs across health service organizations. The RVU Developer tool is designed to make both the development and the maintenance of RVUs easier and more efficient. Additionally, it has been designed to support varying levels of detail and to work with any number of methodologies.

The basic concept of building an RVU is to break down the Cost Item into detailed resources with defined values that, when aggregated, form the relative value at the cost pool level, which are then saved to the CostRVU table. For example, CPT procedures performed in a clinic can be studied to determine what resources are used during the procedure. These resources are mapped to the CPT code, forming an RVU

or Cost Component. Each of the resources has a quantity, cost, and frequency of use, which ultimately drives the basis of the RVU in dollar terms. The resources are grouped by cost pool and then summed to create the RVUs for the various cost pools, e.g., Labor, Supplies, Equipment, and so on.

You can break down the development of RVUs into discrete activities with corresponding tasks. An example of this process is outlined, as follows:

NOTE: Generally, labor is the minimal Resource Class used in RVU development while the others are optional and/or selected for specific departments.

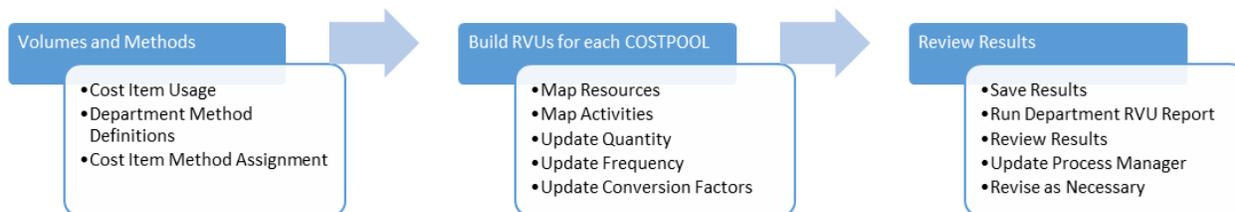
- **Activity 1:** Determine the departments and the cost Items that need RVUs to be developed.
- **Activity 2:** Identify and prepare source data for the RVU development process for the Labor Resource Class and load into the Resource table.
- **Activity 3:** Identify and prepare source data for the RVU development process for the Supply Resource Class and Medication Resource and load into the Resource table.
- **Activity 4:** Identify and prepare source data for the RVU development process for the Equipment Class and load into the Resource table.
- **Activity 5:** Identify and prepare source data for the RVU development process for the Other Resource Class and load into the Resource table. Other resources are often Professional Fees, Purchased Services, etc.
- **Activity 6:** Determine the activity level at which the RVUs will be developed, and create activities.
- **Activity 7:** Determine the frequency of use and the relative value of each resource for each cost item.
- **Activity 8:** Review the resulting RVU and save the cost components, along with the RVU.

The following diagram illustrates the main activities and steps in both data preparation and the RVU development process:

Process Diagram – RVU Development Data Preparation



Process Diagram – RVU Development Process

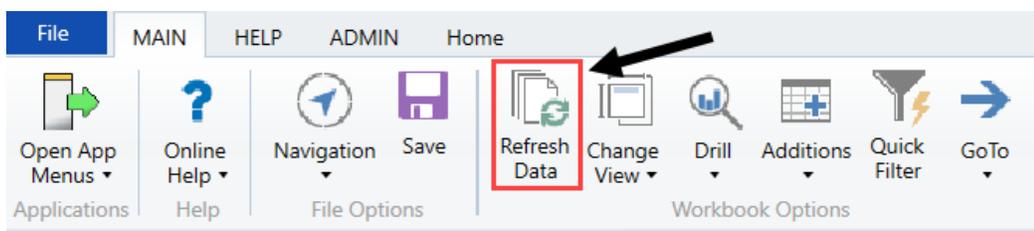


To build up an RVU:

1. In the **Cost Accounting Admin** task pane, in the **Build RVUs from Components** section, double-click **RVU Cost Items**.



2. To refresh the data, do one of the following:
 - In the **Main** tab, in the **Workbook Options** group, click **Refresh Data**.



- Click **F9**.
3. In the **Refresh Variables** dialog, select the variables to include, and click **OK**. The RVU Cost Item workbook displays a list of all your cost items according to the parameters you specified in step 3. The **Equipment RVU Status**, **Labor RVU Status**, and **Other RVU Status** columns display one of the following status types:
 - **Summary** - RVUs that already exist in the CostRVU table (for example, not studied at the cost component level).
 - **Detail** - Cost components that exist for RVUs.
 - **No Data** - No RVUs created.

NOTE: You must select a value for each variable to populate the workbook.

4. To view the detail build up worksheet for a ResourceClass row, double-click **Detail** in any of the three status columns, as shown in the following example:

RVU Cost Item List

Cost Item Utilization Date Range: 201307 - 201406

Double-Click on an RVU Status to open a detail build up workbook for cost pools associated with that Resource Class

Cost Item	Description	Provider	Provider Name	ItemType	Labor RVU Status	Supplies RVU Status
I_100016	ANCHOR 5.0 CORKSCREW					
I_100016	ANCHOR 5.0 CORKSCREW	-			No Data	Summary
I_100016	ANCHOR 5.0 CORKSCREW	NA	Default	121_21334825_19000101	No Data	No Data
I_100016	ANCHOR 5.0 CORKSCREW	NA	Default	121_21336305_19000101	No Data	No Data
I_101014	BLADE SAGITTAL DUAL-CUT					
I_101014	BLADE SAGITTAL DUAL-CUT	-			Detail	No Data
I_101014	BLADE SAGITTAL DUAL-CUT	NA	Default	270_21334825_19000101	Detail	No Data
I_101014	BLADE SAGITTAL DUAL-CUT	NA	Default	270_21336305_19000101	No Data	No Data
I_101031	BLADE SPEAR					
I_101031	BLADE SPEAR	-			No Data	No Data
I_101031	BLADE SPEAR	NA	Default	270_21334825_19000101	No Data	No Data
I_101031	BLADE SPEAR	NA	Default	270_21336305_19000101	No Data	No Data
I_201072	STEM PRIMARY SIZE 11 17MM					
I_201072	STEM PRIMARY SIZE 11 17MM				No Data	No Data

Click image to view full size

- In the workbook for the status column you selected, to add a resource, click the ellipse next to the **Select a resource** row.

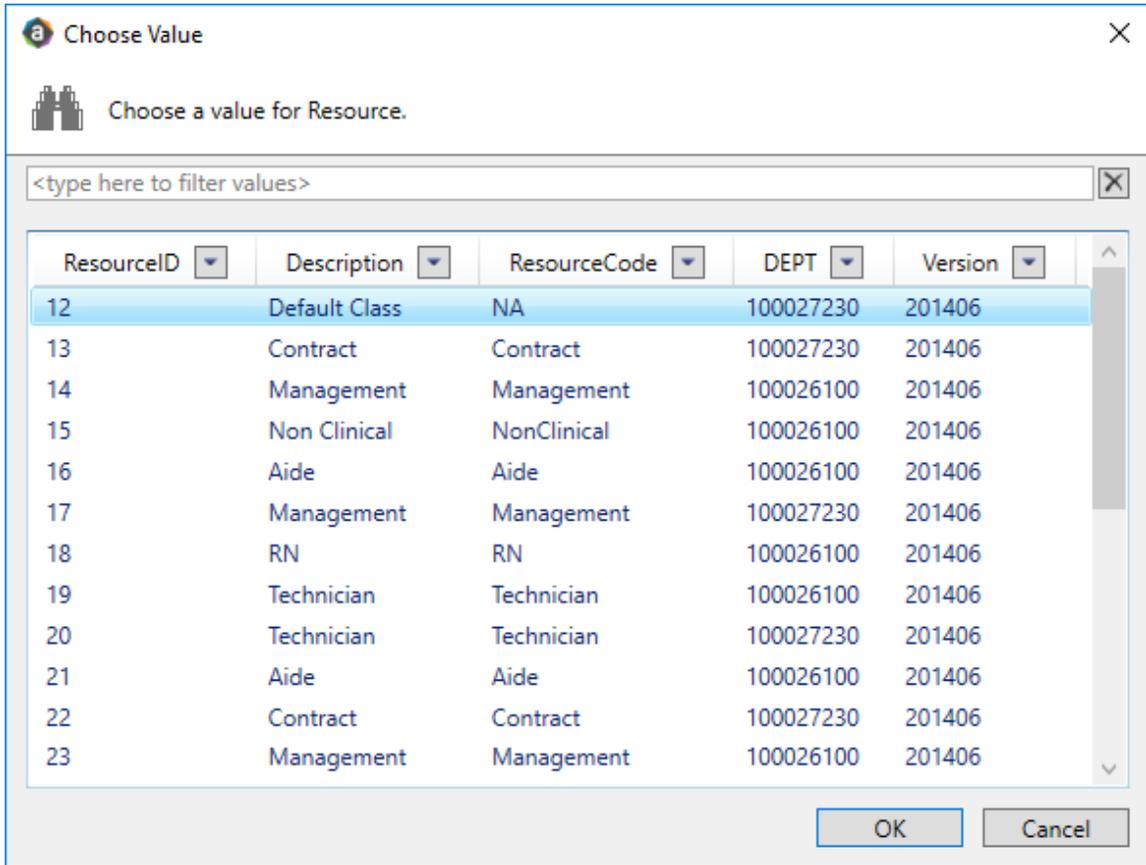
Labor RVU Components

DEPT: 100026100 - 3RD FLR S.EAST CAMPUS RVU Version: 201406
 Cost Item: I_101014
 Item Type: 270_21334825_19000101

Resource Code	Description	Quantity	Frequency	Average DEPT Cost	Conversion Factor	Cost Per Unit	Component Cost	Delete Flag
CostPool: RN								
New Component Input								
...	<< Select a resource	0	100.00%	0	1	\$0.00	\$0.00	
...	<< Select a resource	0	100.00%	0	1	\$0.00	\$0.00	
...	<< Select a resource	0	100.00%	0	1	\$0.00	\$0.00	
...	<< Select a resource	0	100.00%	0	1	\$0.00	\$0.00	
...	<< Select a resource	0	100.00%	0	1	\$0.00	\$0.00	
...	<< Select a resource	0	100.00%	0	1	\$0.00	\$0.00	
...	<< Select a resource	0	100.00%	0	1	\$0.00	\$0.00	
...	<< Select a resource	0	100.00%	0	1	\$0.00	\$0.00	
...	<< Select a resource	0	100.00%	0	1	\$0.00	\$0.00	
...	<< Select a resource	0	100.00%	0	1	\$0.00	\$0.00	
...	<< Select a resource	0	100.00%	0	1	\$0.00	\$0.00	
Existing Components								
Management	Management	2	100.00%	32.5	1	\$65.03	\$130.05	Saved
RN	RN	1	100.00%	25.2	1	\$25.23	\$25.23	Saved
Total for RN							\$155.28	

NOTE: You can only add ten resources at a time. To add more than ten, add all ten resources, and then click **Save**. The resources are added to the database and move to the **Existing Components** section at the bottom of the screen. The **New Component Input** section is cleared so that you can add more resources.

- In the Choose Value dialog, select a resource from the list, and click OK.



- In the Quantity column, type the number or quantity of the resource used for the cost item.

Labor RVU Components
 Cost Item: I_101014
 Item Type: 270_21334825_19000101

Resource Code	Description	Quantity	Frequency	Average DEPT Cost	Conversion Factor	Cost Per Unit	Component Cost	Delete Flag
CostPool: RN								
New Component Input								
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
Existing Components								
Management	Management	2	100.00%	32.5	1	\$65.03	\$130.05	Saved
RN	RN	1	100.00%	25.2	1	\$25.23	\$25.23	Saved
Total for RN							\$155.28	

- In the **Frequency** column, type a percentage for how often the resource is used. For example, if the resource is only used half the time, then enter 50%.

Labor RVU Components

DEPT: 100026100 - 3RD FLR S.EAST CAMPUS RVU Version: 201406
 Cost Item: L_101014
 Item Type: 270_21334825_19000101

Resource Code	Description	Quantity	Frequency	Average DEPT Cost	Conversion Factor	Cost Per Unit	Component Cost	Delete Flag
CostPool: RN								
New Component Input								
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
<< Select a resource		0	100.00%	0	1	\$0.00	\$0.00	
Existing Components								
Management	Management	2	100.00%	32.5	1	\$65.03	\$130.05	Saved
RN	RN	1	100.00%	25.2	1	\$25.23	\$25.23	Saved
Total for RN							\$155.28	

- In the **Conversion Factor** column, add the factor needed to convert the cost per unit identified as the issue cost to a per-unit basis being consumed or used by the for this cost item. For example, to convert into minutes, then enter a conversion factor to 60, to convert the hourly rate to minutes per unit.

For example, to convert the average hourly rates loaded into the Resource table from the payroll data into a cost per minutes. This assumes that the quantity is expressed in minutes. If not, then you would enter a 60 conversion factor to convert the hourly rate to rate-per-minute. In another example, a box of 50 items is issued to a floor or department, but the items are consumed one at a time. In this case, you need to use a 50 conversion factor to ensure the appropriate costs are calculated as a basis for the RVU calculation.

After you press Enter or Tab to move to the next field, the system displays the actual calculated costs per unit for the item using the conversion factor and the total costs for the component.



2. In the **Execute Import: RVU Copy Utility** dialog, click **Execute**.
3. In the **Variables** dialog, do the following, and click **OK**:
 - From the **SourceYRMO** drop-down, select the YRMO to copy the RVU and cost component data from.
 - From the **TargetYRMO** drop-down, select the YRMO to copy the RVU and cost component data to.

After copying the RVU version, you can update the values using the RVU Maintenance page. For more information, see [Creating or updating RVU versions](#).

Calculating and updating detailed RVUs from cost components

Use this utility to import data from the Cost Component table and update the RVUs.

NOTE: Updating the RVU information in the CostRVU table is a necessary step after the cost component information has been added or updated.

To calculate and update detailed RVUs from cost components:

1. In the **Cost Accounting Admin** task pane, in the **Build RVUs from Components** section, double-click **Update Detailed RVUs by Cost Component**.



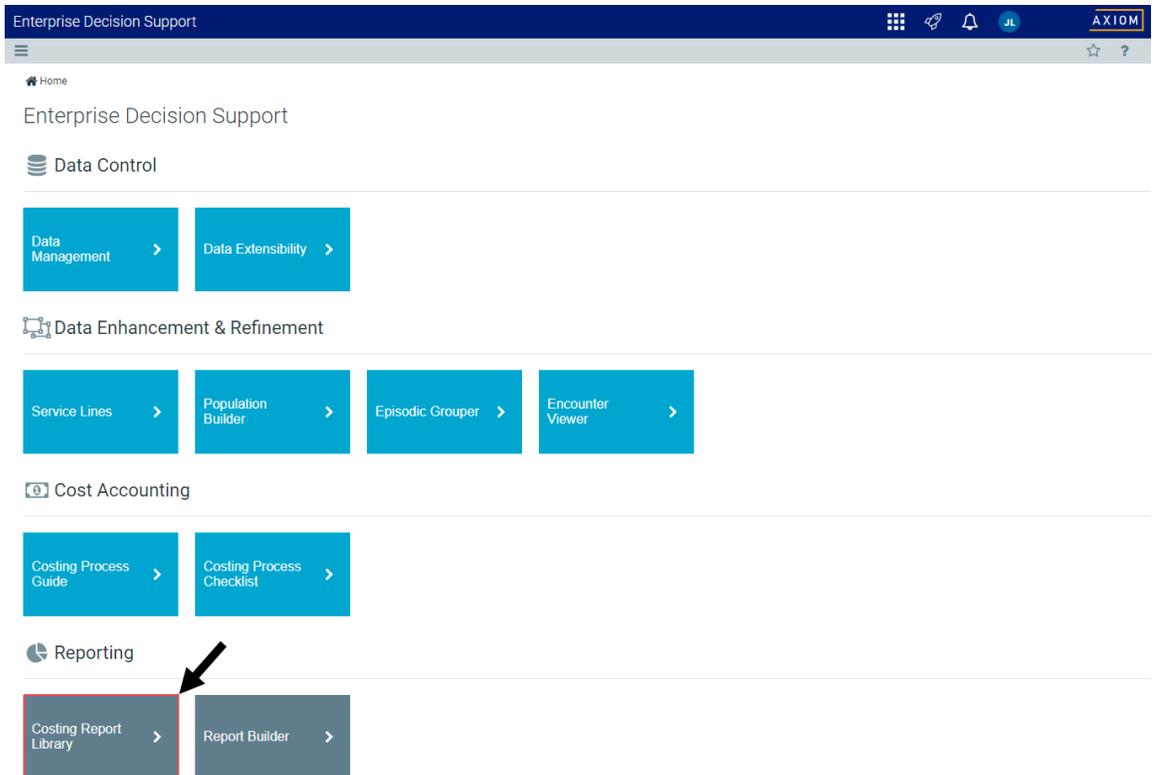
2. In the **Execute Import: RVU Copy Utility** dialog, click **Execute**.
3. In the **Variables** dialog, select the YRMO to update, and click **OK**.
4. After the utility processes are completed, click **Close**.

Running the RVU Status report

The RVU Status report displays much of the same information that displays on the RVU Cost Item List workbook. This report has two views: Summary RVUs and Detail RVUs.

To run the RVU Status report:

1. From the Enterprise Decision Support home page, under the **Reporting** section, click **Costing Report Library**.



2. Under **RVU Development** section, click the **RVU Status.xlsx** link.

NOTE: The report opens as a tab in the Desktop Client version.

3. In the **Refresh Variables** dialog, select the variables to include in the report, and click **OK**.

NOTE: You must select a value for each variable to populate the report.

4. To change the view, in the **Main** ribbon tab, in the **Workbook Options** group, click **Change View**, and select **Summary RVUs** or **Detail RVUs**.

The following is an example of the Summary RVUs version of the report:

RVU Status

Summary RVU view includes all Cost Items with at least one Cost Class having an RVU status of "Summary".

Detail RVU view includes all cost items with at least one Cost Class having an RVU Status of "Detail".

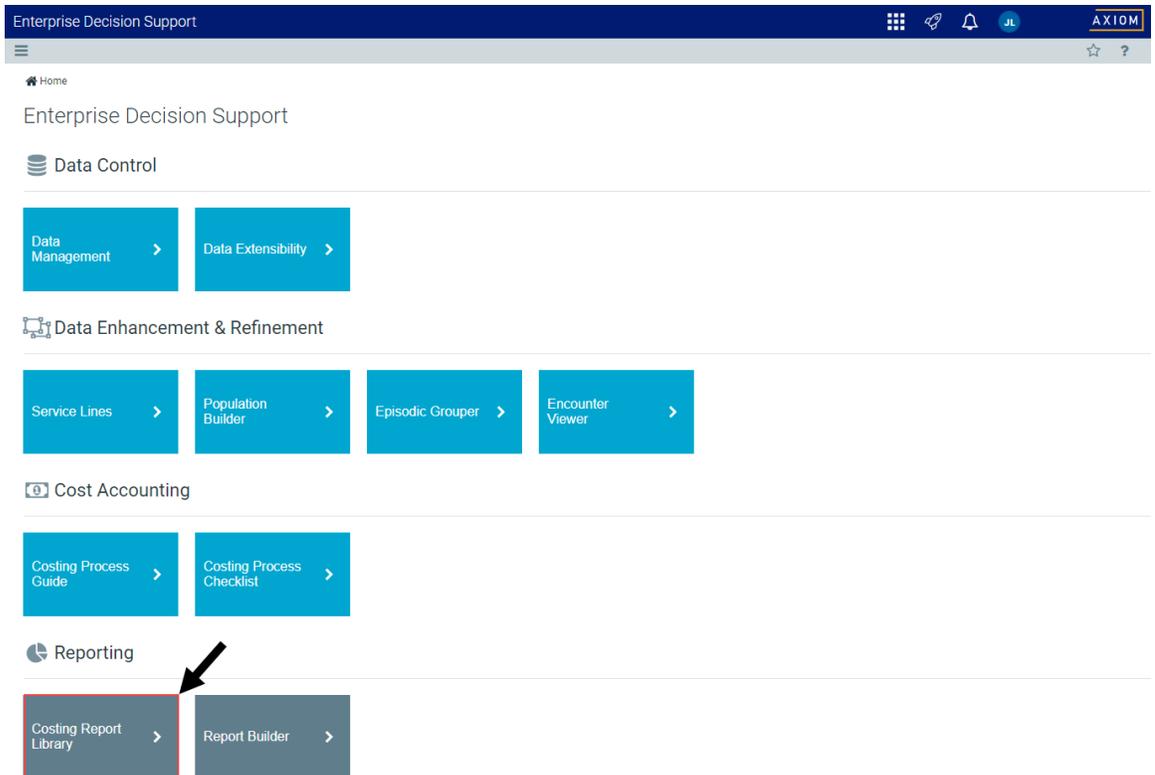
Cost Item	Description	Provider	ItemType	Volume	Revenue	Labor	Supplies
						RVU Status	RVU Status
I_100016	ANCHOR 5.0 CORKSCREW	NA	-			No Data	Summary
I_100016	ANCHOR 5.0 CORKSCREW	NA	121_705090_19000101			No Data	Summary
I_101014	BLADE SAGITTAL DUAL-CUT	NA	270_21334825_Jan 1 1900 12:00AM			Summary	No Data
I_101031	BLADE SPEAR	NA	270_21334825_Jan 1 1900 12:00AM			Summary	No Data
I_201072	STEM PRIMARY SIZE 11 17MM	NA	762_21336305_Jan 1 1900 12:00AM			Summary	No Data
I_41110126	TUBE ET CFD 5.5	NA	420_G8978GP_21334825_Jan 1 1900 12:00AM			Summary	No Data
I_41110127	TUBE ET CFD 6.0	NA	420_G8979GP_21334825_Jan 1 1900 12:00AM			Summary	No Data
I_41110128	TUBE ET CFD 6.5	NA	420_G8980GP_21334825_Jan 1 1900 12:00AM			Summary	No Data
I_99000027	GRAFT ARTERIAL COMPONENT VVMC	NA	391_36430_21334825_Jan 1 1900 12:00AM			Summary	No Data
I_99000032	CEMENT OSSEON FMC	NA	510_G046325_21336305_Jan 1 1900 12:00AM			Summary	No Data
I_99000057	PLUG AMPLATZER II 12X9MM VVMC	NA	940_96365_21334825_Jan 1 1900 12:00AM			Summary	No Data
I_99000067	SCREW SYN CORT S/T 2.7X26MM VVMC	NA	360_51702_21334825_Jan 1 1900 12:00AM			Summary	No Data
I_99000136	SUT #2 FIBERWIRE LOOP BLU VVMC	NA	771_G0009_21334825_Jan 1 1900 12:00AM			Summary	No Data
I_99000155	INTRODUCER SHEATH 7.0FRX13CM VVMC	NA	320_77002_705080_Jan 1 1900 12:00AM			Summary	No Data

Running the RVU Component Detail report

The RVU Component Detail report shows each cost item and item type pair, each cost pool developed, and the components that were built out as well as the cost of each component.

To run the RVU Component Detail report:

1. From the Enterprise Decision Support home page, under the **Reporting** section, click **Costing Report Library**.



2. Under **RVU Development** section, click the **RVU Component Detail.xlsx** link.

NOTE: The report opens as a tab in the Desktop Client version.

3. In the **Refresh Variables** dialog, select the variables to include in the report, and click **OK**.

NOTE: Some variables require you to select a value to populate the report.

The following is an example of this report:

RVU Component Detail

KH COSTING - Farmington Medical Center
 DEPT: 26100 - 3RD FLR S.EAST CAMPUS-26100

RVU Version: 201406

Resource Code	Description	Activity	Quantity	Frequency	Average DEPT Cost	Conversion Factor	Cost Per Unit	Component Cost
Cost Item: I_100016 Item Type: _								
Components for CostPool Supplies								
82168	GLOVE SRG 8 LTX TRIUMPH		10	50.0%	\$1,150.00	1	\$1,150.00	\$5,750.00
CostPool Supplies Total								\$5,750.00

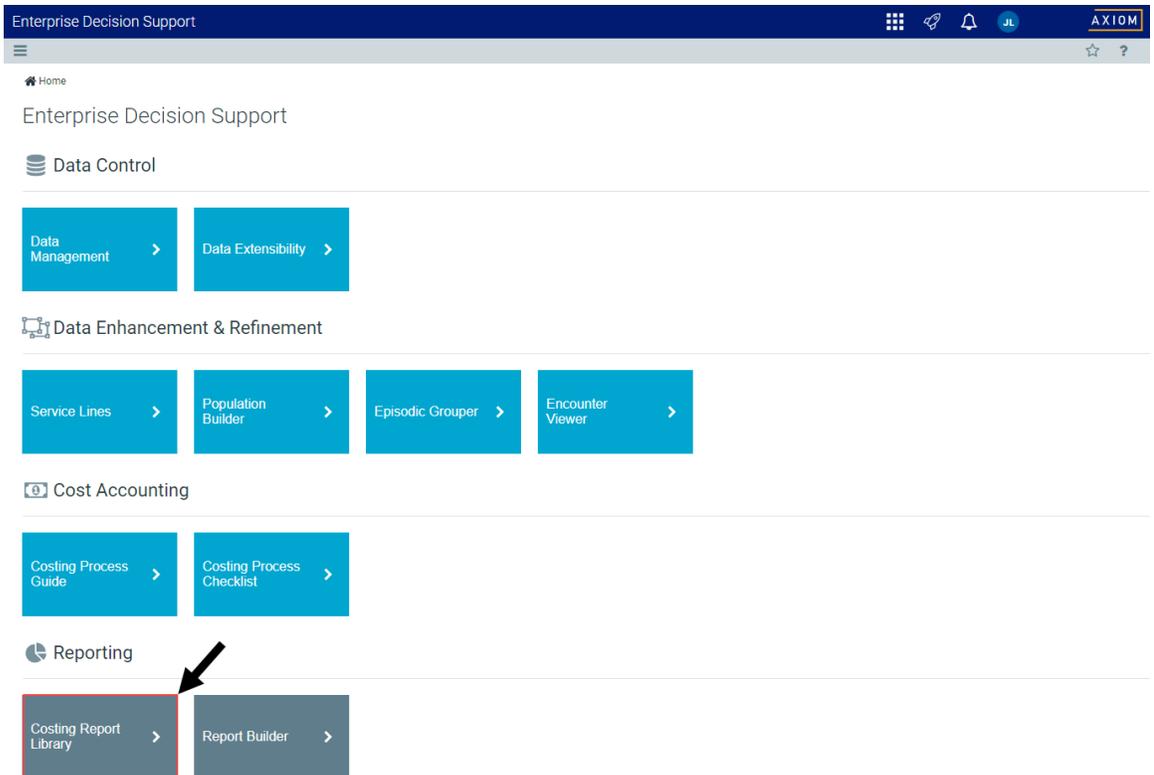
Cost Item: I_100016 Item Type: 121__705090_19000101								
Components for CostPool Supplies								
96577	LOOP INC 1UL DISP LGHT GRN		1	100.0%	\$518.15	1	\$518.15	\$518.15
81004	6FR X 55CM RDC MACH 1 GUIDING		1	100.0%	\$8,000.00	1	\$8,000.00	\$8,000.00
CostPool Supplies Total								\$8,518.15

Running the Cost Resource Detail report

The Cost Resource Detail report lists all of the resources in the Resource dimension table.

To run the Cost Resource Detail report:

1. From the Enterprise Decision Support home page, under the **Reporting** section, click **Costing Report Library**.



2. Under **RVU Development** section, click the **Cost Resource Detail.xlsx** link.

NOTE: The report opens as a tab in the Desktop Client version.

3. In the **Refresh Variables** dialog, select the variables to include in the report, and click **OK**.

NOTE: Some variables require you to select a value to populate the report.

The following is an example of this report:

Cost Resource Detail													
Resource Class: Labor,'NA','Other','Supplies'											Version: 201308		
Department(s): 0,100026600											ActivityGroup: Group2		
Resource Code	Description	Department	CostPool	Issue Cost	Unit Type	Unit Cost	Depreciation	Monthly Available Units	Units of Issue	Standard Unit	Quantity	Filler	Purchase Cost
1008	ADHESIVE LQ LF NIRR OCL WTPRF	0	Supplies	\$72.30	NA	\$0.00	\$0.00	0	100	0	48	0	\$7,230.00
1009	STRIP UA MLSTX 10 PRMTR RGT	0	Supplies	\$38.50	NA	\$0.00	\$0.00	0	100	0	1	0	\$3,850.00
1013	AIRWAY 90MM PLS BRMN STN SMTH	0	Supplies	\$6.59	NA	\$0.00	\$0.00	0	1200	0	1	0	\$7,910.00
1014	AIRWAY 100MM PLS BRMN STN SMTH	0	Supplies	\$79.10	NA	\$0.00	\$0.00	0	100	0	12	0	\$7,910.00
1017	PAPER PH 4.5-7.5 DSPNSR RL PH	0	Supplies	\$3.85	NA	\$0.00	\$0.00	0	1000	0	1	0	\$3,850.00
1018	STRIP UA MLSTX 9 PRMTR RGT	0	Supplies	\$52.15	NA	\$0.00	\$0.00	0	200	0	1	0	\$10,430.00
1021	LANCET ACHK SFTP ATRTRC DISP	0	Supplies	\$15.40	NA	\$0.00	\$0.00	0	100	0	1	0	\$1,540.00
1025	SOLUTION ANSEP 70% ALC RUB 1GL	0	Supplies	\$31.35	NA	\$0.00	\$0.00	0	400	0	1	0	\$12,540.00
1030	STATSTRIP TEST STRIPS	0	Supplies	\$0.12	NA	\$0.00	\$0.00	0	36000	0	1	0	\$4,380.00

Creating or updating RVU versions

The RVU Maintenance page allows you to create or update an RVU version for a cost set. An RVU version determines the cost impact as costs are shifted across department items.

Prerequisite: The system assumes that you set up method definitions and cost sets (including assigning it a method definition and activating it) before you continue using this screen. If you do not have a cost set activated, the system will automatically open the Cost Set Maintenance screen. Activate a cost set by clicking **mark active** in the **Active Cost Set** column, then navigate back to the RVU Maintenance screen (step 1 below).

When creating or updating an RVU version, the RVU Maintenance page displays a table with a row for each cost item for the department. The table also includes a column for item type, so if there are two or more of the same cost item, you can enter RVU values for each. Columns A-G (blue cells) shows the cost item usage for the specified time period (from the **Costing Period** field in the Cost Set section of the page). Starting with column H, the system shows the cost pools that apply based on the method definition version assigned to the cost set. You can add RVUs to these columns and save them to the database.

NOTE: The RVU Maintenance page does not include provider information.

Cost Accounting

Costing Implementation > RVU Development and Maintenance > RVU Maintenance

RVU Maintenance

Cost Set Name: **201406**
 Costing Period: **201307 - 201406**
 Method Version: **201406**
 RVU Version: **201406** [Set Version](#)

Entity 2 - Farmington Medical Center

Department 26100 - 3RD FLR S.EAST CAMPUS-26100

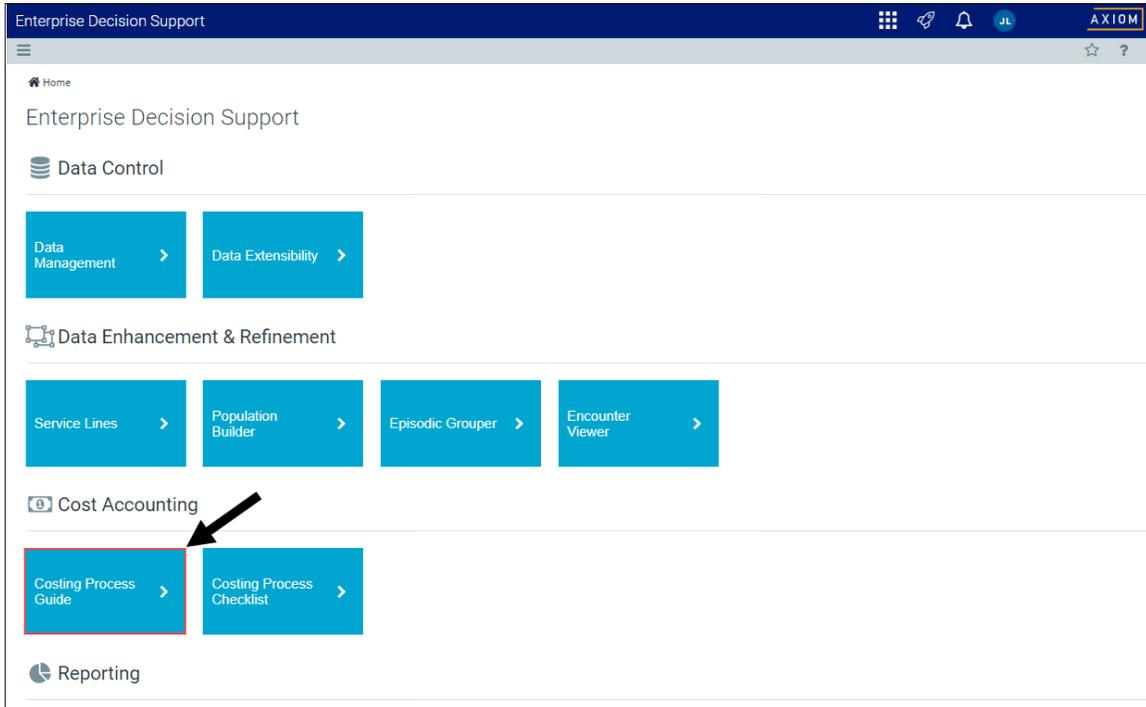
A1	A	B	C	D	E	F	G	H
Cost Item	Description	Item Type	Rev Code	Volume	Unit Charge	Total Charge	Supplies	
1_100015	BAG AMBU PEDIATRIC	121_705090_19	NA	0	\$0.00	\$0.00		
1_100016	ANCHOR 5.0 CORKSCREW	121_705090_19	NA	980	\$2,510.00	\$2,459,800.00	8518.15	
1_100031	BURR 13.5MM CORING TOOL VIO	123_705090_19	NA	0	\$0.00	\$0.00		
1_100038	BUR 2.5X25.4MM FLUTE ROUT GLD	206_705090_19	NA	1,546	\$2,846.00	\$4,399,916.00		
1_100044	BURR 3MM MATCHSTICK TRQ	206_705090_19	NA	0	\$0.00	\$0.00		
1_100052	BURR 5MM DIAMOND BALL VIO	762_705090_19	NA	5,790	\$121.36	\$702,700.01		
1_100052	BURR 5MM DIAMOND BALL VIO	762_99217_7050	NA	18	\$122.71	\$2,208.84		
1_100052	BURR 5MM DIAMOND BALL VIO	762_G0378_7050	NA	47	\$109.22	\$5,133.29		
1_101013	BLADE SAGITTAL 9.5MM X 16.0MM	270_705090_19	NA	0	\$0.00	\$0.00		
1_101014	BLADE SAGITTAL DUAL-CUT	270_705090_19	NA	2,526	\$147.25	\$371,959.80		
1_101024	BLADE SAW STERNUM 10X35X0.6MM	270_705090_19	NA	0	\$0.00	\$0.00		
1_201058	STEM EON SIZE 8	270_705090_19	NA	6	\$14.56	\$87.33		
1_201059	STEM EON SIZE 9	270_705090_19	NA	5,809	\$6.34	\$36,856.46		
1_201060	STEM EON-PLUS SIZE 4	270_705090_19	NA	11	\$6.53	\$71.82		
1_201072	STEM PRIMARY SIZE 11 17MM	762_705090_19	NA	99	\$108.89	\$10,780.49		
1_99000027	GRAFT ARTERIAL COMPONENT VVMC	391_705090_19	NA	1	\$1,335.00	\$1,335.00		
1_99000027	GRAFT ARTERIAL COMPONENT VVMC	391_36430_7050	NA	5	\$1,335.00	\$6,675.00		
1_99000065	BLADE MICRO FINE 9X18.5X.38MM VVMC	361_705090_19	NA	1	\$1,181.00	\$1,181.00		
1_99000100	SCREW SYN SHAFT 3.5X32MM VVMC	402_76937_7050	NA	1	\$313.00	\$313.00		
1_99000136	SUT #2 FIBERWIRE LOOP BLU VVMC	771_G0008_7050	NA	6	\$61.10	\$366.60		
1_99000136	SUT #2 FIBERWIRE LOOP BLU VVMC	771_G0009_7050	NA	3	\$61.10	\$183.30		
1_99000171	PLATE T SYN LCP 3.5MM 7H RT ANG VVMC	940_96360_7050	NA	1	\$100.00	\$100.00		
1_99000172	PLATE T SYN LCP 3.5MM 4H RT ANG VVMC	940_96361_7050	NA	9	\$50.00	\$450.00		

TIP: If the table does not show cost pools, it means that the department has not set up RVU as a version for the cost items. It can also mean that the RevCodes that display are not set up as RVU for whichever cost pools that are not shown. Keep in mind that the page does not show Provider RVU method type.

NOTE: To copy an existing RVU version and use it as the basis for a new RVU version, see [Copying RVU versions and cost components](#).

- To create or update RVU versions:
1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > RVU Development and Maintenance > RVU Maintenance**.

NOTE: For this utility to display in the Guide View, your organization must have RVU selected as a costing methodology on the [System Configuration](#) page.



2. To set the RVU version, click **Set Version**.
3. From the **Set RVU Version** dialog, do one of the following:

To...	Then...
Create a new RVU version	<ol style="list-style-type: none"> a. From the Create New RVU version drop-down, select the new RVU version. b. Click Continue. c. Review the Update Pending prompt, and click OK.
Update an existing RVU version	<ol style="list-style-type: none"> a. From the Select existing RVU version drop-down, select the RVU version to update. b. Click Save and Continue.

4. From the **Entity** drop-down, select the entity in which to filter the department list.

TIP: To search for an entity, type the entity name into the search field. The list automatically filters the list of entity names.

5. From the **Department** drop-down, select department in which to add or edit the RVUs.

6. In the table, starting with column H, enter the values in the cost pool columns for the appropriate cost items, as needed.
7. After you make your changes, click **Save**.
8. Review the save to database prompt, and click **OK**.
9. Run the [RVU Method Assignment](#) process to update the method to be RVU in the method definition table for the cost items under the cost pools that have RVU values.

Using the Direct to Encounter method

You can directly cost departments that do not generate patient revenue but incur expenses in response to patient activity using Direct to Encounter (D2E). D2E allows you to spread costs that were historically allocated as indirect overhead to specific encounters that utilize the services of that particular department. Examples of indirect costs include Patient Access, Business Office, Medical Records, Case Management, and Insurance Pre-Certification departments. D2E spreads these costs as a direct cost rather than an indirect cost to those selected encounters.

There are three main steps to implementing D2E:

1. [Add or edit D2E definitions](#).
2. [Process D2E definitions](#).
3. [Calculate unit costs](#).

► About pseudo cost items and Direct to Encounter

The system generates and assigns a pseudo cost item to the departments and encounters that have been identified as D2E departments, along with encounters receiving services from these departments. This pseudo cost item allows for the allocation of the expenses to those encounters having services in these D2E departments. The encounters that ultimately receive this allocated cost are identified by a statistic that dictates the allocation. For example, the Patient Access department may be an inpatient-only service that touches every inpatient equally. The statistic in this example is a 1 for every inpatient; the resulting allocation simply takes any inpatient and gives them an equal cost of the Patient Access department.

TIP: It may not make sense to spread costs equally to encounters for some departments, so it is important to review each department separately to determine the best method to gather the set of encounters that will receive the costs. For example, Medical Records requires more effort for inpatients, emergency room visits, and observation cases than it does for labs and outpatients. The total charges may be an appropriate measure to allocate Medical Records net expenses to all cases since any registered patient has contact with this department. More effort may be placed, however, in transcribing for inpatients, emergency room cases, and observation cases, which results in more cost to cases with higher total charges.

Adding or editing Direct to Encounter definitions

Direct to Encounter (D2E) is a one-time configuration during the cost design and set up process. If a department changes or closes, however, you need to review the Direct to Encounter definition for that department.

The Direct to Encounter Cost Definitions utility displays a list of the D2E definitions, including the cost item number, cost description, the primary table the definition goes against, volume, and aggregation method. When you create a definition, the system automatically increments the cost item number.

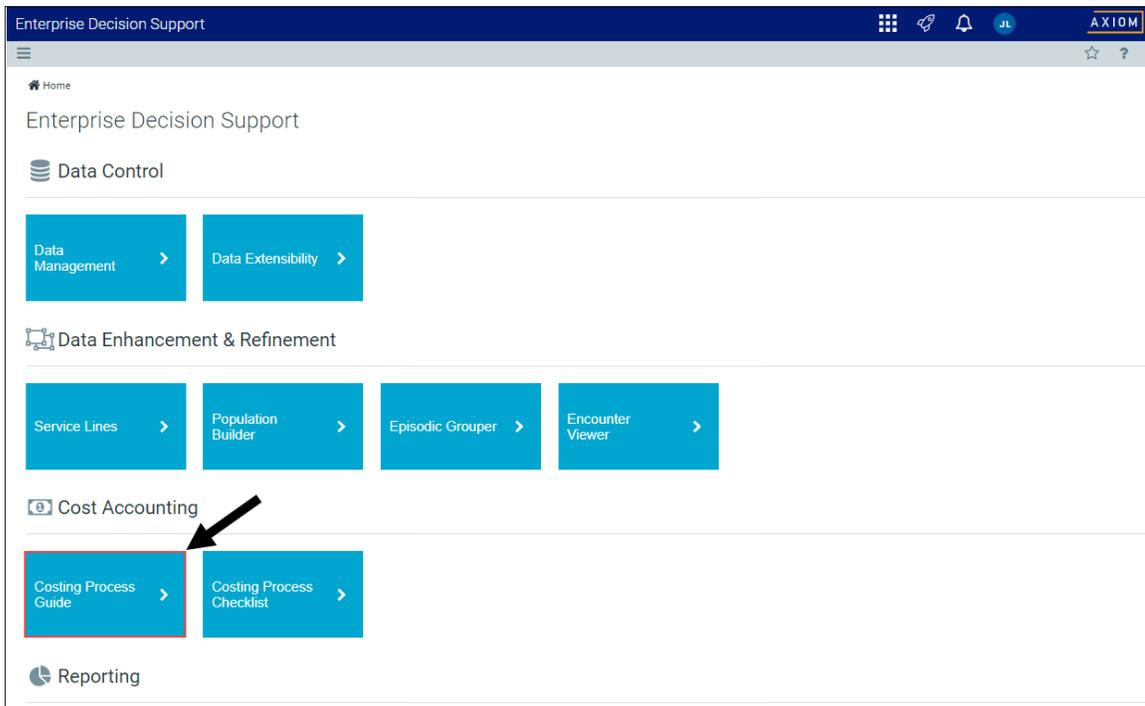
To add or edit Direct to Encounter definitions:

1. Determine which departments you will D2E. There should be some relationship between the department and patient activities.

IMPORTANT: Before you begin these steps, in the Department dimension table, ensure **Department.Type** is set to **Direct**.

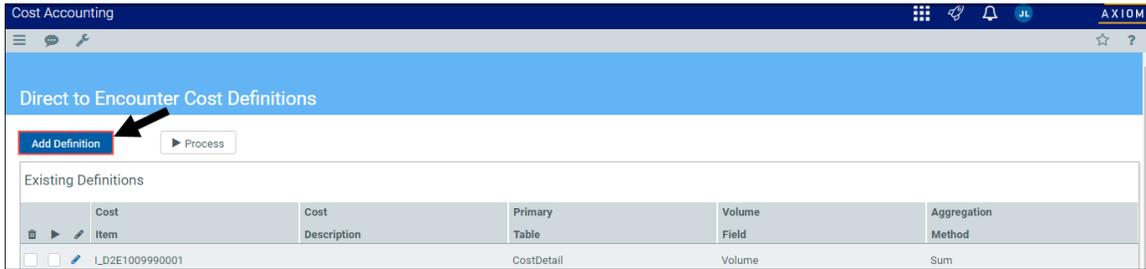
2. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Methods and Assumptions > Methods > Direct To Encounter > Definitions and Processing**.

NOTE: The utility opens in a separate browser window.



3. Do one of the following:

- To create a definition, click + **Add Definition**.
- To modify a definition, click the pencil icon next to the cost item number.



4. Use the following table to complete the fields in the dialog:

Field	Steps
Department	Select the department to associate the definition.
Description	Type a description for the cost item. TIP: When you begin using D2E, we recommend that you include D2E in the description so that you can visually recognize the cost item in reporting. For example: D2E – 12345 Medical Records
Select Table to Filter	Select the table that best suits the allocation (Cost Detail or Encounter). NOTE: The table you choose impacts the choices in the remaining drop-downs in the dialog. For example, if you select Cost Detail, you need to select the correct selection from the Volume Field drop-down and the Cost Detail Date Proxy drop-down. The dialog will prompt you to make the correct selections.

Field	Steps
Volume Field	<p>Select the best fit for the allocation.</p> <p>The volume field allows you to select a numerical field on which to generate the “volume” for each patient’s D2E Cost Item. This volume will determine what proportion of cost from the pool each patient receives, so take care that you select a volume proxy that is meaningful for the distribution of the costs in the department.</p> <p>Example 1: The volume for allocating the costs of the patient registration department to patients may use a simple case count on the Encounter table for the volume, each patient getting an equal registration share.</p> <p>Example 2: The volume for allocating the costs of a piece of equipment from the IT department that is used over the period of a patient stay may use the length of stay as the volume.</p> <p>You will notice that there are more selections when using the ENCOUNTER table. This is because there are more useful numeric value fields in the ENCOUNTER table. The CHARGE DETAIL table only has two meaningful volume fields.</p>
Aggregation Method	<p>Select one of the following:</p> <ul style="list-style-type: none"> • To allocate costs based on an average calculation of the volume method, select Average. • To allocate costs based on a count of the volume method, select Count. • To allocate costs based on a one time count of the volume method, select Distinct Count. • To allocate costs based on the maximum value in the volume method, select Maximum. • To allocate costs based on the minimum value in the volume method, select Minimum. • To allocate costs based on the sum of the volume in the volume method, select Sum.

Field	Steps
Select Service Date Proxy	<p>Because you are creating service dates that do not actually exist, you need to select a date field to copy to generate meaningful service dates to match the actual periods of stay for the patients and to align with the period of costs you are wanting to allocate to those patients.</p> <p>Do one of the following:</p> <ul style="list-style-type: none"> For the Encounter table filter, for the date range of data to be utilized to allocate the expenses to the encounter level, select Admit Date or Discharge Date. For the CostDetail table filter, for the date range of data to be utilized to allocate the expenses to the encounter level, select Post Date or Service Date.
Define Encounters	<p>Create or select an existing filter using the Filter Wizard to capture all of the patients to whom you wish to assign costs.</p> <p>IMPORTANT: When creating or using filters for D2E definitions, the utility defaults to filtering the data in the Encounter or CostDetail table. You can filter on another table type, such as a custom table, but in order for the system to process the D2E correctly, the table must look up to the Encounter or CostDetail tables.</p>

5. To preview your changes, click **Preview Filter**.

NOTE: When you close the preview, the system automatically saves your changes and returns you to the definition table. To continue making edits to the definition you previewed, select the pencil icon next to the definition name. The preview filter is not meant to use to review data; it is simply used to help ensure you have captured the correct type of data in the table.

Direct to Encounter Cost Definitions										
EncounterSeq	AccountClass	AccountNumberSource	AccountStatus	ActualIns...	ActualPat...	AdmissionService	AdmissionStation	AdmitCalDate	AdmitDate	AdmitIPDate
37384				0.00	0.00	NA		20130426	4/26/2013 8:40:25 AM	4/26/2013 8:40:25 AM
45319				0.00	0.00	NA		20140605	6/5/2014 12:00:00 AM	6/5/2014 12:00:00 AM
71513				0.00	0.00	NA		20140605	6/5/2014 12:00:00 AM	6/5/2014 12:00:00 AM

6. After making your changes, click **OK**.

NOTE: The OK button displays only if you did not preview the definition, and you want to save your changes.

7. When you are ready, [process the definitions](#).

▶ Example

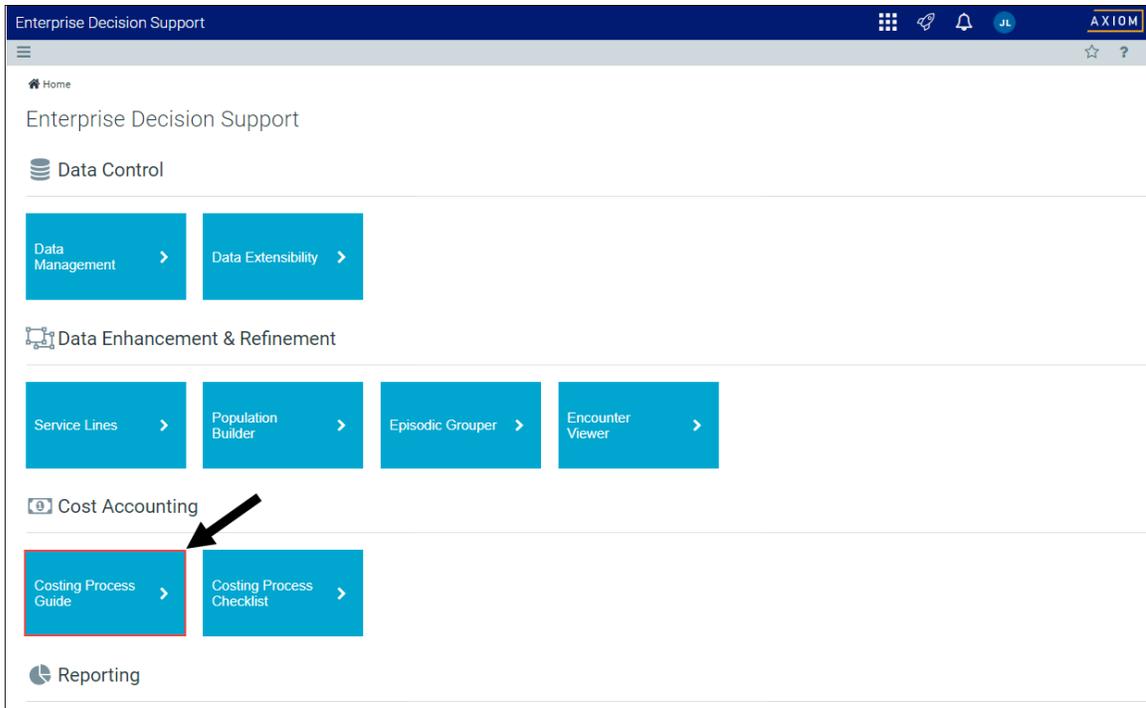
When allocating Surgery Scheduling to specific encounters utilizing the D2E function, the basis is by patient count only for those cases who have a charge in the Surgery Department:

- Department to be allocated is Surgery Scheduling.
- Create a cost item for Surgery Scheduling – D2E – 12345 Surgery Scheduling.
- Select Surgery Scheduling from the Department drop-down list.
- Select the table to filter. Since we are going to use patient count for selected departments, we filter on the COSTDETAIL table.
- The volume field will be encounter because we are counting encounters.
- The Aggregation Method is DistinctCount because the encounter should be counted only one time. An encounter may have several charges in this department, so be sure to count the case only one time.
- Base the selection of encounters on Service Date.
 - The filter is the cost center(s) for surgery. This selects only those cases that have at least one charge in the surgery department(s).

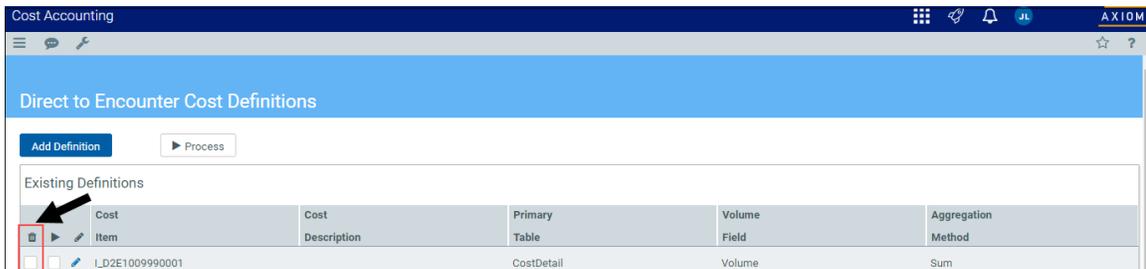
Deleting Direct to Encounter definitions

To delete a Direct to Encounter definition:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Methods and Assumptions > Methods > Direct To Encounter > Definitions and Processing**.



2. In the **Delete** column (represented by the trash can icon), select the check box for each definition to delete.



3. At the top of the page, click **Delete**.
4. When you are ready, [process the definitions](#).

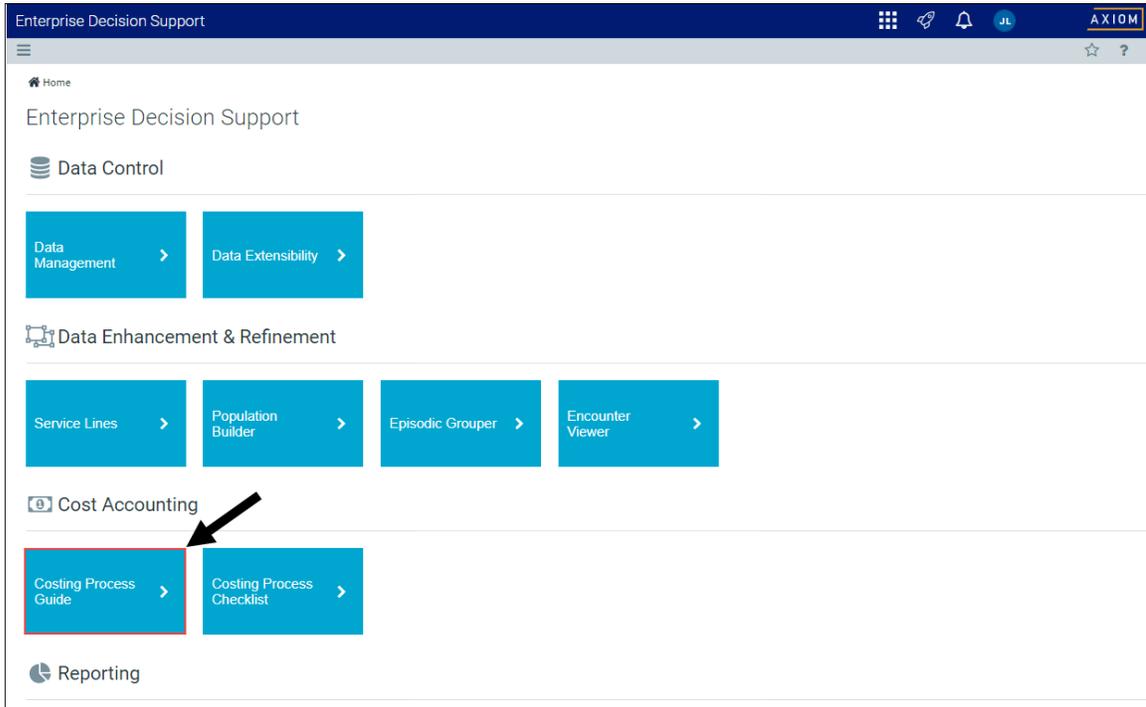
Processing Direct to Encounter

Processing D2E definitions creates a D2E pseudo cost item on every encounter based on the defined rules in the definitions.

To process Direct to Encounter definitions:

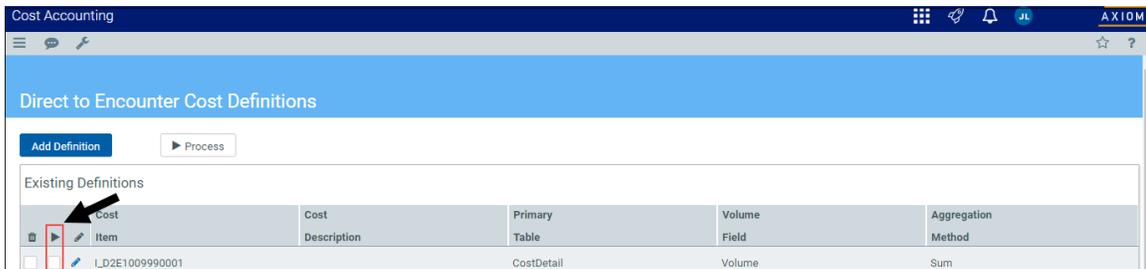
1. Complete the steps for [adding or editing D2E definitions](#).

- From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Methods and Assumptions > Methods > Direct To Encounter > Definitions and Processing**.



NOTE: The utility opens in a separate browser window.

- In the **Process** column, click the check box next to each definition to process.



- At the top of the page, click **Process**.
- In the **Process Settings** dialog, complete the following:

IMPORTANT: The D2E processing Start and End YRMO dates are not tied to the YRMO table. As a result, you must manually type the start and end dates in the dialog.

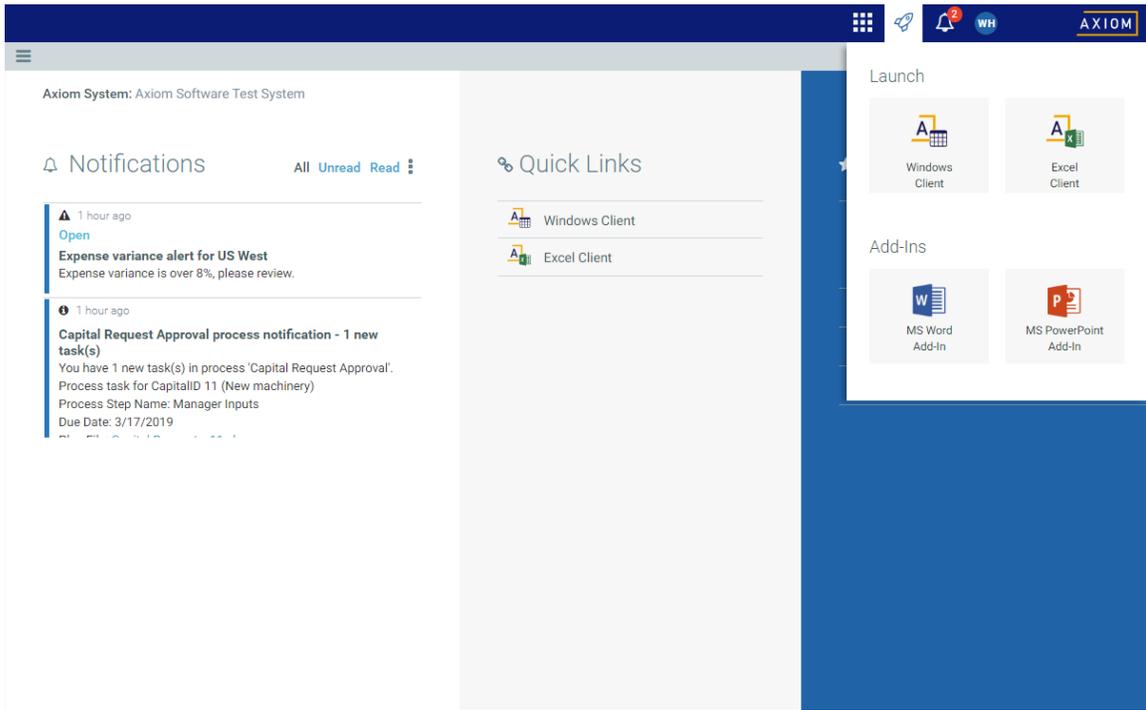
- From the **Start YRMO** drop-down, type the start year and month of the encounters.

- b. From the **End YRMO** drop-down, type the end year and month of the encounters.
- c. To process all of the definitions, select the **Process all Definitions** check box.

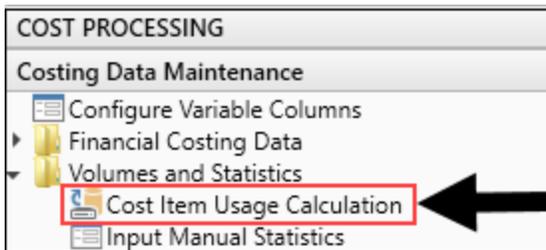
NOTE: Even though you may have only selected specific definitions from the list, this check box gives you the option to process all of the existing definitions instead of the ones you selected. To continue only processing those definitions you selected. Leave this check box blank, and click **Start**.

- d. Click **Start**.

- 6. At the top of the page, click the Quick Launch icon , and select the Windows or Excel Client.



- 7. In the **Cost Accounting Admin** task pane, in the **Costing Data Maintenance** section, click the **Volumes and Statistics** folder, and double-click **Cost Item Usage Calculation**.

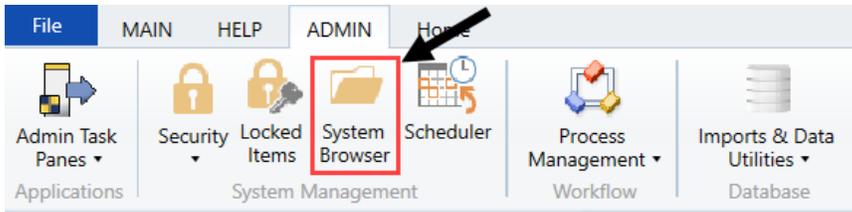


- 8. In the **Execute Import** dialog, click **Execute**.

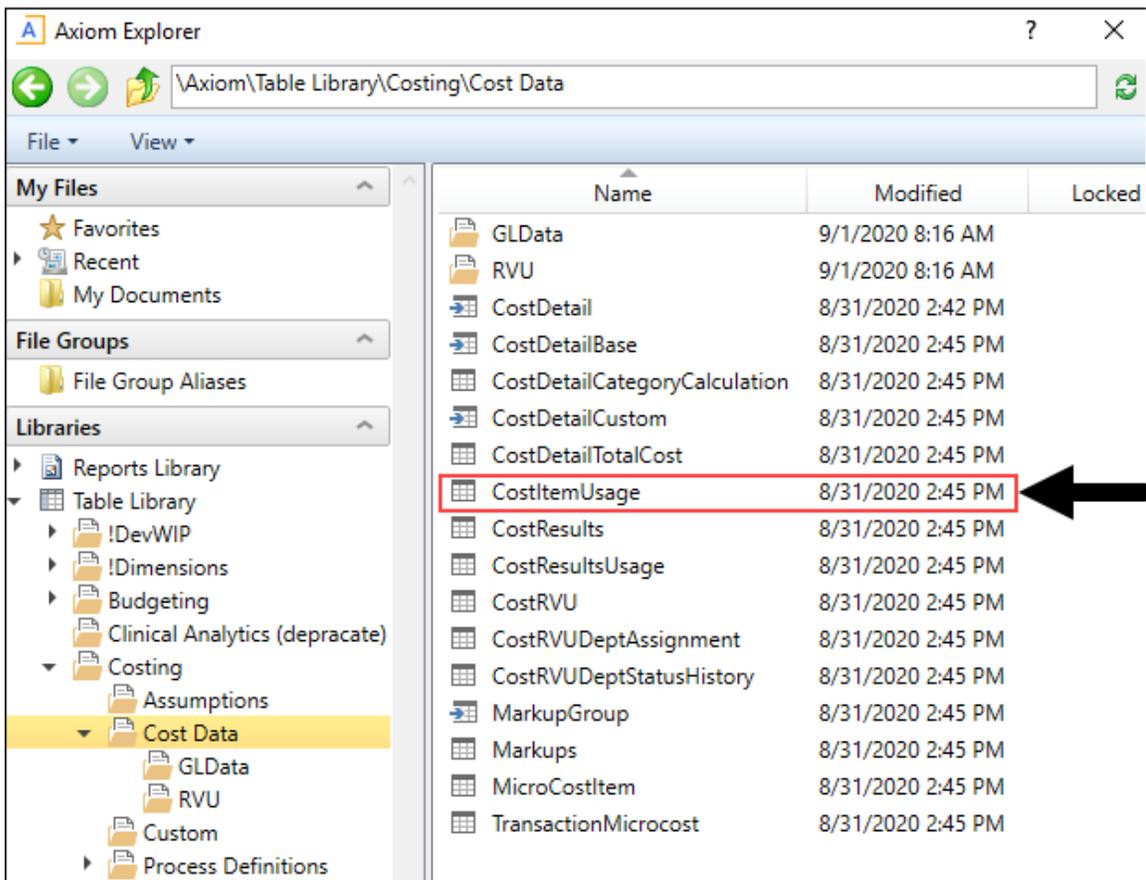
9. In the **Variables** dialog, enter the beginning and ending YRMO, and click **OK**.

TIP: If the system displays an error message after processing that references a field is not found, this means that the filter in the D2E definition references a table that does not look up to either the Encounter or CostDetail tables. To resolve the error, [edit the filter in the D2E definition](#).

10. After the job is complete, click **Close**.
11. In the **Admin** ribbon tab, click **System Browser**.



12. In the **Libraries** section of the System Browser, click the **Costing > Cost Data** folder, and double-click the **CostItemUsage** table.



- Filter the table to show the Direct to Encounter items. For example, filter CostItem using the following: '%I_D2E%'
- After the system returns the D2E records, change the Amount column to .01 on every record, and save the table.

Unique CostItem ID	Service Date YRMO	Posting Date YRMO	Provider detail	Quantity of items used	or Amount of Item Used	
CostItem	ServiceYRMO	PostYRMO	Provider	ItemType	Volume	Amount
I_D2E1009990001	201901	201901	NA	-	170891.00	0.01
I_D2E1009990001	201902	201902	NA	-	161207.00	0.01
I_D2E1009990001	201903	201903	NA	-	172549.00	0.01
I_D2E1009990001	201904	201904	NA	-	177795.00	0.01
I_D2E1009990001	201905	201905	NA	-	174923.00	0.01
I_D2E1009990001	201906	201906	NA	-	161356.00	0.01
I_D2E1009990001	201907	201907	NA	-	171383.00	0.01
I_D2E1009990001	201908	201908	NA	-	172647.00	0.01
I_D2E1009990001	201909	201909	NA	-	163695.00	0.01
I_D2E1009990001	201910	201910	NA	-	189464.00	0.01
I_D2E1009990001	201911	201911	NA	-	170163.00	0.01
I_D2E1009990001	201912	201912	NA	-	172640.00	0.01

- When you are ready, create the RVUs for the items. You can create the RVUs in an Excel workbook, following the format of the CostRVU table.

String 30	Integer	Integer 32	String 50	String 50	String 15	Numeric
Unique CostItem Identifier	Department for the CostItem RVU	Ending Effective YRMO of each row	Providers where RVU is applied	Type of CostItems where RVUs are applied	COSTPOOL where RVU is used	Relative value unit
COSTITEM	DEPT	YRMO	Provider	ItemType	COSTPOOL	RVU

TIP: Best practice is to create an RVU for every item, every CostCategory.

You can either copy and paste into the CostRVU table or create an import. When complete, the table should look similar to the following:

COSTITEM	DEPT	YRMO	Provider	ItemType	COSTPOOL	RVU	
I_D2E1009990001		1601	201912	_	NA	RNSal	1.00
I_D2E1009990001		1601	201912	_	NA	TechSal	1.00
I_D2E1009990001		1601	201912	_	NA	OthSal	1.00
I_D2E1009990001		1601	201912	_	NA	Implant	1.00
I_D2E1009990001		1601	201912	_	NA	Drug	1.00
I_D2E1009990001		1601	201912	_	NA	MedSup	1.00
I_D2E1009990001		1601	201912	_	NA	Other	1.00
I_D2E1009990001		1601	201912	_	NA	Indirect	1.00

- Continue with [Calculate unit costs for D2E](#).

Calculate unit costs for Direct to Encounter

To calculate unit costs for Direct to Encounter:

1. Complete the steps in [Processing Direct to Encounter](#).
2. Run the [RVU Method Assignment](#) utility to create the RVU assignments in the Method Definition table. This writes the records that the system will use when calculating unit costs in the next step.
3. Run the [Unit Cost Calculations](#) utility. The unit cost for D2E items processes normally during the RVU cost calculations. Select the appropriate cost set, ensure that the RVU cost method is selected, and click **Run Now**.
4. At the completion of the job, review the Unit Cost report, and run all the Recon reports to ensure all cost has processed. Proceed with your organization's normal routine.

Using the Microcost method

Microcost is a costing method applied to cost items for selected cost categories where the vendor acquisition cost per unit is used as the unit cost. This costing method is used in situations where a supply item has a known cost that can be assigned, such as when using a single vendor and a contract price is negotiated for an extended period of time. Cost items that belong to the following cost categories are likely candidates to assign as Microcost:

- Medical supplies
- Implants
- Pharmaceuticals

Update the acquisition cost of cost items, as needed. As fiscal months close (or quarters, depending on how often you process costs), review the new cost items used during that month's or quarter's service date range. You will need to evaluate new cost items to determine the most appropriate costing method assignment that reflects the information available (RVU, RCC, Microcost, and Reverse Markup).

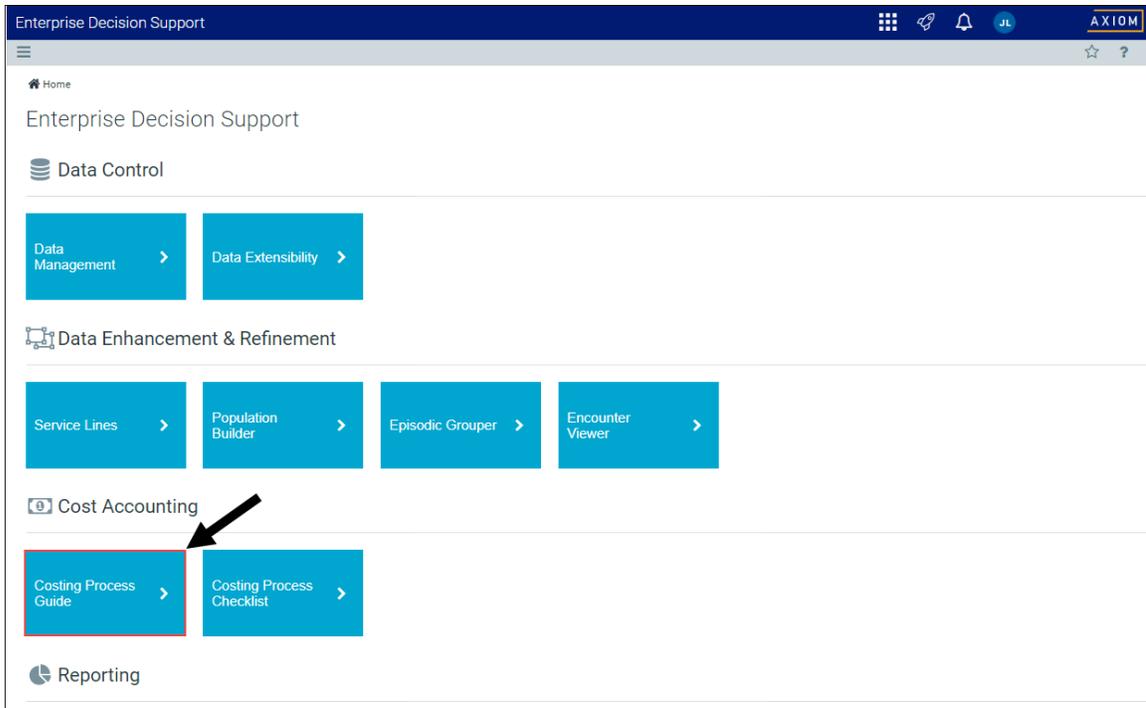
The per-unit cost imported into the Microcost Item table is expected to be an average for the month imported.

Prerequisite: Before you begin this process, make sure you review your chart of accounts, and map them to cost categories as well as map the cost categories to cost pools. For each cost pool, look at the cost items, and assign a method to each.

The Microcost method only assigns cost to cost items if the vendor cost is loaded into the Microcost table.

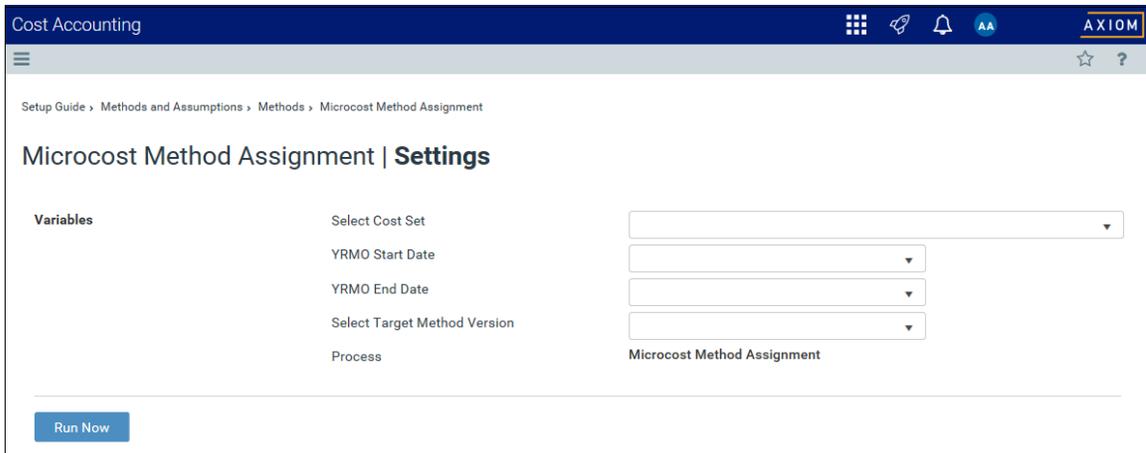
To assign the Microcost method:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Cost Process Guide > Methods and Assumptions > Methods > Microcost Method Assignment**.



2. From the **Select Cost Set** drop-down, select the cost set in which to assign the method.

NOTE: The system defaults to the currently active cost set.



3. From the **YRMO Start Date** drop-down, select the starting year and month.
4. From the **YRMO End Date** drop-down, select the ending year and month.
5. From the **Select Target Method Version** drop-down, select the version number to use for the method definition table.
6. Click **Run Now**.

The system schedules a job to run the import.

TIP: After you run the method assignment, the system displays a separate tab that displays the status of the assignment tasks, including the result, the time the job was started, how long it lasted, and the user that ran the job. For more information, see [Viewing scheduled job results](#).

Using the Transaction Cost method

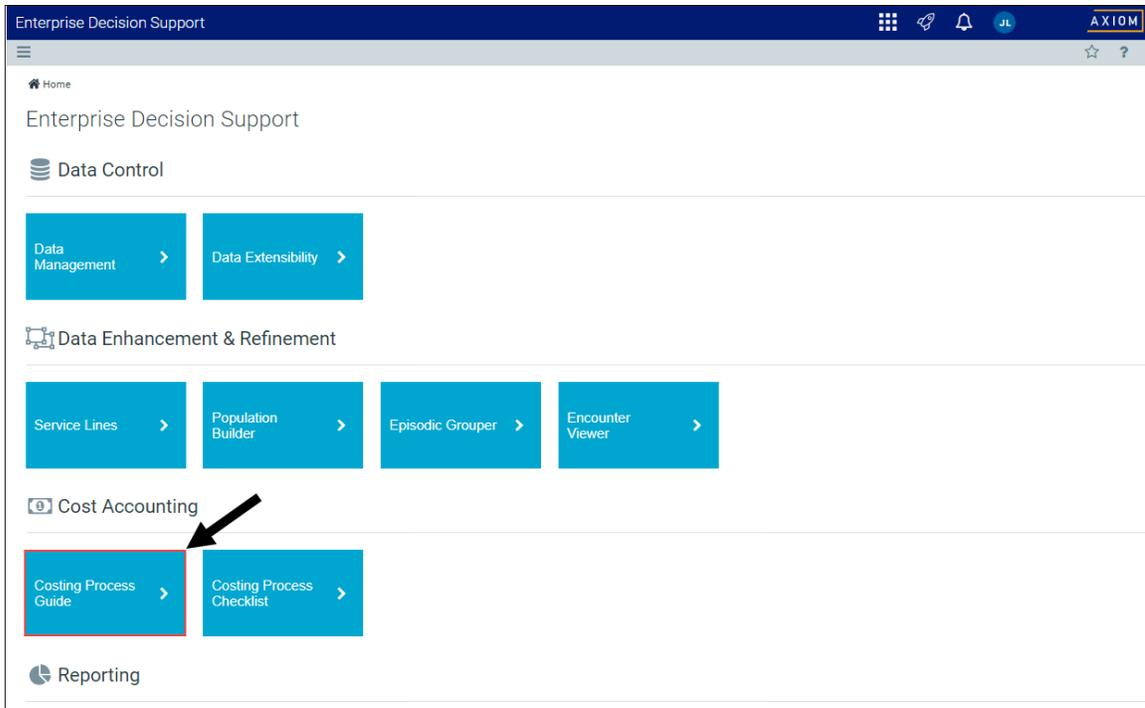
The Transaction Cost method uses the exact acquisition cost for the encounter transaction. Typically used for high-cost drugs and devices, this method applies a unique cost to each encounter. This is true even when multiple encounters use the same cost item.

For example, let's say two patients need a knee replacement, which is an implant. Patient A is a taller individual that needs a different implant type versus Patient B, who is smaller. The implant for Patient A costs the hospital \$16,000 while the implant for Patient B costs \$8,000. Each patient's bill will include the cost of the implant using the same charge code, however, the implant for Patient A costs significantly more. In transaction costing, the actual \$16,000 will show up as the cost of the charge code for Patient A, but for Patient B the cost will be \$8,000. The difference is the transaction specific to Patient A and the transaction specific to Patient B.

To assist with assigning many methods to a large number of cost items, similar to RVU and Microcost, you can use the Transaction Cost Method Assignment page to update the cost item method.

To assign the Transaction Cost method:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Cost Process Guide > Methods and Assumptions > Methods > Transaction Cost Method Assignment**.



2. From the **Select Cost Set** drop-down, select the cost set in which to assign the method.

NOTE: The system defaults to the currently active cost set.

3. From the **YRMO Start Date** drop-down, select the starting year and month.
4. From the **YRMO End Date** drop-down, select the ending year and month.
5. From the **Select Target Method Version** drop-down, select the version number to use for the method definition table.
6. Click **Run Now**.

The system schedules a job to run the import.

TIP: After you run the method assignment, the system displays a separate tab that displays the status of the assignment tasks, including the result, the time the job was started, how long it lasted, and the user that ran the job. For more information, see [Viewing scheduled job results](#).

Managing Cost Sets

A cost set includes the attributes for each cost item in terms of the range of service dates, the costing period, the method definition version, and RVUs used when calculating costs. This simplifies the costing process as the cost set information can then be used across unit cost calculations.

A cost set defines:

- The expenses from your GL to spread
- The service dates that cover the cost items
- The definition set to use.
- The set of RVU values to use for those items marked as RVUs

All of these generate parameters generate a specific set of unit costs, and if you change any of the parameters above, the system will generate a different unit cost. For example, if you add a month to your service dates, your costs could change dramatically. However, if you change the method definition, your unit costs may change more subtly because you're changing the method in which your organization receives costs. While most costs will remain the same, some will change. So for the same time period, the total cost will stay the same for the organization, but which cost items get how much cost will change. The same idea applies to RVUs. If you pick a different RVU to apply to the cost set, then different cost items will get a different proportion of the cost relative to the other RVU items.

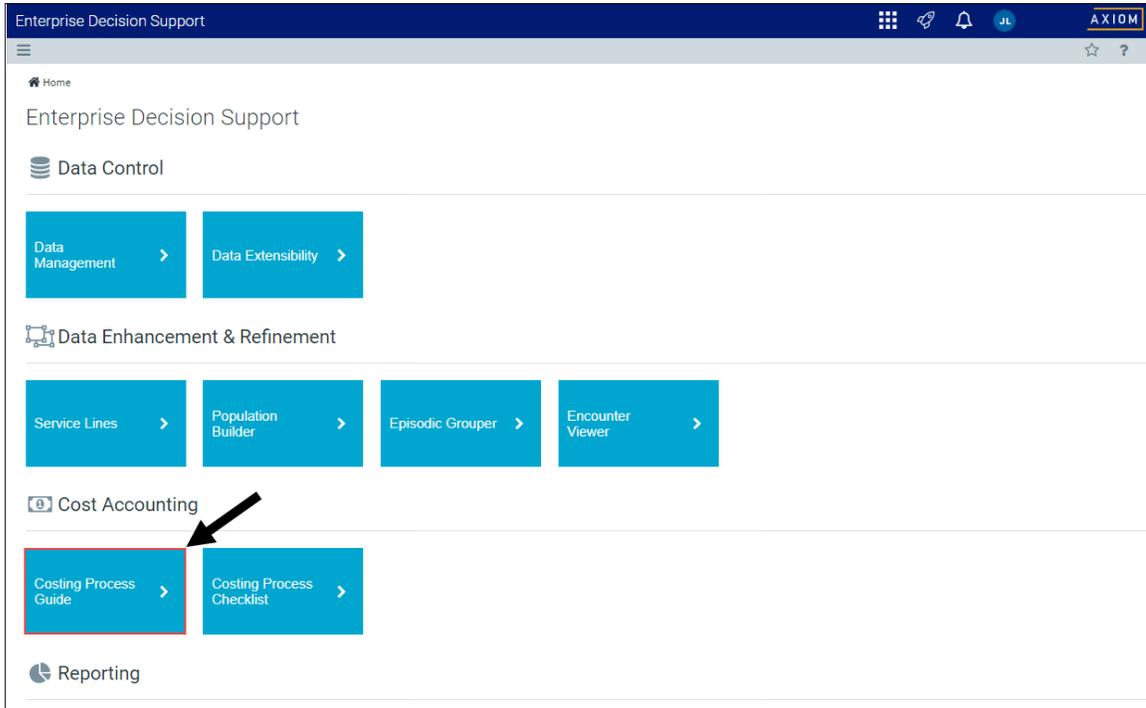
You can create different variations of costs, which you can then choose when processing the unit costs to assign to the patients. Let's say at the beginning of each year, you define a cost set for each quarter, for example 2018QTR1, 2018QTR2, and so on. Then, as needed, you can create multiple cost set iterations for the same time period but using different parameters. For example, 2018QTR1A, 2018QTR1B, and so on. When you calculate and assign the unit cost to patients, you can then select the cost set you want to use.

Adding or editing a cost set

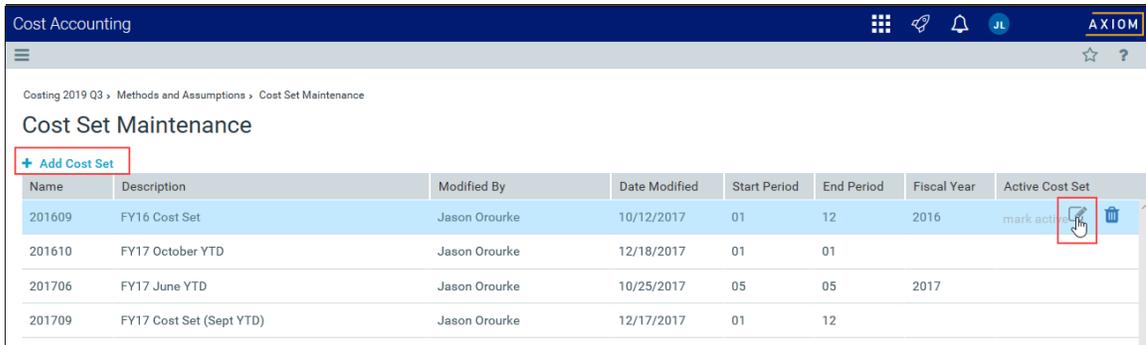
NOTE: Once a cost set has been processed, the ability to edit the fields is restricted.

To add or edit a cost set:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Methods and Assumptions > Cost Set Maintenance**.



2. On the **Cost Set Maintenance** page, do any of the following:
 - To add, click + **Add Cost Set**.
 - To edit, click the cost set to highlight it, and click the notepad icon .



3. In the **Add/Edit Allocation Rule** dialog, complete the following:

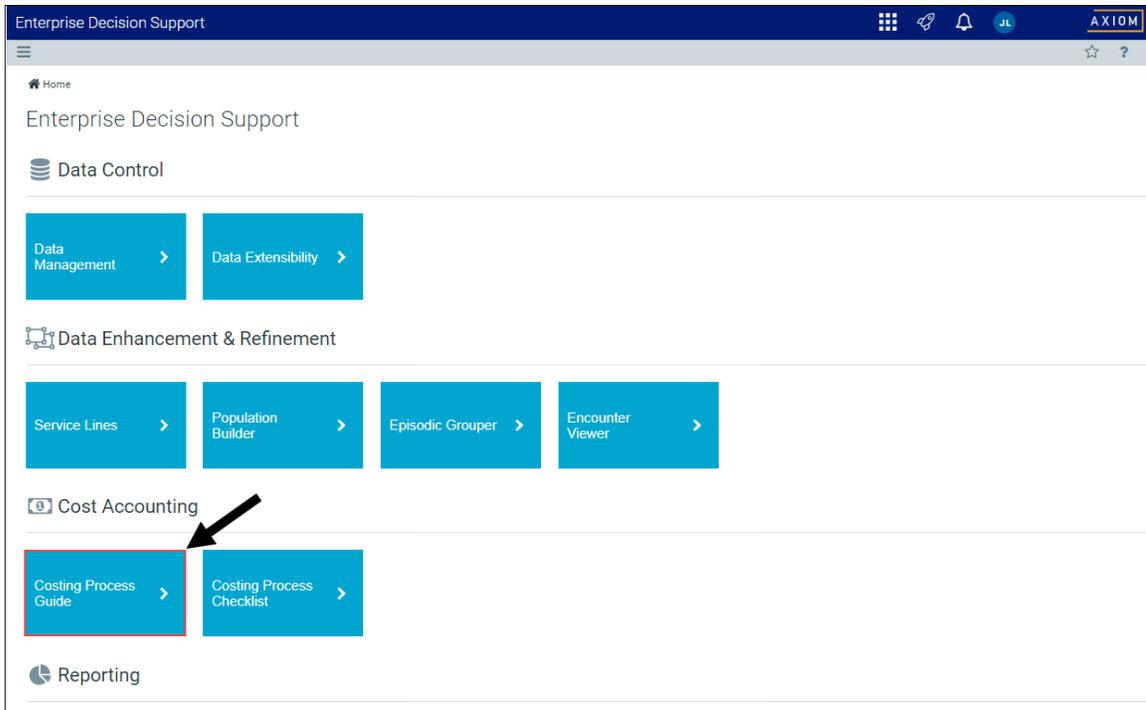
Field	Description
Name	A name for the cost set. TIP: Use a naming convention that is meaningful to your organization, such as "2018QTR1".
Description	A longer description for the cost set. TIP: An example description would be "2018QTR1, Version A. Using method definitions from 2019".
Fiscal Year	Select the fiscal year in which to designate the cost items you want to spread.
Start Period	Select the start date of the cost items to include in the cost set.
End Period	Select the end date of the cost items to include in the cost set.
General Ledger Table	Displays the General Ledger table in which the cost items are derived.
Beginning Service Date	Displays the beginning service date in which the costs are derived.
Ending Service Date	Displays the ending service date in which the costs are derived.
Version of Method Definitions to Use	Select the version method definition to use for the cost set.
Version of RVUs to Use	Select the RVU version to use for the cost set.

4. After you finish making changes, click **Save**.

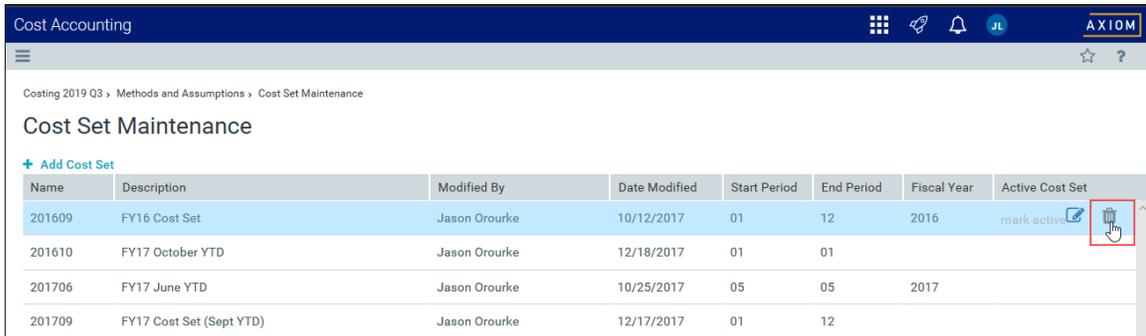
Deleting a cost set

To delete a cost set:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Methods and Assumptions > Cost Set Maintenance**.



2. On the **Cost Set Maintenance** page, hover your mouse over the definition to highlight it, and click the trash bin icon.



3. At the **Confirm Delete Cost Set** prompt, click OK.

Understanding Calculating and Assigning Cost Items

The calculation of unit costs consists of two general categories:

- Direct assignment or calculation of costs based on detailed charge or cost data.
- The allocation of costs based on a spread methodology using a statistic or other basis.

Unit cost calculations need to be processed in a specific order, with direct assignment methods processed prior to the allocation type of methods. Additionally, the relative cost unit method needs to be processed last, as it relies on the results from other methods to calculate the costs.

► Direct Assignment calculation

The following table describes the Direct Assignment methodologies supported for unit cost calculation:

Method	Description
Transaction Microcost	Sometimes referred to as Acquisition or Direct Costing. Transaction Microcost simply means that you can use the cost information that is often available in a patient care system directly in the costing process. You need to extract the data from the source system, which may include a surgical or operating room system, pharmacy system, and so on.
Microcost	Sometimes referred to as Standard Costing. Microcost simply means that you can associate a known cost value directly with the cost item. A Microcost table stores and assigns the cost to the encounter cost-detail level when processing this method. The Microcost method is often used for supply items or other directly contracted service, such as a reference lab fee for a send-out test.
Reverse Markup	A useful method to use to estimate the cost of an item when a chargeable item's price is generated based on a markup table and when the specific cost may not be known using a Microcost method. This method is only available for chargeable items with the actual per-unit charge available in the Cost Detail transaction data.

Important: The Direct Assignment methods listed above can produce results that do not align with your GL dollars. If there are no remaining cost items to allocate costs to in the cost category that you have assigned costs to, then a variance to the GL occurs. There are three ways to handle a variance:

1. Use an allocation method to spread a variance to any remaining cost items for the department for the cost pools.
2. Use a reclass to move any remaining dollars in the department in the cost pool to a new cost pool, and spread them to a selection of cost items in the department.
3. Ignore the variance and leave it as a variance.

► Spread calculation

The following table describes the Spread methodologies supported for unit cost calculation:

Method	Description
Relative Value Units (RVU)	An allocation method that depends on a unit of relative value to determine the items that should receive more cost than others.
Provider RVU	An allocation method that uses a relative value unit (RVU) but enables you to allocate provider expenses (generally salaries) directly to his or her patients. This is a process that requires general ledger costs so that accounts are associated with individual providers.
Ratio of Cost to Charges (RCC) Allocations	Widely used to allocate costs according to the price or charge for the item.
Relative Cost Unit (RCU) Allocations	A Syntellis term used to denote the ability to map previously calculated cost values as a means of spreading costs without the need to define and load them as an RVU.

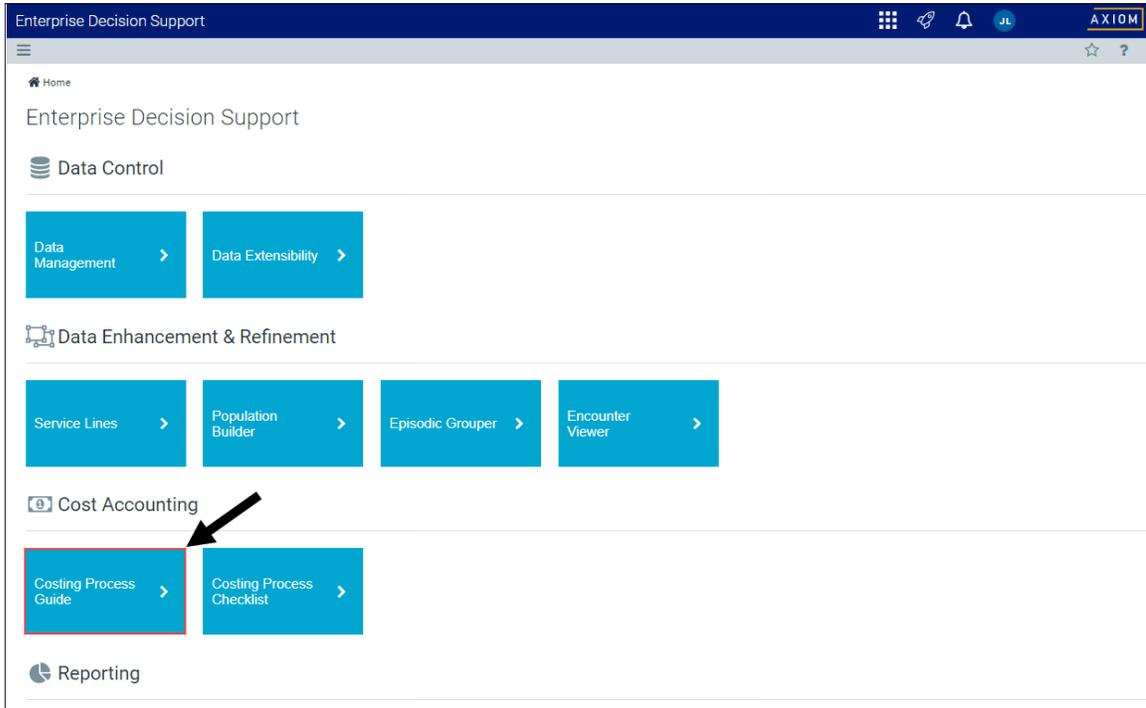
IMPORTANT: When using more than one method per cost center or department per cost category, it is important to process these methods in the order indicated above. This ensures that the allocation methods are used last after more specific methods have been processed. More than one method per department is made possible by using an offset methodology within each method. An offset methodology refers to the creation of pseudo-accounts in the CGL that captures the results of a calculation, and then provides the remaining dollars to be processed by a subsequent costing process.

Processing advanced cost methods

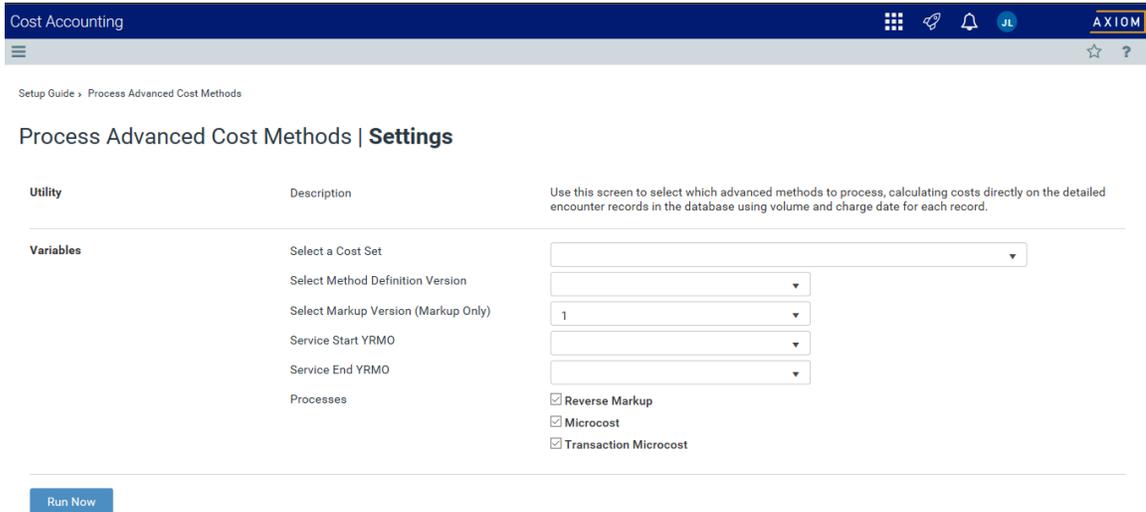
This page allows you to process advanced cost methods, such as Transaction Microcosts, Microcost, and/or Reverse Markup costing methods and post the results to the CDCC table.

To process advanced cost methods:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Process Advanced Cost Methods**.



2. From the **Select a Cost Set** drop-down, select a cost set.



3. From the **Select a Method Definition Version** drop-down, select a method definition version to process.
4. From the **Select Markup Version (Markup Only)** drop-down, select a markup version to process.
5. From the **Service Start YRMO** drop-down, select the YRMO start date.

6. From the **Service End YRMO** drop-down, select the YRMO end date.
7. In the **Processes** area, select the processes to run.
8. Click **Run Now**.
9. In the Information dialog, click **OK**.

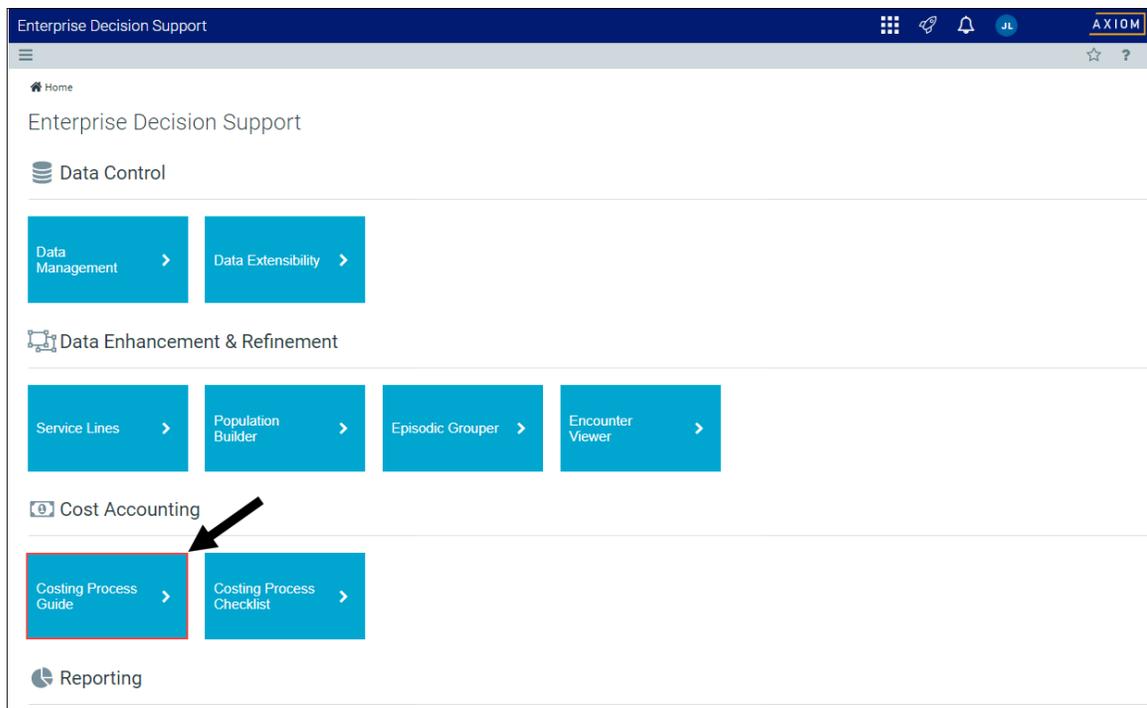
To view the status of the processes, see [Viewing scheduled job results](#).

Calculating unit costs by method

The system uses the method assigned to each cost item for each cost pool to determine which cost calculations to perform to obtain the total cost per cost item. The Unit Cost Calculations page allows you to calculate all unit costs based on GL allocations for a cost set and reconcile the results.

To calculate unit costs:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Unit Cost Calculations**.



2. From the **Select a Cost Set** drop-down, select a cost set to calculate.
3. In the **Select Cost Methods** section, select one or more cost methods to use to calculate the cost items.

NOTE: If the method you want to use does not display, you need to go to the [System Configuration](#) page to select the method.

4. Click **Run Now**.

Assigning unit costs to cost items

This section focuses on moving or assigning calculated costing results from the Cost Results table to cost detail and encounter-based records.

After [calculating unit costs](#), you run the following processes to place the unit cost values into tables for reporting used for reconciliation purposes:

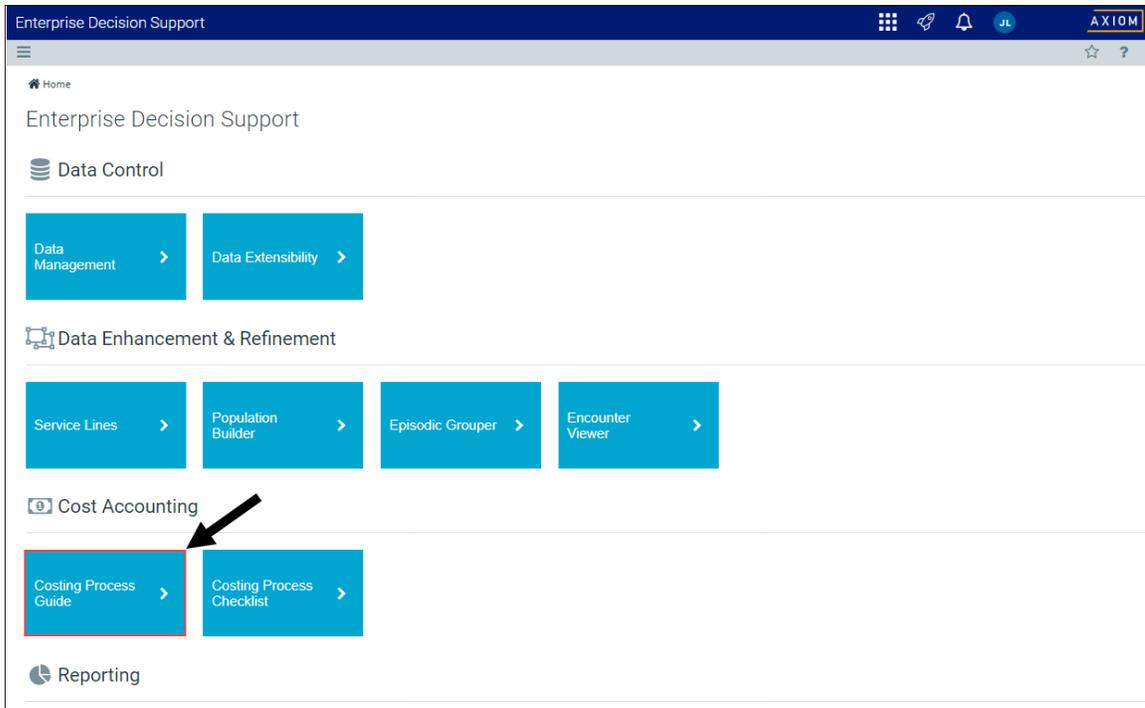
1. Apply results to the Cost Detail Category Calculation table
 2. Summarize the Cost Detail Category Calculation results
 3. Refresh the Department Utilization Summary tables
1. [Apply results to the Cost Detail Category Calculation table](#)
 2. [Summarize the Cost Detail Category Calculation results](#)
 3. [Refresh the Department Utilization Summary tables](#)

Applying results to the Cost Detail Category Calculation table

Assigning Cost Item unit level results at the Cost Category level to CostDetail table includes a step to the CostDetailCategoryCalculation, which is at the encounter and transaction level, using a Compound Key of EncounterSeq and TransactionID.

To apply results to the Cost Detail Category Calculation table:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, **Costing Process Guide > Cost Assignments > Results to Cost Detail Category**.



2. In the **Variables** section, the default options are already set by default based on your active cost set. In most cases, you do not need to change these options.

NOTE: The YRMO dates are constrained to the cost set selected in the **Select Cost Set** drop-down.

3. Click **Run Now**.

To view the status of the processes, see [Viewing scheduled job results](#).

Summarizing the Cost Detail Category Calculation results

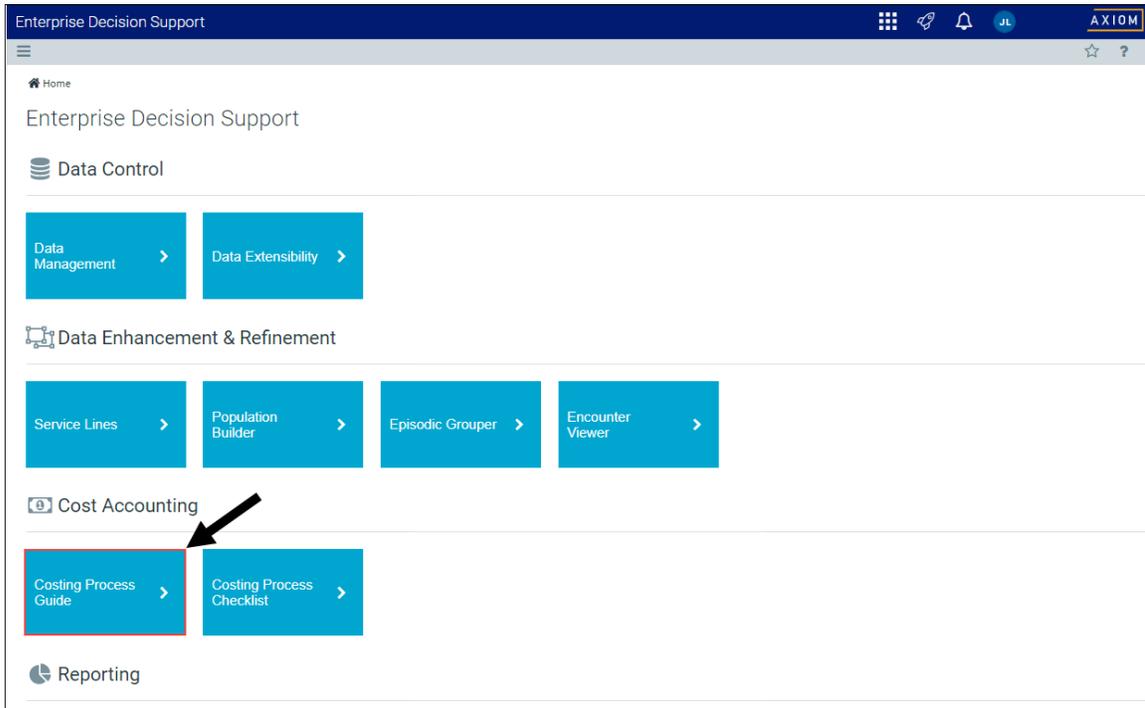
Use this job to run the following tasks:

- **Sums cost detail category to cost detail totals** - The Cost Detail Category Cost information is summarized to the CostDetail table, which does not store cost-category level costs. The CostDetail table cost information is limited to calculated fields (e.g., subtotals for Direct and Indirect as well as totals).
- **Sums cost detail totals to encounters** - The encounter detail cost category results are summarized to the Encounter, which does not store cost category-level costs. The encounter cost information is limited to the calculated subtotal and total costs, such as Fixed Direct, Variable Direct, Total Direct, and so on.

- **Sums cost detail category to encounter detail** - The Cost Category/Cost Item transaction-level results from [Applying results to the Cost Detail Category Calculation table](#) are summarized to a second table in this process, EncounterDetailCategoryCalculation. This table stores category level cost information at the encounter level.

To summarize the Cost Detail Category Calculation results:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Cost Assignments > Summarize Cost Detail Categories**.



2. In the **Variables** section, the default options are already set by default based on your active cost set. In most cases, you do not need to change these options.

NOTE: The YRMO dates are constrained to the cost set selected in the **Select Cost Set** dropdown.

3. Click **Run Now**.

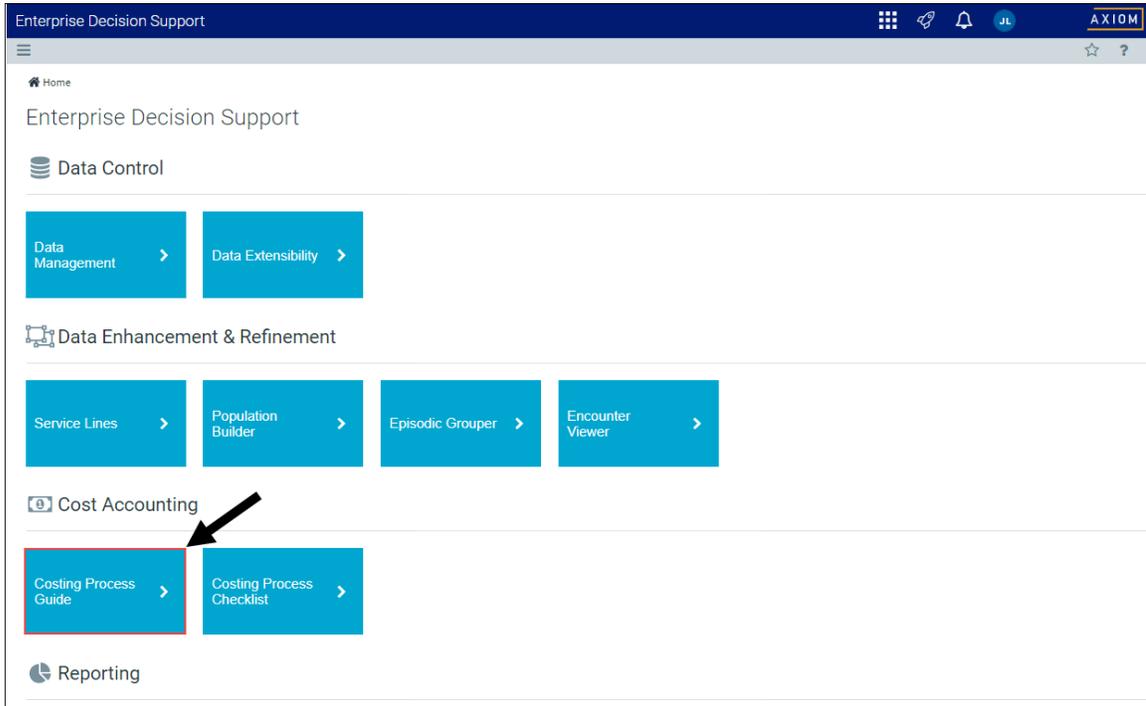
To view the status of the processes, see [Viewing scheduled job results](#).

Refreshing the Department Utilization Summary table

The Department Utilization Summary table is simply a pivot table version of the CDCC to provide easier reporting.

To apply results to the Cost Detail Category Calculation table:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Cost Assignments > Department Utilization Summary**.



2. In the **Variables** section, the default options are already set by default based on your active cost set. In most cases, you do not need to change these options.

NOTE: The YRMO dates are constrained to the cost set selected in the **Select Cost Set** drop-down.

3. Click **Run Now**.

To view the status of the processes, see [Viewing scheduled job results](#).

Working with Markup Groups

Markups are generally applied to supply items that have a variable cost to them based on the time and type of purchase. For example, all pacemakers may use the same cost item number, but the prices can vary by tens of thousands of dollars based on type and manufacturer as well as any purchasing agreements in place. Instead of a fixed charge, your organization uses a markup from the base cost to price the item in a way that ensures that they do not lose money on a consumable item.

The amount or percentage an item is marked up is determined using a markup table (referred to as a markup group in Axiom Enterprise Decision Support). There are two methods you can use to apply markups: percentage or multiplier.

NOTE: Refer to your organization to determine which one to use when defining markups.

In Axiom Enterprise Decision Support, a markup group consists of multiple pricing tiers, with each tier encompassing a price range and a markup percentage or multiplier that is added to the items in that price range. In the following example, a Supply markup group includes ten tiers that uses a percentage markup type, so items from \$.01 to \$100 are charged a 20% markup, \$100.01 to \$200 are charged a 30% markup and so on.

Tier Level	Range Minimum	Range Maximum	Markup Factor	+ Fixed Amount
1	0.01	100.00	20%	
2	100.01	200.00	30%	
3	200.01	300.00	40%	
4	300.01	400.00	20%	
5	400.01	500.00	30%	
6	500.01	600.00	50%	
7	600.01	700.00	60%	
8	700.01	800.00	54%	
9	800.01	900.00	55%	
10	900.01	1000.00	66%	

▶ Reverse Markup method and unit costs

When using the Reverse Markup method, unit costs are calculated by taking the price of an item and marking it down based on the original markup percentage or multiplier defined in the markup group in which the item falls. Basically, you are reverse engineering the current price to determine the unit cost.

To illustrate the math, consider the following example:

- A \$1,000 item falls into a tier that carries a 4.0 multiplier (some refer to this a 400% markup, please verify for your specific organization) from the base cost.
- The markdown rate would be: $1 / 400\% \rightarrow 1 / 4.00 \rightarrow 1/4 \rightarrow .25$
- The original cost of the item would then be computed as: $\$1,000 * .25 = \250
- You can check this by reapplying the markup rate: $\$250 * \text{Multiplier} \rightarrow \$250 * 4.0 = \$1,000$

NOTE: Please check with your Syntellis Implementation Consultant or with Syntellis Customer Success for any questions about the computation of markup percentages or the differences between a markup percentage and a markup multiplier.

The Reverse Markup assignment results in either a remainder or an overage of dollars (or negative dollars) that is applied during the next methods based on methods assigned to other cost items. If no other methods are assigned or no other cost items are remaining, the balance is left on the GL as a variance. Each Cost Category could have its own markup table, which you should assign to the corresponding departments and cost categories.

To maintain markup groups for departments, do the following:

- Identify the cost items, cost pools, or entity/department combinations that you will assign to use the Reverse Markup costing method.
- Determine with department leaders and the Supply/Materials Management department the most appropriate costing method for medical supplies, implants, and pharmaceuticals.
- Obtain the markup tables from the CDM department. Departments that would commonly use a markup table would be Surgery, Cardiac Cath Lab, Ambulatory Surgery Centers, and the Pharmacy. Also consider Cost Items within departments that use large amounts of medical supplies, implants, or pharmaceuticals.

▶ Markup group versions

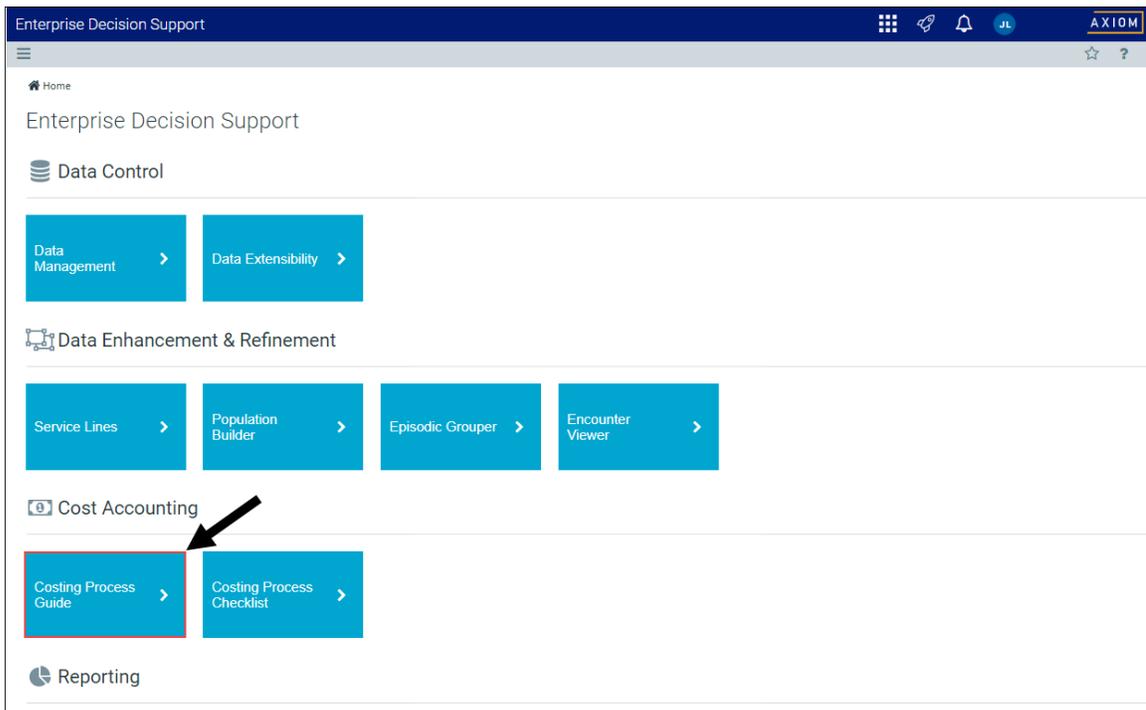
Axiom Enterprise Decision Support allows you to create a version of your markup groups as market conditions change. Each version includes all markup groups. You can then keep your markup tiers current without losing your historical settings should you ever need to rerun costing for a prior period of time. This allows you to update your tier structures without needing to update your Method Definition table version.

Adding or editing a markup group definition

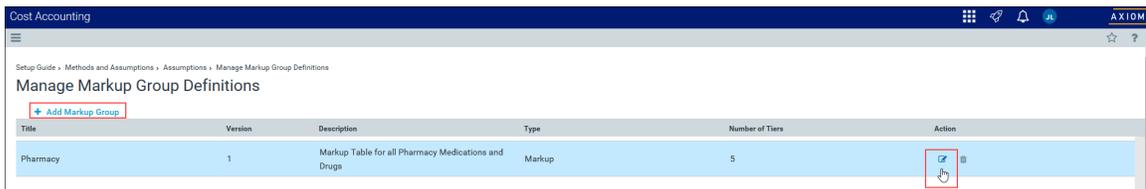
The Markup Group Definition page provides a centralized location to add, edit, and delete markup groups (previously referred to as markup tables) that are used to reverse engineer the original cost of an item based on the markup percentages or multiplier applied by your organization's purchasing department.

To add or edit a markup group definition:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Methods and Assumptions > Assumptions > Manage Markup Group Definitions**.



2. Do one of the following:
 - To add, click **+ Add Markup Group** in the top right corner of the page.
 - To edit, click the definition to highlight it, and click the notepad icon .



3. In the **Add/Edit Markup Group Definition** dialog, complete the following:

Field	Description
Title	Type the title for the definition.
Description	Type the details for the definition.
Choose Markup Type	<p>Select one of the following:</p> <ul style="list-style-type: none"> • Markup - Apply markup amounts based on percentage and/or a fixed amount. • Multiplier - Apply markup amounts using a multiplying factor. <p>NOTE: This option only displays when you create a new markup group. When you edit an existing markup group, the window displays the markup type.</p>
Tier Level	Displays the tier level number.
Range Minimum	<p>Displays the minimum amount the item must meet to qualify for the tier level.</p> <p>TIP: This amount is determined by the amount entered in the Range Maximum column from the preceding tier row. For example, if you enter 299.99 in Tier 2, the Range Minimum would display 300 for Tier 3.</p>
Range Maximum	Type the maximum amount to define the tier price range.
Markup Factor	Type the percentage or multiplier markup to apply to the items that fall within the tier price range.
+ Fixed Amount	Type an amount to add in addition to the percentage or multiplier markup. This is an optional step.

4. Do any of the following, as needed:

- To add more tiers, click + **Add Tier** at the bottom of the list.
- To delete a tier row, click the row to highlight it, and then click the trash bin icon  in the **Action** column. At the **Delete Markup Tier** prompt, click **OK**.

Edit Markup Group Definition | Pharmacy

Title
Pharmacy

Description
Markup Table for all Pharmacy Medications and Drugs

Markup Type: Markup

Tier Level	Range Minimum	Range Maximum	Markup Factor	+ Fixed Amount	Action
1	0.01	100	400 %	\$0.00	
2	100.01	500	300 %	\$0.00	
3	500.01	1000	200 %	\$0.00	
4	1000.01	5000	150 %	\$0.00	
5	5000.01	999999999999	110 %	\$0.00	

[+ Add Tier](#)

[Save](#) [Cancel](#)

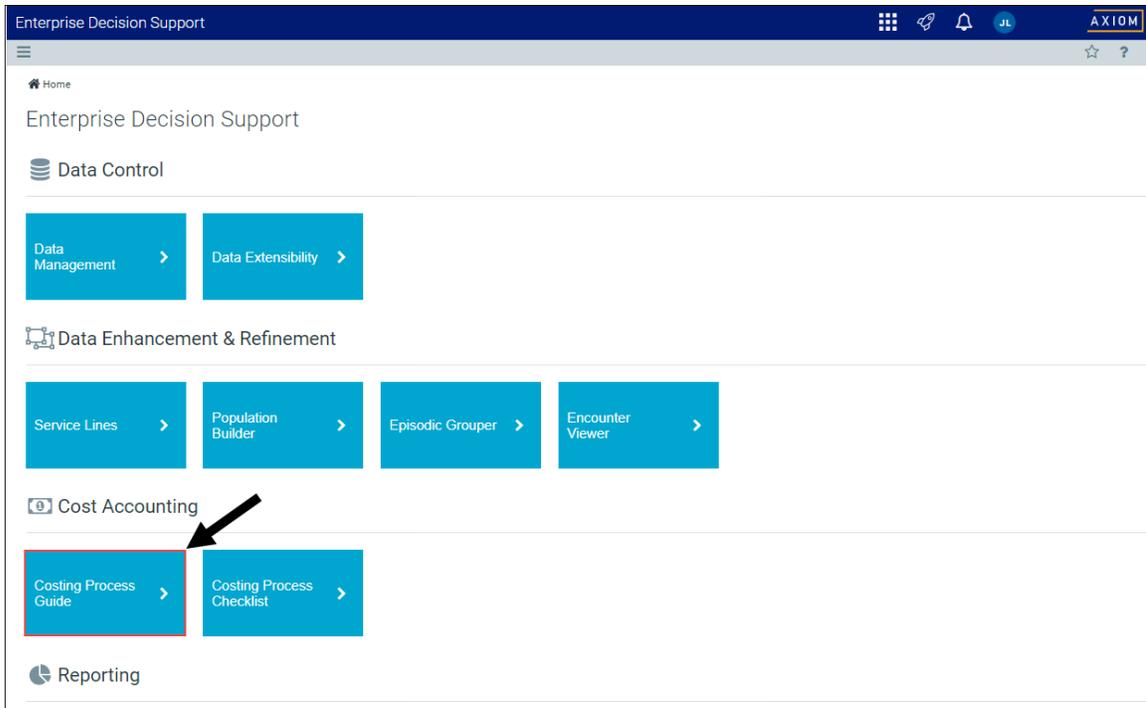
5. After making your changes, click **Save**.

Deleting a markup group

IMPORTANT: When deleting a markup group definition, the system deletes all of its versions. Once deleted, it cannot be retrieved.

To delete a markup group:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Methods and Assumptions > Assumptions > Manage Markup Group Definitions**.



2. Click the markup group to highlight it, and click the trash bin icon .



3. At the **Delete this Definition?** prompt, click OK.



Managing Overhead Allocations

Overhead allocation definitions in Axiom Enterprise Decision Support are used to define the rules and order in which to move overhead expenses from support departments (Security, IT, Utilities, etc.) to revenue-producing departments (usually In Patient departments).

The Axiom system uses the Step Down method, which allocates costs from one department to other departments using a sequential process. When setting up the allocation sequence, we recommend allocating costs starting with the most (based on count) supported departments and working your way down to the fewest supported departments. Keep in mind that this may not always correlate to the departments with the highest cost. For example, if an overhead Administration department holds \$500,000 in C-level salaries, you may want to allocate this first since Administration supports the entire system. On the other hand, a grouping of clinical support departments may hold \$1 million in cost, but since they would support a more limited amount of departments (clinical only), you would allocate the cost after the Administration department.

TIP: Your Syntellis Implementation Consultant can help you set up the allocation definition run order.

You manage the allocation definitions and run order in the Allocation Definitions page. From this page, you can add, edit, and delete definitions as well as reorder the sequence of the definitions. This page also allows you to validate that definitions do not violate the rules of other definitions. For example, you may accidentally set up a definition that allocates to the same department twice. In this case, the system would display a validation error.

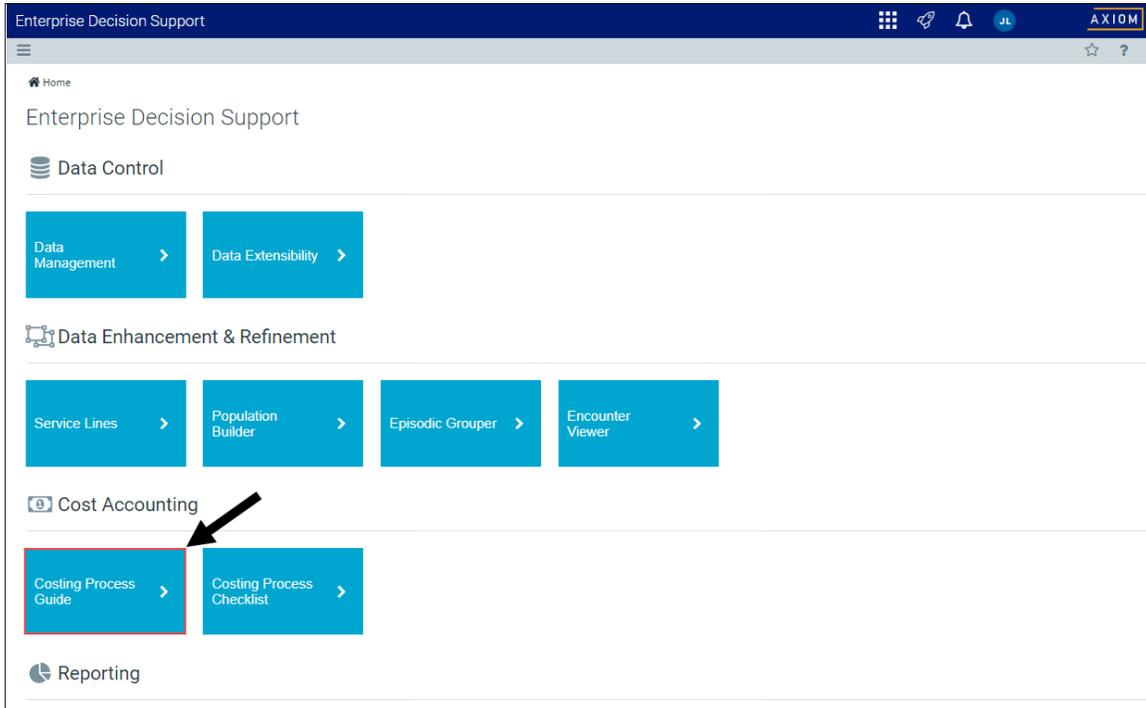
Adding, editing, or cloning overhead allocation definitions

The Allocation Definitions page allows you to view and configure overhead allocation definitions, including setting the order you want the system to process them, and how you want the dollars to be allocated. You can create a new definition by cloning an existing definition and editing it.

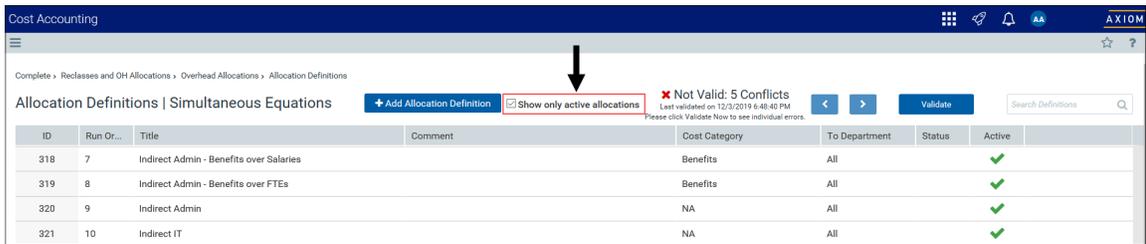
TIP: Make sure to maintain your overhead allocation definitions on a regular basis as departments, accounts, statistics, and so on are updated in your organization.

To add or edit an overhead allocation definition:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Overhead Allocations**.



2. To show or hide inactive definitions in the list, click the **Show only active definitions** check box at the top of the page. If you unselect the check box, the table displays the inactive definitions shaded in yellow. Only active definitions include a check mark in the **Active** column.



3. Do any of the following:
 - To add a definition, do one of the following:
 - If you are not yet sure in what order to place the new definition, click **Add Allocation Definition** at the top of the page. The system places the definition to the bottom of the list of active definitions.
 - If you know where to place the new definition in the list, select a definition to highlight it, and click the plus **+** icon. The system places the definition after the existing definition.

- To edit a definition, select the definition to highlight it, and click the notepad  icon.
 - To clone a definition, select the definition to highlight it, and click the notepad  icon. In the **Edit Allocation Definition** dialog, click **Clone** in the bottom left corner.
4. In the **Add Reclass Definition** dialog, select the type of reclass to add.
 5. In the **Add/Edit Allocation Rule** dialog, complete the following:

NOTE: The options available will vary slightly depending on the type of reclass you are adding.

Edit Allocation Definition | Indirect Admin - Benefits over Salaries ☑ ☰ ? ✕

Title
Indirect Admin - Benefits over Salaries

Comment
Indirect Admin - Benefits over Salaries

Select Entity All Entities

Use Source Cost Categories No

Cost Category IndLabor

1 From Departments 

200063220 - Environmental Services Tig...
200063240 - Environmental Services Pr...

and Accounts 

ACCT.Type = 'Expense' AND
ACCT.ACCT NOT IN (911000,
911005, 911010, 911255, 911260)

2 Allocate Based On 

ACCT.FSSummary = 'E_Salaries'

3 To Departments 

All Departments
 Select Department(s)
DEPT.ENTITY =9000

ALLOCATION OFFSET ACCOUNT: 913000000110

ALLOCATED ACCOUNT: 910000000110

Field	Description
Title	Title of the definition.
Comment	Details of the definition.
Select Entity	Select the entity in which to allocate dollars from. TIP: The entity you select determines the departments and accounts you choose from further along in the utility.

Field	Description
Use Source Cost Categories	<p>Do one of the following:</p> <ul style="list-style-type: none"> To assign the definition to all cost categories, click the toggle to Yes. To assign the definition to a specific cost category, click the toggle to No.
Cost Category	<p>If you set the Use Source Cost Categories toggle to No, select the cost category to apply the pseudo account to.</p> <p>NOTE: This option is only enabled when you select No in Use Source Cost Categories.</p>
Active	<p>Do one of the following:</p> <ul style="list-style-type: none"> To activate the definition, click the toggle to Yes. To deactivate the definition, click the toggle to No. <p>For more information regarding this option, see Activating or deactivating overhead allocation definitions.</p>
1. From Departments	<p>Select source departments to allocate dollars from by doing the following:</p> <ul style="list-style-type: none"> To create or use a filter, do the following: <ul style="list-style-type: none"> Click Use Filter. Click Add Department Filter to open the Filter Wizard. Create or select an existing filter. To select from a list of departments, do the following: <ul style="list-style-type: none"> Click Choose Departments. In the Add Departments dialog, do any of the following: <ul style="list-style-type: none"> To select all of the departments, click Select All. To unselect all of the departments, click Select None. To search for a specific department, type a department number or name in the Search box. Click OK. <p>To preview the filter results, click the spreadsheet icon .</p>
and Accounts	<p>Select the accounts by clicking the funnel icon  to use the Filter Wizard to create or select an account filter (For example, Account.Type = Expense). To preview the filter results, click the spreadsheet icon .</p>

Field	Description
2. Allocate Based On	Select the statistic account(s) in which to allocate by clicking the funnel icon  to use the Filter Wizard to create or select an account filter. To preview the filter results, click the spreadsheet icon  .
3. To Departments	Do one of the following: <ul style="list-style-type: none"> To allocate to all the departments based on the criteria selected in the Allocations Based On section, select All Departments. To allocate to specific departments, select Select Department(s), and click the funnel icon  to use the Filter Wizard to create or select a department filter. <p>To preview the filter results, click the spreadsheet icon .</p>

- After you finish making changes, click **Save**.
- To preview the definition results, click the spreadsheet icon  at the top of the definition window.

Edit Allocation Definition | Indirect IT - FMC IT - SGG using for testing    

Title
Indirect IT - FMC IT - SGG using for testing

Comment

Select Entity All Entities

Use Source Cost Categories Yes

Cost Category NA

Active Yes

1 From Departments 

Use Filter
 Choose Departments

DEPT.DEPT IN (14710, 14715, 14720)

ALLOCATION OFFSET ACCOUNT: 9130000000305

2 and Accounts 

ACCT.TYPE = 'Expense'

2 Allocate Based On 

ACCT.ACCT = 801

3 To Departments 

All Departments
 Select Department(s)

DEPT.DEPT = 21637

ALLOCATED ACCOUNT: 9100000000305

- To return to the definition, click the notepad icon  at the top of the preview window.

Preview Allocation | Indirect Admin - Benefits over FTEs - Dept 9520 remaining



Source										
Acct ↑	Dept ↑	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
911000	98890	\$3,003,123	\$238,491	\$225,799	\$280,041	\$120,168	\$229,845	\$237,519	\$306,440	
911005	98890	\$771,024	\$58,757	\$56,060	\$73,040	\$30,423	\$72,943	\$76,066	\$71,667	
911010	98890	\$4,038,154	\$336,513	\$336,513	\$336,513	\$336,513	\$336,513	\$336,513	\$336,513	
911050	98890	\$329,707	\$28,013	\$28,000	\$28,000	\$22,705	\$26,200	\$26,200	\$26,528	

9. After you finish adding or editing definition(s), we recommend you do the following:

- **Order definitions** - The system processes overhead definitions in the order they display in the Allocation Definitions page. After you add or edit a definition, you may need to reorder the definitions in the list.
- **Validate definitions** - Make sure to validate definitions to ensure they do not violate the rules of other definitions. For example, you may accidentally set up a definition that allocates to the same department twice.

Ordering overhead allocation definitions

Axiom Cost Accounting processes overhead allocation definitions in the order they display on the Allocation Definitions page. You can place the definitions in any order that you wish.

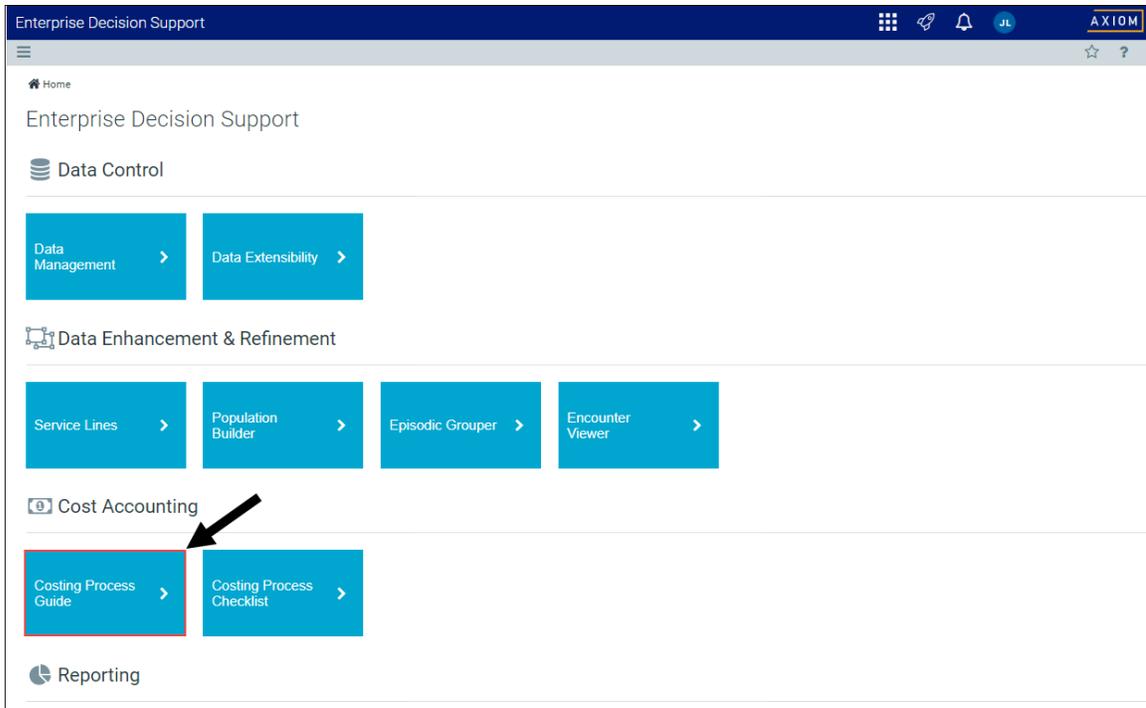
IMPORTANT: Reordering definitions can affect the run and validation process for other definitions.

The order in which the definition will run is indicated in the Run Order column. Keep in mind that any deactivated definitions retain their original locations. So, if you reactivate a deactivated definition, the system will prompt you to specify whether to put the definition back in its original run order location or select a new location. For more information, see [Activating or deactivating overhead allocation definitions](#).

If the list only shows activated definitions, then you may notice gaps in the Run Order column. The missing run order definitions have been deactivated. To view the run order for all definitions, whether active or deactivated, remove the check mark from the **Show only active definitions** check box at the top of the page.

To reorder overhead allocation definitions:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Overhead Allocations**.



2. Select the definition to highlight it, and click the arrow icon .

For example, let's say there are six definitions. The definition currently in position 3 can be moved after positions 1, 4, 5, and 6. Positions 2 and 3 are not listed because the definition already resides after position 2 and exists as position 3.

NOTE: If there are only two definitions in the list, you can only change the order by moving the definition in position 1 to position 2.



3. In the **Move Allocation Definition** dialog, select the definition to move the definition after, and click **OK**.
4. **Validate** the definitions by clicking **Validate** above the list of definitions.

Activating or deactivating overhead allocation definitions

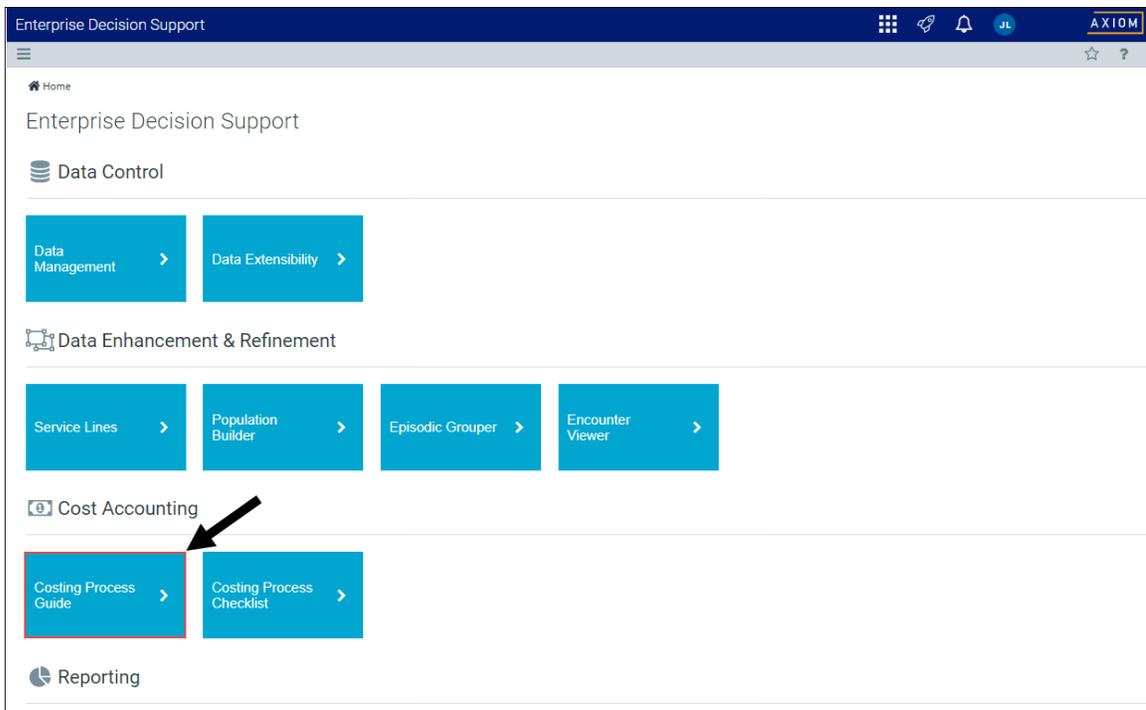
Instead of deleting a definition, you can simply deactivate it so that the system does not process it. You can activate it again, as needed, and place the definition in its original run order or select a new run order position.

▶ Activating an overhead allocation definition

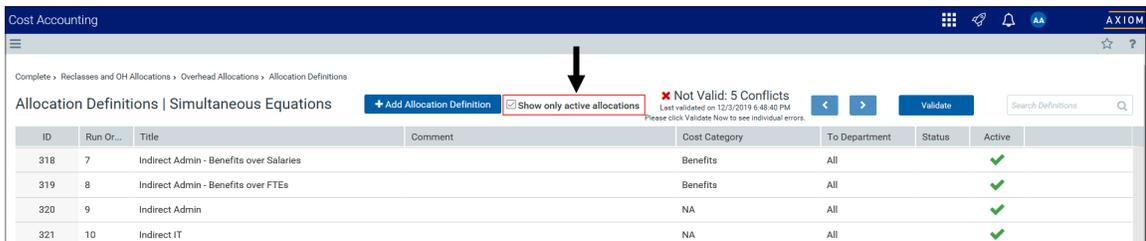
When you create a new definition, the system activates it by default unless you deactivate it. These steps apply to any definitions that you want to reactivate.

To activate an overhead allocation definition:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Overhead Allocations**.



2. To display the deactivated definitions in the list, click the **Show only active definitions** check box at the top of the page.



3. Hover your cursor in the **Active** column, and click **Mark Active**.

ID	Run Or...	Title	Comment	Cost Category	To Department	Status	Active
318	7	Indirect Admin - Benefits over Salaries		Benefits	All		✓
319	8	Indirect Admin - Benefits over FTEs		Benefits	All		✓
320	9	Indirect Admin		NA	All		✓
321	10	Indirect IT		NA	All		mark active

TIP: You can also activate the definition by clicking the notepad  icon, and clicking the **Activate** toggle to **Yes**.

4. In the **Activate Allocation Definition** dialog, do one of the following:

- To activate the definition in its original run order position, click **Activate** and set this **Allocation Definition to its original position (Run Order)** and re-order the definitions that follow.
- To activate the definition and place it in a different run order position, click **Activate** and set **this Allocation Definition to be positioned after the following item**. Then, from the drop-down, select definition to place the definition after.

5. Click **OK**.

After you finish reactivating definitions, we recommend [reviewing and editing the definition processing order](#), as needed.

▶ Deactivating an overhead allocation definition

To deactivate an overhead allocation definition:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Reclasses and OH Allocations > Overhead Allocations > Allocation Definitions**.

Card Title	Description	STATUS	VALIDATION
Allocation Definitions	Add or Edit Allocation Definitions Add or edit allocation definitions to allocate costs from departments to other departments based on a specific driver.	Not Started	Not Validated
Process Allocations	Process Allocation Definitions Process the allocation definitions.	Not Started	

2. In the **Active** column, click the check mark.

ID	Run Or...	Title	Comment	Cost Category	To Department	Status
318	7	Indirect Admin - Benefits over Salaries		Benefits	All	✓
319	8	Indirect Admin - Benefits over FTEs		Benefits	All	✓
320	9	Indirect Admin		NA	All	✓
321	10	Indirect IT		NA	All	✓

TIP: You can also activate the definition by clicking the notepad  icon, and clicking the **Activate** toggle to **No**.

3. In the **Deactivate Allocation Definition** dialog, review the message, and click **OK** to proceed.
4. At the confirmation prompt, click **OK**.

After you finish deactivating definitions, we recommend [reviewing and editing the definition processing order](#), as needed.

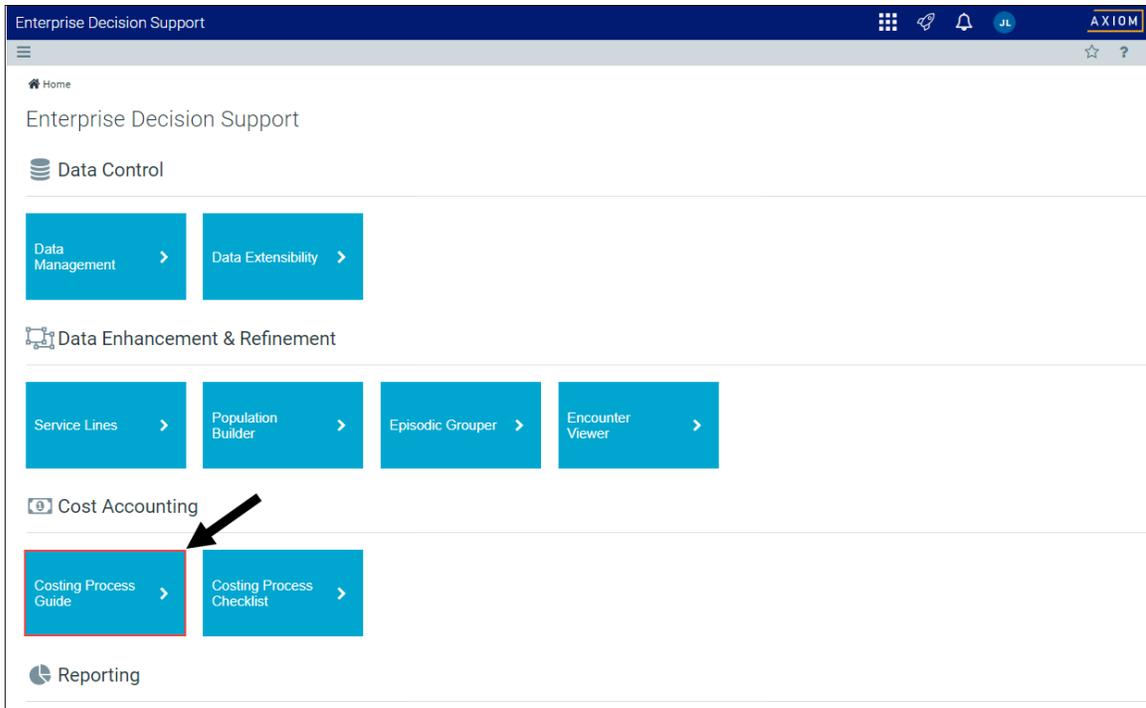
Deleting overhead allocation definitions

Deleting a definition may affect the run process for other definitions and cause validation errors. We recommend [reviewing/editing the definition order](#) and [performing a validation](#) after deleting a definition.

TIP: You may want to consider deactivating a definition instead of deleting it. For more information, see [Activating or deactivating overhead allocation definitions](#).

To delete an overhead allocation definition:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Overhead Allocations**.



2. Click the definition to highlight it, and click the trash bin icon .



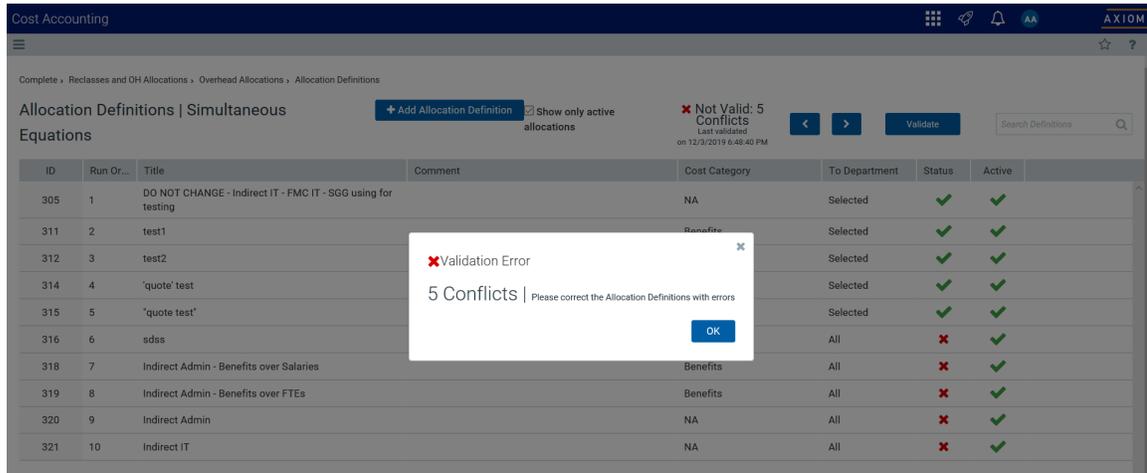
3. At the **Delete Allocation Definition** prompt, click **OK**.

Validating allocation definitions

To prevent over allocation or allocating to the wrong department, Axiom Enterprise Decision Support allows you to validate definitions by checking that they do not violate the rules of other definitions. For example, you may accidentally set up a definition that allocates to the same department twice. We recommend that you run this process each time you add, edit, delete, or reorder definitions.

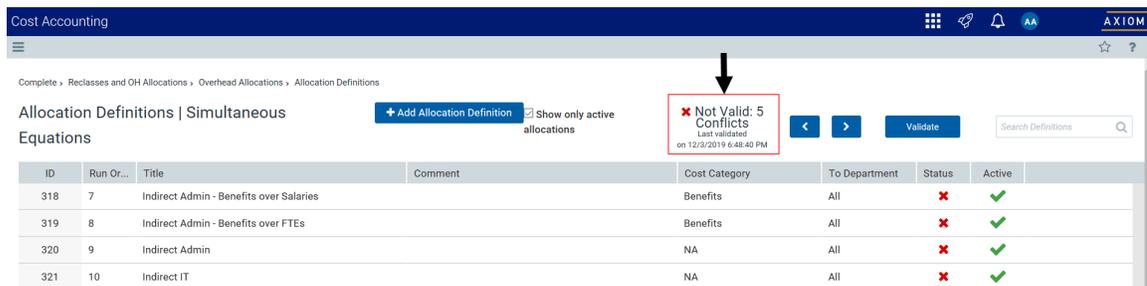
If the system encounters a validation error, there are several ways it displays:

- **Number of errors** - A validation error dialog displays the number of conflicts.



NOTE: If **Not-Validated** displays next to the **Validate** button, it means that no definitions have been validated yet.

- **Not Valid message** - Next to the **Validate** button, a **X Not Valid** message displays. Also, an **X** displays in the **Status** column for each definition that encounters an error. Click the X to view the error message.

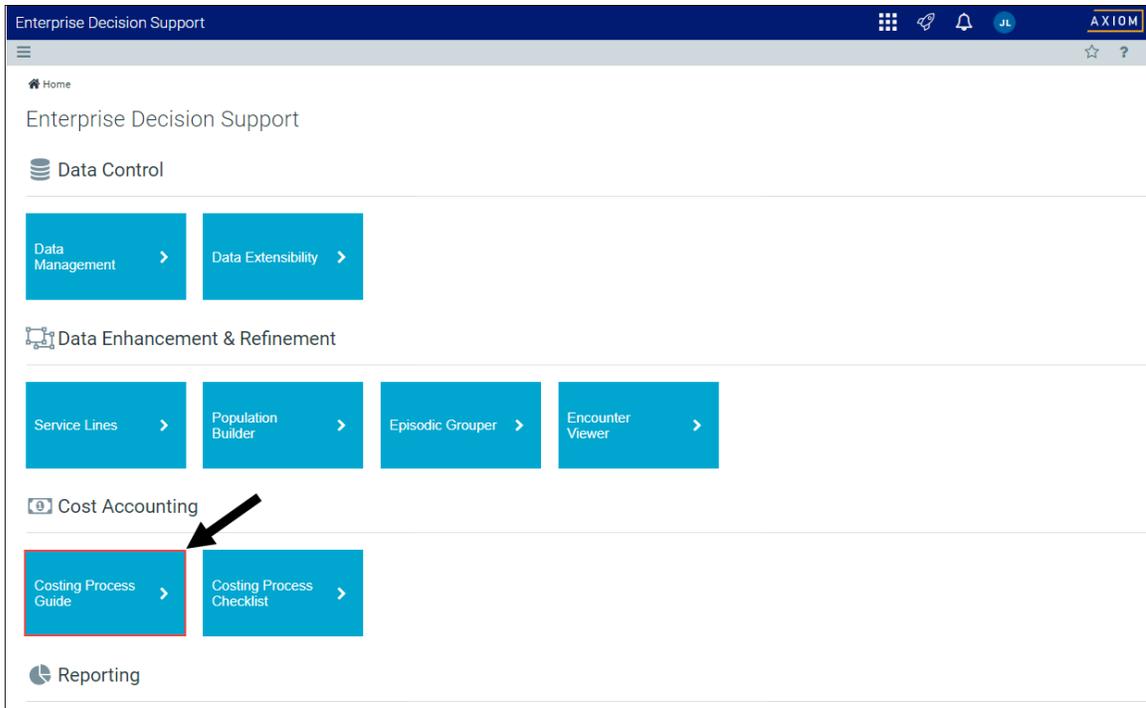


After you resolve all of the errors, the Allocation Definitions page displays green check marks in the **Status** column of all rows and **Valid** displays next to the **Validate** button at the top of the page.

NOTE: Validation errors do not prevent Axiom Enterprise Decision Support from processing definitions. It is a simply a way to indicate potential issues if you run the definition.

To validate allocation definitions:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Overhead Allocations**.



2. On the Allocation Definitions page, click **Validate** at the top of the page.



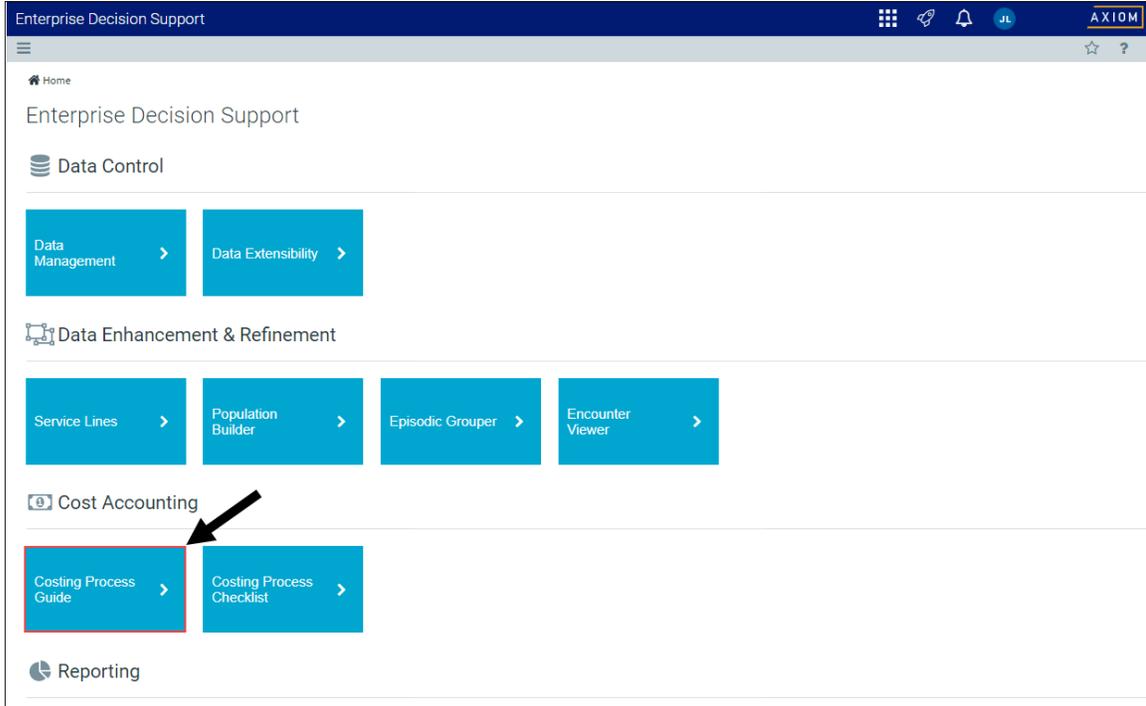
3. In the **Status** column, click the X to view the error message.
4. **Edit** each definition that encounters a validation error.
5. After you correct each definition, run the validation again until all the errors are resolved.

Processing overhead allocations definitions

The system processes reclasses in the order they are listed on the Allocation Definitions page. For more information, see [Ordering overhead allocation definitions](#).

To process overhead allocation definitions:

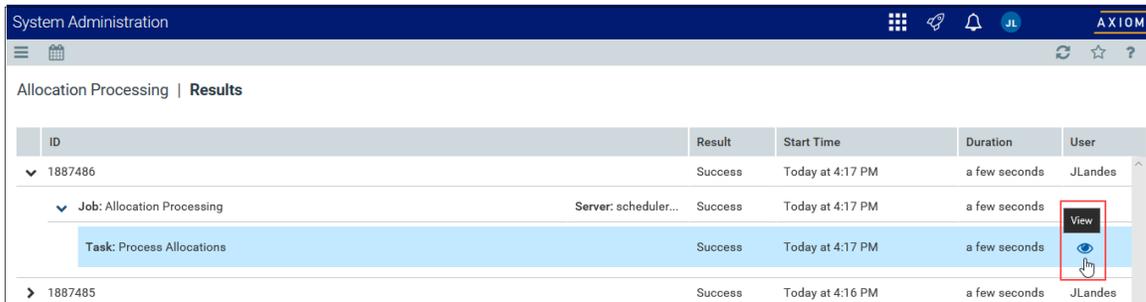
1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Overhead Allocations**.



2. To skip the reconciliation process and commit the results directly to the CGL table, select the **Auto-Commit results to CGL table** check box.
3. To start the scheduled job that will process the definitions, click **Run Now**.
4. At the **Information** prompt, click **OK**.

After the job processes, the job results page displays to show you the status of the job. If the job fails, click the eye icon  next to the status field to view more information.

NOTE: The system displays the job results page in a separate tab in your browser.



5. To reconcile the processed reclasses, click to open the following reports:

- [View Scheduled Job Results](#)
- [View Department Reconciliation Summary report](#)

NOTE: This report as well as the Distribution Reconciliation report open in the Desktop Client.

- [View Distribution Reconciliation report](#)

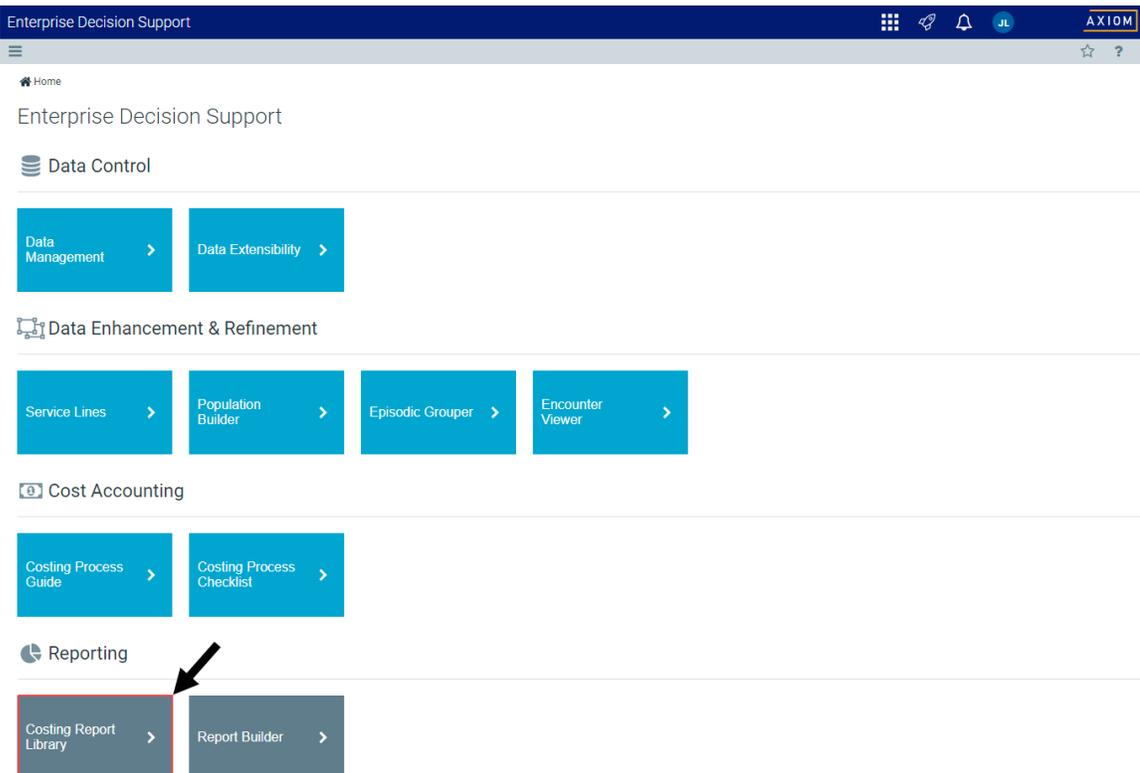
6. To copy the staged results to the CGL table, click **Commit Results**.

Running the Reclass and Allocation Department Summary report

The Reclass and Allocation Department Summary report summarizes all of the allocations by department type (indirect, direct, deadend, and all other) to review the impact to the CGL.

To run the Reclass and Allocation Department Summary report:

1. From the Enterprise Decision Support home page, in the **Reporting** section, click **Costing Report Library**.



2. Under **Reclass and OH Reconciliation** section, click the **Reclass and Allocation Department Summary.xlsx** link.

NOTE: The report opens as a tab in the Desktop Client version.

3. In the **Refresh Variables** dialog, select the following variables in which to filter the report, and click **OK**:

Variable	Steps
Select Timeframe	Select the time frame to include in the report. NOTE: The time frame can be your costing period or another period to research issues.
Select Ending Calendar Year and Month	Select the ending year and month to include in the report.
Select Entity (optional)	Select the entity to include.

The major points of reconciliation include the following:

- In the rows, the departments are grouped by their Type definition on the DEPT table: direct, indirect, dead-end, and NA.
- The columns reflect the type of allocation or reclass operation that was done, with the result reflected afterward so that the changes in expenses can be tracked through each operation for each department.
- Double-click on any department row to display the drill report for that department, showing the details of each inflow and outflow by reclass and allocation rule.

Reclass and Allocation Reconciliation

KH COSTING Entities: 9
Fiscal Year: 2014 Period: 12 Month

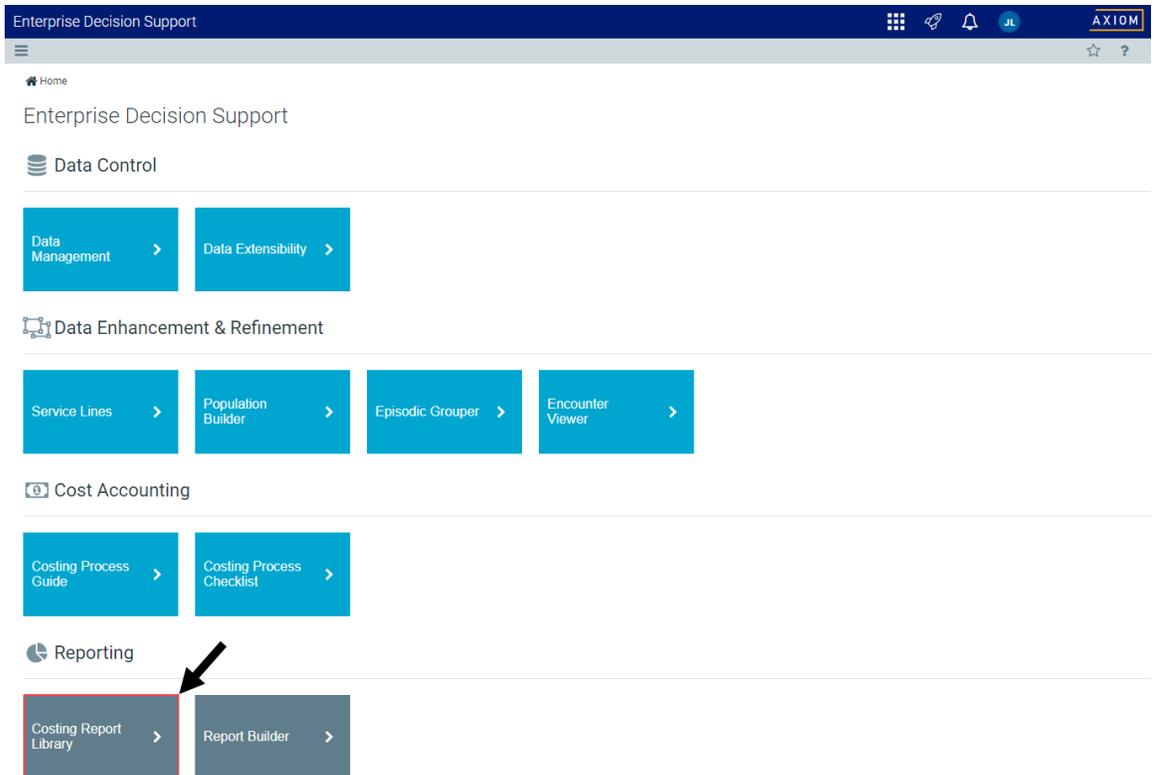
Department and Description	Total GL Expenses before adjustments	Dead End Account Expenses	Total Expenses before applying offsets	Expense Offsets - Other Operating Revenue Reclass	Total Expenses before Payroll Reclasses	Total Payroll Reclasses - Inflows	Total Payroll Reclasses - Outflows
Indirect Departments							
97050 - CENTRAL SUPPLY-97050	27,304	0	27,304	0	27,304	0	0
97262 - VVMC-Sedona NEW FACILITY-97262	35,535	0	35,535	(13,194)	22,341	0	0
97264 - VVMC-Sedona ENGINEERING-97264	28,102	0	28,102	0	28,102	0	0
97266 - VVMC-Sedona HOUSKEEPING-97266	11,951	0	11,951	(649)	11,302	0	0
Total Indirect Departments	102,892	0	102,892	(13,843)	89,049	0	0
Direct Departments							
96010 - CRITICAL CARE UNIT-96010	178,019	0	178,019	0	178,019	149,560	0
96030 - TELEMETRY-96030	263,166	0	263,166	0	263,166	220,049	0
96080 - YAVAPAI-96080	292,480	0	292,480	0	292,480	250,565	0
96081 - MINGUS-96081	371	0	371	0	371	0	0
Total Direct Departments	734,036	0	734,036	0	734,036	620,175	0
Deadend Departments							
97300 - GUARDIAN AIR VVMC-97300	203,555	0	203,555	0	203,555	0	0
98799 - FOUNDATION VVMC-98799	30,725	0	30,725	(842)	29,882	0	0
98800 - FOUNDATION FUND ACTIVITY-98800	47,828	0	47,828	0	47,828	0	0
Total Deadend Departments	282,107	0	282,107	(842)	281,265	0	0
NA Departments							
97243 - VVMC-Sedona ULTRASOUND-97243	9,498	0	9,498	0	9,498	0	0
98383 - CARDIOLOGY RESEARCH-98383	18,044	0	18,044	(30,255)	(12,211)	0	0
98616 - CARDIOVASCULAR WELLNESS & OUTREACH-98616	23,067	0	23,067	0	23,067	0	0

Running the Reclass and Allocation Distribution Reconciliation report

Run this report to find variances after you process allocation and/or reclass definitions or if there are changes to your GL structure.

To run the Reclass and Allocation Department Summary report:

1. From the Enterprise Decision Support home page, in the **Reporting** section, click **Costing Report Library**.



2. Under **Reclass and OH Reconciliation** section, click the **Reclass and Allocation Distribution Reconciliation** link.

NOTE: The report opens as a tab in the Desktop Client version.

3. Refresh the report by clicking **Refresh Data** in the Main ribbon tab, or pressing **F9**.
4. In the **Refresh Variables** dialog, do one of the following, and click **OK**:
 - To include only one reclass type, select one from the drop-down.
 - To include all of the reclass types, leave the field blank.



Managing Reclasses

Reclassification is the process of moving dollars from one General Ledger location to another. Unlike overhead allocations that allow you to move only overhead expenses, you can use reclasses to move expenses, statistics, revenue, deductions, and other dollar types from one department or account to another. For example, you can take non-patient revenue and reclass it as a negative expense from one department to another or reclass statistics from one statistical account to another.

Let's say you have a cafeteria in your hospital. You can run a revenue reclass to offset the expenses of the cafeteria with its revenue, and then run an [overhead allocation](#) to redistribute any remaining dollars across different In Patient departments.

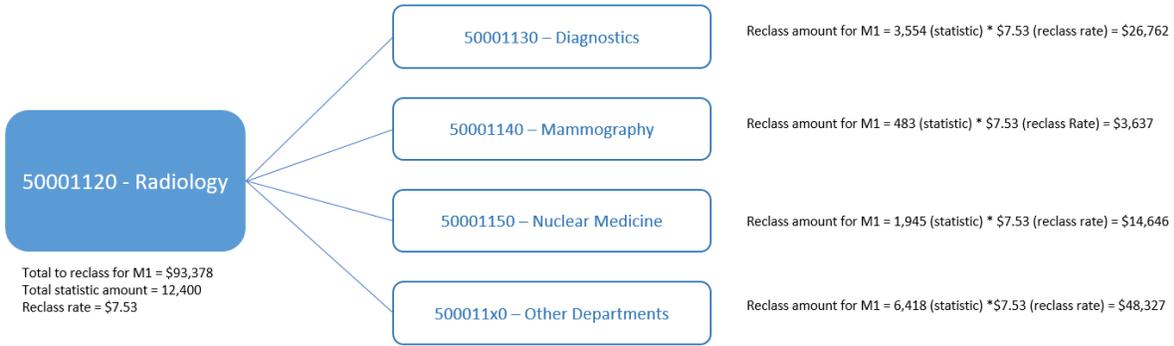
There are three types of reclass definitions you can create:

- **Payroll** - Reclass payroll dollars from one department to another
- **Account** - Reclass dollars from specified accounts to spread across accounts in the same or other departments
- **Department** - Reclass dollars from specified departments to spread across other departments

Axiom determines the spread amount by performing the following calculations and applying a reclass rate to each applicable department or account:

- Sum the total number of statistical accounts
- Divide the total source dollars from the accounts (the departments you are moving dollars from) by the total statistics to determine a rate per statistic
- Multiple the rate by the total number of statistics for each department

In the following example, a hospital reclasses \$93,365 of expenses from Radiology to spread them across separate Radiology departments. The system determines the M1 reclass rate by dividing \$93,365 by the key statistic of 12,400. This calculates to a reclass rate of \$7.53. The system then multiplies \$7.53 by the key stat for each department. The Radiology Diagnostics department receives expenses with a total of \$26,762.



Understanding pseudo accounts

In the cost accounting process, you can apply dollars incurred by one department to other departments using the [Reclasses](#), [Overhead Allocations](#), or [Adjustment](#) processes. For example, applying costs for inpatient transportation, building maintenance, or marketing to a clinical department.

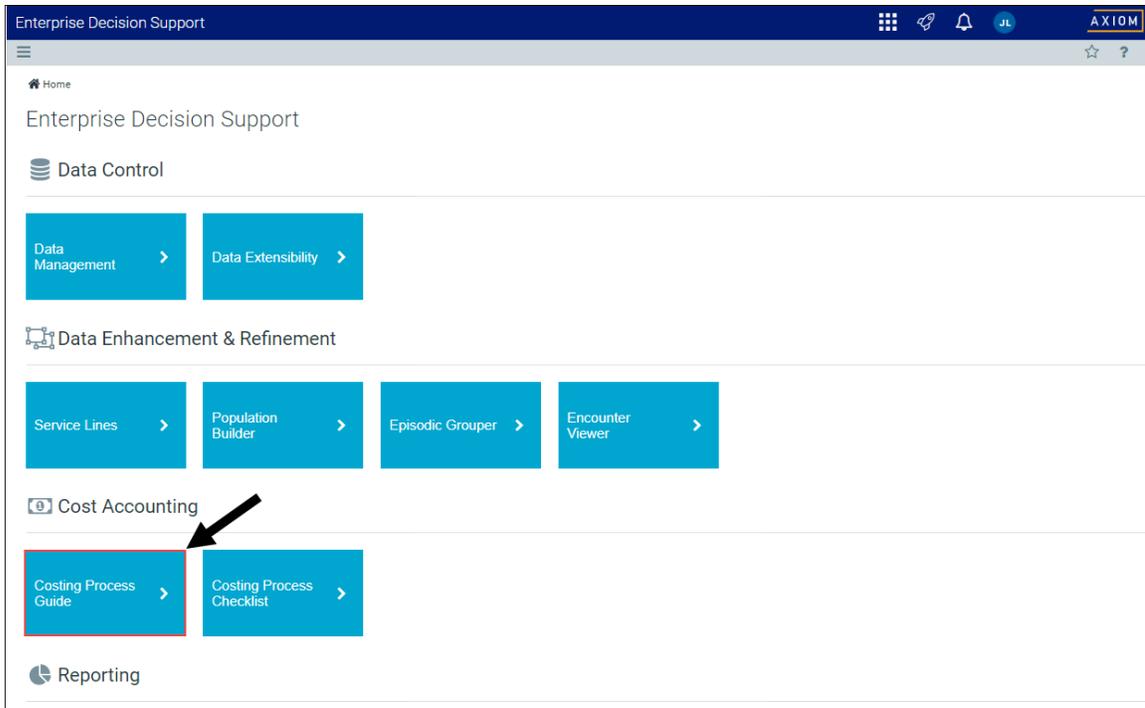
To reflect these transactions, Axiom Enterprise Decision Support creates pseudo accounts within departments to offset costs in source departments and write costs to receiving departments. These accounts are created and stored within Axiom Enterprise Decision Support. For example, when applying inpatient transportation costs to a clinical department, a pseudo off-set is created in the Transportation department with a negative balance, and a correlating pseudo account is created in the Clinical department reflecting the allocated dollars.

Adding, editing, or cloning reclass definitions

The [Reclass Definitions](#) page allows you to view and configure reclass definitions, including setting the order you want the system to process them, and selecting the department or accounts in which to reclass dollars from and to. You can create a new definition by cloning an existing definition and editing it.

To add, edit, or clone reclass definitions:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Reclasses**.



- To show or hide inactive definitions in the list, click the **Show only active definitions** check box at the top of the page. If you unselect the check box, the table displays the inactive definitions shaded in yellow. Only active definitions include a check mark in the **Active** column.

ID	Run Order	Title	Comment	Cost Category	To Department	Type	Method	Active
203	1	#1 - Account reclass		NA	Selected	Acct		✓
204	2	#2 - Dept reclass		NA	Selected	Dept		✓
206	3	#3 - Payroll reclass		NA	All	Payroll		✓
208	4	Old Payroll Definition		NA	All	Payroll		

- Do any of the following:
 - To add a definition, do one of the following:
 - If you are not yet sure in what order to place the new definition, click **Add New Reclass Definition** at the top of the page. The system places the definition to the bottom of the list of active definitions.
 - If you know where to place the new definition in the list, select a definition to highlight it, and click the plus  icon. The system places the definition after the existing definition.
 - To edit a definition, select the definition to highlight it, and click the notepad  icon.
 - To clone a definition, select the definition to highlight it, and click the notepad  icon. In the **Edit Reclass Definition** dialog, click **Clone** in the bottom left corner.

4. In the **Add New Reclass Definition** dialog, select the type of definition to create, and click **OK**.
5. In the **Add/Edit Reclass Definition** dialog, complete the following:

Edit Acct Reclass Definition | #1 - Account reclass

Title: #1 - Account reclass

Comment:

Select Entity: [Dropdown]

Active: Yes

1 From Departments

Use Filter
 Choose Departments

DEPT = 21637

RECLASS OFFSET ACCOUNT: 9215000000203

and Accounts

Revenue
 ACCT.FSSummary = 'E_OtherExp'

2 Reclass Based On

ACCT.Type = 'Statistic'

3 To Departments

All Departments
 Select Department(s)

DEPT.DEPT = 21640

RECLASSED ACCOUNT: 9210000000203

Clone Save Cancel

Field	Description
Title	Title for the definition.
Comment	Details for the definition.
Select Entity	Select the entity in which to allocate dollars from. TIP: The entity you select determines the departments and accounts you choose from further along in the utility.
Use Source Cost Categories	Do one of the following: <ul style="list-style-type: none"> To create the pseudo account for all of the cost categories for your target departments, click the toggle to Yes. The system will create the pseudo account for all of the accounts you select further on in this utility. To create only one pseudo account, click No.
Cost Category	If you set the Use Source Cost Categories toggle to No , select the cost category in which to apply the pseudo account.

Field	Description
Active	<p>Do one of the following:</p> <ul style="list-style-type: none"> To activate the definition, click the toggle to Yes. To deactivate the definition, click the toggle to No. <p>For more information regarding this option, see Activating or deactivating reclass definitions.</p>
1. From Departments	<p>Select source departments to allocate dollars from by doing the following:</p> <ul style="list-style-type: none"> To create or use a filter, do the following: <ul style="list-style-type: none"> Click Use Filter. Click Add Department Filter to open the Filter Wizard. Create or select an existing filter. To select from a list of departments, do the following: <ul style="list-style-type: none"> Click Choose Departments. In the Add Departments dialog, do any of the following: <ul style="list-style-type: none"> To select all of the departments, click Select All. To unselect all of the departments, click Select None. To search for a specific department, type a department number or name in the Search box. Click OK. <p>To preview the filter results, click the spreadsheet icon .</p>
and Accounts	<p>Select the account(s) to allocate by doing one of the following:</p> <ul style="list-style-type: none"> To apply the definition to revenue accounts only, select the Revenue check box. <p>NOTE: This does not apply to Payroll Reclass definitions.</p> To select the accounts, click the funnel icon  to use the Filter Wizard to create or select an account filter (For example, Account.Type = Expense). To preview the filter results, click the spreadsheet icon .
2. Reclass Based On	<p>Configure the statistic account(s) in which to reclass by clicking the funnel icon  to use the Filter Wizard to create or select an account filter. To preview the filter results, click the spreadsheet icon .</p>

Field	Description
3. To Departments	<p>Do one of the following:</p> <ul style="list-style-type: none"> To allocate to all the departments based on the criteria selected in the Allocations Based On section, select All Departments. To allocate to specific departments, select Select Department(s), and click the funnel icon  to use the Filter Wizard to create or select a department filter. To preview the filter results, click the spreadsheet icon . <p>NOTE: This option does not apply to Payroll Reclass definitions because the reclass is automatically applied to all payroll departments by default.</p>

- After you finish making changes, click **Save**.
- To preview the definition results, click the spreadsheet icon  at the top of the definition window.

Edit Acct Reclass Definition | #1 - Account reclass

Title: #1 - Account reclass

Comment:

Select Entity:

Active: Yes

1 From Departments  and Accounts  2 Reclass Based On  3 To Departments 



- To return to the definition, click the notepad icon  at the top of the preview window.

Preview Payroll Reclass | Payroll Processing Reclass - Direct Departments

Source

Acct	Dept	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan
900001	26100	\$2,799,090	\$250,120	\$246,955	\$221,073	\$237,147	\$226,429	\$238,506	\$220,418
900001	27230	\$308,264	\$24,691	\$28,762	\$21,276	\$23,708	\$25,510	\$27,237	\$25,754
900003	26100	\$267,673	\$24,214	\$23,542	\$22,480	\$23,651	\$21,951	\$22,546	\$21,638



- After you finish adding or editing definition(s), [review and edit the definition processing order](#), as needed.

When you are ready to move the reclass dollars, [process the definitions](#).

Ordering reclass definitions

Axiom Cost Accounting processes reclass definitions in the order they display on the Reclass Definitions page. You can place the definitions in any order that you wish. You can also group them by method type - Payroll, Account, and Department. Even if you decide to group the definitions, you can still edit the order of the definitions within each group.

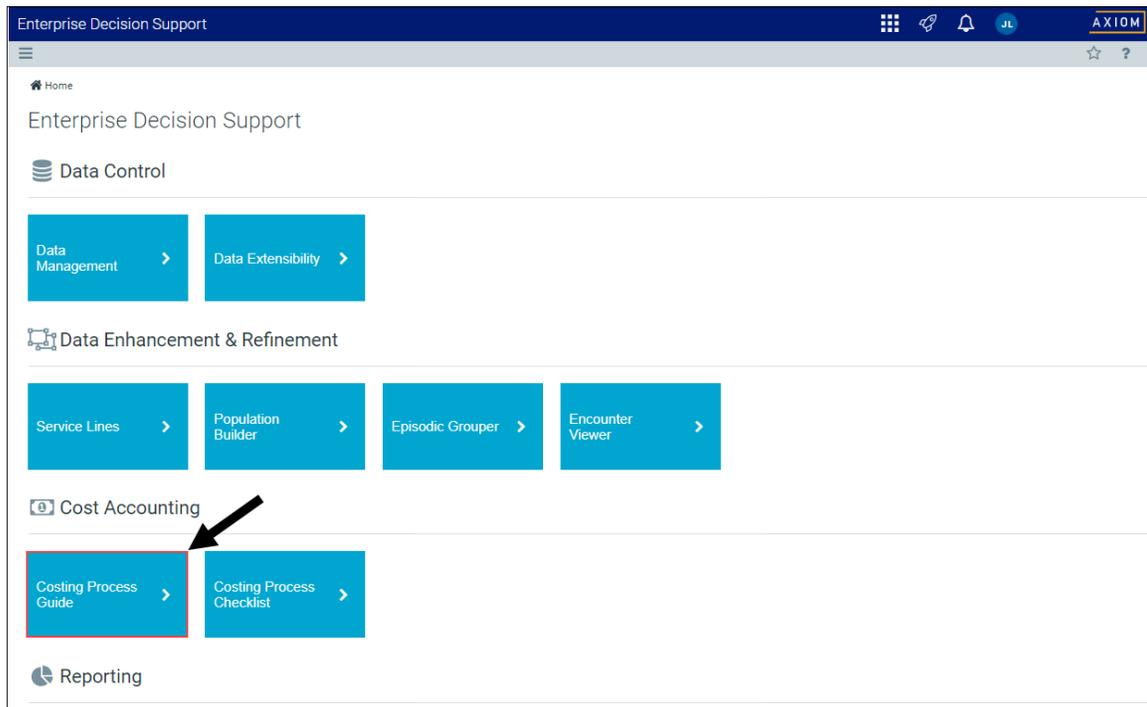
IMPORTANT: Reordering definitions can affect the run and validation process for other definitions.

The order in which the definition will run is indicated in the Run Order column. Keep in mind that any deactivated definitions retain their original locations. So, if you reactivate a deactivated definition, the system will prompt you to specify whether to put the definition back in its original run order location or select a new location. For more information, see [Activating or deactivating reclass definitions](#).

If the list only shows activated definitions, you may notice gaps in the Run Order column. The missing run order definitions have been deactivated. To view the run order for all definitions, whether active or deactivated, remove the check mark from the **Show only active definitions** check box at the top of the page.

To order reclass definitions:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Reclasses**.



2. Do one of the following:

- To move a definition to a new location on the list, select the definition to highlight it, and click the arrow  icon. In the **Move Account Reclass Definition** dialog, select the definition to move the definition after, and click **OK**.

For example, let's say there are six definitions. The definition currently in position 3 can be moved after positions 1, 4, 5, and 6. Positions 2 and 3 are not listed because the definition already resides after position 2 and exists as position 3.

NOTE: If there are only two definitions in the list, you can only change the order by moving the definition in position 1 to position 2.

- To order the definitions by method type, click **Reorder by Reclass Method** at the top of the page.

IMPORTANT: Using the Reorder by Reclass Method button means that the system will remove any custom ordering referenced in the first bullet above. You can reorder the definitions, if needed, after you group the definitions by method type.



Activating or deactivating reclass definitions

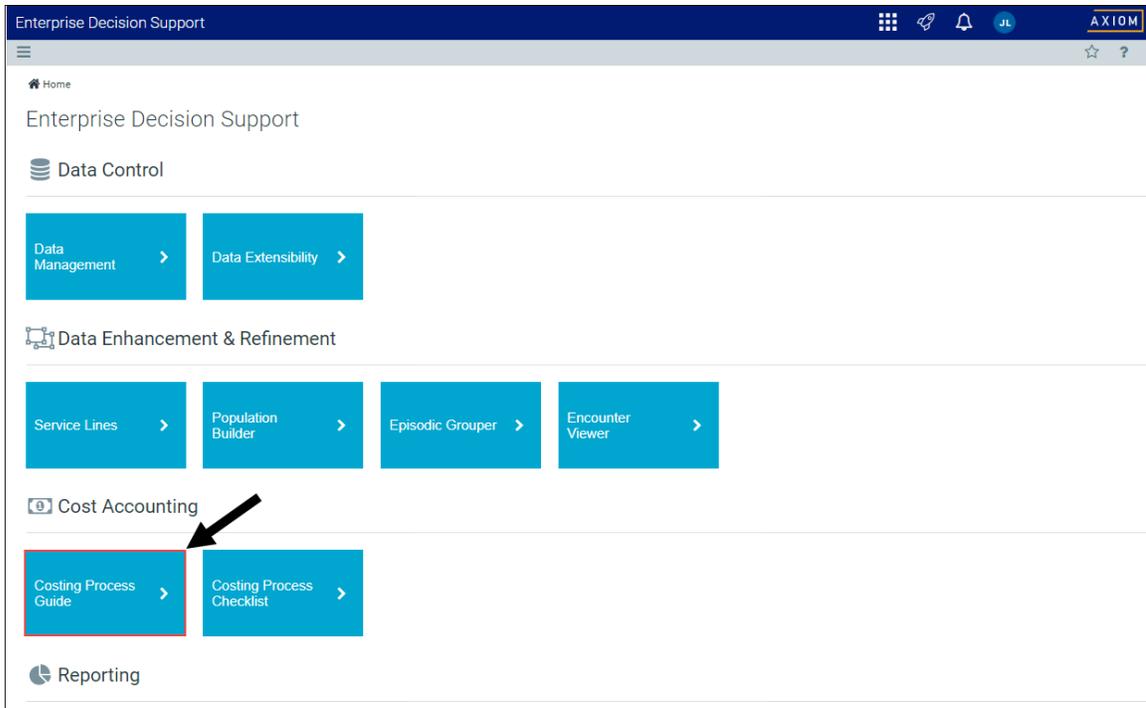
Instead of deleting a definition, you can simply deactivate it so that the system does not process it. You can activate it again, as needed, and place the definition in its original run order or select a new run order position.

▶ Activating a reclass definition

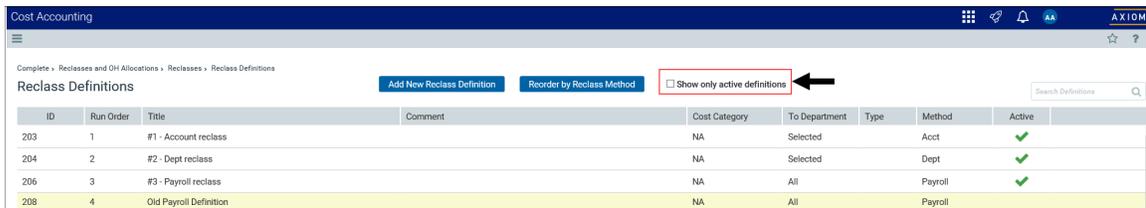
When you create a new definition, the system activates it by default unless you deactivate it. These steps apply to any definitions that you want to reactivate.

To activate a reclass definition:

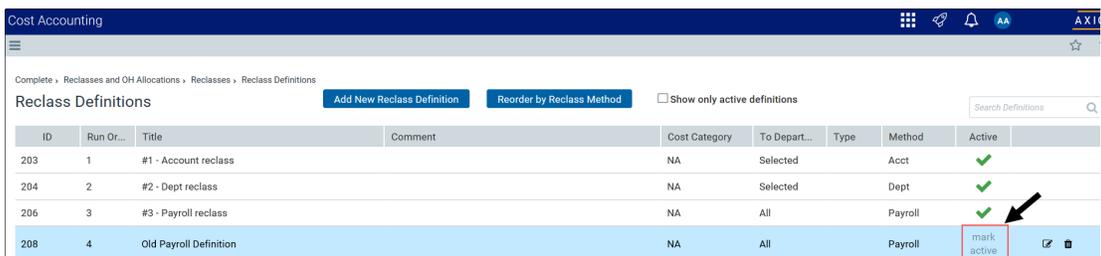
- From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Reclasses**.



2. To display the deactivated definitions in the list, click the **Show only active definitions** check box at the top of the page.



3. Hover your cursor in the **Active** column, and click **Mark Active**.



TIP: You can also activate the definition by clicking the notepad icon, and clicking the **Activate** toggle to **Yes**.

4. In the **Activate Reclass Definition** dialog, do one of the following:
 - To activate the definition in its original run order position, click **Activate** and set this

Reclass Definition to its original position (Run Order) and re-order the definitions that follow.

- To activate the definition and place it in a different run order position, click **Activate** and set this **Reclass Definition** to be positioned after the following item. Then, from the drop-down, select definition to place the definition after.

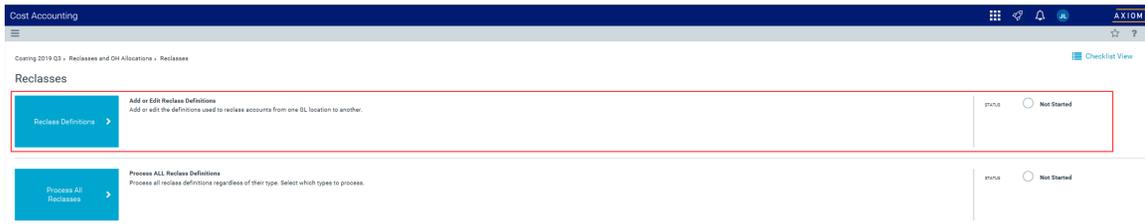
5. Click **OK**.

After you finish reactivating definitions, we recommend [reviewing and editing the definition processing order](#), as needed.

► Deactivating a reclass definition

To deactivate a reclass definition:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Reclasses and OH Allocations > Reclasses > Reclass Definitions**.



2. In the **Active** column, click the check mark.

The screenshot shows the 'Reclass Definitions' table in the Cost Accounting system. The table has a dark blue header with 'Cost Accounting' and 'AXIOM' logos. Below the header, there are two buttons: 'Add New Reclass Definition' and 'Reorder by Reclass Method'. There is also a checkbox for 'Show only active definitions' and a search box for 'Search Definitions'. The table has the following columns: ID, Run Or..., Title, Comment, Cost Category, To Depart..., Type, Method, and Active. The 'Active' column contains checkmarks for all three rows.

ID	Run Or...	Title	Comment	Cost Category	To Depart...	Type	Method	Active
203	1	#1 - Account reclass		NA	Selected	Acct		✓
204	2	#2 - Dept reclass		NA	Selected	Dept		✓
206	3	#3 - Payroll reclass		NA	All	Payroll		✓

TIP: You can also activate the definition by clicking the notepad  icon, and clicking the **Activate** toggle to **No**.

3. In the **Deactivate Reclass Definition** dialog, review the message, and click **OK** to proceed.
4. At the confirmation prompt, click **OK**.

After you finish deactivating definitions, we recommend [reviewing and editing the definition processing order](#), as needed.

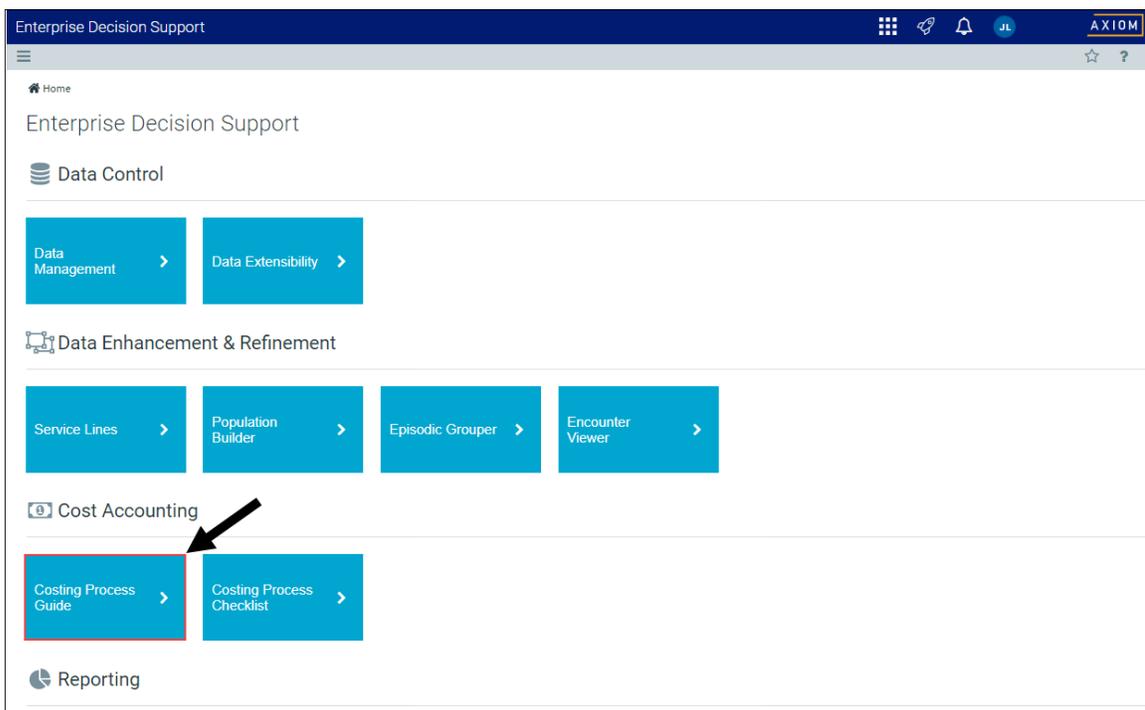
Deleting reclass definitions

Deleting a definition may affect the run process for other definitions and cause validation errors. We recommend reviewing the definition order and making any necessary edits before processing the definitions. For more information, see [Ordering reclass definitions](#).

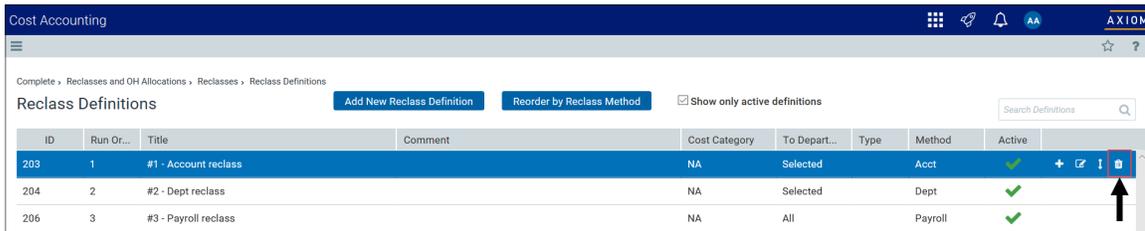
TIP: You may want to consider deactivating a definition instead of deleting it. For more information, see [Activating or deactivating reclass definitions](#).

To delete a reclass definition:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Reclasses**.



2. On the **Manage Reclass Definitions** page, select the definition to highlight it, and click the trash bin  icon .



3. At the **Delete Acct Reclass Definition** prompt, click **OK**.

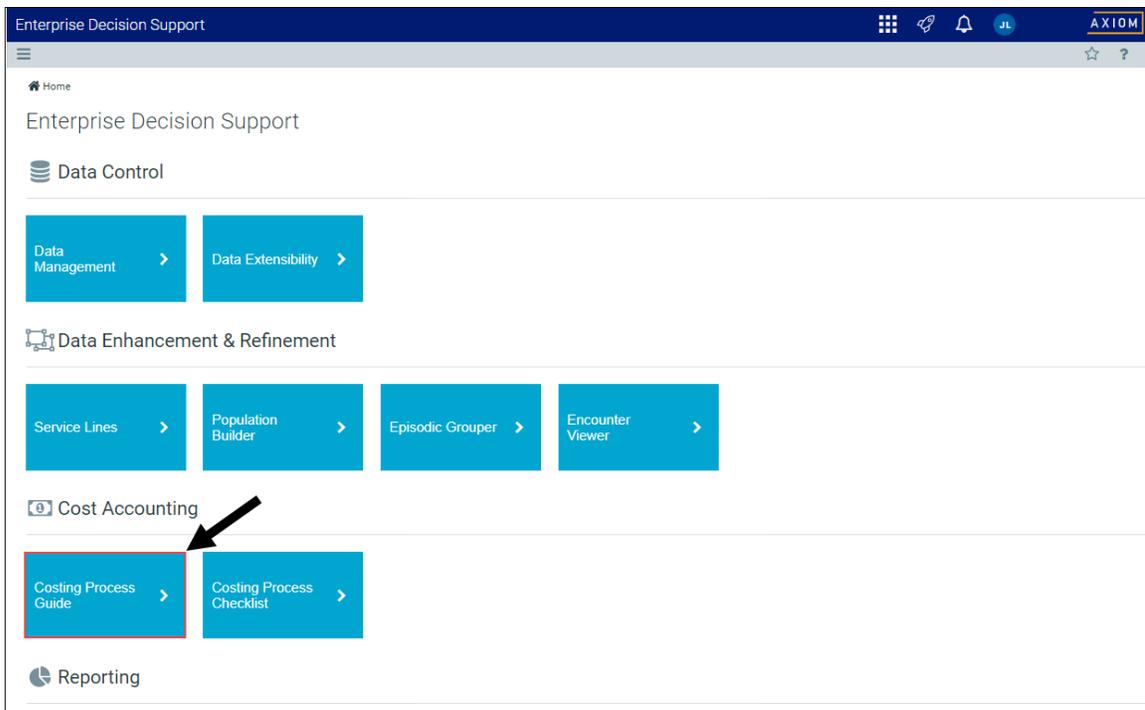
Processing reclass definitions

When processing reclasses, the system kicks off a job in Scheduler to move dollars according to the reclass definitions. The system processes reclasses in the order they are listed on the Reclass Definitions page. For more information, see [Ordering reclass definitions](#).

As part processing reclass definitions, the system automatically places the results in a staging table so that you can reconcile them and make adjustments accordingly before committing them to the CGL table. However, you can skip the review step and commit them directly to the CGL table by selecting the **Auto-Commit results to CGL table** check box.

To process reclass definitions:

1. From the Enterprise Decision Support home page, in the **Cost Accounting** section, click **Costing Process Guide > Reclasses**.



2. Click one of the following reclass methods to process:
 - All Methods
 - Payroll Methods
 - Account Methods
 - Dept Methods
 - Individual Reclasses - Click **Select Individual Reclasses**, click the check box next to each reclass to process, and then click **OK**.

TIP: Use the Search box to find a specific reclass.

Cost Accounting

Costing Implementation > Reclasses and OH Allocations > Reclasses > Process All Reclasses

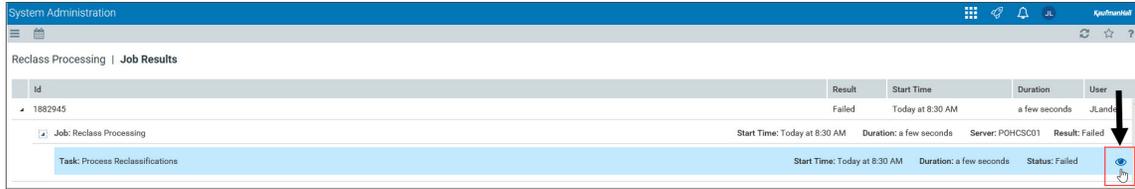
Process All Reclasses | Settings

Variables	Fiscal Year	2014
	Reclass Methods to Process	<input type="radio"/> All Methods <input type="radio"/> Payroll Methods <input type="radio"/> Account Methods <input type="radio"/> Dept Methods <input checked="" type="radio"/> Individual Reclasses <input type="button" value="Select Individual Reclasses"/>
	Auto-Commit results to CGL table	<input type="checkbox"/>
Processing	Start a scheduled job to process the Reclass definitions. <input type="button" value="Run Now"/>	
Reconciliation	View Scheduled Job Results View Department Reconciliation Summary Report View Distribution Reconciliation Report	
Finalization	Copy the staged results, if available, to the CGL table <input type="button" value="Commit Results"/>	

3. To skip the reconciliation process and commit the results directly to the CGL table, select the **Auto-Commit results to CGL table** check box.
4. To start the scheduled job that will process the definitions, click **Run Now**.
5. At the **Information** prompt, click **OK**.

After the job processes, the job results page displays to show you the status of the job. If the job fails, click the eye icon  next to the status field to view more information.

NOTE: The system displays the job results page in a separate tab in your browser.



6. To reconcile the processed reclasses, click one of the following reports:

- [View Scheduled Job Results](#)
- [View Department Reconciliation Summary report](#)

NOTE: This report as well as the Distribution Reconciliation report open in the Desktop Client.

- [View Distribution Reconciliation report](#)

7. To copy the staged results to the CGL table, click **Commit Results**.

Validating changes to account reclass rules

The Validation - Reclass Processing by Account report shows the defined Acct and Acct – Revenue reclass rules. You can use this report prior to processing allocations and after the reconciliation of the loaded financial data. You can also use it to review and test individual Acct Reclass steps.

The system spreads allocated dollars across many accounts, with each new reclass account inheriting the traits of the basis accounts. This allows a single account to be spread to several cost accounts. As the system processes, it creates reclass and reclass offset specific accounts, and concatenates the account number assigned to the Account Class in the System Account Ranges table into the account, making it unique.

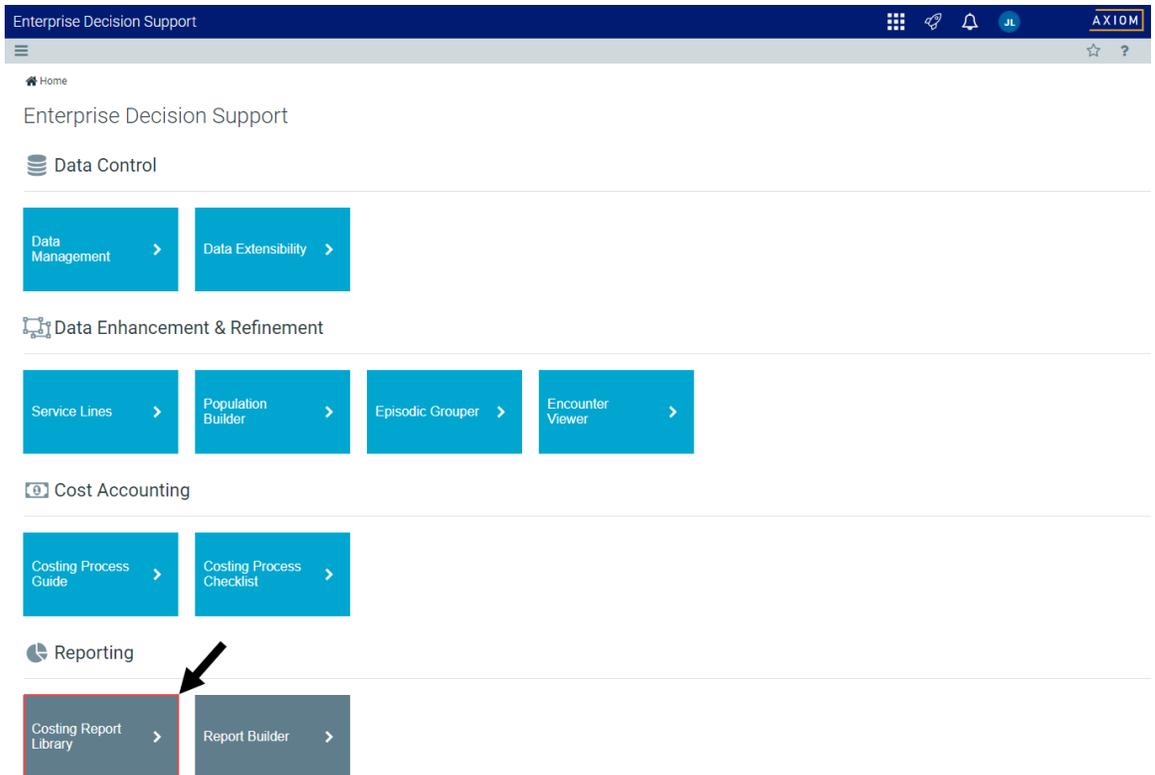
Year 2014 Reclass 206 OOR Reclass - OPERATING ROOM-26600									
<i>Out of Balance</i>									
Reclass Step	206								
Reclassified Accounts	ACCT.FSDETAIL = 'R_OthPIRev'								
Reclass Basis	DEPT.DEPT = 100026600 AND ACCT.TYPE = 'Expense' AND ACCT.COSTCAT <> 'NA' AND ACCT.RECLASSTYPE NOT IN ('RECLASS', 'RECLASSOFFSET', 'REVRECLASS', 'REVRECLASSOFFSET')								
Reclass From Dept	DEPT.DEPT = 100026600								
"Reclass From"		Amount to Reclass							
ACCT	Description	M1	M2	M3	M4	M5	M6	M7	M8
10582016	FIRST ASSIST REVENUE	17,910	0	19,520	0	0	0	0	0
Total to Reclass:		17,910	0	19,520	0	0	0	0	0
Total Base:		(425,098)	(435,953)	(441,162)	(419,768)	(440,616)	(409,427)	(425,722)	(402,435)
Reclass Rate:		0.04	0.00	0.04	0.00	0.00	0.00	0.00	0.00
"Reclass Basis"		Basis Amounts							
ACCT	Description	M1	M2	M3	M4	M5	M6	M7	M8
10578999	INTRA COMPANY REVENUE	0	(2,599)	0	0	0	0	0	0
10901001	CONTRACT LABOR	13,321	10,673	6,709	0	468	(58)	332	2,000
10910001	TRANSCRIPTION SERVICES	0	0	0	0	0	0	0	0
10916027	DEPREC-NEW CAPITAL 1/1/91	130,897	131,088	134,271	139,080	138,713	128,072	130,141	129,761
10922001	PRO FEES/MEDICAL DIRECTOR	0	0	0	0	0	53,000	8,833	(8,833)
10922029	PRO FEES/PT CARE/INTERP FEES	0	0	0	0	14,495	0	0	0
10922028	PRO FEES/CONTRACTUAL	4,770	6,996	6,996	7,632	7,632	3,180	8,268	6,360
10925001	CONSULTING	0	850	0	0	1,200	1,200	0	1,350
10929008	PO CTL PHYSICAL INV VARIANCE	0	0	0	0	0	0	1,384	0
10930001	OPERATING SUPPLIES-MEDICAL	44,767	41,756	29,125	33,800	35,952	44,039	33,418	38,105
10930016	SUPPLIES CONTRA-REBATES	(7,328)	(6,011)	(87,430)	(10,558)	(17,687)	(1,158)	(30,994)	(20,012)
10930017	OPERATING SUPPLIES-NON MEDICAL	172	0	1,523	0	38	656	0	0
10931001	OFFICE SUPPLIES	1,236	1,382	891	1,110	988	1,994	1,057	685
10935001	COST OF GOODS SOLD	0	0	0	0	0	0	0	0
10937001	OXYGEN & GASSES	521	430	568	277	(553)	190	723	575
10942001	REPAIR PARTS	3,256	2,041	2,973	7,249	(11,829)	14,542	1,887	6,579
10942006	REPAIRS AND MAINTENANCE	25,562	9,332	6,144	57,965	12,638	13,151	18,006	11,583
10943002	FOOD	324	255	138	14	143	318	185	159
10946001	PT CHG SUPPLY-MTL MGT SYSTEM	275,697	294,319	252,669	272,906	205,714	306,931	268,715	275,285
10946012	PT CHG SUPPLY-WINSLOW	0	3,879	5,430	0	0	0	0	0
10946100	PT CHG SUPPLY-CARDIO	105,900	163,885	35,319	70,844	183,400	238,273	49,097	157,440
10946102	PT CHG SUPPLY-LUMBAR FUSIONS	587,304	447,352	413,124	516,304	440,331	553,372	330,947	654,089
10946104	PT CHG SUPPLY-CERVICAL FUSIONS	60,805	96,871	109,561	68,168	65,816	55,394	107,476	130,281
10946106	PT CHG SUPPLY-KNEE	259,164	143,979	257,560	245,538	271,658	257,236	236,137	220,921
10946108	PT CHG SUPPLY-HIP	187,507	145,131	186,234	185,264	88,937	115,280	197,434	131,181

The "Reclass From" section populates departments based on the reclass definition department filter. The dollars to reclass populate in the Amount to reclass and the Offset Amounts sections. The Reclassed Amounts are spread across the basis, which populates in the lower section of the report.

As the system processes each rule, the distribution amounts save to the departments that have a basis defined in the step processed. The system also writes an offset to the source department to offset the original value being distributed.

To validate changes to account reclass rules:

1. From the Enterprise Decision Support home page, in the Reporting section, click Costing Report Library.



2. Under **Reclass and OH Reconciliation** section, click the **Validation - Reclass Processing by Account.xlsx** link.

NOTE: The report opens as a tab in the Desktop Client version.

3. In the **Refresh Variables** dialog, select the variables to include in the report, and click **OK**.

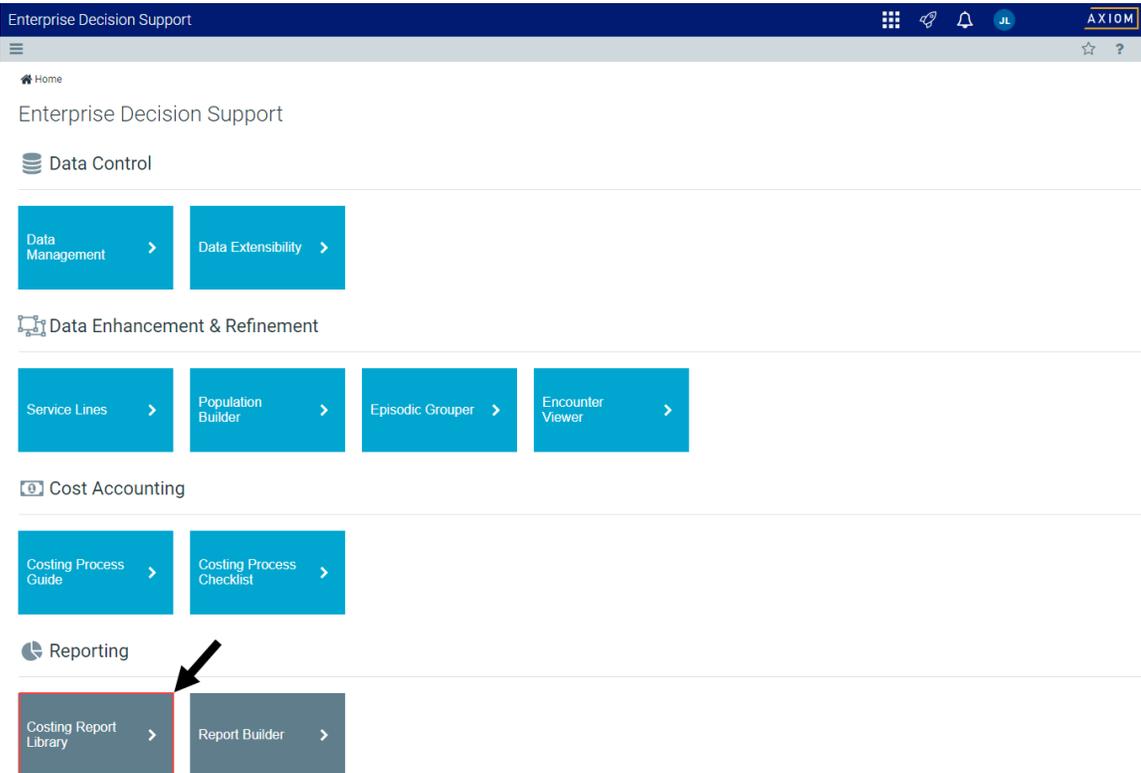
Validating changes to department reclass rules

The **Validation - Reclass Processing by Department** report shows a summarized view of the processed reclass definitions that you can use to validate that the system has processed the steps and saved them to the database.

The report shows the reclass definition information for each of the processed rules. The reclass activity displays as active or inactive in the report. We recommend that you use this report prior to processing allocations and after the reconciliation of the loaded financial data. You can also use it to review and test individual reclass steps.

To validate changes to department reclass rules:

1. From the Enterprise Decision Support home page, in the **Reporting** section, click **Costing Report Library**.



2. Under **Reclass and OH Reconciliation** section, click the **Validation - Reclass Processing by Department.xlsx** link.

NOTE: The report opens as a tab in the Desktop Client version.

3. In the **Refresh Variables** dialog, select the variables to include in the report, and click **OK**.

In Balance											
Reclass ID	9102										
Reclassified Accounts	Acct.Costcat = 'Medsup' and Acct.type = 'Expense' and dept.dept in										
Reclass Basis	Acct.Costcat = 'Medsup' and Acct.type =										
Reclass From Dept	DEPT.DEPT = 100029630										
Reclass From		Amount to Reclass									
DEPT	Description	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10
Total to Reclass:		0	0	0	0	0	0	0	0	0	0
Total Base:		1,618,306	2,970,903	2,872,118	3,236,104	2,757,248	3,291,593	1,286,191	1,680,528	1,608,615	
Reclass Rate:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Reclass To		Basis Amounts									
DEPT	Description	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10
100026590	CATH LAB		3,247	332,593	496,249	523,189	278,625	361,662	4,034	(643)	4,774
100026600	OPERATING ROOM	1,331,176	1,848,094	1,731,522	2,024,642	1,822,810	2,281,970	1,028,046	1,457,779	1,281,760	1
100026610	TASC	0	0	0	0	0	0	22,978	26,494	17,672	
100026780	EMERGENCY DEPT	11,080	61,933	88,885	70,864	69,108	58,706	20,433	10,356	27,065	
100027210	DIAGNOSTIC RADIOLOGY	3,264	25,252	13,505	17,081	14,124	13,961	2,723	2,231	(10,006)	
100027830	RADIATION ONCOLOGY	126	10,882	5,761	4,642	229	2,830	255	1,176	37	
100097020	SURGERY	246,781	522,311	405,473	418,275	393,669	459,897	186,623	164,907	252,072	
100097029	ENDOSCOPY	1,165	11,750	14,716	22,540	19,088	17,969	1,110	960	1,030	
100097032	INFUSION ROOM	479	1,696	1,546	2,223	1,628	1,150	168	283	306	
100097130	CARDIAC CATH	13,361	134,719	103,918	123,742	134,022	72,144	12,100	11,979	23,050	
100097170	PHARMACY	1,037	12,980	(4,499)	16,238	14,494	13,772	1,571	(831)	1,591	
100097232	EMS	385	2,967	3,369	3,281	2,947	2,686	282	342	370	
100097235	MILWAUKIE EMERGENCY DEPT	5,931	4,876	5,058	7,498	4,603	4,398	5,165	4,456	8,213	
100097250	MILWAUKIE RADIATION ONCOLOGY	273	850	6,616	1,891	1,900	450	702	1,040	682	

The "Reclass From" section populates departments based on the reclass definition department filter. The dollars to reclass populate in the Amount to reclass and the Offset Amounts sections. The Reclassed Amounts are spread across the basis, which populates in the lower section of the report.

As the utility processes each rule, the system saves the distribution amounts to the departments that have a basis defined in the step processed. The system also writes an offset to the source department to offset the original value being distributed. The reclass account and the offset account are created using the Reclass Setup Manager and populate in the dimensions as the definitions are created

Validating changes to payroll reclass rules

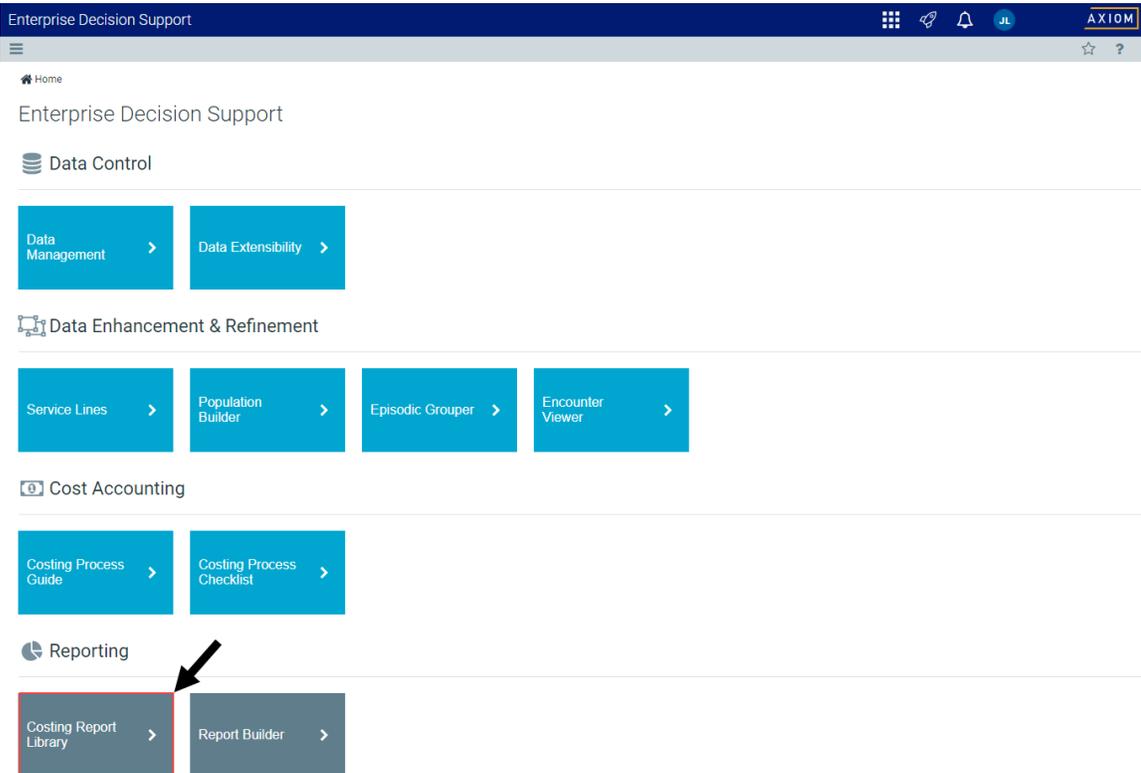
The Validation - Reclass Processing by Payroll report shows the define Payroll reclass rules. Typically, an organization sets up only one rule. The payroll reclass definition identifies accounts specific to salaries and disaggregates the accounts across cost class- or job class-specific statistics.

The system processes all departments in a sequential fashion, with the source department component of the reclass definition functioning as a multipass filter.

You can use this report prior to processing general reclass rules and after the reconciliation of the loaded financial data.

To validate changes to payroll reclass rules:

1. From the Enterprise Decision Support home page, in the **Reporting** section, click **Costing Report Library**.



2. Under **Reclass and OH Reconciliation** section, click the **Validation - Reclass Processing by Payroll.xlsx** link.

NOTE: The report opens as a tab in the Desktop Client version.

3. In the **Refresh Variables** dialog, select the variables to include in the report, and click **OK**.

In Balance											
Reclass Step	2101										
Reclassified Accounts	Acct.Reclasstype = 'Payrollstat'										
Reclass Basis	(ACCT.FSDetail = 'E_Salaries' AND										
Reclass From Dept	DEPT.DEPT=100026780										

Reclass Source		Amount to Reclass									
ACCT	Description	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10
900001	REGULAR SALARIES AND WAGES	342,670	343,667	323,182	358,567	329,739	326,854	313,358	324,058	338,087	338,263
900003	DIFFERENTIAL	28,627	26,039	26,773	26,573	24,739	24,246	27,076	25,367	25,585	25,585
900006	SITTERS	622	313	1,307	360	455	306	59	747	274	571
900012	EXTRA PAY	12,853	(600)	0	2,000	1,500	2,536	1,821	11,472	558	28,398
900013	INSERV/EDUCAT/TRAINING	12,706	612	13,572	6,571	7,690	5,607	9,279	11,505	5,357	11,912
900014	ANNUAL LEAVE USED	34,984	47,809	35,575	35,979	43,809	49,249	41,244	35,754	47,240	27,494
900015	DISABILITY LEAVE USED	6,564	400	73	1,831	984	(29)	6,434	6,981	(599)	2,831
900016	AL BANK NET CHANGE	10,966	(8,890)	9,969	7,174	5	(5,127)	(3,958)	9,354	(4,997)	13,593
900017	EIB/JURY DUTY/FUNERAL LEAVE	0	0	0	0	0	0	0	0	1,483	(42)
900018	STANDBY	3,441	4,132	4,232	4,367	4,509	4,496	4,680	4,104	4,258	4,383
900020	OVERTIME	12,669	(678)	13,191	5,737	5,826	3,929	15,635	14,973	8,063	5,636
900021	CALLBACK/HOLIDAY/CONT SHIFT	23,656	3,467	27,947	1,915	6,307	16,569	56,513	4,888	2,083	7,498
900035	WEEKEND DIFFERENTIAL	4,782	4,385	4,468	4,452	4,018	4,151	4,496	4,202	4,077	4,049
900036	GIFT CARD GROSS UP	0	0	0	109	0	0	0	0	15	14
900037	CERNER TRAINING	2,493	1,875	4,005	4,661	3,611	2,110	1,299	2,224	2,195	3,763
900038	MEETINGS	1,192	12	1,029	161	1,182	974	1,553	1,849	(107)	1,564
900999	PAYROLL DEFAULT	0	0	0	0	0	0	0	0	0	2,054
Total GL Salaries to Reclass:		498,225	422,542	465,327	460,457	434,375	435,871	479,489	457,478	483,571	477,568
Total Base:		941,251	877,793	1,138,282	913,424	867,778	922,172	937,845	852,167	920,123	923,077
Reclass Rate:		0.53	0.48	0.41	0.50	0.50	0.47	0.51	0.54	0.47	0.52

Reclass Basis / Target		Basis Amounts									
ACCT	Description	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10
9900001010	Payroll Stat - RN Salary - Variable	564,302	538,209	569,786	563,255	524,339	545,639	580,277	500,057	513,090	521,785
9900001011	Payroll Stat - RN Salary - Fixed	159,371	123,027	285,607	127,903	129,650	144,449	125,600	132,034	155,234	114,876
9900001030	Payroll Stat - Technician Salary - Variable	127,379	120,449	118,411	119,863	115,170	122,802	123,629	111,297	120,867	129,965
9900001031	Payroll Stat - Technician Salary - Fixed	25,302	24,469	53,091	29,101	27,736	29,733	31,464	28,593	30,518	29,753
9900001040	Payroll Stat - Aide Salary - Variable	326	2,298	2,171	925	922	585	1,424	896	277	685

The **Reclass Source** section shows departments based on the reclass definition department filter. The dollars to reclass populate in the **Amount to Reclass** and the **Reclass Offset** sections of the report. The **Reclassified Amounts** are spread across the basis, which populates in the lower section of the report.

As the system processes each rule, the distribution amounts save to the departments that have a basis defined in the step processed. The system also writes an offset to the source department to offset the original value being distributed.

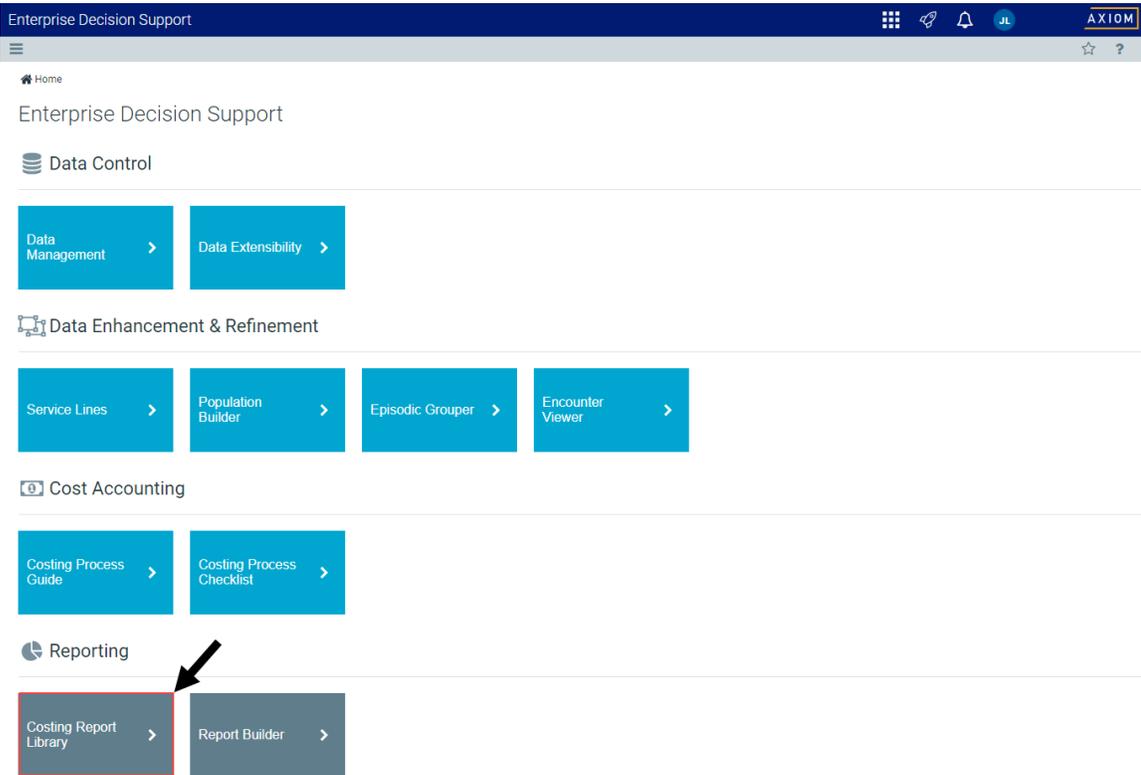
The reclass account and the offset account are created using the Payroll Reclass Account Setup report at implementation.

Discovering variances in reclass and overhead allocation offsets

Use the Reclass and Allocation Distribution Reconciliation report to find variances after you run your allocation and reclass processing or if there are changes in your GL structure.

To discover variances in reclass and allocation offsets:

1. From the Enterprise Decision Support home page, in the **Reporting** section, click **Costing Report Library**.



2. Under **Reclass and OH Reconciliation** section, click the **Reclass and Allocation Distribution Reconciliation** link.

NOTE: The report opens as a tab in the Desktop Client version.

3. Refresh the report by clicking **Refresh Data** in the Main ribbon tab, or pressing **F9**.
4. From the **Refresh Variables** dialog, do the following:
 - From the **CGL Year** drop-down, select your CGL year.
 - From the **Select a Specific ReclassType** (optional) drop-down, select the ReclassType to view in the Reclass section of the report.

NOTE: This does not affect the Allocation section of the report.

5. To change the view of the report, in the Main ribbon tab, click **Change View**, and select one of the following:
 - All
 - Variance Only

You can drill into the Reclass or Allocation rule for the list of the departments impacted by the selected rule.