# Rolling Forward Guide

Axiom Budgeting and
Performance Reporting
Version 2020.4

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# Contents

# Rolling Forward to a New Fiscal Year

> **IMPORTANT:** Upgrade Axiom to the most current release, and then follow these steps. Also make sure you're not in an active budget cycle.

As part of the implementation process, a Kaufman Hall Implementation Consultant helps you create a budget file group for the current year, as discussed the section "Setting up budget plan files" in the online help.

For the next or subsequent file year, however, there are steps you need to complete to set up next year's file group. These steps include the following:

1. Archive the current year plan file. (Optional)
2. Prepare for the next fiscal year.
3. Review other system areas.

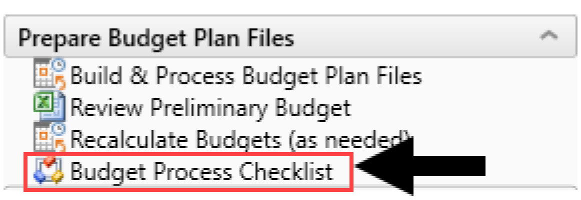
> **NOTE:** To populate the Bud_Pay27 tables with budgeted hours, we recommend that you run the Monthly to Biweekly utility located in the Reports Library > Management Reporting Utilities > Payroll. For more information, see "Payroll utilities" in the online help.

# Running the Budget Checklist process

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

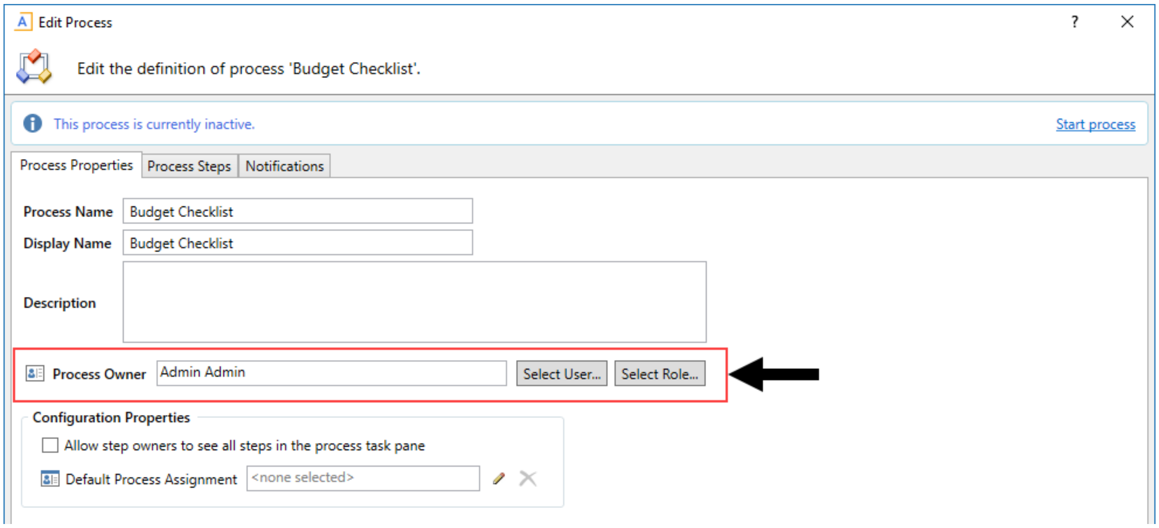
**To run the Budget Checklist process:**

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

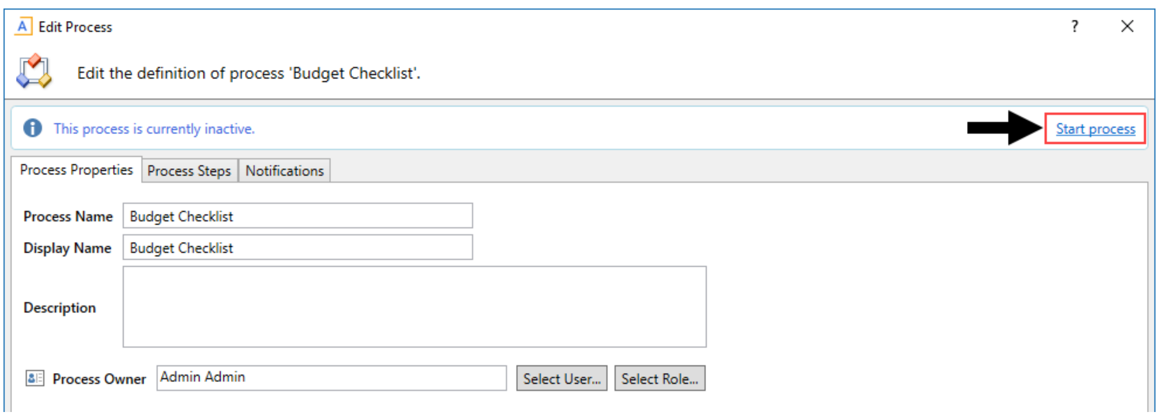



2. In the **Process Owner** field of the Process Properties tab, do one of the following:
   - To assign a specific user as process owner, click **Select User**.
   - To assign users with specific roles as process owners, click **Select Role**.

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



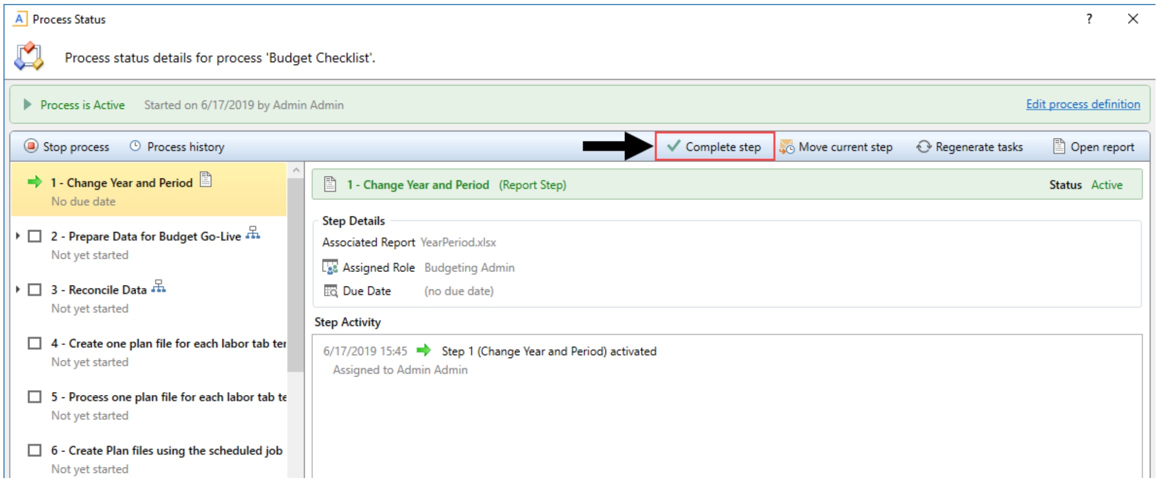

3. Click **Start Process** in the upper right corner of the dialog.




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

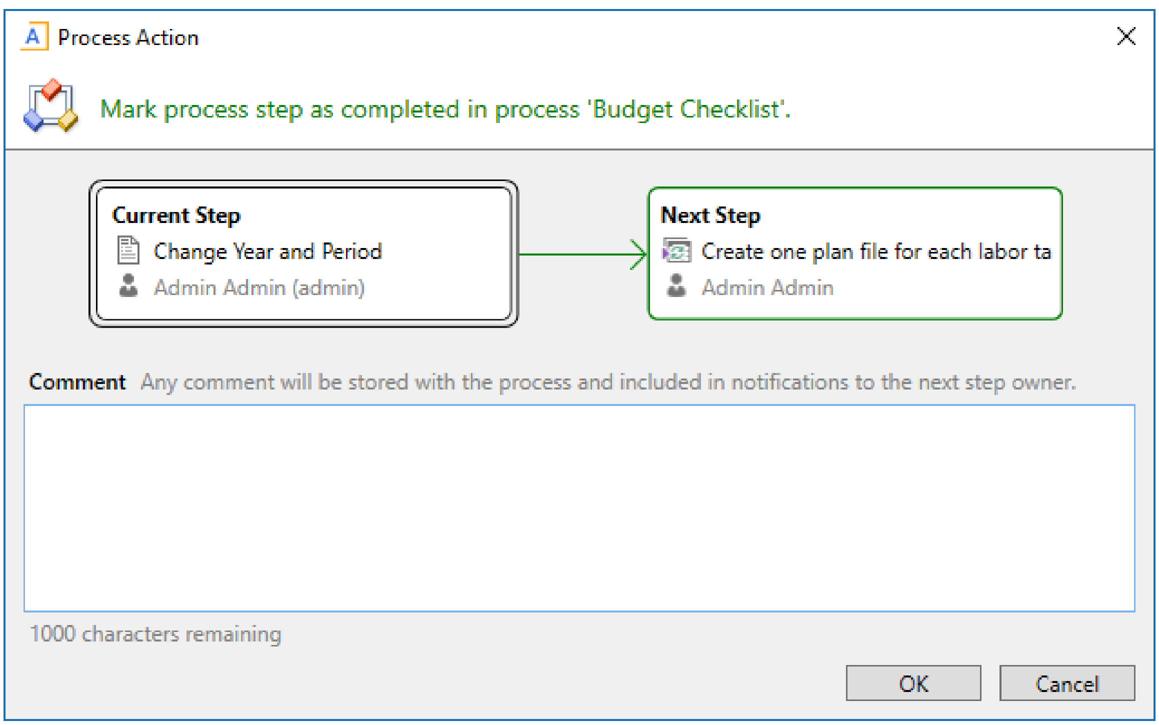
**TIP:** An arrow icon displays next to steps that contain sub-steps. Click the icon to expand or contract the list of sub-steps.

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



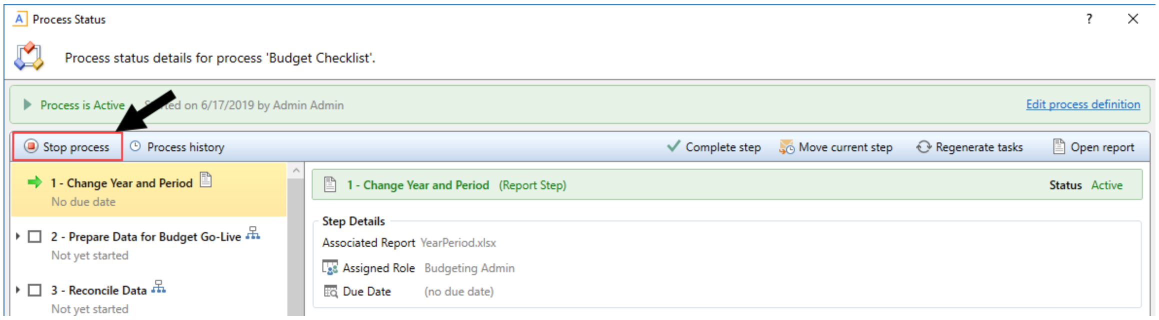

6. In the **Process Action** dialog, you can enter any details about the step you performed, and click **OK**.

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




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

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




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

# 1. Archiving current year plan files (optional)

The Archive Current Year Plan Files command allows you to convert the current plan files in a file group to static snapshots of the files, for viewing only. This command is intended to be used in cases where planning is finished for the file group, but you still want the ability to view the finalized plan files. However, you do not want the plan files to be updated with new data or save data to the database.

When you run this command, the system first creates a plan file restore point, so that you can restore the plan file if a user accidentally executes it. Then, the system opens each plan file and normal "open processes" occur, including applying default views, hiding sheets, and executing refresh-on-open Axiom queries and data lookups.

> **NOTE:** The plan file starts out in the same state it would be in if the user executing the command opened the file normally.

The system then processes each plan file as follows:

- Converts all formulas in the plan file to values.
- Deletes all control sheets. This disables any process that depends on a control sheet, such as Axiom queries or save-to-database.
- Disables refresh variables, action codes, and data lookups by prefixing the primary tags with an x. For example: [xActionCodes].
- Applies workbook and worksheet protection, as configured on the original default Control Sheet.
- Saves the plan file in this static state.

When a plan file is opened after being archived by the command, data queries will not run because there is no longer any Control Sheet, and no formulas are left to be calculated. Manually refreshing the file will have no effect. Users can still save the file if they have read/write access to it, but save-to-database processes will no longer execute because there is no longer any Control Sheet.

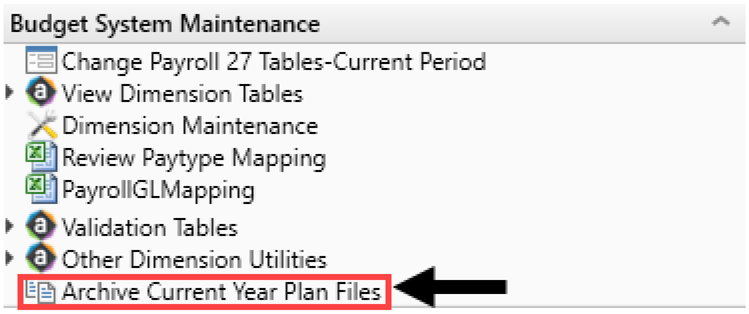
> **IMPORTANT:** The system processes all plan files using the permissions of the user who is executing the command. This means that the plan files will be opened, refreshed, and then "frozen" based on the permissions of that user. All users who open the archived files will see the plan files in the same state. For example, if the "live" plan file used formulas to dynamically show and hide sheets based on the current user's permissions, this will no longer apply to the archived file.

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

**TIP:** As a back up measure, you can also export the plan file to a network folder, import it back into the system, and save over the range valued plan file, if needed.

**To archive current year plan files:**

1. In the **Bud Admin** task pane, in the **Budget System Maintenance** section, double-click **Archive Current Year Plan Files**.




2. At the **Are you sure you wish to archive file group 'Budget-*year*' file group?** prompt, to continue, click **Yes**.

   **NOTE:** The system determines the budget file group to archive based on the file group associated with the current year's budget plan.

   **IMPORTANT:** Confirm your File Group Alias for **Current Year** is pointed to the file group you intend to archive.

# 2. Preparing for the next fiscal year

If you are applying the update, then it is likely you are ready to prepare your system for the next fiscal year. This section includes some of the common steps, but it may not be an exhaustive list so please contact Kaufman Hall Support with any questions.

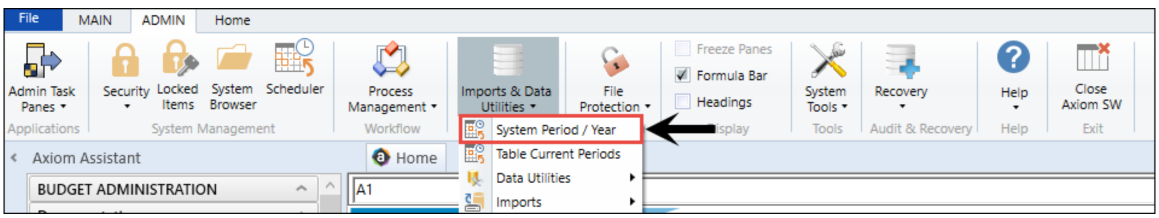
- Update system periods
- Update year and period tables
- Update payroll dates tables
- Update the current payroll schedule

The new budget file group is now active, but see 3. Reviewing other systems for the new fiscal year to make sure all systems have been reviewed and updated before you begin working with the new budget file group.

## Updating system periods

**To update system periods:**

1. In the **Admin** ribbon tab, click **Imports & Data Utilities > System Period/Year**.

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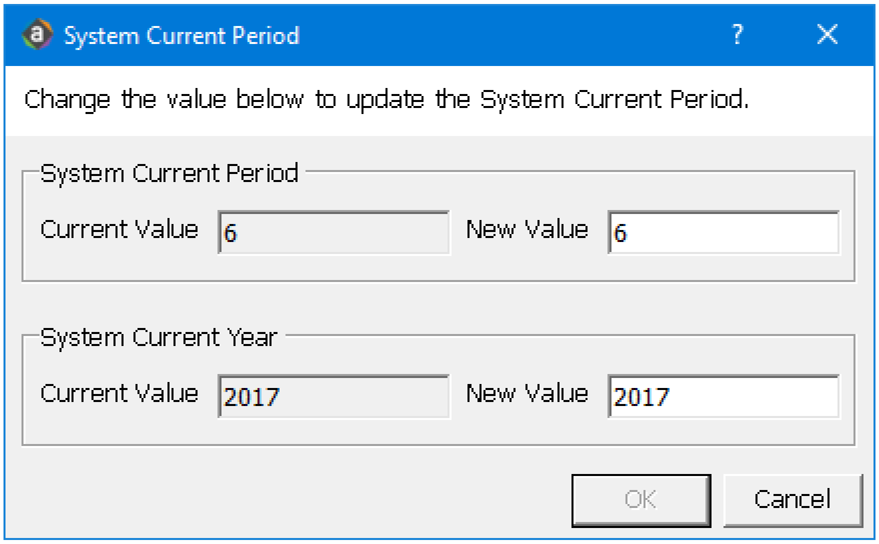
2. In the **System Current Period** dialog, modify the **System Current Period**, as applicable.

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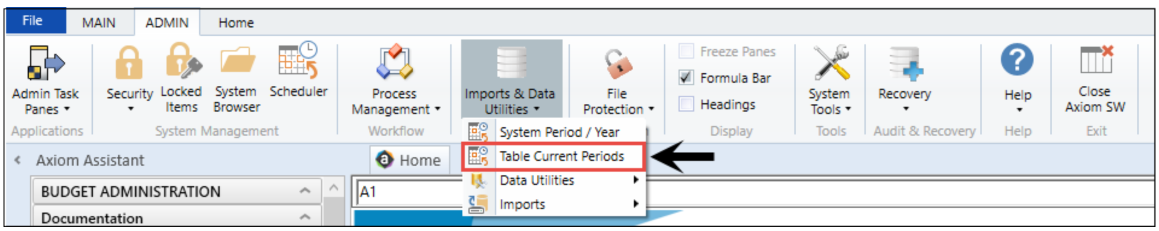
3. In the **Admin** ribbon tab, click **Import & Data Utilities** > **Table Current Periods**.

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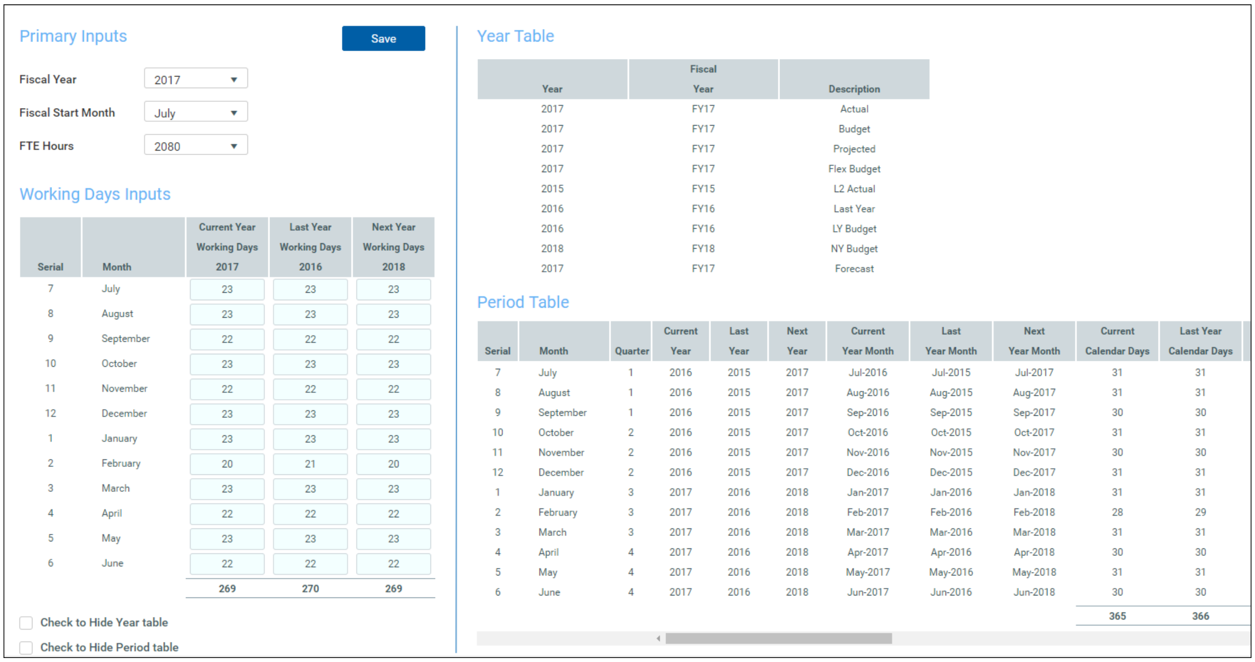
4. Update the Financial, Payroll, and Provider (if applicable) table periods.

# Setting year and period

Use this table to configure the following for your organization:

- Set the fiscal year and the first month of the fiscal year
- Define the number of work days in the current year, last year, and next year
- Select the standard Full Time Equivalent (FTE) hours worked by employees in a year.

**NOTE:** The standard FTE hours you select in this worksheet displays as the default FTE Hours in the Budget Labor Configuration.




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

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

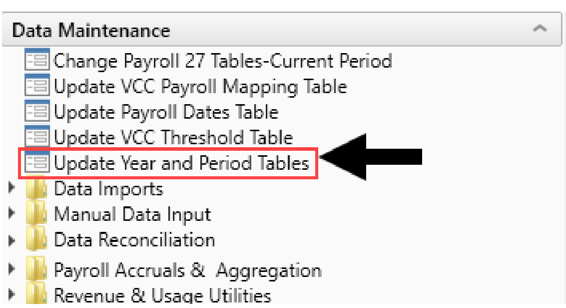
| Serial | Month | Quarter | Current Year | Last Year | Next Year | Current Year Month | Last Year Month | Next Year Month | Current Calendar Days | Last Year Calendar Days |
|---|---|---|---|---|---|---|---|---|---|---|
| 7 | July | 1 | 2016 | 2015 | 2017 | Jul-2016 | Jul-2015 | Jul-2017 | 31 | 31 |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

The FTE Hours you select are reflected on the following tabs in the plan file:

- Expense
- Jobcode
- Staffing
- Employee
- ProviderComp
- altEmployee
- HHLabor

### To set year and period:

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




2. In the **Primary Inputs** section, complete the following options:

| Option | Description |
|---|---|
| Fiscal Year | Select the fiscal year. |
| Fiscal Start Month | Select the month in which the fiscal year starts. |
| FTE Hours | Select one of the following:<br>• To use the standard of the number of days worked multiplied by a 40-hour work week divided by 7, select **2086**.<br>• To use the standard 40 hour work-week multiplied by 52 weeks, select **2080**. |

3. In the **Working Days Inputs** area, enter the number of working days for the current year, last year, and next year for each fiscal month.

> **TIP:** To hide the year and/or period tables, click the corresponding check boxes under the Working Days Inputs section.

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

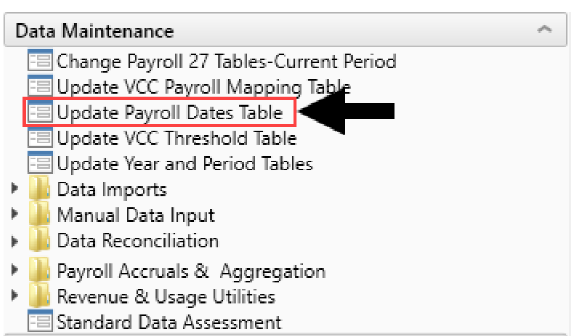
# Setting payroll dates

Use this table to manage your organization's pay period dates. This table is used in many of the productivity and pay period reports.

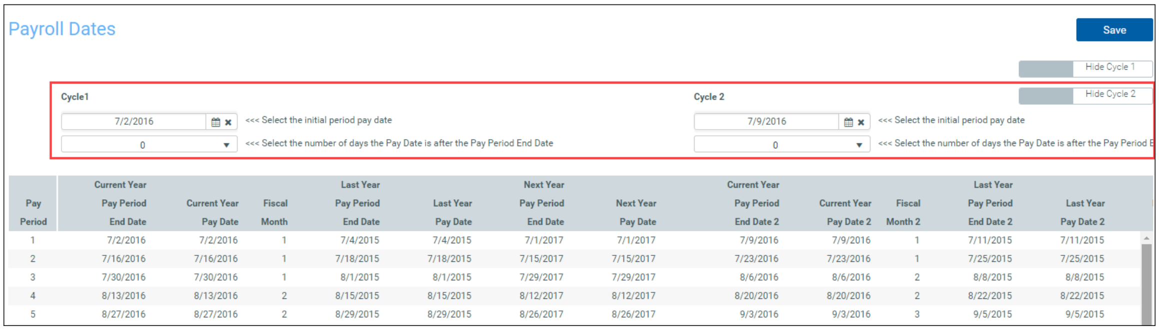
> **IMPORTANT:** If your organization uses more than two cycles, it will not display in this table.

**To set payroll dates:**

1. In the Mgmt Admin task pane, in the **Data Maintenance** section, double-click **Update Payroll Dates Table**.



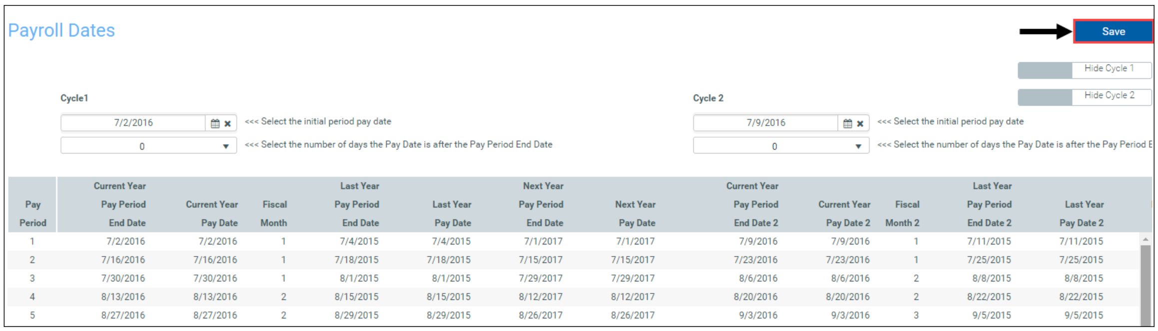

2. For Cycle 1 and Cycle 2, from the **Select the initial period pay date** drop-down, select the date for Pay Period 1.




**TIP:** You can hide or show Cycle 1 and 2 using the toggle under the Save button.

3. From the **Select the number of days the Pay Date is after the Pay Period End Date** drop-down, select the number of days.

4. After you make changes, click **Save** in the upper right corner of the page.



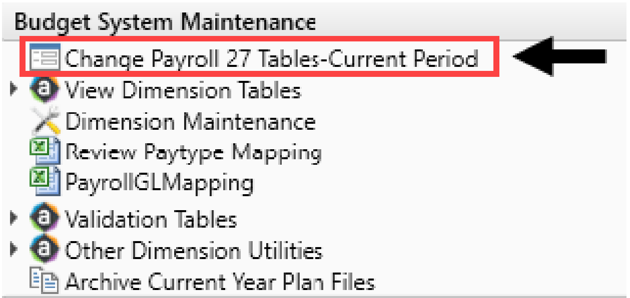

# Configuring the current payroll period

Use the Change Payroll 27 Tables-Current Period utility to change the Payroll 27 tables current period.

**NOTE:** You must have the Administrator role profile to access this utility.

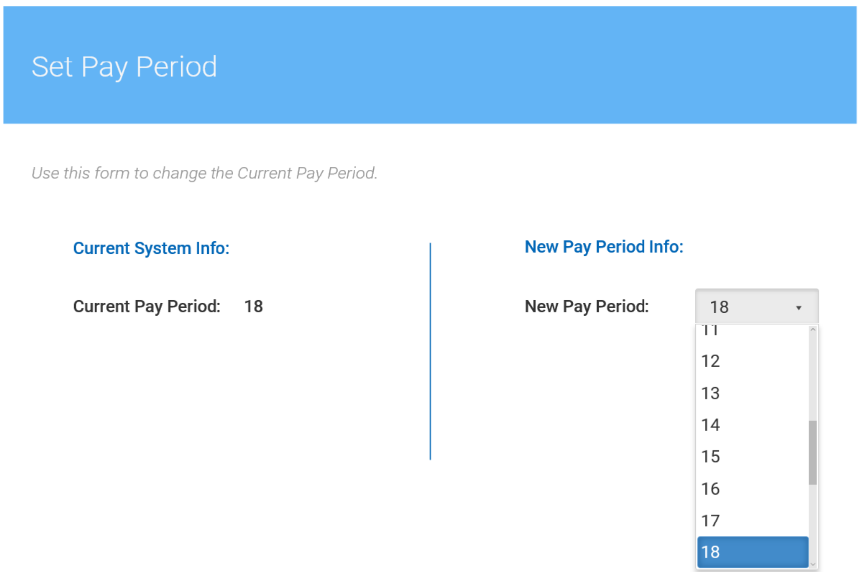
**To configure the current payroll period:**

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




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

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




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

# 3. Reviewing other systems for the new fiscal year

Refer to the budget checklist and all of the topics related to it. Although the budget file group is now active, there remains a few system areas to review and possibly update.

- Bring data current – Bring the GL and Statistic data current.
- Verify Budget Control columns in the DEPT dimension table – Validate that the DEPT dimension key Budget columns have been reviewed and updated.
- Verify the Budget Control columns in the ACCT, JOBCODE, and PAYTYPE dimension tables
- Load updated employee master data.
- Build 1-5 sample budgets for verification.
- Adjust dimension budget settings and driver information accordingly.