### **Rolling Forward Guide**

Axiom Budgeting and Performance Reporting Version 2020.4



10 S. Wacker Dr, Suite 3375 Skokie, IL 60077 (847) 441-0022 www.syntellis.com

info@syntellis.com

Syntellis<sup>®</sup> is a trademark of Syntellis Performance Solutions, LLC. Microsoft<sup>®</sup>, Excel<sup>®</sup>, and Windows<sup>®</sup> are trademarks of Microsoft Corporation in the United States and/or other countries. All other trademarks are the property of their respective owners.

This document is Syntellis Performance Solutions Confidential Information. This document may not be distributed, copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable format without the express written consent of Syntellis Performance Solutions.

Copyright © 2020 Syntellis Performance Solutions, LLC. All rights reserved.

Version: 2020.4.1

Updated: 12/8/2020

## Contents

Rolling Forward to a New Fiscal Year	4
Running the Budget Checklist process	4
1. Archiving current year plan files (optional)	
2. Preparing for the next fiscal year	10
Updating system periods	
Setting year and period	11
Setting payroll dates	13
Configuring the current payroll period	
3. Reviewing other systems for the new fiscal year	16

## 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.

A Edit Process		?	×
Kalit ti	e definition of process 'Budget Checklist'.		
• This proce	s is currently inactive.	<u>Start p</u>	rocess
Process Propert	Process Steps Notifications		
Process Name Display Name Description	Budget Checklist Budget Checklist		
Process Ou			
	Properties       p owners to see all steps in the process task pane       rocess Assignment <a href="https://www.noneselected"></a>		

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

A Edit Process	?	×
Edit the definition of process 'Budget Checklist'.		
This process is currently inactive.	Start p	rocess
Process Properties Process Steps Notifications		
Process Name Budget Checklist		
Display Name Budget Checklist		
Description		
Image: Process Owner     Admin Admin       Select User     Select Role		

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

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

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

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

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

<b>TIP:</b> The dialog also displays the next step in the process.	
A Process Action	×
Mark process step as completed in process 'Budget Checklist'.	
Current Step         Change Year and Period         Admin Admin (admin)         Admin Admin (admin)         Comment Any comment will be stored with the process and included in notifications to the next step owner.	
Comment Any comment will be stored with the process and included in nouncations to the next step owner.	
1000 characters remaining OK Cancel	

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

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

A Process Status					? ×
Process status details for process 'Budg	et Checklist'.				
Process is Active	n Admin			E	dit process definitio
Stop process     Process history		✓ Complete step	👼 Move current step	🕀 Regenerate tasks	Dpen report
➡ 1 - Change Year and Period No due date	1 - Change Year and Period (Report Step)				Status Active
▶ 2 - Prepare Data for Budget Go-Live ♣ Not yet started	Step Details Associated Report YearPeriod.xlsx				
► 3 - Reconcile Data ♣ Not yet started	EQ Due Date (no due date)				

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.

Budget System Maintenance

- Change Payroll 27 Tables-Current Period
   View Dimension Tables
   Dimension Maintenance
   Review Paytype Mapping
   PayrollGLMapping
   Validation Tables
   Other Dimension Utilities
   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.

File M	AIN ADMIN	Home										
							5	<ul> <li>Freeze Panes</li> <li>Formula Bar</li> </ul>	×	-	?	×
Admin Task Panes •	Security Locked Items	System Sch Browser	heduler	Process Management •	Imports & Data Utilities •		File Protection	Headings	System Tools •	Recovery •	Help	Close Axiom SW
Applications						System Peri	od / Year	isplay	Tools	Audit & Recovery	Help	Exit
< Axiom A	ssistant			<ol> <li>Home</li> </ol>	<u> </u>	Table Currer	nt Periods					
BUDGET							s 🕨					
2				<u> </u>	5	Imports	•					

Click image to view full size

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

Ø System Current Period			?	×
Change the value below to update t	ne System Ci	urrent Perio	od.	
System Current Period	New Value	6		
System Current Year	New Value	2017		
		OK	Can	cel

Click image to view full size

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

File	: N	/AIN	ADMIN	Home											
		6			<b>1</b> 5				6		<ul> <li>Freeze Panes</li> <li>Formula Bar</li> </ul>	×		?	×
	in Task nes 🔻	Secu T		System Browser	Scheduler	Process Management •		rts & Data tilities •	File Protection	-	Headings	System Tools •	Recovery	Help	Close Axiom SW
Appli	cations		System	Managem	ent	Workflow	00 5	System Per	iod / Year		Display	Tools	Audit & Recovery	Help	Exit
< 4	Axiom A	Assistar	nt			🔕 Home	<b>E</b> \$	Table Curre			$\leftarrow$				
	BUDGE	T ADM	INISTRATI	ON	^ ^	A1	- 🦊 	Data Utilitie Imports	es 🕨						
	Docum	entatio	n		~		-	imports							

Click image to view full size

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

#### Setting year and period

Use this table to configure the following for your organization:

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

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

Primary	Inputs			Save	Year T	able									
Fiscal Year	2017	•						Fisc							
						Year		Yea			Description				
Fiscal Start	Month July	•				2017 2017		FY1 FY1			Actual Budget				
FTE Hours	2080	•				2017		EY1			Projected				
						2017		EY1			Flex Budget				
Morking	Dava Innuta					2015		FY1			L2 Actual				
working	Days Inputs					2016		FY1			Last Year				
		Current Year	Last Year	Next Year		2016		FY1	6		LY Budget				
		Working Days	Working Days	Working Days		2018		FY1	в		NY Budget				
Serial	Month	2017	2016	2018		2017		FY1	7		Forecast				
7	July	23	23	23	Derios	l Table									
8	August	23	23	23	Period	Table									
9	September	22	22	22				Current	Last	Next	Current	Last	Next	Current	Last Year
10	October	23	23	23	Serial 7	Month	Quarter	Year 2016	Year	Year	Year Month	Year Month	Year Month	Calendar Days	Calendar Days
11	November	22	22	22	8	July August	1	2016	2015 2015	2017 2017	Jul-2016 Aug-2016	Jul-2015 Aug-2015	Jul-2017 Aug-2017	31 31	31
12	December	23	23	23	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
1	January	23	23	23	11	November	2	2016	2015	2017	Nov-2016	Nov-2015	Nov-2017	30	30
2	February	20	21	20	12	December	2	2016	2015	2017	Dec-2016	Dec-2015	Dec-2017	31	31
3	March	23	23	23	1	January	3	2017	2016	2018	Jan-2017	Jan-2016	Jan-2018	31	31
4	April	22	22	22	2	February	3	2017	2016	2018	Feb-2017	Feb-2016	Feb-2018	28	29
5	May	23	23	23	3	March	3	2017	2016	2018	Mar-2017	Mar-2016	Mar-2018	31	31
6	June	22	22	22	4	April	4	2017	2016	2018	Apr-2017	Apr-2016	Apr-2018	30	30
		269	270	269	5	May	4	2017	2016	2018	May-2017	May-2016	May-2018	31	31
		207	270	207	6	June	4	2017	2016	2018	Jun-2017	Jun-2016	Jun-2018	30	30
Check t	o Hide Year table													365	366
Check t	o Hide Period table							4							

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

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

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

4. After making your changes, click Save.

### 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.

Payro	ll Dates											Sa	ive
												Hide Cy	ycle 1
- [	Cycle1							Cycle 2				Hide Cy	ycle 2
	7/2/2016	₩×	<<< Select the ir	nitial period pay date			7/9/2016	<b>≅ ×</b>	<<< Select the in	nitial period pay date			
	0	•	umber of days the Pay	Date is after the Pay P		0	•	<<< Select the n	umber of days the Pay	Date is after the Pay	y Peri		
	Current Year			Last Year		Next Year		Current Year			Last Year		
Pay	Pay Period	Current Year	Fiscal	Pay Period	Last Year	Pay Period	Next Year	Pay Period	Current Year	Fiscal	Pay Period	Last Year	
Period	End Date	Pay Date	Month	End Date	Pay Date	End Date	Pay Date	End Date 2	Pay Date 2	Month 2	End Date 2	Pay Date 2	
1	7/2/2016	7/2/2016	1	7/4/2015	7/4/2015	7/1/2017	7/1/2017	7/9/2016	7/9/2016	1	7/11/2015	7/11/2015	
2	7/16/2016	7/16/2016	1	7/18/2015	7/18/2015	7/15/2017	7/15/2017	7/23/2016	7/23/2016	1	7/25/2015	7/25/2015	
3	7/30/2016	7/30/2016	1	8/1/2015	8/1/2015	7/29/2017	7/29/2017	8/6/2016	8/6/2016	2	8/8/2015	8/8/2015	
4	8/13/2016	8/13/2016	2	8/15/2015	8/15/2015	8/12/2017	8/12/2017	8/20/2016	8/20/2016	2	8/22/2015	8/22/2015	
	8/27/2016	8/27/2016	2	8/29/2015	8/29/2015	8/26/2017	8/26/2017	9/3/2016	9/3/2016	3	9/5/2015	9/5/2015	

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

- 3. From the Select the number of days the Pay Date is after the Pay Period End Date drop-down, select the number of days.
- 4. After you make changes, click **Save** in the upper right corner of the page.

Payro	ll Dates										-	Sav	ve
												Hide Cy	cle 1
	Cycle1							Cycle 2				Hide Cy	cle 2
	7/2/2016	🛱 🗙	<<< Select the in	nitial period pay date				7/9/2016	<b>≅ ×</b>	<<< Select the in	nitial period pay date		
	0 💌 «<< Select the number of days the Pay Date is after the Pay Period			eriod End Date	Date 0 v Select the number of data			number of days the Pay	s the Pay Date is after the Pay Period E				
	Current Year			Last Year		Next Year		Current Year			Last Year		
Pay	Pay Period	Current Year	Fiscal	Pay Period	Last Year	Pay Period	Next Year	Pay Period	Current Year	Fiscal	Pay Period	Last Year	
Period	End Date	Pay Date	Month	End Date	Pay Date	End Date	Pay Date	End Date 2	Pay Date 2	Month 2	End Date 2	Pay Date 2	
1	7/2/2016	7/2/2016	1	7/4/2015	7/4/2015	7/1/2017	7/1/2017	7/9/2016	7/9/2016	1	7/11/2015	7/11/2015	
2	7/16/2016	7/16/2016	1	7/18/2015	7/18/2015	7/15/2017	7/15/2017	7/23/2016	7/23/2016	1	7/25/2015	7/25/2015	
3	7/30/2016	7/30/2016	1	8/1/2015	8/1/2015	7/29/2017	7/29/2017	8/6/2016	8/6/2016	2	8/8/2015	8/8/2015	
4	8/13/2016	8/13/2016	2	8/15/2015	8/15/2015	8/12/2017	8/12/2017	8/20/2016	8/20/2016	2	8/22/2015	8/22/2015	
5	8/27/2016	8/27/2016	2	8/29/2015	8/29/2015	8/26/2017	8/26/2017	9/3/2016	9/3/2016	3	9/5/2015	9/5/2015	

### 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.

Budget System Maintenance	
🔚 Change Payroll 27 Tables-Current Period	-
• 1 View Dimension Tables	
🔀 Dimension Maintenance	
🔊 Review Paytype Mapping	
🔊 PayrollGLMapping	
Validation Tables	
Other Dimension Utilities	
archive Current Year Plan Files	

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

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

Set Pay Period		
Use this form to change the Current Pay Period.		
Current System Info:	New Pay Period Info	
Current Pay Period: 18	New Pay Period:	18     •       11     12       13     14       15     16       17     18

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

## 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.