

## **Data Collection and File Layouts**

Axiom Capital Planning and  
Tracking

Version 2020.4

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 has a slight 3D effect with a darker blue shadow on the right side.

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# Desired file structures

This document outlines the file format requirements for importing data into Axiom Capital Tracking.

To date, Kaufman Hall has had 100% success in communicating with all of our clients' systems. We vow to never be the weak link in any communications issues. Because of this commitment, we have developed our download procedures to work with multiple file formats. While we would prefer files in a certain format, we will work with whatever you can supply.

## ▶ Delimited files

Delimited files are acceptable as long as text information is wrapped in quotations. Row 1 may include heading labels. We recommend using a Pipe (|) delimiter instead of a comma, if possible.

## ▶ Excel files

Excel files are also acceptable. Row1 must be blank or include heading labels.

Remember that these file specifications are those of an "ideal" file. We can work with file structures that are significantly different than the ideal. However, if this is necessary, processing time may be somewhat slower and the time and effort expended in developing and configuring the interface may be more extensive.

**NOTE:** With the download file, please send tie-out reports for the periods included in the download file. This will allow us to easily verify the accuracy of the download process. Please send related financial statements for ALL download files sent.

# Requested information

To implement Axiom Capital Planning and Tracking in the most expeditious manner, as well as to familiarize ourselves with your specific needs and processes, we request that you send us copies of the following materials and information within two weeks of receipt of this packet. Details for each required data source are provided in [Table description data - standard tables](#).

**IMPORTANT:** A delay in receiving these materials may lead to a delay in the implementation of the software.

## ► Data File Extracts

- Download File(s) of Accounts Payable Capital Invoice Details (daily transaction detail)
- Download File(s) of General Ledger Capital Activity (monthly journal entries)
- Download File(s) of Purchase Order Capital Activity (daily transaction detail – ONLY if NOT intending to use the Axiom Capital Tracking purchase request features)

# Data collection file layouts - data feeds

The following section includes the layout descriptions for the database files.

## ► Accounts Payable

### File Layout

- If import will be automated via Scheduler:
  - File name should begin with “AP\_KHALL” (same file name each time file is run/saved)
  - File should be placed in folder accessible to the Scheduler. If system is in KH EPM Cloud, then the Cloud Integration Service must be installed.
- If import will be run manually file name should be “AP\_YYMMDD”. Example: AP\_150301. (Each file should have a unique file name)

Field	Description	Field Type	Length
Project ID Number	Project ID	Text	50
GLAccount	GL Account Number	Numeric	NA
GL Post Date	Date invoice is posted to the GL	MM/DD/YYYY	15
Invoice Number	Invoice Number	Text	50
Dollar Amount	Dollar Amount	Numeric	NA
Invoice Date	Invoice Date	MM/DD/YYYY	15
Vendor Code	Vendor Number	Text	30
Vendor Name	Vendor Name	Text	250
Purchase Order Number	PO Number	Text	50
Item Description (optional)	Item\Line Number Description	Text	250
Check Number (optional)	Check Number	Text	30
Check Date (optional)	Check Date (MM/DD/YYYY)	MM/DD/YYYY	15

## Sample File Layout – Accounts Payable

PROJECT_ID	GLACCOUNT	GL_POST_DATE	INVOICE_NUMBER	AMOUNT	INVOICE_DATE	VENDOR_NO	VENDOR_NAME	PO_NUMBER
2015.001.26430.001	14599-0000	3/17/2015	TC500P	8000	11/27/2013	1212	COOKS MECHANICAL SERVICES INC	19900881
2015.002.27770.002	14599-0000	3/17/2015	TC500P	-8000	11/27/2013	1212	COOKS MECHANICAL SERVICES INC	19900881
2015.002.27870.003	14599-0000	3/19/2015	UCMH OPTION 9-13TO2-15	10000	3/1/2015	221240	ENGLISH DEBORAH L	10304561
2015.002.27870.004	14600-0720	3/19/2015	32874	3879.74	10/29/2013	4588	SNYDER SIGNS INC	10409406
2015.002.27870.005	14600-0720	3/19/2015	32874	935.2	10/29/2013	4588	SNYDER SIGNS INC	10409406
2015.002.27770.005	14600-0720	3/19/2015	32874-CR	-935.2	3/17/2015	4588	SNYDER SIGNS INC	10409406
2015.001.26430.005	14599-0000	3/19/2015	30514	23340	3/5/2015	212611	BLOOD ASSURANCE INC	10304562
2015.002.27770.004	14600-2100	3/20/2015	3312	12400	3/11/2015	210644	BLUE EAGLE CONSULTING INC	10304862
2015.002.27770.004	14599-0000	3/13/2015	31314	19995.95	3/13/2015	221940	TOYOTA OF BRISTOL	10451826
2015.002.27770.004	14600-2100	3/17/2015	0047561-IN	2495.42	3/4/2015	4897	TELE OPTICS COMMUNICATIONS	10437463
2015.002.27870.005	14599-0000	3/18/2015	0047593-IN	800	3/7/2015	4897	TELE OPTICS COMMUNICATIONS	10449977
2015.001.26870.004	14599-0000	3/18/2015	0047593-IN	76	3/7/2015	4897	TELE OPTICS COMMUNICATIONS	10449977
2015.001.26870.005	14599-0000	3/18/2015	51178218	40.95	3/12/2015	212360	GOVCONNECTION INC	10451011
2015.001.27970.004	14599-0000	3/18/2015	51178218	675.1	3/12/2015	212360	GOVCONNECTION INC	10451011
2015.001.26870.003	14599-0000	3/18/2015	51178218	360.65	3/12/2015	212360	GOVCONNECTION INC	10451011
2015.001.26870.008	14600-0995	3/18/2015	90020094	-38363.75	3/4/2015	213004	VOCERA COMMUNICATIONS INC	1112245
2015.001.26890.002	14599-0000	3/18/2015	2514159480	563.83	2/28/2015	3363	MEDTRONIC USA INC	1501115
2015.001.26890.002	14599-0000	3/18/2015	2514159480	1087.92	2/28/2015	3363	MEDTRONIC USA INC	1501115
2015.001.26870.002	14600-0995	3/18/2015	90019983	38363.75	2/28/2015	213004	VOCERA COMMUNICATIONS INC	1112245
2015.002.26870.002	14600-0720	3/18/2015	29298	500	2/27/2015	216719	WORKING BUILDINGS LLC	10321177
2015.002.26870.002	14599-0000	3/17/2015	30946	1295	2/28/2015	221870	SCHUREMED	1501185

## ► GL Capital Transaction Detail / Journal Entry Detail

### File Layout

- If import will be automated via Scheduler:
  - File name should begin with “JE\_KHALL” (same file name each time file is run/saved)
  - File should be placed in folder accessible to the Scheduler. If system is in KH EPM Cloud, then the Cloud Integration Service must be installed.
- If import will be run manually file name should be “JE\_YYMMDD”. Example: JE\_150301. (Each file should have a unique file name)

Field	Description	Field Type	Length
Project ID Number	Project ID	Text	50
GLAccount	GL Account Number	Numeric	NA
GL Post Date	Date invoice is posted to the GL	MM/DD/YYYY	15
Journal Entry Number	Journal Entry Number	Text	50
Dollar Amount	Dollar Amount	Numeric	NA
Journal Entry Date	Journal Entry Date	MM/DD/YYYY	15
Journal Entry Line Description (optional)	Journal Entry Line Description	Text	250
Line Number (optional)	Line Number	Text	30

## Sample File Layout – GL Capital Transaction / Journal Entry Detail

PROJECT_ID	GLACCOUNT	GL_POST_DATE	JE_NUMBER	AMOUNT	JE_DATE	JE_LINE_DESC	LINE_NUMBER
2015.001.26430.001	14448-0000	2/28/2015	40342	4178.96	2/28/2015	Cap Int - Lab Renovations	5
2015.002.27770.002	14448-0000	2/28/2015	40342	30759.04	2/28/2015	Cap Int - Radiation Oncology	3
2015.002.27870.003	14448-0000	2/28/2015	40343	8866.01	2/28/2015	Cap Int IS Surgery Anesthesia	2
2015.002.27870.004	14520-0000	2/1/2015	40310	-1692286.5	2/1/2015	Accrue Surgical Tower Expenses	17
2015.002.27870.005	14520-0000	2/1/2015	40310	-42871212.05	2/1/2015	Accrue Surgical Tower Expenses	1
2015.002.27770.005	14520-0000	2/28/2015	40311	42871212.05	2/28/2015	Accrue Surgical Tower Expenses	1
2015.001.26430.005	14520-0000	2/28/2015	40311	1692286.5	2/28/2015	Accrue Surgical Tower Expenses	17
2015.002.27770.004	14535-0000	2/1/2015	4310	-1687538.7	2/1/2015	IS LAB Replacement Assets	2
2015.002.27770.004	14535-0000	2/1/2015	40310	-1391691.25	2/1/2015	Accrue Surgical Tower Expenses	5
2015.002.27770.004	14535-0000	2/1/2015	40349	-199657.61	2/1/2015	Accrue Depr MU Project	2
2015.002.27870.005	14535-0000	2/28/2015	40311	1391691.25	2/28/2015	Accrue Surgical Tower Expenses	5
2015.001.26870.004	14540-0000	2/1/2015	40310	-9082776.92	2/1/2015	Accrue Surgical Tower Expenses	9
2015.001.26870.005	14540-0000	2/1/2015	40310	-2381150.86	2/1/2015	Accrue Surgical Tower Expenses	13
2015.001.27970.004	14540-0000	2/28/2015	40311	2357085.4	2/28/2015	Accrue Surgical Tower Expenses	13
2015.001.26870.003	14540-0000	2/28/2015	40311	9082776.92	2/28/2015	Accrue Surgical Tower Expenses	9
2015.001.26870.008	14570-0000	2/1/2015	40729	230842	2/1/2015	Rcis DeLage Debt Pmts	9
2015.001.26890.002	14599-0000	2/1/2015	40349	199657.61	2/1/2015	Accrue Depr MU Project	1
2015.001.26890.002	14599-0000	2/28/2015	4300	1405764	2/28/2015	Allocate Siemens Credit	2
2015.001.26870.002	14599-0000	2/28/2015	40338	-530.07	2/28/2015	Correct Closeout FBC Project	1
2015.002.26870.002	14599-0000	2/28/2015	40304	530.07	2/28/2015	FBC Renovations - RNI	2

### ► Purchase Order Number

#### File Layout

- If import will be automated via Scheduler:
  - File name should begin with “PONumber\_KHALL” (same file name each time file is run/saved)
  - File should be placed in folder accessible to the Scheduler. If system is in KH EPM Cloud, then the Cloud Integration Service must be installed.
- If import will be run manually file name should be “PONumber\_YYMMDD”. Example: PONumber\_150301. (Each file should have a unique file name)

**NOTE:** The Purchase Order Number Import to Capital Tracking is optional and only applicable if using the Axiom Capital Tracking purchase request features.

Field	Description	Field Type	Length
Project ID Number	Project ID	Text	50
Purchase Request ID Number	Purchase Request ID	Text	50
Purchase Order Number	PO Number	Text	50



## Sample File Layout – Accounts Payable

ProjectID	PurchReqID	PONumber
100216115	PR.100216115.001	TZ1583383
100216115	PR.100216115.002	TZ1583385
100216115	PR.100216115.003	TZ1583396
100216115	PR.100216115.004	TZ1589946
100216115	PR.100216115.005	TZ1591904
100216115	PR.100216115.006	TZ1592244
100216115	PR.100216115.007	TZ1592375
100216115	PR.100216115.008	TZ1593643
5500016115	PR.5500016115.001	TZ1589922
5500016115	PR.5500016115.002	TZ1589930
5500016115	PR.5500016115.003	TZ1589936
5500016115	PR.5500016115.004	TZ1589937

## ► Purchase Orders

### File Layout

- If import will be automated via Scheduler:
  - File name should begin with “PO\_KHALL” (same file name each time file is run/saved)
  - File should be placed in folder accessible to the Scheduler. If system is in KH EPM Cloud, then the Cloud Integration Service must be installed.

- If import will be run manually file name should be “PO\_YYMMDD”. Example: PO\_150301. (Each file should have a unique file name)

**NOTE:** The Purchase Order Import to Capital Tracking is optional and only applicable if using the Axiom Capital Tracking purchase request features.

Field	Description	Field Type	Length
Project ID Number	Project ID	Text	50
GLAccount	GL Account Number	Numeric	NA
Purchase Order Number	PO Number	Text	50
Dollar Amount	Dollar Amount	Numeric	NA
Purchase Order Date	PO Date	MM/DD/YYYY	15
Vendor Code	Vendor Number	Text	30
Vendor Name	Vendor Name	Text	250
Purchase Request Number (optional)	Purchase Request Number	Text	50
PO Description	PO Description	Text	250

### Sample File Layout – Purchase Orders

PROJECT_ID	GLACCOUNT	PO_NUMBER	AMOUNT	PO_DATE	VENDOR_NO	VENDOR_NAME	PO_DESC
2015.001.26430.001	10900	5000071452	70500	06/1/2014	2843	HILL-ROM COMPANY INC	Bed parts agreement 6/1/14 - 5/31/15
2015.002.27770.002	10900	5000102417	7610.3	06/1/2014	94080	ASURE SOFTWARE	Annual Renewal - Meeting Room Manager
2015.002.27870.003	10900	5000104957	16502	06/1/2014	431	JOHNSON CONTROLS	CONTRACT 1-6770025846 RENEWAL 6/1/14 - 5/31/15
2015.002.27870.004	10900	5000117178	1097	06/6/2014	38067	RADIOLOGICAL IMAGING TECH	Radia Product Maintenance Program renewal June 6, 2014
2015.002.27870.005	10900	5000117626	30265	06/5/2014	1315	HEALTHLINE SYSTEMS	License/Support fee for ECHOAccess Healthcare Mgmt Sys,
2015.002.27770.005	10900	5000130091	3000	06/1/2014	116102	CHAMPION MEDICAL TECHNOLOGIES LLC	UDI Interface Development/Maintenance w/ MedConnect
2015.001.26430.005	10900	5000130091	1800	06/1/2014	116102	CHAMPION MEDICAL TECHNOLOGIES LLC	ANNUAL LICENSE FEE
2015.002.27770.004	10900	5000130758	22260	06/6/2014	116056	AUGUST SCHELL ENTERPRISES INC	Production Support/Subscription for VMware vCenter Prot
2015.002.27770.004	10900	5000141304	1992.06	06/1/2014	105452	LIFE TECHNOLOGIES CORPORATION	Thermocyclers Temp Verification
2015.002.27770.004	10900	5000142330	995	06/1/2014	87084	AMERICA'S SOFTWARE CORPORATION	Web Based Annual Support/Hosting 6/2014 to 6/2015
2015.002.27870.005	10900	5000146342	46289.22	06/1/2014	72887	MOREDIRECT INC	CheckPoint Yearly Renewal 2014 - 2015
2015.001.26870.004	10900	5000146342	40208.43	06/1/2014	72887	MOREDIRECT INC	CheckPoint Yearly Renewal 2014 - 2015
2015.001.26890.002	10900	5000146355	65000	06/3/2014	102189	3DR LABORATORIES LLC	3D CT Processing 3DR
2015.002.29970.002	10900	5000147243	59.04	06/1/2014	18310	CARDINAL HEALTH VALUELINK	CLEANSER FOAM ALOE VESTA 8 OZ CLEANSER DERMAL WO
2015.002.29970.002	10900	5000147243	24.66	06/1/2014	18310	CARDINAL HEALTH VALUELINK	CUFF BP SOFT FLEXIPOINT LG ADL CUFF SOFT LARGE ADULT C

# Table description data - standard tables

The following section includes the layout descriptions for the standard tables.

## ► Department Table

- Department Descriptions by Cost Center
- Department Manager/Director/VP Assignment

Field	Description	Field Type	Length
Department Number	Department Number	Numeric	NA
Department Description	Department Description	Text	100
Entity	Entity Code	Numeric	NA
Cost Center	Cost Center Number	Numeric	NA
Department Manger	Department Manager	Text	50
Department Director	Department Director	Text	50
Department Vice President	Department Vice President	Text	50
Owner	Department Manager Login Name	Text	50
Reviewer	Department Director Login Name	Text	50
Approver	Department VP Login Name	Text	50
Campus (optional)	Campus Identifier	Text	50

## ► Entity Table

- Entity/Company Code Assignment

Field	Description	Field Type	Length
Entity Code	Entity Code	Numeric	NA
Entity Description	Entity Description	Text	50

► Account Table

- Capital Account Descriptions by Account Number

Field	Description	Field Type	Length
GLAccount	GL Account Number	Numeric	NA
GLAccount Description	GL Account Description	Text	30

► Capital Vendor Table

- Capital Vendor Descriptions by Vendor Code

Field	Description	Field Type	Length
Vendor Code	Vendor Number	Text	30
Vendor Name	Vendor Name	Text	250

► Deliver To Locations Table

(optional and only applicable if using the Axiom Capital Tracking purchase request features)

- Deliver To locations by Location Code

Field	Description	Field Type	Length
Deliver To Location Code	Deliver To Location Code	Text	30
Deliver To Location Description	Deliver To Location Description	Text	250

► Unit of Measure Table

(optional and only applicable if using the Axiom Capital Tracking purchase request features)

- Unit of Measure options by Unit of Measure Code

Field	Description	Field Type	Length
Unit or Measure Code	Unit or Measure Code	Text	30
Unit or Measure Description	Unit or Measure Description	Text	250

# Import from Capital Tracking to Source System

Purchase request data can be extracted from Capital Tracking to import into the client purchasing system which will reduce duplicate data entry by purchasing staff. The extract of data from Capital Tracking can be customized to meet the file specifications of the client purchasing system.

If you would like to utilize this feature, please provide a file layout definition and sample import file format to your implementation consultant.