#### **Rolling Forward Guide**

Axiom Capital Planning and Tracking Version 2021.2



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# Rolling forward to a new capital budget year

To roll forward from one year to the next, complete the following steps:

Step 1: Create a new file group

- Step 2: Configure the new file group for next year's planning cycle
- Step 3: Confirm configuration of Axiom Capital Tracking for next year's planning cycle
- Step 4: Configure security for the new file group
- Step 5: Run the CP Annual Rollforward utility

#### Step 1: Create a new file group

To create a new file group:

1. In the Cap Plan Admin task pane, in the Administration section, click Create File Group > Create New File Group, and double-click Create New File Group - Next Year.



- 2. In the New File Group Year field, type the year to assign the new file group, and click Next.
- 3. In the General Properties dialog, click Finish.
- 4. The system then displays a list of the tables it will create as part of the new file group for the next year. To continue, click **OK**.

**TIP:** The table names include the next year somewhere in the file name.

**NOTE:** This may take a few minutes to complete.

- 5. The system displays a confirmation prompt that the file group saved successfully. Click OK.
- 6. In the Edit File Group dialog, to continue creating the file group, click OK.

**IMPORTANT:** Do NOT make changes to any of the fields in this dialog. If you click **Cancel**, the system will not create the file group.

- 7. In the Cap Plan Admin task pane, double-click Create New File Group Current Year, and repeat Steps 3-5.
- 8. In the Cap Plan Admin task pane, double-click Create New File Group Prior Year, and repeat Steps 3-5.
- 9. Close and then re-open the Cap Plan Admin task pane.
- 10. After the file group is created, the system runs the RefreshDocumentListHandler Scheduler job that saves the default Kaufman Hall information to the Default Data driver. For this step, do the following to check that the job runs successfully:
  - a. In the Admin ribbon tab, click Scheduler.

- b. Click Job Results.
- c. Check that Success displays in the Status column.



Proceed to Step 2: Configure the new file group for next year's planning cycle.

# Step 2: Configure the new file group for next year's planning cycle

After the Axiom Capital Planning update is installed, complete the following steps to set up the new file group for the next year's capital planning cycle.

To configure the new file group for next year's planning cycle:

1. In the Admin ribbon tab, in the System Management group, click System Browser.



2. In Axiom Explorer, select the File Group Aliases folder, and double-click CP\_CurrentYear\_Web.

Axiom Explorer				>	
🔇 🕥 🏂 \Axiom\File Groups\FileGrou	pAliases				3
File - View -					
My Files ^ ^	Alias Name	File Group Name	Description		
	BP_CurrentVear BP_NextVear BP_PriorYear CM_CurrentVear CM_NextVear CP_NextVear_Web CP_NextVear_Web CP_PriorVear_Web	Budget-2017     Budget-2018     Budget-2018     Gudget-2016     Cost Management-2016     Cost Management-2017     CapitalPlanning-2018     CapitalPlanning-2019     CapitalPlanning-2017	The File Group associated with the current year's budget plan. The File Group associated with the next year's budget plan. The File Group associated with the prior year's budget plan. Cost Management Current Year File Group		
Capital Tracking-Projects     Capital Tracking-Purchase Requests     CapitalPlanning-2017     CapitalPlanning-2018     CapitalPlanning-2019     CapitalPlanning-2019     CapitalPlanning-2019     Cacst Management-2016     Cac Cost Management-2017     Cost Management-2017     Cost Management-2017     Cost Management-2017	CT_Projects_Web CT_PurchaseRequests_Web FP_CurrentYear FP_NextYear FP_PriorYear	전 Capital Tracking-Projects 전 Capital Tracking-Purchase Requ 전 Financial Planning-2017 전 Financial Planning-2018 전 Financial Planning-2016	The File Group associated with the current year's financial plan. The File Group associated with next year's financial plan. The File Group associated with the prior year's financial plan.		

3. In Axiom Explorer, select the File Group Aliases folder, and double-click CP\_CurrentYear.

Axiom Explorer				
🔇 🌍 🍺 \Axiom\File Groups\FileGroupAliases				3
File • View • 🔛 Edit				
My Files	Alias Name	File Group Name	Description	
★ Favorites	BP_CurrentYear	🖾 Budget-2016	The File Group associated with the current year's budget plan.	
Recent	BP_NextYear	Budget-2019 (PROTOTYPE)	The File Group associated with the next year's budget plan.	
My Documents	BP_PriorYear	🖾 Budget-2016	The File Group associated with the prior year's budget plan.	
File Groups	CM_CurrentYear	🖾 Cost Management-2018	Cost Management Current Year File Group	
File Group Aliases	CM_NextYear	🔯 Cost Management-2018		
<ul> <li>Budget-2016</li> </ul>	CP_CurrentYear	Capital Planning-2018	The File Group associated with the current year's capital plan.	
<ul> <li>Budget-2017</li> </ul>	CP_CurrentYear_Web	CapitalPlanning-2018 (PROTOT)		
<ul> <li>Budget-2019 (PROTOTYPE) (Budgeting V1)</li> </ul>	CP_NextYear	🔯 Capital Planning-2019	The File Group associated with next year's capital plan.	
Capital Planning Forms OLD	CP_NextYear_Web	CapitalPlanning-2018 (PROTOT)		
Capital Planning-2010	CP_PriorYear	🔯 Capital Planning-2017	The File Group associated with the prior year's capital plan.	
Capital Planning-2018	CP_PriorYear_Web	CapitalPlanning-2018 (PROTOT)		
Capital Planning-2019	CT_Projects	😰 Capital Tracking-Projects	The File Group associated with the projects in Capital Tracking.	
Capital Tracking-Projects	CT_Projects_Web	Capital Tracking-Projects_V1		
🕨 🐻 Capital Tracking-Projects_V1 (Capital Tracking - F	CT_PurchaseRequests	🔯 Capital Tracking-Purchase Requ	The File Group associated with the purchase requests in Capital Tracking.	
Capital Tracking-Purchase Requests	CT_PurchaseRequests_Web	🔯 Capital Tracking-Purchase Requ		

4. In the Edit File Group Alias dialog, next to the File Group field, click the folder icon.

- 5. In the Choose File Group, select the new file group to use for next year, and click OK.
- 6. Repeat Steps 2-5 for the following:
  - **CP\_PriorYear\_Web** Select the file group alias to use for the prior year's planning cycle.
  - **CP\_NextYear\_Web** Select the file group alias to use for the next year's planning cycle.
  - **CP\_PriorYear** Select the file group alias to use for the prior year's planning cycle.
  - CP\_NextYear Select the file group alias to use for the next year's planning cycle.
- In Axiom Explorer, expand the selection for the most recent file group used, and click Utilities > Process Flow Configuration.



8. Right-click the Process Flow Step Ownership workbook, and click Export Without Refresh.

				2 ×
017\Utilities\Process Flow Configuration				C
Name	Modified	Locked By	Size	Туре
CP Process Flow Manual Assignment	7/22/2016 11:46 AM		82 KB	Microsoft
CP Process Flow Step Ownership	7/8/2016 9:18 AM		106 KB	Microsoft
Open Open Read Only Open Without Refre Document history Cut Copy Rename Delete Export Export Without Refr Copy shortcut to cli Copy document pat Add to Favorites Package Details	esh pboard			
	017\Utilities\Process Flow Configuration	017\Utilities\Process Flow Configuration       Name     Modified       Image: CP Process Flow Manual Assignment     7/22/2016 11:46 AM       Image: CP Process Flow Step Ownership     7/8/2016 9:18 AM       Image: CP Process Flow Step Ownership     7/8/2016 9:18 AM       Image: CP Process Flow Step Ownership     7/8/2016 9:18 AM       Image: CP Process Flow Step Ownership     7/8/2016 9:18 AM       Image: CP Process Flow Step Ownership     7/8/2016 9:18 AM       Image: CP Process Flow Step Ownership     7/8/2016 9:18 AM       Image: CP Process Flow Step Ownership     7/8/2016 9:18 AM       Image: CP Process Flow Step Ownership     7/8/2016 9:18 AM       Image: CP Process Flow Step Ownership     0pen Without Refresh       Document history     Cut       Cut     Copy       Rename     Pelete       Export     Copy shortcut to clipboard       Copy document path to clipboard     Add to Favorites       Package Details     Package Details	2017/Utilities/Process Flow Configuration       Name     Modified     Locked By       Image: CP Process Flow Manual Assignment     7/22/2016 11:46 AM     Image: CP Process Flow Step Ownership       7/8/2016 9:18 AM     Open     Open Read Only     Image: CP Process Flow Step Ownership       Open Read Only     Open Read Only     Open Without Refresh       Document history     Cut     Copy       Rename     Delete     Export       Export     Copy shortcut to clipboard     Copy document path to clipboard       Add to Favorites     Package Details     Package Details	2017/Utilities/Process Flow Configuration

- 9. Save the CP Process Flow Step Ownership workbook to your computer or any network folder.
- 10. In Axiom Explorer, expand the selection for the next year's file group, and select the Utilities > Process Flow Configuration folder.

Axiom Explorer		
🔇 📀 🏂 🗛 🖓 🖓	ng-	2018\Utilities\Proc
File • View •		
My Files	^	
★ Favorites		CP Process I
Recent		CP Process I
I My Documents		
File Groups		
File Group Aliases		
G2: Budget-2016		
Budget-2017     Budget-2019 (PROTOTYPE) (Budgeting V1)		
<ul> <li>Capital Planning Forms OLD</li> </ul>		
🕨 🔯 Capital Planning-2016		
Capital Planning-2017		
<ul> <li>Capital Planning-2018</li> </ul>		
Drivers		
Plan File Attachments		
Plan Files		
Process Definitions		
Templates		•
▼ Utilities		
Process Flow Configuration		
Capital Planning-2019		
Image: Capital Tracking-Projects		
E Canital Tracking-Drojecte V1 (Canital Tracking	~	4

11. Right-click on any blank white space, and select Import Utilities.

Axiom Explorer	
🔇 🕥 🏂 \Axiom\File Groups\CapitalPlanning-	2018\Utilities\Process Flow Configuration
File • View •	
My Files	Name
<ul> <li>★ Favorites</li> <li>▶  Recent</li> <li>▶ My Documents</li> </ul>	CP Process Flow Manual Assignment CP Process Flow Step Ownership
File Groups         File Group Aliases         Budget-2016         Budget-2017         Budget-2019 (PROTOTYPE) (Budgeting V1)         Capital Planning Forms OLD         Capital Planning-2016         Scapital Planning 2017	
<ul> <li>Capital Planning-2017</li> <li>Capital Planning-2018</li> <li>Calc Method Libraries</li> <li>Drivers</li> <li>Plan File Attachments</li> <li>Plan Files</li> <li>Process Definitions</li> <li>Templates</li> <li>Utilities</li> <li>Process Flow Configuration</li> <li>Workflow</li> <li>Scenarios</li> </ul>	New Mew

- 12. Browse your computer, and select the CP Process Flow Step Ownership workbook that you recently exported.
- 13. At the Confirmation prompt, click Yes.
- 14. In Axiom Explorer, expand the selection for the most recent file group used, and click **Process Definitions > Process Flow Configuration**.
- 15. Right-click the Capital Planning 20XX Approval definition, and select **Export**.



- 16. Save the Capital Planning 20XX Approval Process to your computer or any network folder.
- 17. Go to the file that was exported on your computer/network, and change the name of the file to increase the year by one. For example, change Capital Planning 2017 Approval to Capital Planning 2018 Approval.
- 18. In Axiom Explorer, expand the selection for the next year's file group, and select the **Process Definitions** folder.
- 19. Right-click on any blank white space, and select Import Files.



- 20. Browse your computer, and select the Capital Planning 20XX Approval Process that you recently exported and renamed.
- 21. At the Confirmation prompt, click Yes.
- 22. In Axiom Explorer, right-click the new file group, and click Edit.

File Groups		^
File Group Aliases		
ARP WEB V1 (ARP WEB	3 V1)	
🕨 🔯 Budget-2016		
Budget-2017		
🕨 🚾 Budget-2018		
🕨 🚾 Budget-2019		
🕨 🔯 Budgeting V1 (Budgeti	ing V1)	
🕨 🔯 Budgeting V2 (Budgeti	ing V2 Retired)	
🕨 🐻 Budgeting V3 (Budgeti	ing V3)	
🕨 🔯 Budgeting V4 (Budgeti	ing V4)	
Budgeting V5 (Budgeti	ing V5)	
Capital Planning WEB \	V1 (Capital Planning WEB V1)	
Capital Planning-2016		
Capital Planning-2017		
Capital Planning-2018		
Capital Planning-2019		
Capital Planning-2020		
Capital Planning-202	New 🕨	
Capital Discourse	Edit	
Capital Planning 202	Clone	
Capital Tracking-Proj	Restore Plan Files	
Capital Tracking-Proj	Manage Destant Deliate	
Capital Tracking-Proj	Manage Restore Points	
Capital Tracking-Pure	Create Scenario	D P
Capital Tracking-Pure	Delete	se K
Capital Inacking-Pure	Add to Favorites	
Cost Management-2		

23. In the Edit File Group dialog, in the Process Options > Plan File Process field, click Browse .

A Edit File Group		?	$\times$
Edit propertie	s for File Group 'Capital Planning-2020'.		
File Group Options	Variables Display Columns Web Configuration Triggers		
Template Options	Plan File Options		
Default Template	CapProjectMaster20 ✓ ✓ Disable Clone Existing Plan Files Use Virtual Plan Files		
Template Column	RebuildTemplate   Process Plan Files with Utilities Show On List Column ShowOnList		
-Notification Option	s		
Default Notification	n Address		
Process Options		•	
Plan File Process		Browse >	ς
On Demand Option	s		
Add File Message	Add a New Capital Request		
Add File Form	NewRequestForm.xlsx	Browse >	ς
Clone File Form		Browse >	ς
	Apply OK	Car	icel

24. In the Axiom Explorer: File Groups dialog, select the newly imported process, and click Open.

Axiom Explorer: File Groups						?	×
🔇 🌍 🏂 🖓 (Axiom\File Groups)	CapitalPlanning-2020\Process Definitio	ons					8
File ▼ View ▼ Open ▼							
File Groups	Name	Modified	Locked By	Size	Туре	Modified By	D
File Group Aliase	🖌 🎇 Capital Planning 2020 Approval	7/24/2019 5:01 AM		24 KB	AXP File	ASDadmin	
Process Definitions							
<u>,</u>							
. · · · · · · · · · · · · · · · · · · ·							
Capital Planning 2020 Approval AXP File Size: 24 KB Date mod	Description: ified: 7/24/2019 5:01 AM Locked by:					Open C	lose

- 25. In the Edit File Group dialog, click OK.
- 26. In Axiom Explorer, navigate to the file group that includes the new Capital Planning 20XX Approval Process you just imported, and double-click it.

Ŧ	😰 Capital Planning-2020
	🛁 Open Plan Files
	🔛 Create Plan Files
	🄁 Process Plan Files
	IF Templates
	Drivers
	Utilities
	<ul> <li>Process Definitions</li> </ul>
	📖 Capital Planning 2020 Approval
	Scenarios

27. On the right side of the dialog, click **Start Process** to enable the workflow in the system.

	es is currently inactive.	Start proce
Process Properti	ies Process Steps Notifications Web Configuration	
Process Name	Capital Planning 2020 Approval	
Display Name	Capital Planning 2020 Approval	
Description		
	Capital Disasing Admin	
Process Ov	wher Capital Planning Admini	
Configuration	n Properties	
Allow ste	ap owners to see all steps in the process task pane	
ă⊫  Default H	Process Assignment	
📇 Default F	Rejection Behavior Return to the previous step ~	
On Demand P	Rejection Behavior Return to the previous step	
On Demand P	Rejection Behavior Return to the previous step   Properties borting plan file processes by assigned users at specified approval steps	
On Demand P	Rejection Behavior Return to the previous step   Properties borting plan file processes by assigned users at specified approval steps ocess command text Deny request	

28. At the Confirmation prompt, click **OK**.

Proceed to Step 3: Confirm configuration of Axiom Capital Tracking for next year's planning cycle.

#### Step 3: Confirm configuration of Axiom Capital Tracking for next year's planning cycle

There are two worksheets in the CT Ref Table Update Reports workbook that - while not drivers themselves - are functionally similar. Each of these worksheets allow you to select the fields that a user is required to complete to submit a purchase request.

**NOTE:** Your organization normally updates this table at the beginning of each fiscal year.

To configure capital tracking for next year's planning cycle:

1. In the Cap Track Admin task pane, in the Administration section, click Administrative Utilities, and double-click CT Ref Table Update Reports.



2. Select the SUITEVARIABLES worksheet, and update the **CapTrackYr** to the current fiscal year. You should only make this update after the new fiscal year begins.

S KH Home CT Ref Table Updates ×		
Capital Tra	cking Variable	s Update Utility
Variable	Description	Parameter
CapTrackYr	Capital Tracking Active Year	2017
<ul> <li>DeliverTo</li> </ul>	UofM Items SUITEVARIABL	.ES (+)

3. To update the Capital Tracking Active Year in the system, click Save.

Proceed to Step 4: Configure security for the new file group.

# Step 4: Configure security for the new file group

You do not need to update the security for the user filters, but you do need to update the security for the new file group added with the installation.

To configure security for the new file group:

 In the Admin ribbon tab, in the System Management group, click Security > Open in Spreadsheet.



2. In the **Open Security in Spreadsheet** dialog, select the **File Groups** check box, and unselect all other check boxes, and then click **OK**.

Open Security in Spreadsheet	?	×
Present users and roles:  ● Horizontally ○ Vertically Select items to include:  ●  ● File Groups ●  □ Tables ● □ Table Types □ Permissions		
Filter users OK	Canc	el

3. Set up the new file group security with the same settings and user filters used for the previous file group. Copy the entire row from the previous file group, and paste to the same row for the new file group.

[file access level] = Read

[calc method permission] = Insert

[interacts with process management] = TRUE

[access filter, ignored if all plan files] = should be the same as previous File Group

	CapitalPlanning-2018 [modify file group]	FALSE
	CapitalPlanning-2018 [create plan files]	FALSE
	CapitalPlanning-2018 [create new records]	FALSE
	CapitalPlanning-2018 [process plan files]	FALSE
	CapitalPlanning-2018 [run Axiom Queries]	FALSE
	CapitalPlanning-2018 [manage calc methods]	FALSE
	CapitalPlanning-2018 [file access level]	Read 🖌
	CapitalPlanning-2018 [save data]	FALSE
	CapitalPlanning-2018 [unprotect]	FALSE
	CapitalPlanning-2018 [calc method permission]	Insert 🔶
	CapitalPlanning-2018 [sheet assistant]	FALSE
	CapitalPlanning-2018 [file processing assistant]	FALSE
	CapitalPlanning-2018 [interacts with process management]	
ļ	CapitalPlanning-2018 [all plan files]	FALSE
	CapitalPlanning-2018 [access filter, ignored if all plan files]	←
j	CapitalPlanning-2018 [role inheritance mode]	Independent
	CapitalPlanning-2018 [inherit role, blank means all]	

4. After you are done making changes, in the Main ribbon tab, click Save.

Proceed to Step 5: Run the CP Annual Rollforward utility.

### Step 5: Run the CP Annual Rollforward utility

Use this utility to copy all driver file settings and configurations to the next planning year.

**IMPORTANT:** Saving the data after you run this utility will overwrite existing data in the CP\_Next Year file group drivers. Be sure that you have performed the previous roll forward instructions before saving this report.

To run the CP Annual Rollforward utility:

1. In the Cap Plan Admin task pane, in the Administration section, click Administrative Utilities > Other Utilities, and double-click CP Annual Rollforward Utility.



- 2. Refresh the data by doing one of the following:
  - In the Main ribbon tab, in the Workbook Options group, click Refresh Data.



- Press F9.
- 3. Verify that the data loaded correctly.
- 4. When you are ready to save the data to the database, in the Main ribbon tab, click Save.

