

Budget Plan File Setup Guide

Axiom Budgeting
Version 2021.3

The Axiom logo consists of the word "AXIOM" in a bold, white, sans-serif font. It is enclosed within a rectangular frame that has a purple-to-blue gradient. The frame is open on the left side, with the top and bottom bars extending slightly beyond the text.

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Understanding File Groups and Budget Plan File Setup

Before setting up budget plan files, we recommend that you first familiarize yourself with file groups and how they work.

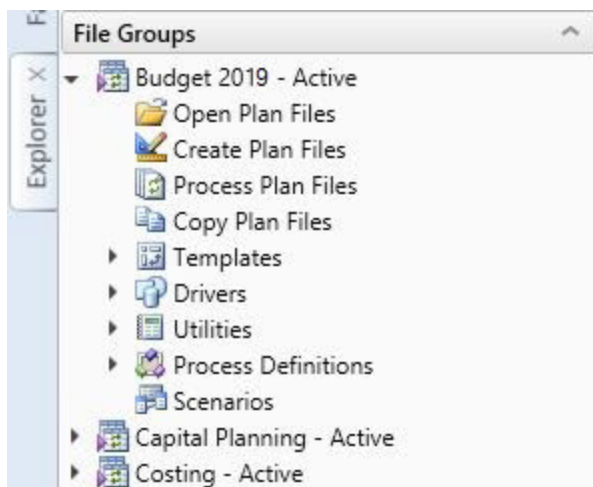
Axiom Budgeting groups related files for a single year's annual budget into a file group. You maintain a single, designated file group for the active budget. This section covers file groups in detail.

Accessing file groups

You access file groups from the File Groups section of the Explorer task pane. Your access rights to each plan file (read-only or read/write) within a file group are determined by a combination of your security settings and workflow or process settings (if applicable).

To access a file group:

In the [Explorer](#) Explorer task pane, in the **File Groups** section, expand a file group to do the following:



| Option | Description |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Open Plan Files | Select the plan files to open by double-clicking a budget file group's plan file. |
| Create Plan Files | Create and save empty plan files, per the configuration settings in dimension tables and the file group's driver files. |
| Process Plan Files | Load historical data into each budget plan file, then run calculations based on calc methods in the dimension tables. |
| Copy Plan Files | Copy plan files from one file group to another. |
| Drivers | Drivers Drivers store configuration settings and key statistics used throughout the file group. Driver files control plan-wide settings, such as the current planning period, and contain assumptions such as payroll-related rates and percentages, production or utilization statistics, and conversion rates that the plan files use to calculate and spread data. |
| Utilities | If your organization has purchased certain add-on modules, you might find additional utilities in this folder. |
| Process Definitions | Lists processes defined for the files group. Budget plan files include the Budget Approval Process definition, by default. |
| Scenarios | This section is not used in Axiom Budgeting 2021.3. |

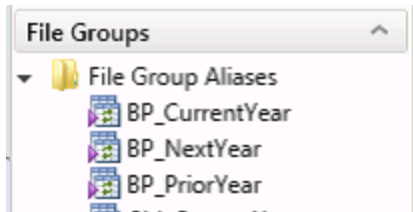
NOTE: By default, only Administrators can see the file group administration options for a group. Users without Administrator privileges can only open specific plan files for the file groups to which they have access.

Working with file group aliases

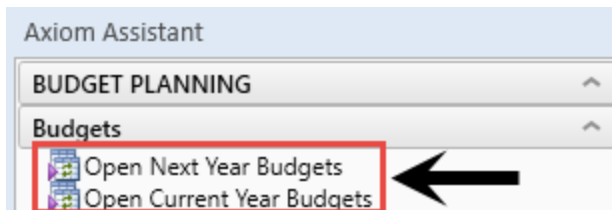
Because you need to manage current and future plan files simultaneously, the task panes recognize the fiscal year the administrator wants to point them to.

Additionally, using file group aliases allows you to determine when an annual update is made active in your environment. You can obtain updates at any time an update is made available, without affecting current operation settings.

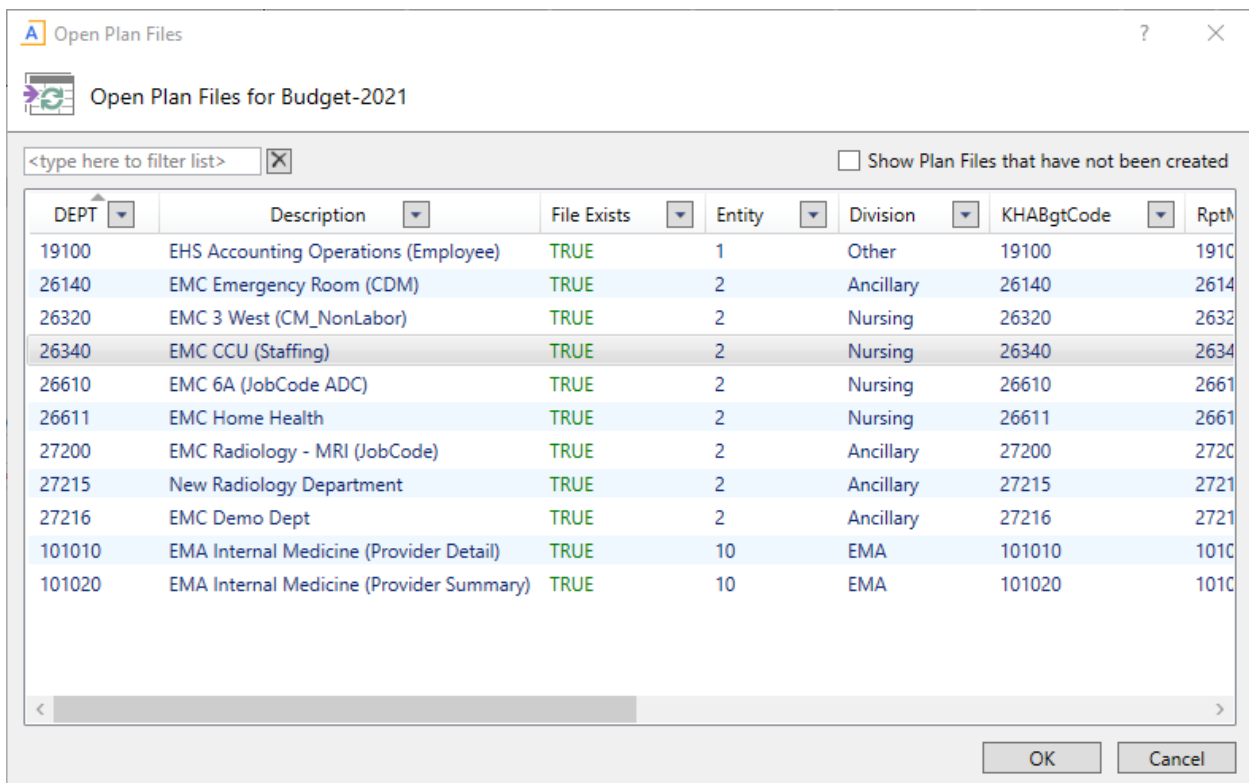
In the [Explorer](#) Explorer task pane, the File Group Aliases folder is located in the main File Group section. There are three aliases available and are currently defaulted with values. BP_CurrentYear, BP_NextYear, and BP_PriorYear.



This means that when using task panes to open plan files, the file group aliases determine which plan file set opens. For example, in the Budgeting task pane, there are two sets of budgets, Open Next Year Budgets and Open Current Year Budgets.



When opening the Next Year Budgets, the dialog confirms that the plan files are for the next budget year.

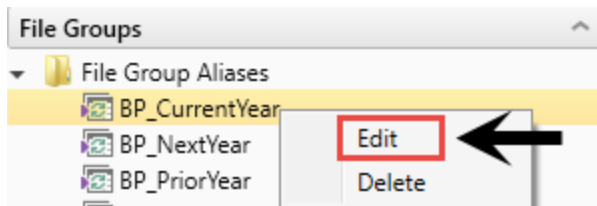


Setting the fiscal year for file group aliases

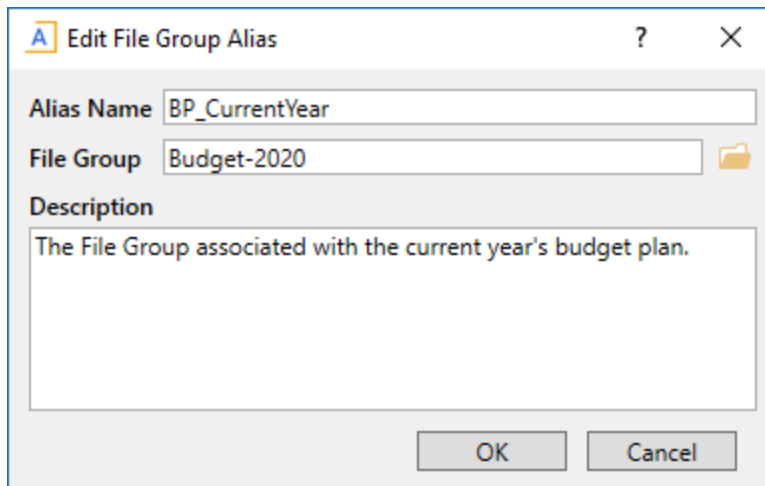
IMPORTANT: File group aliases also affect scheduled jobs. A scheduled job can only contain one fiscal year setting. By changing the file group aliases, you may be changing a data set the job will run. To confirm which file group aliases a scheduled job points to, open the job, and click **Process Plan Files** from the task pane. The **Select File Group** box on the **Options** tab displays the alias.

To set the fiscal year for file group aliases:

1. In the **Explorer** task pane, in the **File Groups** section, right-click **BP_CurentYear**, and click **Edit**.



2. In the **File Group** field, click the folder icon.



3. Select the file group to use for the current year budget plan files.
4. Click **OK**.
5. Repeat Steps 2-4 for **BP_NextYear** and **BP_PriorYear**.

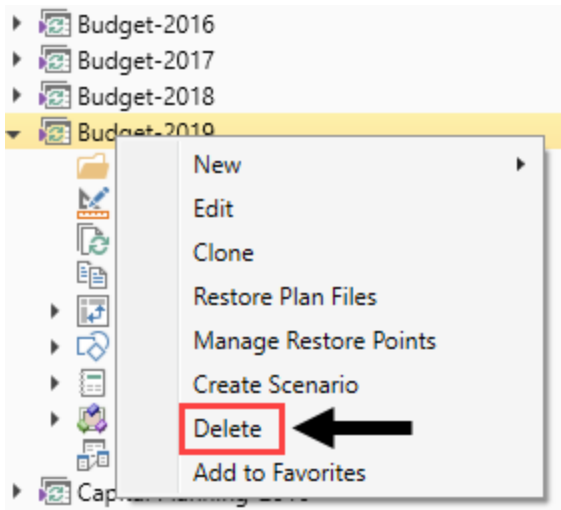
Deleting a file group

Deleting a file group deletes all of the files stored in the associated file group folder, including templates, plan files, drivers, calc method libraries, and workflows. Additionally, any document reference tables linked to the file group are also deleted.

IMPORTANT: You cannot undo this action, and the deleted files cannot be recovered using normal Axiom Budgeting functionality. Be sure that you no longer need the file group before you delete it. You may want to back up the Axiom database before deleting the file group.

To delete a file group:

1. In the **Explorer** task pane, in the **File Groups** section, right-click the file group to delete.



2. Click Delete.
3. At the confirmation prompt, click Yes.

The system deletes the file group and all of its associated files.

Updating file group aliases

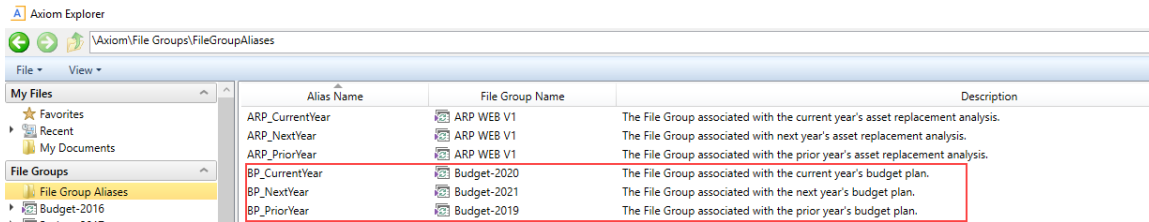
File group aliases are reference pointers that are used throughout the system to determine which file group corresponds to which budgeting year.

IMPORTANT: The aliases must be set before copying driver security so that the most recent year is used. For example, if a 2020 file group was created and the intent is to copy the file group security from 2019, then BP_CurrentYear must point to 2019 File Group.

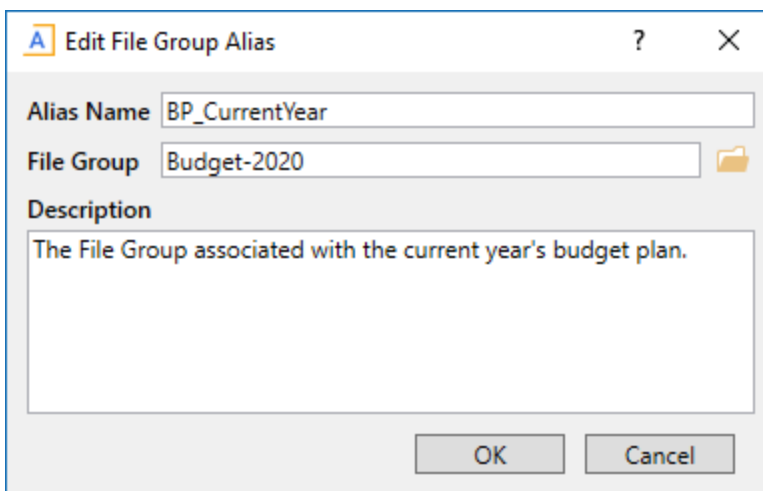
To update file group aliases:

1. In the **Admin** ribbon tab, click **System Browser**.

2. In the **Axiom Explorer** window, click **File Group Aliases**, and double-click the **BP_CurrentYear** or **BP_PriorYear** aliases to assign their respective file group year relative to the new file group year. For example, if creating a new 2020 file group, set the **BP_CurrentYear** to 2019 and **BP_PriorYear** to 2018.



3. In the **Edit File Group Alias** dialog, click the folder icon.



4. In the **Choose File Group** dialog, select the file group, and click **OK**.
5. Click **OK**.
6. Click **Close**.

Setting Up Budget Plan Files

The numbered list below include the required and optional steps you need to complete to configure, test, and release the budget plan files in your organization for the next budgeting season. The system can also walk you through these same steps by running the [Budget Checklist process](#).

TIP: The steps below link to the corresponding help topics, where applicable.

1. [Change year and period.](#)
2. [Prepare data for budget go-live.](#)
3. [Reconcile data.](#)
4. [Create one plan file for each Labor tab template.](#)
5. [Process one plan for each Labor tab template.](#)
6. [Create plan files using the scheduled job.](#)

NOTE: Run the Build & Process Budget Files job in Scheduler, and use a filter to run the job. Review the log for errors once the scheduled job completes to confirm that no errors have occurred.

7. [Open a plan file, and save it to confirm there are no errors on save.](#)
8. [Review the Budget Configuration driver.](#)
9. [Review all the tabs of a plan file for reasonableness.](#)

TIP: Specifically focus on the Stat_Rev, Expense, and Payroll tabs

10. General plan file tab review
 - a. Ensure navigation under Go To jumps as expected for all tabs.
 - b. Row/Col headers should be turned off for all tabs.
 - c. Confirm all print definitions look as expected.
 - d. Test each View option to ensure it displays/hides parts as expected.

- e. Verify print settings for all worksheets.
- f. Save the plan file to the database without any errors.
- g. Repeat steps below for different departments types (Nursing, Fixed, Admin).

11. [Instructions tab review.](#)

- a. [Review the due dates.](#)
- b. [Review the budget questions.](#)
- c. [Review the budget assumptions.](#)

12. [Summary tab review.](#)

- a. Do initiatives display as they should? Are initiatives set to be displayed in [Budget Configuration](#) driver?
- b. Review labels for proper year setting.

TIP: Projected Year settings are highlighted in blue in the [Budget Configuration](#) driver and can be budget group specific.

- c. Confirm columns hidden in the Budget Configuration driver are hidden in the plan file.

TIP: Set the [Hide Column option](#) in Budget Configuration driver.

- d. Confirm "Display Contribution Margin on Summary Tab" is set properly.

TIP: Set the [Display Contribution Margin on Summary Tab? option](#) in Budget Configuration driver.

- e. Review dollar and % variances for NYB to ensure reasonableness.

13. [Stat_Rev tab review.](#)

- a. Verify that History and YTD numbers are accurate.
- b. Verify that Projected numbers appear reasonable.
- c. Verify that all expected accounts interfaced.
- d. Verify that accounts appear under the correct section.
- e. Verify that accounts use the expected calc method.
- f. Test changing a calc method type used in a plan file.
- g. Confirm statistics coming from the [Budget Statistics](#) driver do not contain blue input cells.
- h. Confirm correct Budget Method selection.

- i. Verify that sections without data are hidden, as expected.
 - j. Verify that the Global Drivers are reflected at the top from the [Budget Driver](#) driver for the corresponding Budget Group.
 - k. Verify that all the expected drivers display.
 - l. Verify that key statistics, identified in Dimensions, are listed.
 - m. For revenue accounts, verify that the global adjustments display from the [Budget Revenue Adjustments](#) driver.
 - n. Check review projections in CYP.
 - o. Test that the summary section for revenue ties with the detail sections.
 - p. Confirm that the columns hidden in the [Budget Configuration](#) driver are hidden in the plan file.
 - q. Test to confirm red flag warnings disappear when all comments with red flags include comments.
14. [Expense tab review.](#)
- a. Verify that History and YTD numbers are accurate.
 - b. Confirm column labels are accurate from the [Budget Configuration](#) driver.
 - c. Verify that all expected accounts interface.
 - d. Verify that accounts display under the correct sections.
 - e. Verify that accounts use the expected calc method.
 - f. Test changing a calc method type used in a plan file.
 - g. Confirm that expense adjustments interface from expense-related drivers ([Budget GlobalExp](#), [Budget GlobalData](#), etc.) for all calc methods (Budget Group specific).
 - h. Test resolving "Salaries do not match" warning.
- NOTE:** Test with provider and non-provider plan files.
- i. Test using ePTO with and without ePTO (Gross and Net).
- NOTE:** See the [Earned Paid Time Off](#) setting in the Budget Labor Configuration driver to configure this feature.
- j. Test resolving "Hours do not match" warning.
- NOTE:** Test with provider and non-provider plan files.

- k. Ensure that the Budget Method is correct for Detail Method.
- l. Review the Statistics spread total for Key Stat accounts.
- m. Confirm that the projected numbers appear reasonable.
- n. Confirm that the columns hidden in [Budget Configuration](#) tab are hidden in the plan file.
- o. Confirm that KHABgtMap works as expected.

NOTE: The DEPT column for calc methods that use KHABgtMap will be highlighted in a different background color. The DEPT column is visible ONLY if KHABgtMap is in used. Otherwise, the column is hidden.

- p. Test the drilling feature by drilling historical GL Transactions.

NOTE: See the [Expense Transaction Drilling](#) setting in the Budget Configuration driver to enable this feature.

- q. Confirm that the [Use Preliminary Estimate on Detail Calc Method](#) option in the Budget Configuration driver works as expected.

15. [Labor tab review.](#)

- a. Verify that the plan files interface with the expected labor type.

NOTE: ACCT.KHASTdLine (or other StdLine columns) Calc Method selection (Labor, ProviderLabor, etc.)

- b. Verify that the expected job codes are interfaced.

NOTE: All job codes that work in the Dept YTD will be interfaced into the Dept.

- c. Review the [Uniform Merit Increase Date](#).
- d. Review the [FTE Comparison to YTD](#).
- e. Test with [Projected FTE Starting Point](#).
- f. Test with [Forecast FTEs from Projection](#).
- g. Change the titles for [Program Additions Title](#) and [Position Changes Title](#), and confirm it displays up in the plan file.
- h. On the Staffing and Jobcode tabs, test [% of Staffing Change with Volume](#).

NOTE: The default is set to 60% for Variable job codes.

- i. Ensure that the [FICA limits](#) apply, regardless of the fiscal year (it should taper down in the

months of Oct – Nov, regardless of the fiscal year).

- j. Ensure that the total dollars match the dollars on the Expense tab.
- k. Confirm that the YTD Hours and YTD Dollars are accurate.
- l. Confirm that the GL mapping is accurate.

TIP: Select the Audit view in the Labor tab to confirm the account coding.

- m. Test the Dept_BasePay calc methods.
- n. Review the allocation rates in the JobCode block for reasonableness.
- o. Confirm that the PayType Mapping Analysis report includes no variances.
- p. Confirm that only the [PayTypes mapped on the Budget Labor Configuration](#) driver interface into the Jobcode block.
- q. Confirm that the [Contract labor \(Agency\)](#) is set up and interfaces appropriately.
- r. Confirm ePTO GLAcct maps correctly when set to Yes.

NOTE: Review the Earned PTO Hours Conversion Factor (by default, the system sets this to 80 hours) and PTO per FTE (by default, the system sets this to 176).

- s. If using Lump Sum, confirm that the Budget Labor Limits is set up for max rates.

NOTE: The default is 100% for full payout of merit above max rate.

- t. Test by adding a new PayType to the Dollars section of JobCode block.
- u. Review the Fixed/Variable coding for each job code and test variability.

NOTE: For JobCode and Staffing labor tabs only; Comes from Dimension setting JobCode.Variable.

- v. Test the overrides from the driver, if Budget Group specific.

NOTE: Cross check with the [Budget Labor Override](#) driver.

- w. Update/change the days staffed and shift hours (impacts variable spread)

NOTE: For the Staffing and JobCodeADC labor tabs only.

- x. [Employee labor tab](#) only:
 - Confirm that the Empl_List tab is unavailable.

- Review the Employee labor tab for a complete list of the employees.
- y. **ADC labor tab** only:
- On the ADCCConfig tab, add a block for Global Budget Group and Dept Exceptions. Ensure that the ADCCConfig tab options came through as expected.
 - Confirm that the Jobcode and ADC tabs are equal to each other for FTEs.
 - Review FTEs and Hours calculations for reasonableness.
16. **Empl_List tab review.**
- a. Verify all of the interfaced data (comes from **Employee Master** import).
 - b. Check that all employees or job codes display under their home department.
 - c. Check that increases are populated.
 - d. Test the Lump Sum options.
17. **Initiatives tab review** (if applicable).
- a. If enabled in New Initiatives tab of drivers, all the approved initiatives display on the Summary tab, and save to the database.
 - b. The list of initiatives that displays in the New Initiatives tab of Drivers is available for selection.
 - c. Test by adding new calc methods.
18. **Dept_History tab review.**
- a. Validate data by ensuring that the historical data ties to department P&Ls.
 - b. Check that the Dept column for calc methods that use KHABgtMap are highlighted in a different background color.
- NOTE:** The Dept column is visible ONLY if KHABgtMap is used. Otherwise, the column is hidden.
19. **Provider** and **Provider Comp** tab review.
- a. Verify that History and YTD numbers are accurate.
 - b. Verify that projected numbers appear reasonable.
 - c. Verify that all the providers that meet the threshold setup display, if applicable.
 - d. Verify the summary section totals the detail sections.
 - e. Verify that all stats and revenue flow to the Stat_Rev tab, as expected.
 - f. For Provider Detail methodology:
 - Verify the FTE is pulling from the ProviderComp tab.
 - Review the overall driver for the department, and compare the production days

based on provider FTE.

- Verify that seasonality appears reasonable, if provider has at least one year of history.
- Review the various data breakout, if using the detail method, to make sure the data is grouped appropriately.
- Review the Gross Charges section, and verify that the charges calculate either on Encounter, WRVU, Procedure, or RVU.

g. Provider Summary methodology:

- Verify that the system appropriately pulls FTE and driver stats from the [Simple Dept Config](#) driver.
- Verify that the system pulls the spread from the [Simple Dept Config](#) driver.

h. Verify that the expected job codes relating to providers interface with the ProviderComp tab.

NOTE: The system will interface all job codes that have worked in the department YTD into the department when the KHAInt on the Jobcode dimension is set to Provider.

- i. Verify that the YTD Hours and YTD Dollars are accurate.
- j. Verify that RVUs flow from the Provider tab.
- k. Verify that the Comp Models pull properly from the [Provider List](#) driver.
- l. Complete a few calculations manually to verify that the expected salary calculates.
- m. Review the compensation spread for reasonableness.
- n. Verify any additional pay/benefits either calculate properly in the provider block and/or pull appropriately from the [Provider List](#) driver.
- o. Ensure that the FICA limits are applicable, regardless of the fiscal year.

NOTE: It should taper down in the months of Oct – Nov, regardless of the fiscal year.

p. Verify that the GL Mapping is accurate and flowing to the Expense tab.

20. Reconcile the budget.

- a. Schedule nightly recalculation for all budgets to transfer results to the database.
- b. Correct any errors encountered during the recalculation process.
- c. Review the [Budget Income Summary report](#) for reasonableness.

21. Run and review optional calculator reports.

- a. [New Department utility](#)

TIP: This utility is located in the Utility section of the file group year you will use for the planning cycle.

- b. [Deductions Calculator by Payor utility](#)

TIP: Do not create a plan file for the Budget Deduction Department when using this utility.

- c. [Deductions Calculator using FSDetail utility](#)
- d. [Deductions Calculator using FSPayor utility](#)
- e. [Budget Balance Sheet and Cash Flow utility](#)

- 22. Run and review Budget Reconciliation reports.

- a. [Budget Department Audit report](#)
- b. [Budget Process Management report](#)
- c. [Budget Workbook Reconciliation report](#)
- d. [Global Depreciation Reconciliation report](#)
- e. [Global Expense Reconciliation report](#)
- f. [Global Revenue Reconciliation report](#)
- g. [Labor Non-Matched report](#)
- h. [Payroll12 Hours Reconciliation report](#)
- i. [Payroll12 Negative Hours report](#)
- j. [PayType Mapping Analysis report](#)
- k. [Reconcile NYBDetail to Financial report](#)
- l. [Reconcile Payroll12 to Financial-Dollars report](#)
- m. [Reconcile Payroll12 to Financial-FICA report](#)
- n. [Reconcile Payroll12 to Financial-Hours report](#)
- o. [Salaries Do Not Match report](#)

- 23. Delete test plan files.

- 24. Clear test data from the budget data table.

- 25. [Build budget plan files.](#)

- 26. [Process budget plan files.](#)

- 27. Verify plan file creation and interface.

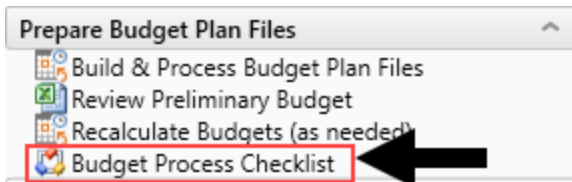
28. Advance the plan files using Process Management to Owner stage.

Running the Budget Checklist process

Use this process to walk 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.

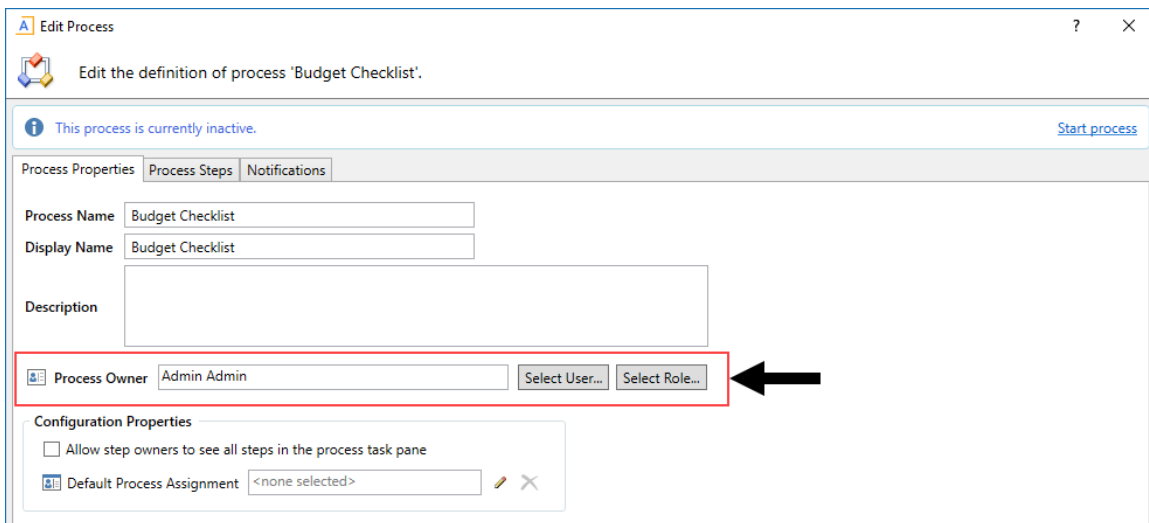
To run the Budget Checklist process:

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

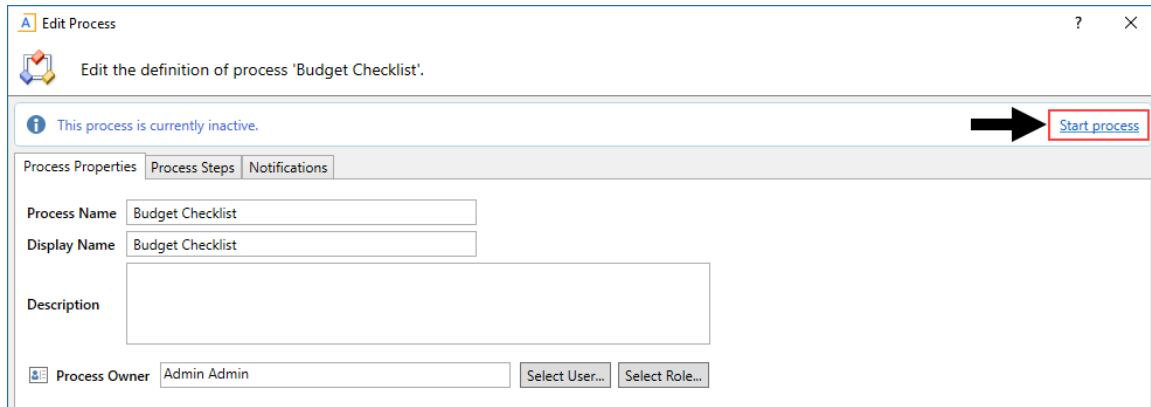


2. In the **Process Owner** field of the Process Properties tab, do one of the following:
 - To assign a specific user as process owner, click **Select User**.
 - To assign users with specific roles as process owners, click **Select Role**.

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



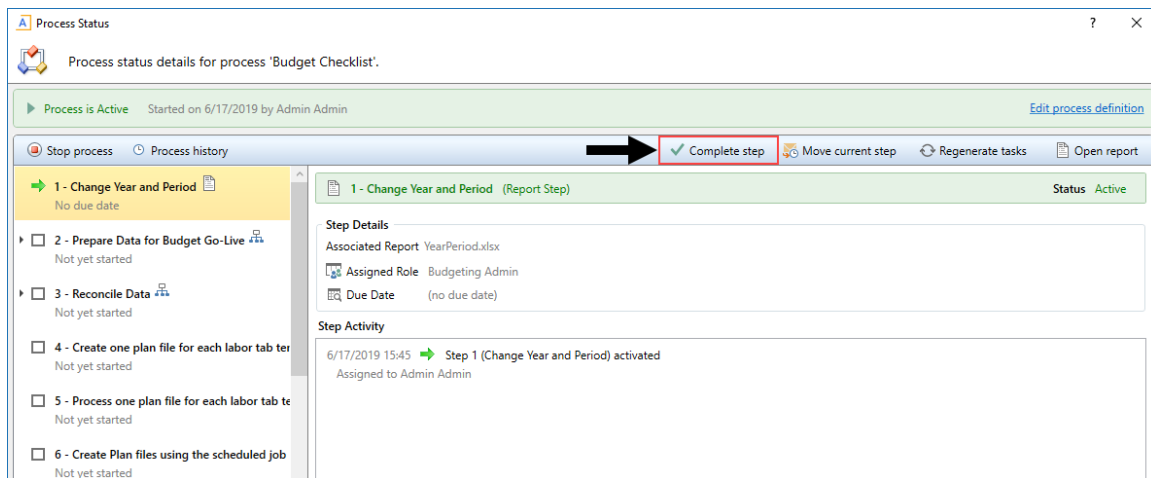
3. Click **Start Process** in the upper right corner of the dialog.



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.

Process Action

Mark process step as completed in process 'Budget Checklist'.

Current Step
 Change Year and Period
 Admin Admin (admin)

Next Step
 Create one plan file for each labor ta
 Admin Admin

Comment Any comment will be stored with the process and included in notifications to the next step owner.

1000 characters remaining

OK Cancel

- 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.

Process Status

Process status details for process 'Budget Checklist'.

Process is Active Started on 6/17/2019 by Admin Admin [Edit process definition](#)

Stop process **Process history** [Complete step](#) [Move current step](#) [Regenerate tasks](#) [Open report](#)

1 - Change Year and Period
No due date

2 - Prepare Data for Budget Go-Live
Not yet started

3 - Reconcile Data
Not yet started

1 - Change Year and Period (Report Step)
Status: Active

Step Details
Associated Report: YearPeriod.xlsx
Assigned Role: Budgeting Admin
Due Date: (no due date)

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

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.
- For Budget Planning, the 02 Budget Labor Configuration driver will use the default FTE scale created in the Year/Period Form but allow for modifications to the default at the Global and Budget Group level.

NOTE: The standard FTE hours you select in this worksheet displays as the default FTE Hours in the [Budget Labor Configuration](#)

Primary Inputs

Fiscal Year

2020

Fiscal Start Month

July

Day Type

Calendar Days

FTE Scale

Weekly

FTE Hours

40

Default is 40 hours per week

Save

Working Days Inputs

| Serial | Month | Current Year Working Days 2020 | Last Year Working Days 2019 | Next Year Working Days 2021 |
|--------|-----------|--------------------------------------|-----------------------------------|-----------------------------------|
| 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 | 20 | 20 |
| 3 | March | 23 | 23 | 23 |
| 4 | April | 22 | 22 | 22 |
| 5 | May | 23 | 23 | 23 |
| 6 | June | 22 | 22 | 22 |
| | | 269 | 269 | 269 |

☐ Check to Hide Year table
 ☐ Check to Hide Period table

Year Table

| Code | Year | Fiscal Year | Description |
|------|------|-------------|-------------|
| CYA | 2020 | FY20 | Actual |
| CYB | 2020 | FY20 | Budget |
| CYP | 2020 | FY20 | Projected |
| FLX | 2020 | FY20 | Flex Budget |
| L2A | 2018 | FY18 | L2 Actual |
| LXA | 2019 | FY19 | Last Year |
| LYB | 2019 | FY19 | LY Budget |
| NYB | 2021 | FY21 | NY Budget |
| CYF | 2020 | FY20 | Forecast |

Period Table

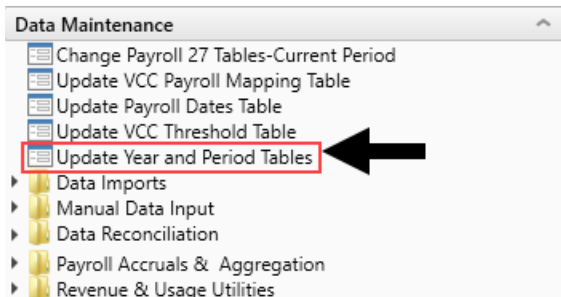
| Serial | Month | Quarter | Current Year | Last Year | Next Year | Current Year Month | Last Year Month |
|--------|-----------|---------|--------------|-----------|-----------|--------------------|-----------------|
| 7 | July | 1 | 2019 | 2018 | 2020 | Jul-2019 | Jul-2018 |
| 8 | August | 1 | 2019 | 2018 | 2020 | Aug-2019 | Aug-2018 |
| 9 | September | 1 | 2019 | 2018 | 2020 | Sep-2019 | Sep-2018 |
| 10 | October | 2 | 2019 | 2018 | 2020 | Oct-2019 | Oct-2018 |
| 11 | November | 2 | 2019 | 2018 | 2020 | Nov-2019 | Nov-2018 |
| 12 | December | 2 | 2019 | 2018 | 2020 | Dec-2019 | Dec-2018 |
| 1 | January | 3 | 2020 | 2019 | 2021 | Jan-2020 | Jan-2019 |
| 2 | February | 3 | 2020 | 2019 | 2021 | Feb-2020 | Feb-2019 |
| 3 | March | 3 | 2020 | 2019 | 2021 | Mar-2020 | Mar-2019 |
| 4 | April | 4 | 2020 | 2019 | 2021 | Apr-2020 | Apr-2019 |
| 5 | May | 4 | 2020 | 2019 | 2021 | May-2020 | May-2019 |
| 6 | June | 4 | 2020 | 2019 | 2021 | Jun-2020 | Jun-2019 |

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 [Management Reporting 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. |
| Day Type | Select Calendar Days or Work Days. |
| FTE Scale | Select a Daily, Weekly, Monthly, or Yearly scale. |
| FTE Hours | <p>Use one of the option to input the FTE value associated with the FTE Scale field selected above:</p> <ul style="list-style-type: none"> • To use the standard of the number of days worked multiplied by a 40-hour work week divided by 7, type 2086. • To use the standard 40-hour work-week multiplied by 52 weeks, type 2080(default). • To use a custom FTE value, type it. To view multiple examples of how to use this field, see the section Examples of custom FTE scales below. |

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.

NOTE: When you select Work Days from the Day Type drop-down, Daily is the only available option from the FTE Hours drop-down.

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

► Examples of custom FTE scales

You can configure the FTE Scale to suit the needs of your organization in a variety of ways, here are some examples:

Yearly

To calculate a full-time equivalent based on the yearly scale, complete the following:

1. In the **Day Type** drop-down, select **Calendar Days**.
2. In the **FTE Scale** drop-down, select **Yearly**.
3. In the **FTE Hours** field, type **2085.714**.

NOTE: The default of 2080 hours per year displays next to FTE Hours.

Primary Inputs

Fiscal Year

2020

Fiscal Start Month

July

Day Type

Calendar Days

FTE Scale

Yearly

FTE Hours

2085.714

Default is 2080 hours per year

Save

The system displays the monthly hours worked based on your configuration in the **Period Table** section.

Primary Inputs

Fiscal Year

2020

Fiscal Start Month

July

Day Type

Calendar Days

FTE Scale

Yearly

FTE Hours

2085.714

Default is 2080 hours per year

Save

Year Table

| Code | Year | Fiscal Year | Description |
|------|------|-------------|-------------|
| CYA | 2020 | FY20 | Actual |
| CYB | 2020 | FY20 | Budget |
| CYP | 2020 | FY20 | Projected |
| FLX | 2020 | FY20 | Flex Budget |
| L2A | 2018 | FY18 | L2 Actual |
| L2A | 2019 | FY19 | Last Year |
| LYB | 2019 | FY19 | LY Budget |
| NYB | 2021 | FY21 | NY Budget |
| CYF | 2020 | FY20 | Forecast |

Working Days Inputs

| Serial | Month | Current Year Working Days 2020 | Last Year Working Days 2019 | Next Year Working Days 2021 |
|--------|-----------|--------------------------------|-----------------------------|-----------------------------|
| 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 | 20 | 20 |
| 3 | March | 23 | 23 | 23 |
| 4 | April | 22 | 22 | 22 |
| 5 | May | 23 | 23 | 23 |
| 6 | June | 22 | 22 | 22 |
| | | 269 | 269 | 269 |

Period Table

| Serial | Month | Quarter | Current Year FTE Factor | Last Year FTE Factor | Next Year FTE Factor |
|--------|-----------|---------|-------------------------|----------------------|----------------------|
| 7 | July | 1 | 177.14 | 177.14 | 177.14 |
| 8 | August | 1 | 177.14 | 177.14 | 177.14 |
| 9 | September | 1 | 171.43 | 171.43 | 171.43 |
| 10 | October | 2 | 177.14 | 177.14 | 177.14 |
| 11 | November | 2 | 171.43 | 171.43 | 171.43 |
| 12 | December | 2 | 177.14 | 177.14 | 177.14 |
| 1 | January | 3 | 177.14 | 177.14 | 177.14 |
| 2 | February | 3 | 168.02 | 160.00 | 160.00 |
| 3 | March | 3 | 177.14 | 177.14 | 177.14 |
| 4 | April | 4 | 171.43 | 171.43 | 171.43 |
| 5 | May | 4 | 177.14 | 177.14 | 177.14 |
| 6 | June | 4 | 171.43 | 171.43 | 171.43 |
| | | | 2,093.74 | 2,085.71 | 2,085.71 |

NOTE: After you save your changes, the system will display values based on this configuration in the **Period Table** section.

Daily

To configure a scale for 2080.5 instead of the standard 2086 (2085.71) scale, complete the following:

1. In the **Day Type** drop-down, select **Calendar Days**.
2. In the **FTE Scale** drop-down, select **Daily**.
3. In the **FTE Hours** field, enter **5.700**.

Primary Inputs

Save

Fiscal Year: 2020
 Fiscal Start Month: July
 Day Type: Calendar Days
 FTE Scale: Daily
 FTE Hours: 5.714 (Default is 5.7 hours per day)

Helpful text showing suggested value

Edit box to enter daily hours value

NOTE: The **FTE Hours** default for this configuration is 5.7 hours per day.

Primary Inputs

Save

Fiscal Year: 2020
 Fiscal Start Month: July
 Day Type: Calendar Days
 FTE Scale: Daily
 FTE Hours: 5.7 (Default is 5.7 hours per day)

Working Days Inputs

| Serial | Month | Current Year Working Days 2020 | Last Year Working Days 2019 | Next Year Working Days 2021 |
|--------|-----------|--------------------------------|-----------------------------|-----------------------------|
| 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 | 23 | 23 |
| 3 | March | 23 | 23 | 23 |
| 4 | April | 22 | 23 | 23 |
| 5 | May | 23 | 23 | 23 |
| 6 | June | 22 | 22 | 22 |
| | | 269 | 269 | 269 |

Note: Leap Year hours will be assigned to Feb.

Year Table

| Code | Year | Fiscal Year | Description |
|------|------|-------------|-------------|
| CYA | 2020 | FY20 | Actual |
| CYB | 2020 | FY20 | Budget |
| CYP | 2020 | FY20 | Projected |
| FLX | 2020 | FY20 | Flex Budget |
| L2A | 2018 | FY18 | L2 Actual |
| LYA | 2019 | FY19 | Last Year |
| LYB | 2019 | FY19 | LY Budget |
| NYB | 2021 | FY21 | NY Budget |
| CYF | 2020 | FY20 | Forecast |

Period Table

| Serial | Month | Quarter | Current Year FTE Factor | Last Year FTE Factor | Next Year FTE Factor |
|--------|-----------|---------|-------------------------|----------------------|----------------------|
| 7 | July | 1 | 176.70 | 176.70 | 176.70 |
| 8 | August | 1 | 176.70 | 176.70 | 176.70 |
| 9 | September | 1 | 171.00 | 171.00 | 171.00 |
| 10 | October | 2 | 176.70 | 176.70 | 176.70 |
| 11 | November | 2 | 171.00 | 171.00 | 171.00 |
| 12 | December | 2 | 176.70 | 176.70 | 176.70 |
| 1 | January | 3 | 176.70 | 176.70 | 176.70 |
| 2 | February | 3 | 165.30 | 159.60 | 159.60 |
| 3 | March | 3 | 176.70 | 176.70 | 176.70 |
| 4 | April | 4 | 171.00 | 171.00 | 171.00 |
| 5 | May | 4 | 176.70 | 176.70 | 176.70 |
| 6 | June | 4 | 171.00 | 171.00 | 171.00 |
| | | | 2,086.20 | 2,080.50 | 2,080.50 |

NOTE: After you enter your **Primary Inputs**, the **Period Table** section displays the calculated results in real time which allows you to view your configuration before saving data.

Weekly

To configure an annual FTE of 2085.71 based on a weekly calculation of 40 hours per week, complete the following:

1. In the **Day Type** drop-down, select **Calendar Days**.
2. In the **FTE Scale** drop-down, select **Weekly**.
3. In the **FTE Hours** field, type **40.00**.

Primary Inputs

Save

Fiscal Year

2020

Fiscal Start Month

July

Day Type

Calendar Days

FTE Scale

Weekly

FTE Hours

40

Default is 40 hours per week

NOTE: The default for this configuration is 40 hours per week.

Primary Inputs

Save

Fiscal Year

2020

Fiscal Start Month

July

Day Type

Calendar Days

FTE Scale

Weekly

FTE Hours

40

Default is 40 hours per week

Working Days Inputs

| Serial | Month | Current Year Working Days 2020 | Last Year Working Days 2019 | Next Year Working Days 2021 |
|--------|-----------|--------------------------------------|-----------------------------------|-----------------------------------|
| 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 | 20 | 20 |
| 3 | March | 23 | 23 | 23 |
| 4 | April | 22 | 22 | 22 |
| 5 | May | 23 | 23 | 23 |
| 6 | June | 22 | 22 | 22 |
| | | 269 | 269 | 269 |

Year Table

| Code | Year | Fiscal Year | Description |
|------|------|-------------|-------------|
| CYA | 2020 | FY20 | Actual |
| CYB | 2020 | FY20 | Budget |
| CYP | 2020 | FY20 | Projected |
| FLX | 2020 | FY20 | Flex Budget |
| L2A | 2018 | FY18 | L2 Actual |
| LYA | 2019 | FY19 | Last Year |
| LYB | 2019 | FY19 | LY Budget |
| NYB | 2021 | FY21 | NY Budget |
| CYF | 2020 | FY20 | Forecast |

Period Table

| Serial | Month | Quarter | Current Year FTE Factor | Last Year FTE Factor | Next Year FTE Factor |
|--------|-----------|---------|----------------------------|-------------------------|-------------------------|
| 7 | July | 1 | 177.14 | 177.14 | 177.14 |
| 8 | August | 1 | 177.14 | 177.14 | 177.14 |
| 9 | September | 1 | 171.43 | 171.43 | 171.43 |
| 10 | October | 2 | 177.14 | 177.14 | 177.14 |
| 11 | November | 2 | 171.43 | 171.43 | 171.43 |
| 12 | December | 2 | 177.14 | 177.14 | 177.14 |
| 1 | January | 3 | 177.14 | 177.14 | 177.14 |
| 2 | February | 3 | 165.71 | 160.00 | 160.00 |
| 3 | March | 3 | 177.14 | 177.14 | 177.14 |
| 4 | April | 4 | 171.43 | 171.43 | 171.43 |
| 5 | May | 4 | 177.14 | 177.14 | 177.14 |
| 6 | June | 4 | 171.43 | 171.43 | 171.43 |
| | | | 2,091.43 | 2,085.71 | 2,085.71 |

NOTE: After you save your changes, the system will display values based on this configuration in the **Period Table** section.

Monthly

To configure on a scale where employees work that same number of hours per month, in this example an annual FTE scale set to 2080 hours, where the monthly FTE hours are 173.3333, complete the following:

1. In the **Day Type** drop-down, select **Calendar Days**.
2. In the **FTE Scale** drop-down, select **Monthly**.
3. In the **FTE Hours** text box, type **173.3333**.

Primary Inputs

Save

Fiscal Year

2020

Fiscal Start Month

July

Day Type

Calendar Days

FTE Scale

Monthly

FTE Hours

173.3333

Default is 160 hours per month (30 day month)

NOTE: The default for this configuration is 160 hours per month (for a 30 day month).

Primary Inputs

Save

Fiscal Year

2020

Fiscal Start Month

July

Day Type

Calendar Days

FTE Scale

Monthly

FTE Hours

173.3333

Default is 160 hours per month (30 day month)

Working Days Inputs

| Serial | Month | Current Year Working Days 2020 | Last Year Working Days 2019 | Next Year Working Days 2021 |
|--------|-----------|--------------------------------|-----------------------------|-----------------------------|
| 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 | 20 | 20 |
| 3 | March | 23 | 23 | 23 |
| 4 | April | 22 | 22 | 22 |
| 5 | May | 23 | 23 | 23 |
| 6 | June | 22 | 22 | 22 |
| | | 269 | 269 | 269 |

Year Table

| Code | Year | Fiscal Year | Description |
|------|------|-------------|-------------|
| CYA | 2020 | FY20 | Actual |
| CYB | 2020 | FY20 | Budget |
| CYP | 2020 | FY20 | Projected |
| FLX | 2020 | FY20 | Flex Budget |
| L2A | 2018 | FY18 | L2 Actual |
| LYA | 2019 | FY19 | Last Year |
| LYB | 2019 | FY19 | LY Budget |
| NYB | 2021 | FY21 | NY Budget |
| CYF | 2020 | FY20 | Forecast |

Period Table

| Serial | Month | Quarter | Current Year FTE Factor | Last Year FTE Factor | Next Year FTE Factor |
|--------|-----------|---------|-------------------------|----------------------|----------------------|
| 7 | July | 1 | 173.33 | 173.33 | 173.33 |
| 8 | August | 1 | 173.33 | 173.33 | 173.33 |
| 9 | September | 1 | 173.33 | 173.33 | 173.33 |
| 10 | October | 2 | 173.33 | 173.33 | 173.33 |
| 11 | November | 2 | 173.33 | 173.33 | 173.33 |
| 12 | December | 2 | 173.33 | 173.33 | 173.33 |
| 1 | January | 3 | 173.33 | 173.33 | 173.33 |
| | | | 179.11 | 173.33 | 173.33 |
| | | | 173.33 | 173.33 | 173.33 |
| | | | 173.33 | 173.33 | 173.33 |
| | | | 173.33 | 173.33 | 173.33 |
| 6 | June | 4 | 173.33 | 173.33 | 173.33 |
| | | | 2,085.78 | 2,080.00 | 2,080.00 |

Note the even spread of hours each month except leap year

NOTE: After you save your changes, the system will display values based on this configuration in the **Period Table** section.

Preparing data for budget go-live

Importing and loading data is an important part of keeping your budget up-to-date and correct. We recommend that you perform these actions on a biweekly and monthly bases.

The following topics provide instructions on running the required and optional data imports reports. These are the same imports you will run to create your monthly reports.

IMPORTANT: You must load and reconcile data *before* you start building and processing plan files.

Run these imports and utilities in the following order to load your data into the system:

1. [Import General Ledger data](#) - The Load 12 Month import brings in 12 months of General Ledger data from your source system. This will include values for revenues, deductions, expenses, etc. - including values for balance sheet (if provided).
2. [Import Monthly Statistics data](#) - The Load Monthly Stats import brings in departmental-level statistics, including key and non-key statistics. This can also include facility-level statistics. If payroll hours are not imported through the Payroll Transfer utility, then they will commonly be imported using this import.
3. [Import Biweekly Payroll data](#) - Imports biweekly payroll data, which includes identifying department, job code, pay type, and employee ID values.
4. [Load Employee Master](#) - Imports the employee level detail information, including base rate, full/part time status, anniversary date, PTO balance, etc. The employees are listed by job code. The employee master is used in the interfacing and plan files to apply merit and market adjustments.
5. [Loading Revenue and Usage data](#) - Imports your Charge Description Master (CDM) monthly data, including department, CDMCODE, revenue and volume type (i.e. inpatient, outpatient).

NOTE: This import only applies if your organization is licensed for the CDM template.

6. [Load Provider Data](#) - Imports the transactional-level records for a provider, including ID, department, and key database fields such as CPT, location, FinClass, and other related records. This information is used for reporting and budgeting purposes. Once loaded, you can configure whether to use the Provider Summary or Provider Detail options, and adjust your dimension accordingly. This is the core transactional data from your provider billing database.

NOTE: This import only applies if your organization is licensed for the Provider feature.

► Other imports

These imports can be run in any order, as needed, with the exception of the Biweekly to Monthly Payroll Accrual utility. While these imports are not required to create budgets, they do provide enhanced reporting and plan file analysis without having to leave the Axiom application.

- [Running the Biweekly to Monthly Payroll Accrual utility](#) - Run this utility to accrue for hours, dollars, and statistics from your biweekly payroll import(Payroll26) into the monthly data tables (Payroll12).

IMPORTANT: This utility is a prerequisite to using the Monthly to GL Accrual utility.

- [Running the Monthly to GL Accrual utility](#) - If payroll hours are not coming through your GL Import, you can move your hours from the Payroll12 data tables created from the previous process to your Financial tables by running the Monthly to GL accrual utility.

IMPORTANT: Only run this utility if you are not loading hours from your GL using the GL12 Month or Monthly Statistics imports (step 1 or 2 above).

- [Loading AP Detail data](#) - Imports your Accounts Payable sub-ledger detail, including amount, check date, check number, invoice date, invoice number, etc.
- [Loading GL Detail data](#) - Imports your general Journal Entry detail, including department, account, and other identifying information.
- [Loading MM Detail data](#) - Imports your Materials Management sub-ledger detail, including amount, item number, item description, location, quantity, unit price, and vendor information.
- [Loading Accrued Receipts data](#) - Imports your Accounts Receipts sub-ledger detail, including item number, description, invoice date, vendor name and number, and other vendor identifier information.
- [Summarizing CDM statistics to financial](#) - To use your Charge Description Master (CDMCODE) to create your statistics, we offer a save-to-database utility that summarizes the inpatient and outpatient volumes in the RevUsage database (ACT_RU_20XX) into statistic accounts that can be stored in the Financial database (ACT20XX).

NOTE: For this utility to work, your Syntellis Implementation Consultant will help you design your CDMCODE table during the implementation.

► Resolving import errors

If any of the imports experience validation errors, you can view them in two places in the system: a separate CSV file and the Execution log area of the Execute Import dialog, as shown in Step 8 of [Loading GL12 Month data](#).

For more information, see [Resolving import validation errors](#).

► Generating and publishing monthly reports

After the report data is imported and any import errors are resolved, you can run the Department Monthly Package report to pull together the different monthly reports with the imported data and distribute them to the appropriate personnel. For more information, see the following:

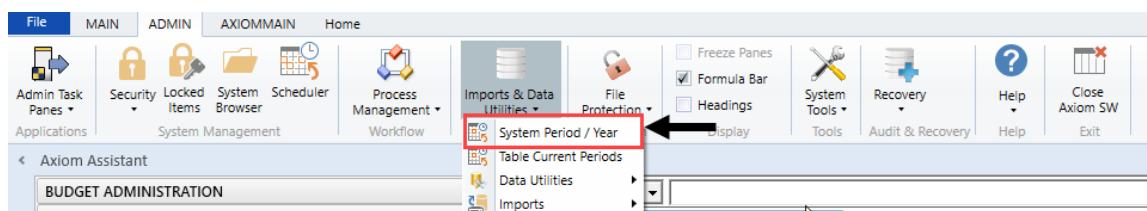
- [Understanding the Department Monthly Package](#)
- [Configuring the Department Monthly Package report](#)
- [Processing and distributing the Department Monthly Package report](#)

Loading GL12 Month data

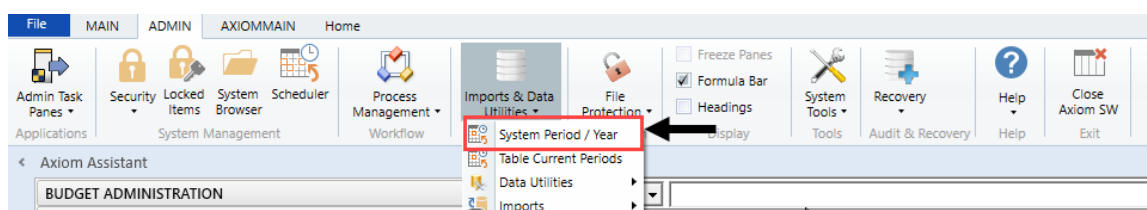
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a GL_ prefix.

To load GL12 Month data:

1. To change the current period, in the **Admin** ribbon tab, in the **Database** group, click **Imports & Utilities > System Period/Year**.

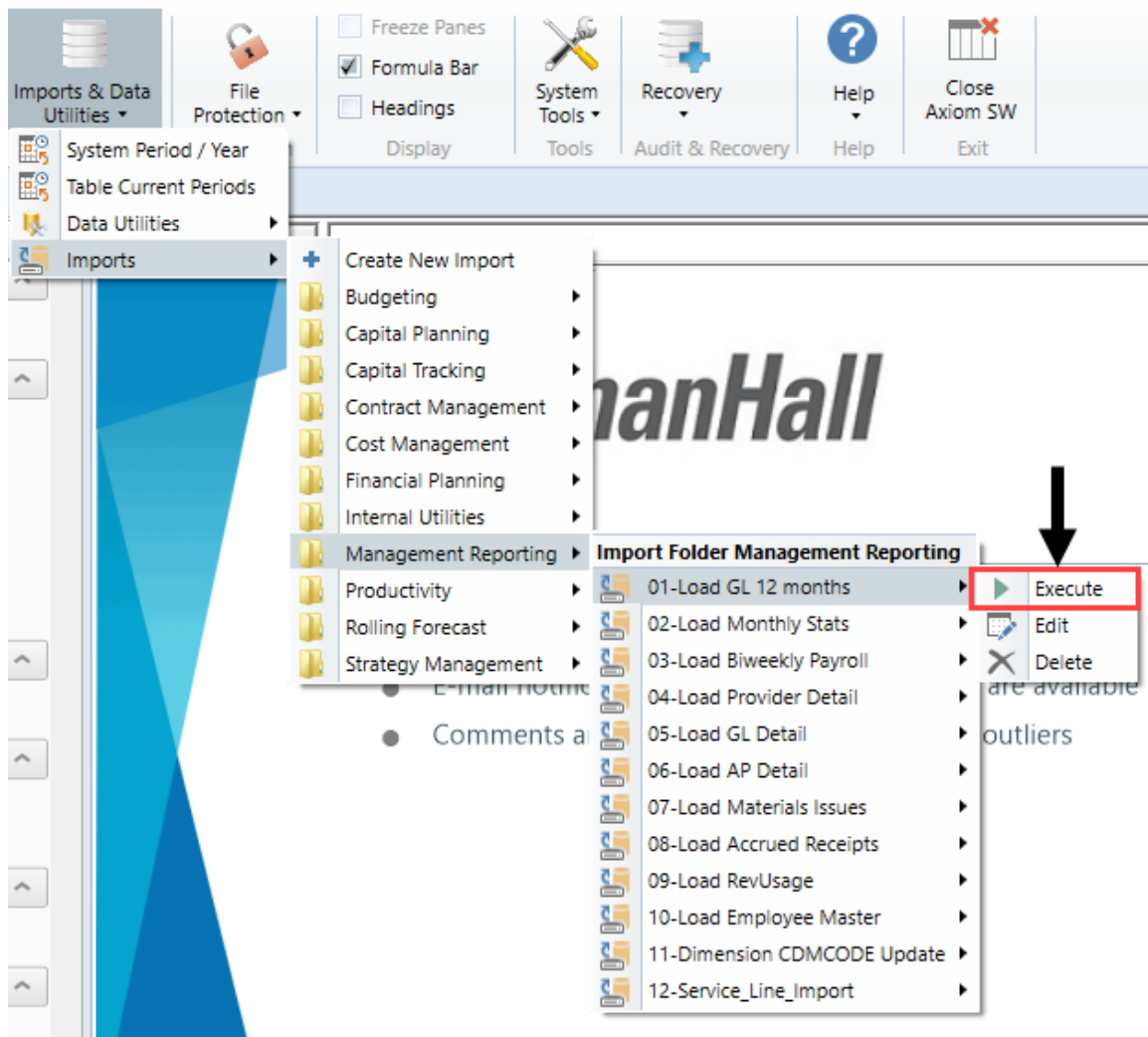


2. In the **System Current Period** dialog, in the **New Value** field, type the new month value, and click **OK**.

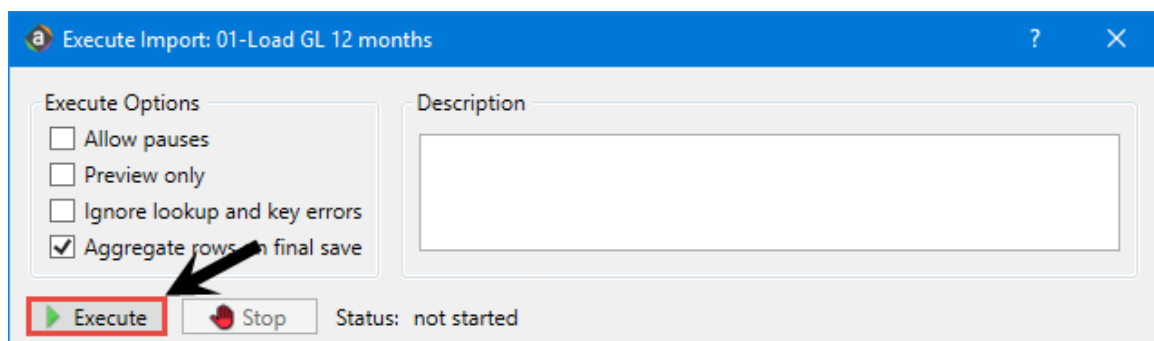


IMPORTANT: Do not change the **System Current Year** field unless changing over a new fiscal year. Setting the system period and year could affect other Axiom Healthcare Suite products.

3. In the **Admin** ribbon tab, in the **Database** group, click **Imports & Data Utilities > Imports, Management Reporting> 01-Load GL 12 Months**, and click **Execute**.



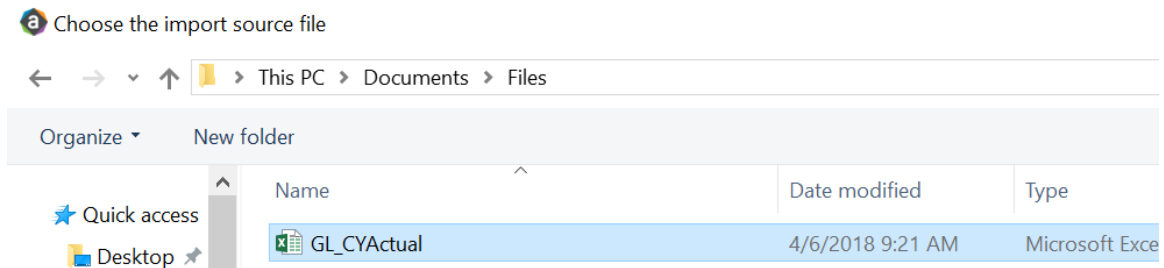
4. Click Execute.



5. In the Variables dialog, do the following, and click OK:

| Field | Steps |
|-----------------------------------|------------------------------|
| Table: Select Table | Select the ACT or BUD table. |
| Year Selection: Input Year (YYYY) | Type the year to load. |

6. In the **Choose the import source file** dialog, select the source file to load.-



If the import encounters validation errors, see [Resolving import validation errors](#).

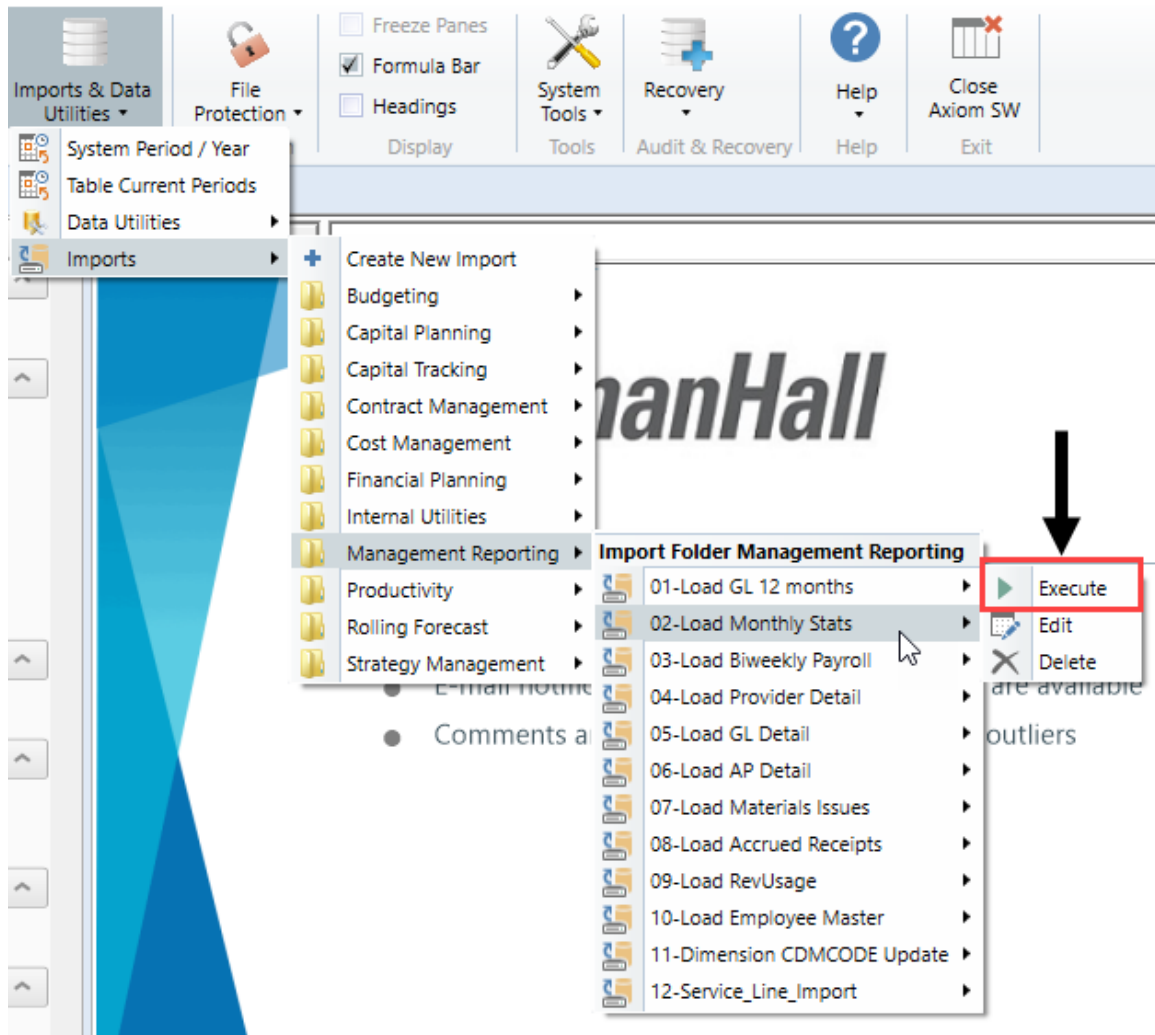
7. After you load the data, run the Income Statement Summary report in Explorer in **Reports Library > Management Reporting > Income Statement > Income Statement Summary** to reconcile to your GL income statement.

Loading Monthly Statistic data

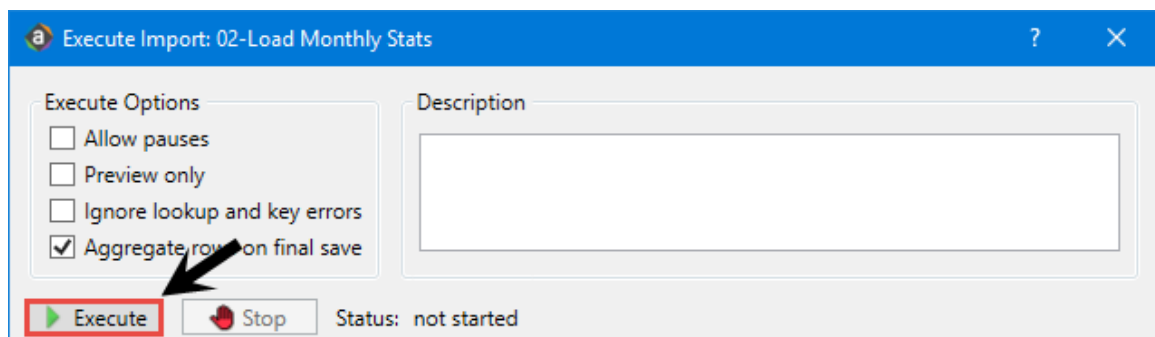
Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a ST_prefix.

To load Monthly Statistic data:

1. In the **Admin** ribbon tab, in the **Database** group, click **Imports & Data Utilities > Imports > Management Reporting > 02-Load Monthly Stats**, and click **Execute**.



2. Click Execute.

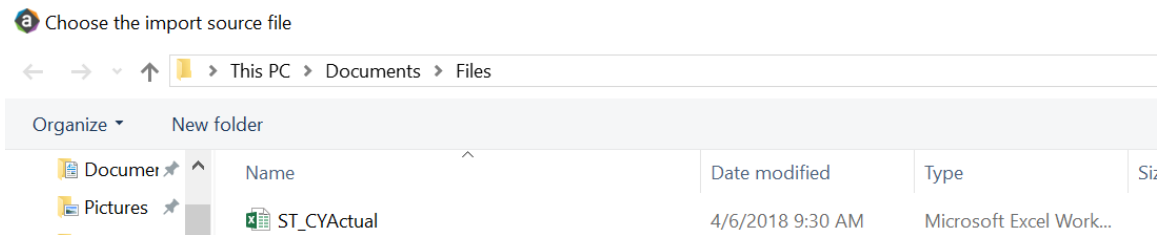


3. In the Variables dialog, do the following, and click OK:

| Field | Steps |
|-----------------------------------|------------------------------|
| Table: Select Table | Select the ACT or BUD table. |
| Year Selection: Input Year (YYYY) | Type the year to load. |

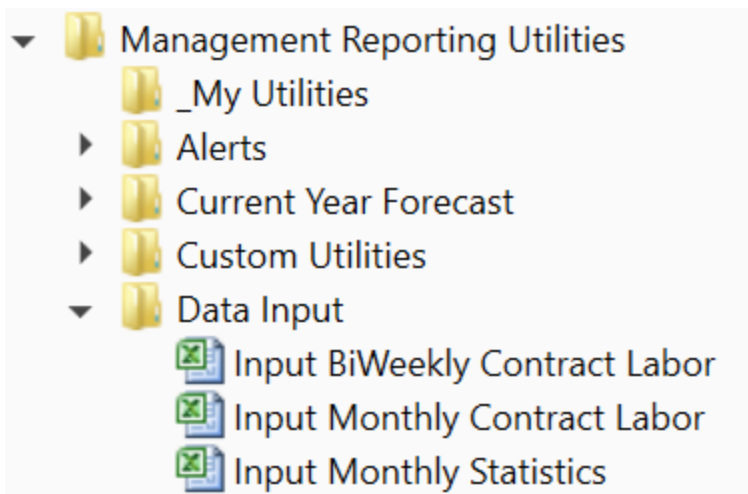
4. In the **Chose the import source file** dialog, navigate to the location where you stored the source file, and select it.

NOTE: We recommend that you name the file using a ST_ prefix.



If there are any import exceptions, follow the import exceptions remediation from [Resolving import validation errors](#).

5. If you are not loading your statistics through an import set up by your Kaufman Hall Implementation Consultant, then you can also load statistics using a Save to Database report. There are standard reports delivered with your system for this, which you can find in Explorer in Management Reporting Utilities > Data Input > Input Monthly Statistics.



6. Use the top section of the report, labeled **Add New Stats**, when entering a new Dept-Acct combination into the database.

If needed, you can copy additional rows by copying the entire row, and then using the **Insert Entire Row** option in Excel. If you Refresh the report, it will bring in all existing statistic combinations from the database, and you can then update any monthly value in the blue cells in the **Change Existing Stats** section.

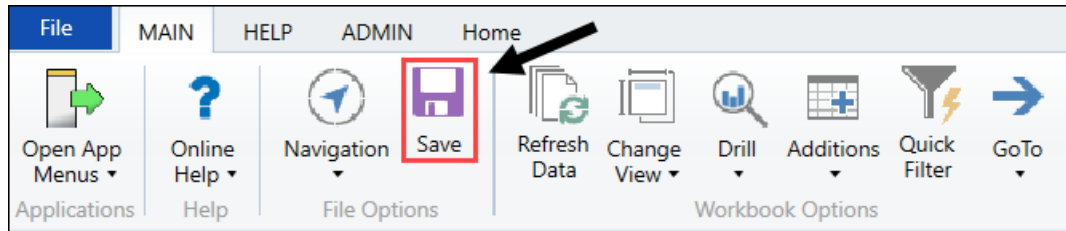
Monthly Statistics Input Form

KHA Health
Click "Save" to save values to database

No changes made

| Department | DEPT | Description | InitID | Acct | July | August | September | October |
|------------------------------------------------------|-------|---------------------|--------|------|------|--------|-----------|---------|
| Add New Stats | | | | | | | | |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 |
| <Copy above rows and insert here if more are needed> | | | | | | | | |
| Change Existing Stats | | | | | | | | |
| EHS Sports Medicine | 17840 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 |
| EHS *** Bldg-Med Office/East Hplex | 17870 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 |
| EPG Clinic Administration | 17879 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 |
| EPG Phys Clinic-North | 17880 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 |
| EPG Phys Clinic-Occ Hlth East | 17881 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 |
| EPG Phys Clinic-Occ Hlth Midtown | 17883 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 |

- After you complete your inputs, from the **Main** ribbon tab, click **Save** to send the data into the database and save the report.

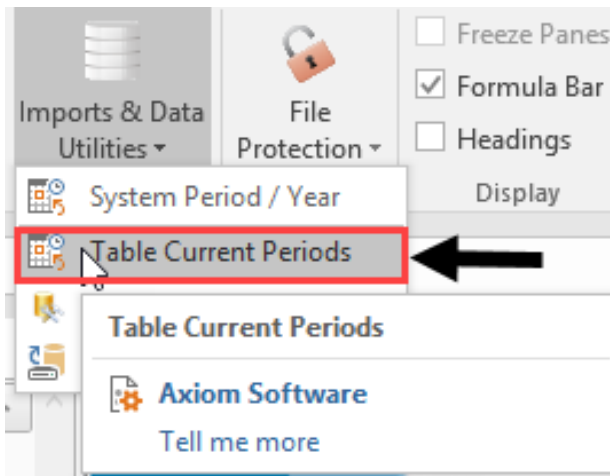


Loading Biweekly Payroll data

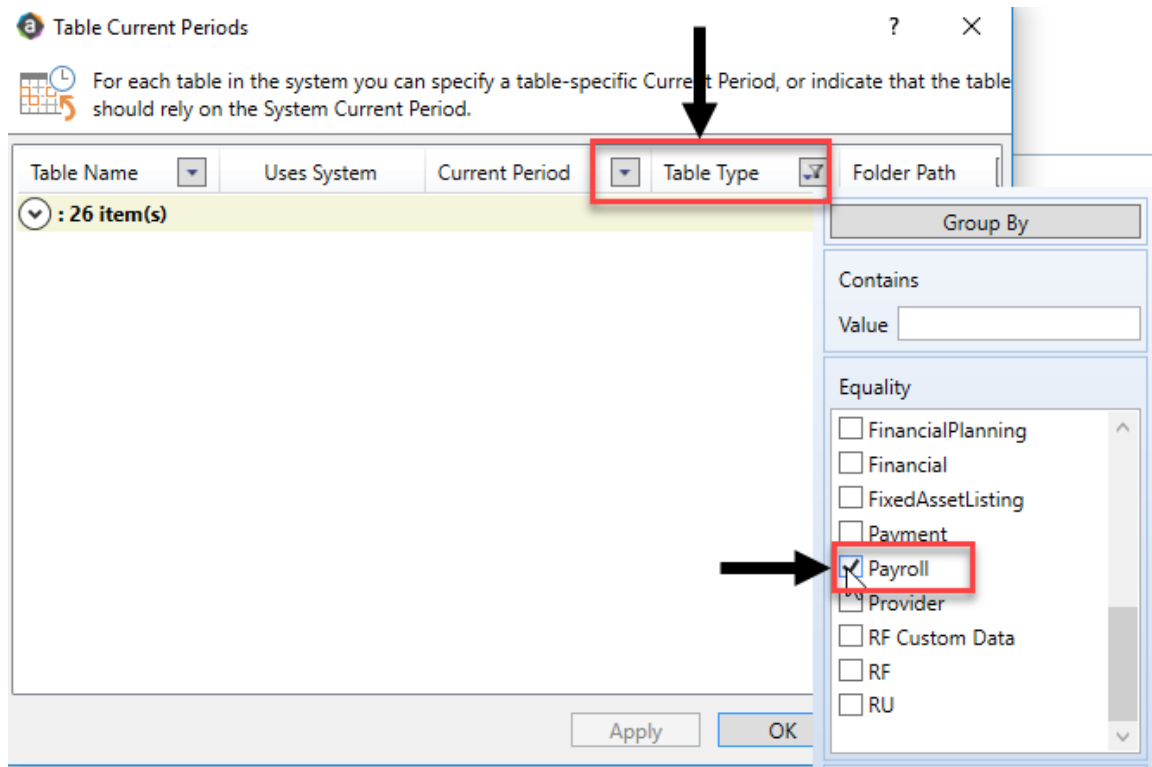
Make sure you create and save the import file to a directory accessible by the Axiom Application server. The file should be saved as LD_MMDDYY_PP. For example, LD_100418_1

To load Biweekly Payroll data:

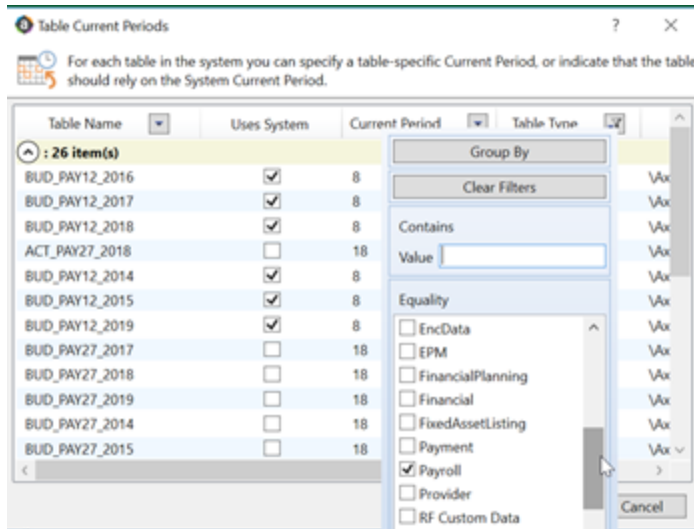
- In the **Admin** ribbon tab, click **Imports & Data Utilities > Table Current Periods**.



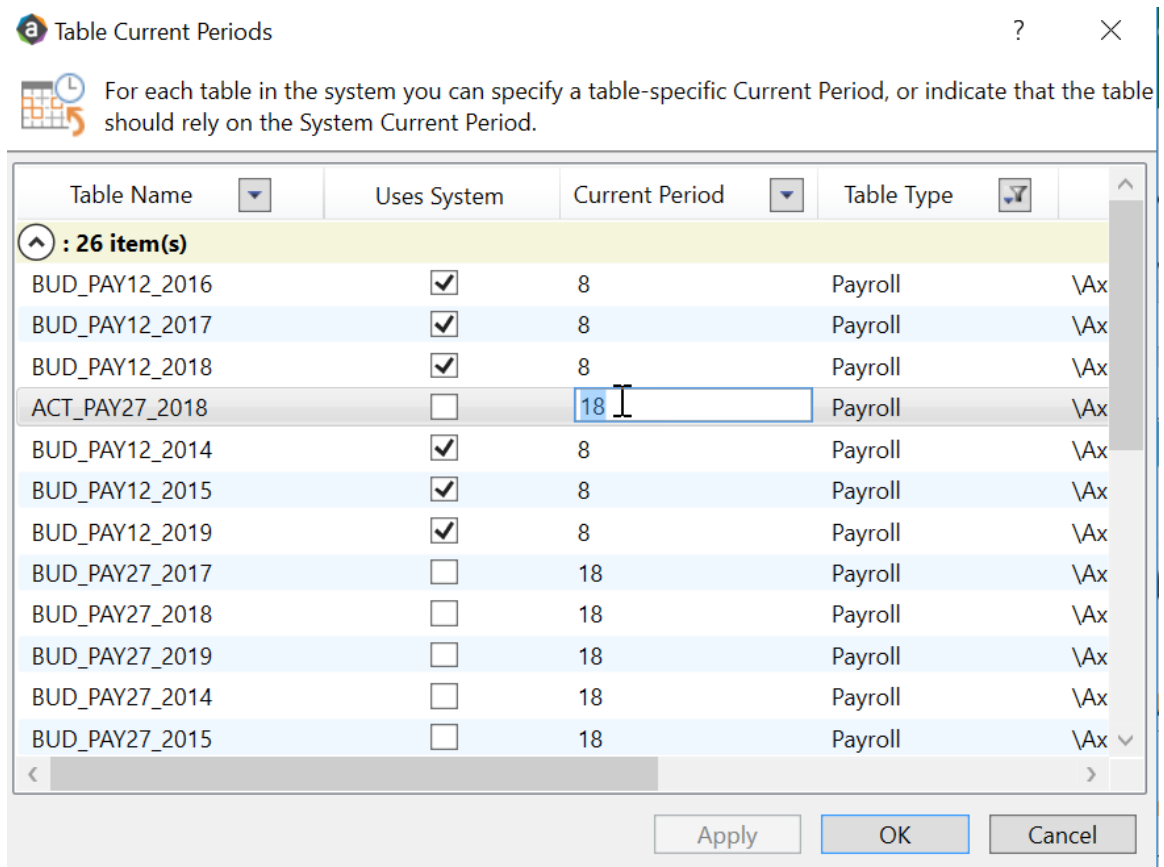
2. Filter using the Table Type, and select Payroll.



3. Change the period for all of the payroll tables where the Uses System checkbox is not selected.

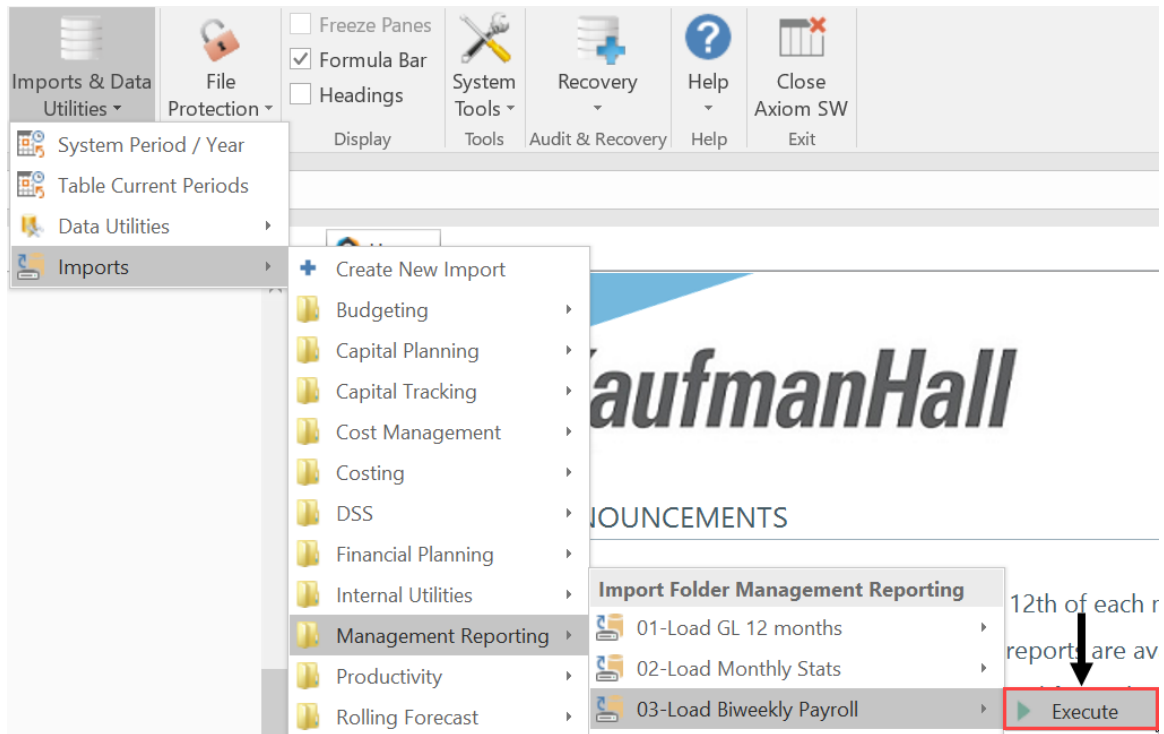


- In the **Table Current Periods** dialog, double-click the current period for the table, and type the new period.

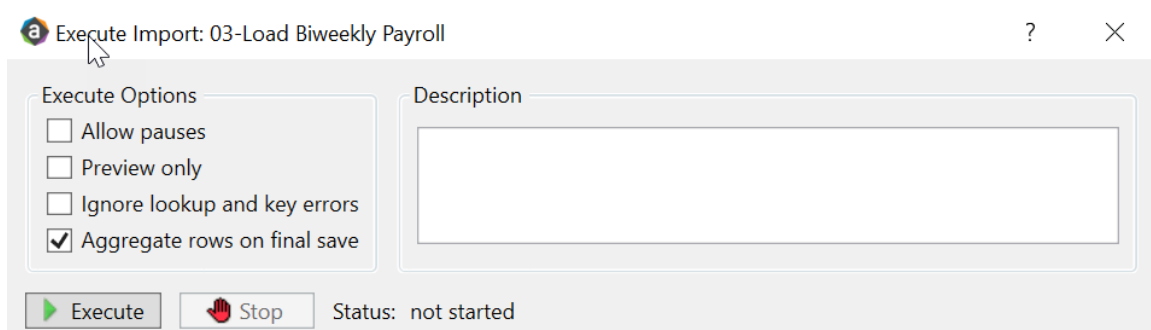


- When you have finished all the tables, click **OK**.

6. In the Admin ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 03-Load Biweekly Payroll > Execute**.



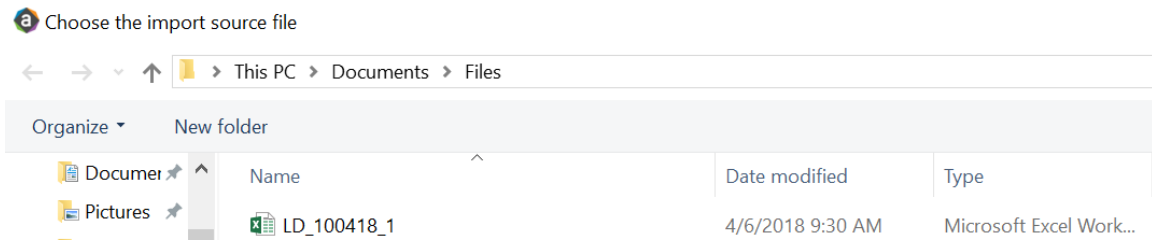
7. In the **Execute Import: 03-Load Biweekly Payroll** dialog, click **Execute**.



8. In the **Variables** dialog, do the following, and click **OK**:

| Field | Steps |
|-----------------------------------|-----------------------------------------------------|
| Year Selection: Input Year (YYYY) | Type the year to load. |
| PayPeriod: Input Period (1 – 27) | In the drop-down, select the pay period to load to. |

9. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



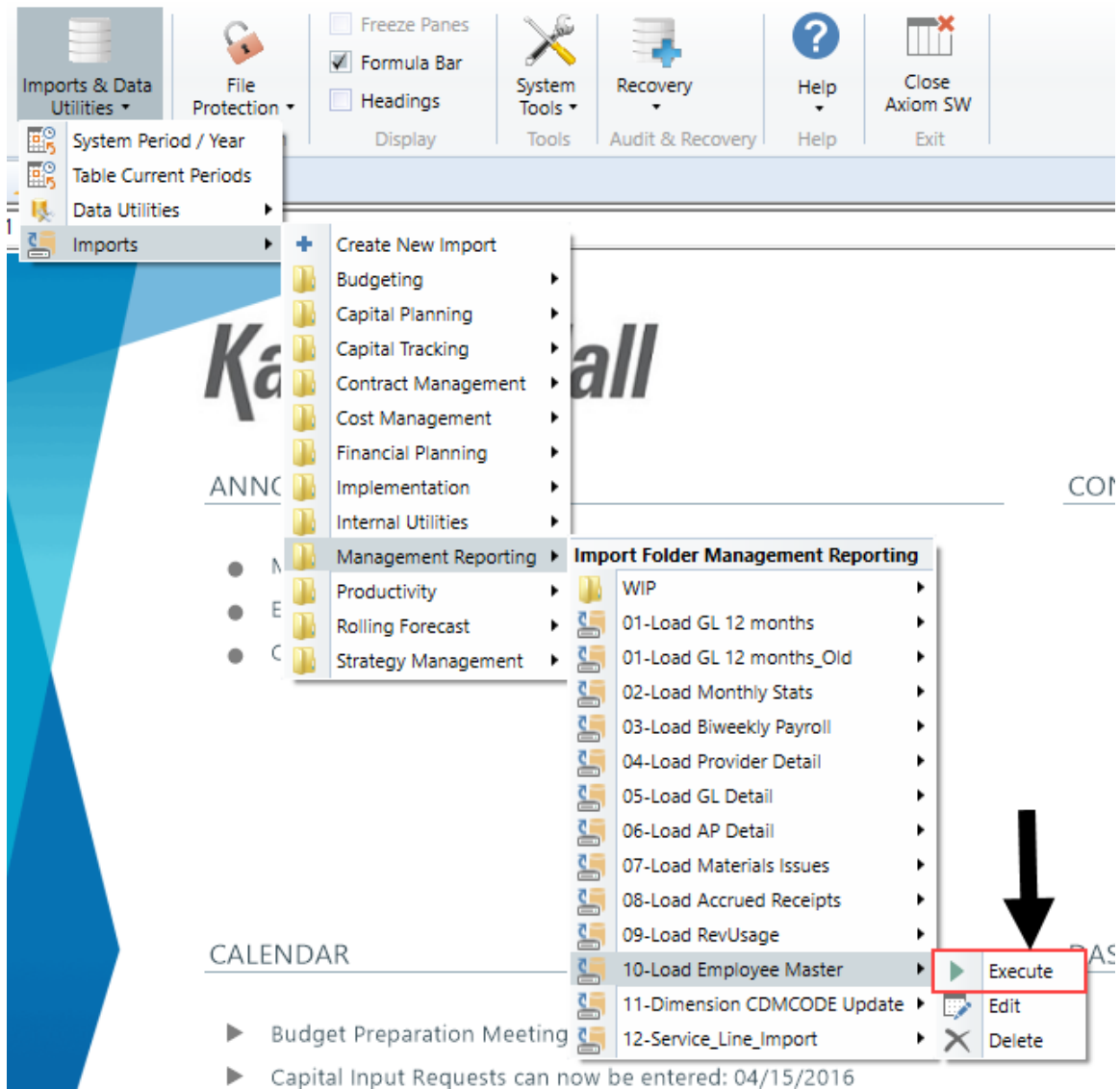
10. If there are any import exceptions, follow the import exceptions remediation from .

Loading Employee Master

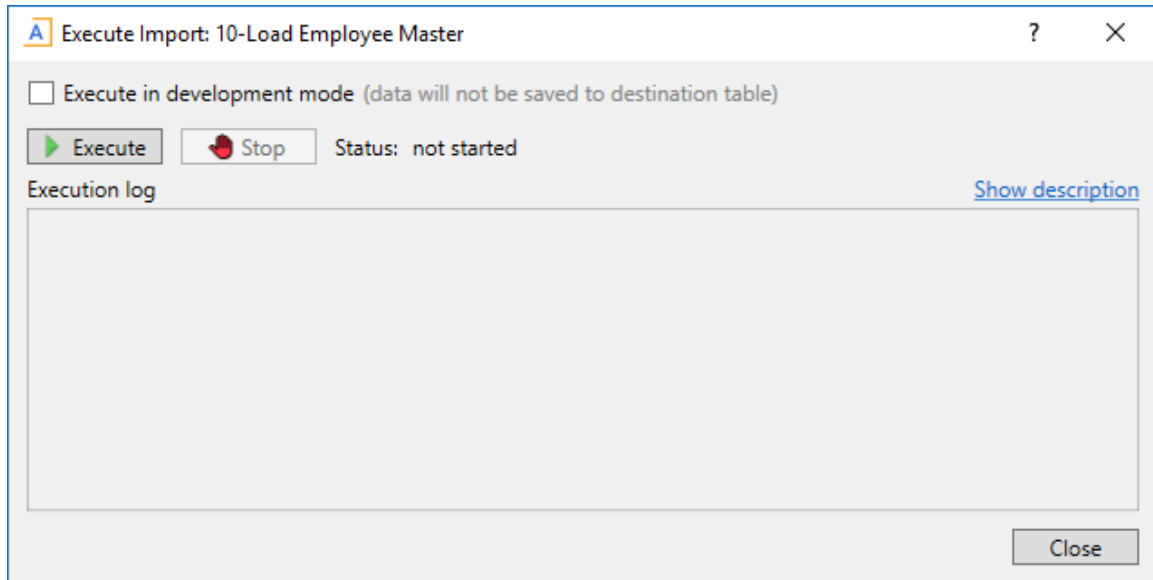
Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a LM_prefix.

To load Employee Master:

1. In the **Admin** ribbon tab, in the **Database** group, click **Imports & Data Utilities > Imports > Management Reporting > 10-Load Employee Master**, and click **Execute**.



2. Click Execute.



3. In the **Variables** dialog, do the following, and click **OK**:

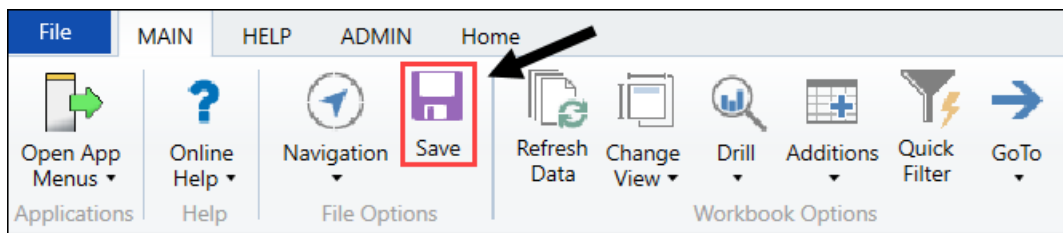
| Field | Steps |
|-----------------------|------------------------|
| Yr: Input Year (YYYY) | Type the year to load. |

4. In the **Chose the import source file** dialog, navigate to the location where you stored the source file, and select it.

NOTE: We recommend that you name the file using a LM_ prefix.

If there are any import exceptions, follow the import exceptions remediation from [Resolving import validation errors](#).

5. After you complete your inputs, from the **Main** ribbon tab, click **Save** to send the data into the database and save the report.

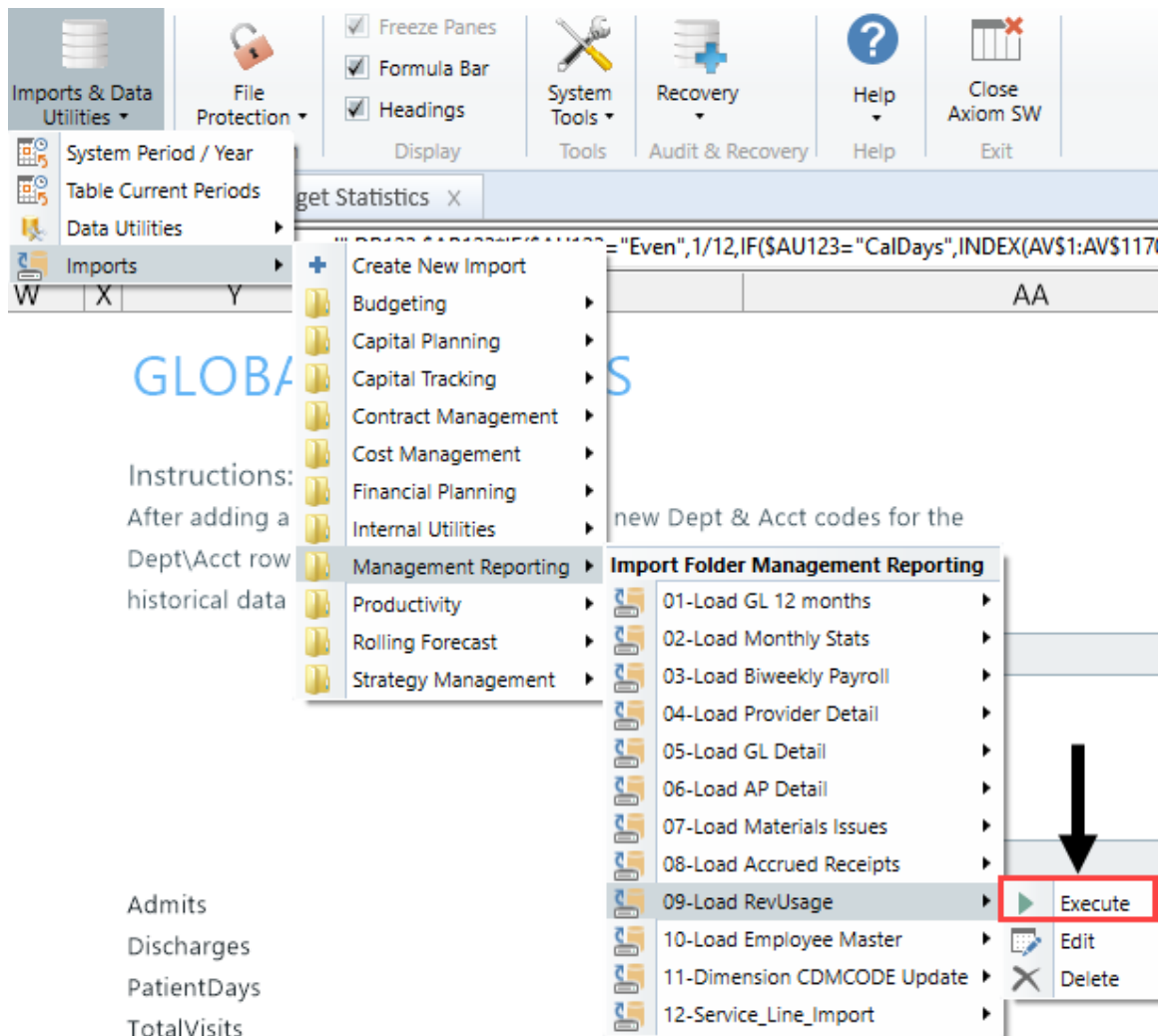


Loading Revenue and Usage data

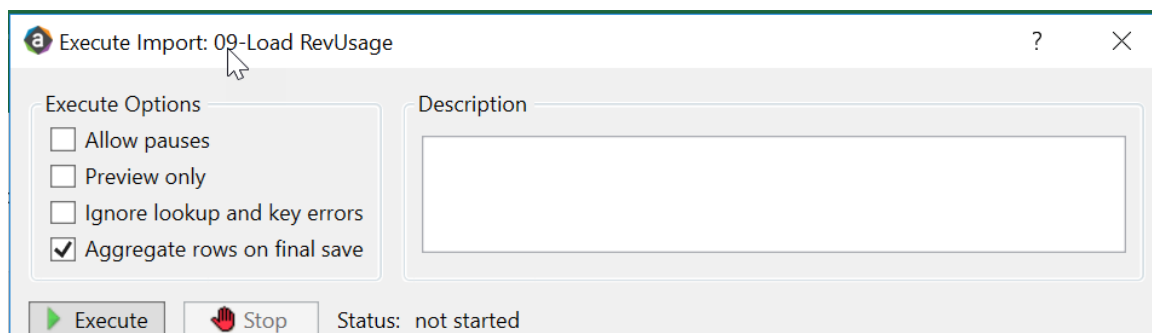
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a RU_prefix.

To load Revenue and Usage data:

1. In the Admin ribbon tab, click Imports & Data Utilities > Imports > Management Reporting > 09-Load RevUsage > Execute.



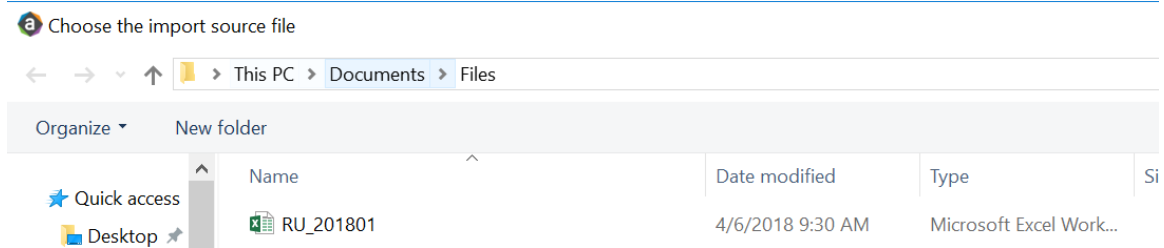
2. In the Execute Import: 09-Load RevUsage dialog, click Execute.



3. In the **Variables** dialog, do the following, and click **OK**:

| Field | Steps |
|--------------------------------|------------------------------------------------|
| YR: Input Year (YYYY) | Type the year to load. |
| Month: Select Current Month | In the drop-down, select the month to load to. |

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



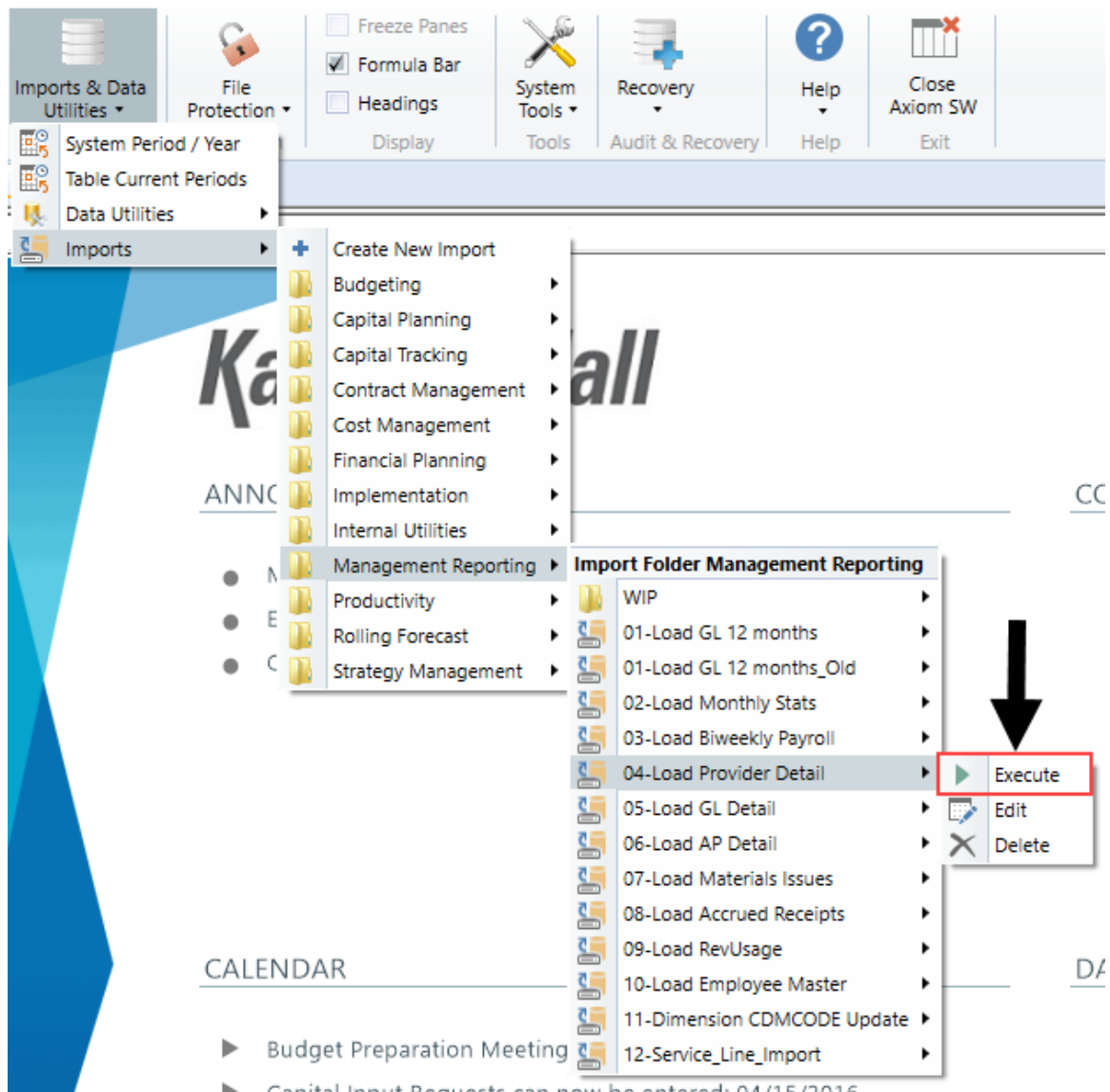
5. If there are any import exceptions, follow the import exceptions remediation from [Loading GL12 Month data](#).

Loading Provider Detail data

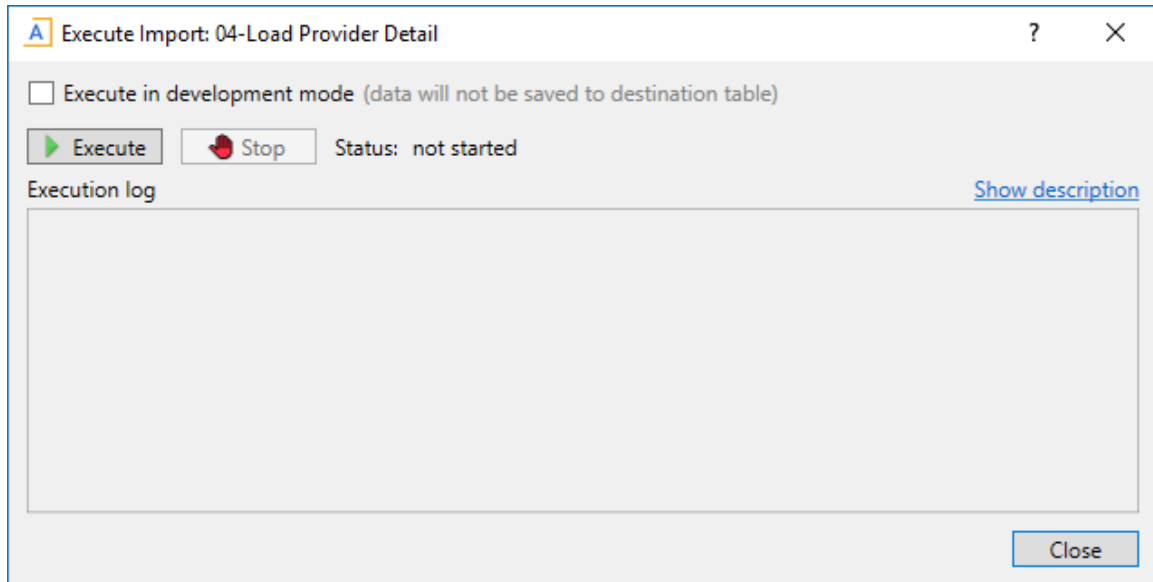
Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a PB_prefix.

To load Employee Master:

1. In the **Admin** ribbon tab, in the **Database** group, click **Imports & Data Utilities > Imports > Management Reporting > 4-Load Provider Detail**, and click **Execute**.



2. Click Execute.



3. In the **Variables** dialog, do the following, and click **OK**:

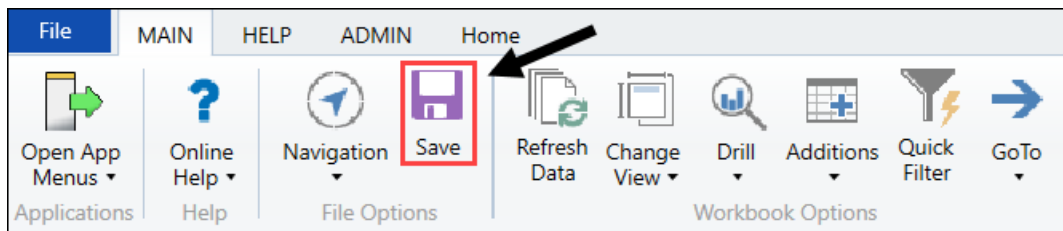
| Field | Steps |
|-----------------------------|----------------------------------------------------------------------------|
| Yr: Input Year (YYYY) | Type the year to load. |
| Month: Select Current Month | Select the month to interface the data into the system from the drop-down. |

4. In the **Chose the import source file** dialog, navigate to the location where you stored the source file, and select it.

NOTE: We recommend that you name the file using a PB_ prefix.

If there are any import exceptions, follow the import exceptions remediation from [Resolving import validation errors](#).

5. After you complete your inputs, from the **Main** ribbon tab, click **Save** to send the data into the database and save the report.

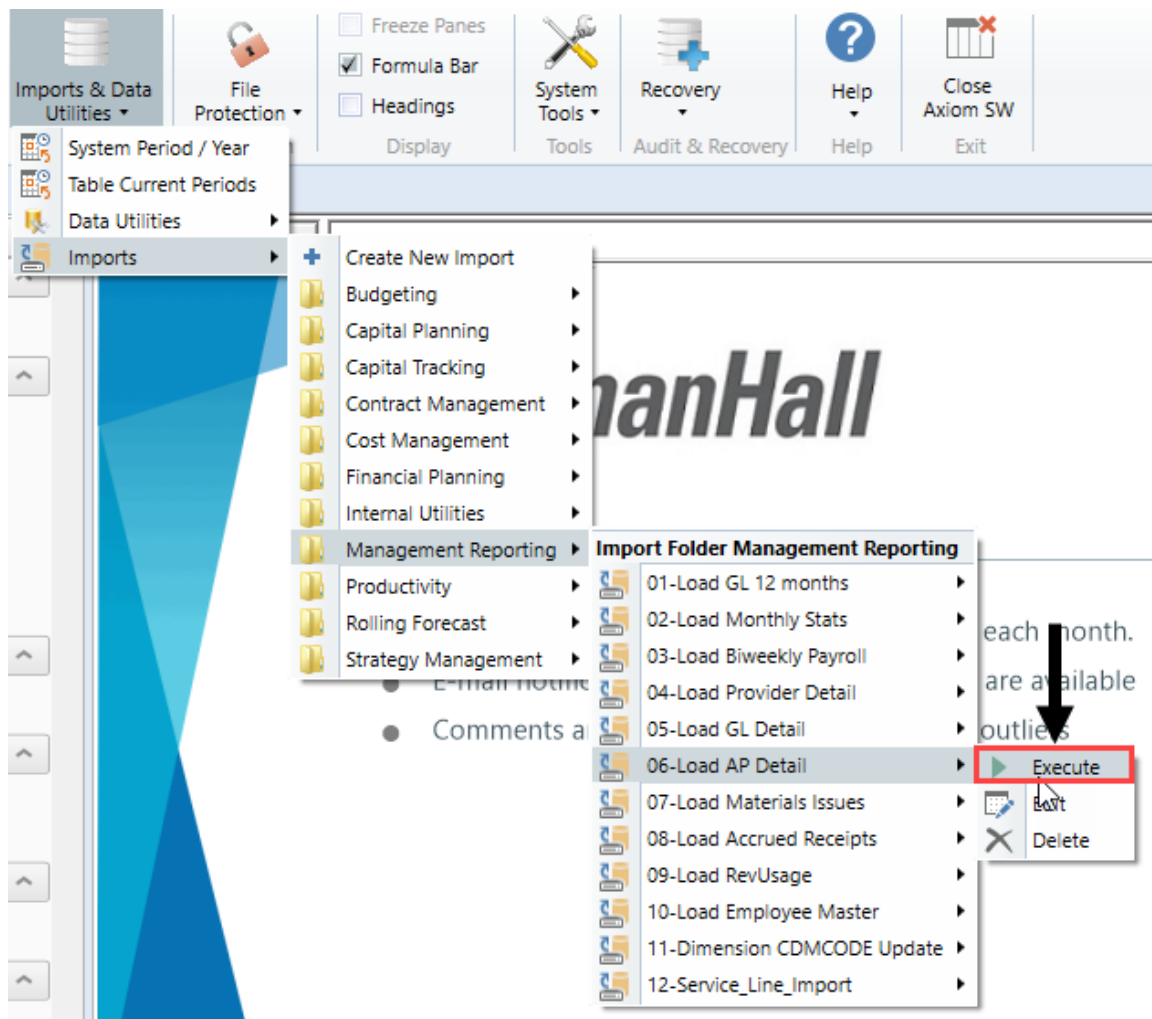


Loading AP Detail data

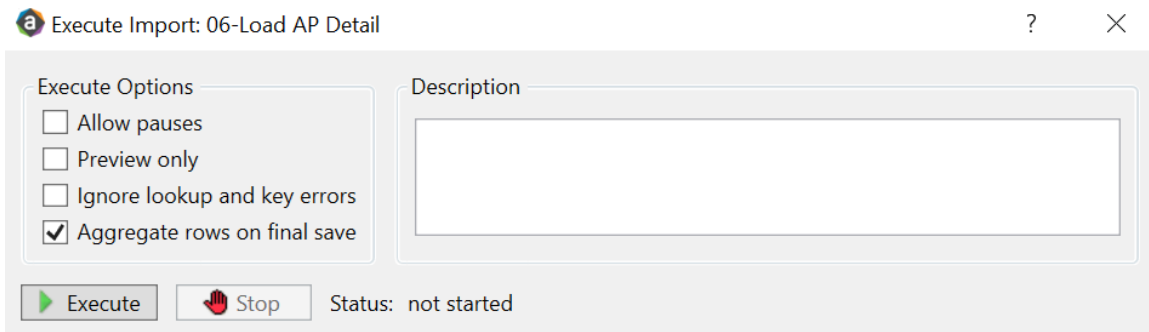
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an AP_prefix.

To load AP Detail data:

1. In the Admin ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 06-Load AP Detail > Execute**.



2. In the Execute Import: 06-Load AP Data dialog, click Execute.



Execute Import: 06-Load AP Detail

Execute Options

- ☐ Allow pauses
- ☐ Preview only
- ☐ Ignore lookup and key errors
- ☒ Aggregate rows on final save

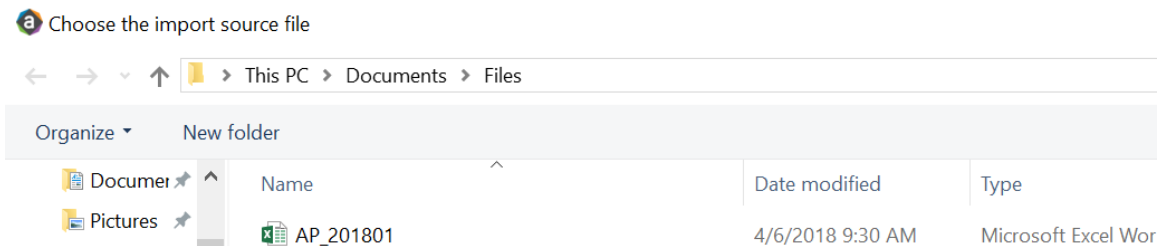
Description

Execute **Stop** Status: not started

3. In the **Variables** dialog, do the following, and click **OK**:

| Field | Steps |
|-------------------------------|---------------------------------------------------|
| YR: Input Year (YYYY) | Type the year to load. |
| YearMonth: Select GLPeriod | In the drop-down, select the GLPeriod to load to. |

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



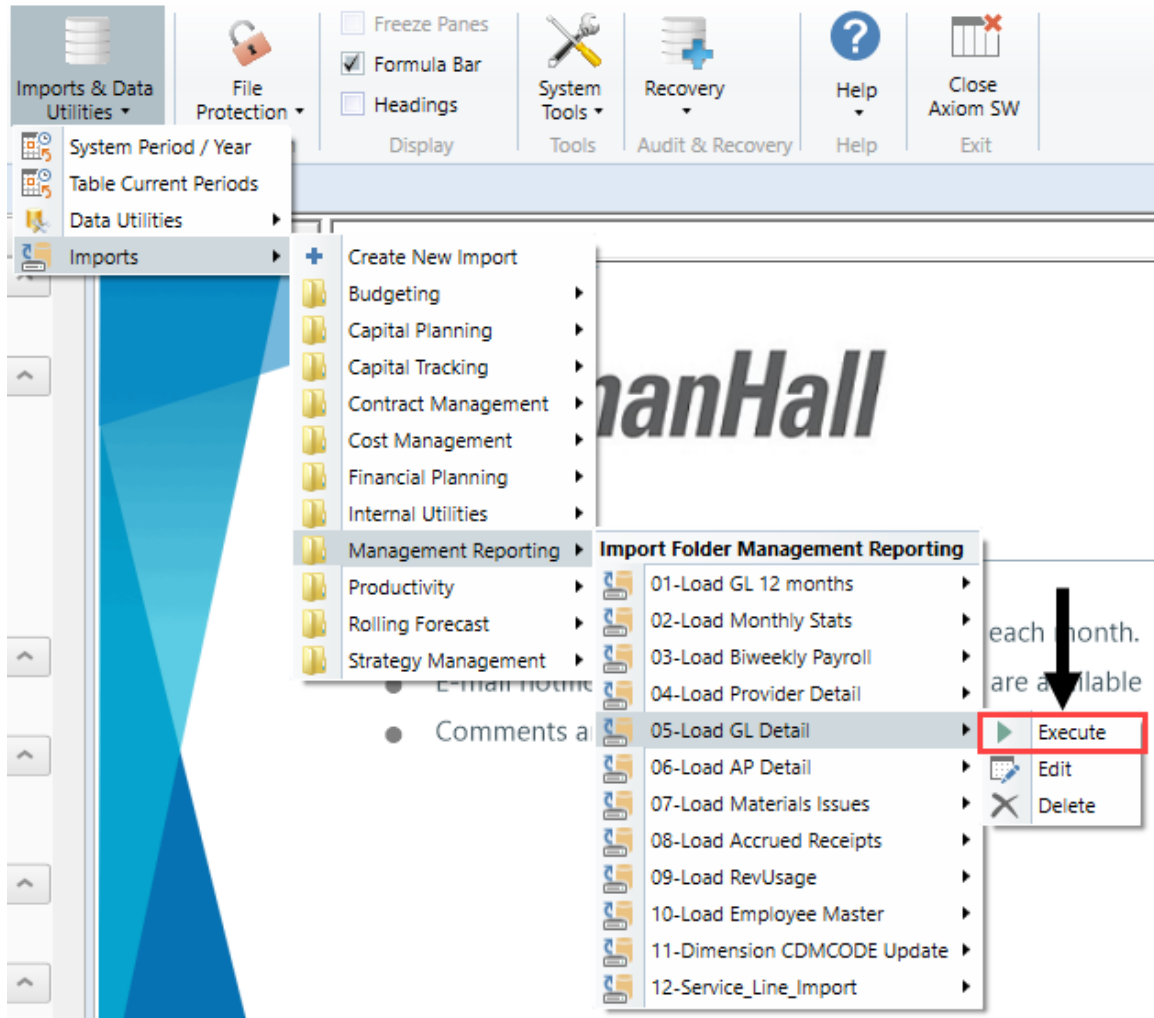
5. If there are any import exceptions, follow the import exceptions remediation from [Resolving import validation errors](#).

Loading GL Detail data

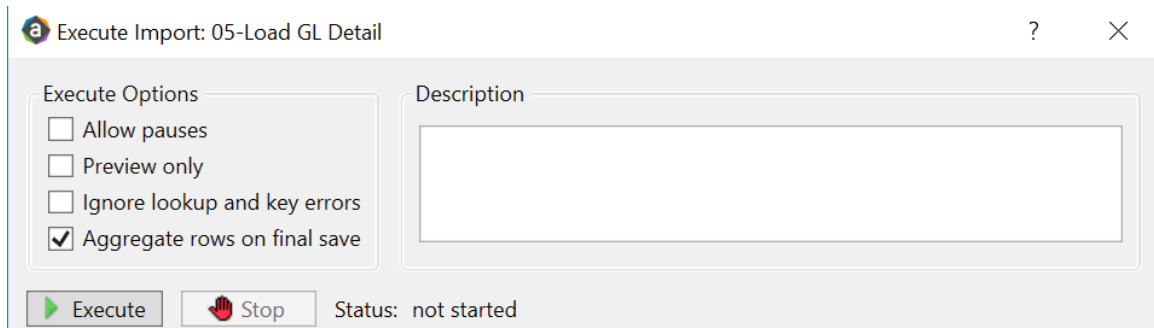
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a JE_prefix.

To load GL Detail data:

1. In the **Admin** ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 05-Load GL Detail > Execute**.



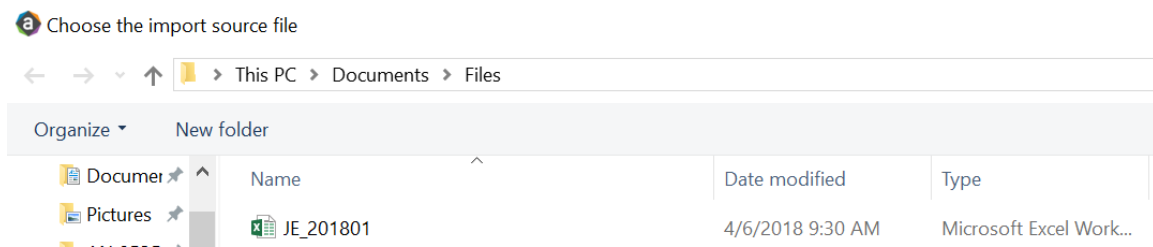
2. In the **Execute Import: 05-Load GL Data** dialog, click **Execute**.



3. In the **Variables** dialog, do the following, and click **OK**:

| Field | Steps |
|----------------------------|---------------------------------------------------|
| YR: Input Year (YYYY) | Type the year to load. |
| YearMonth: Select GLPeriod | In the drop-down, select the GLPeriod to load to. |

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



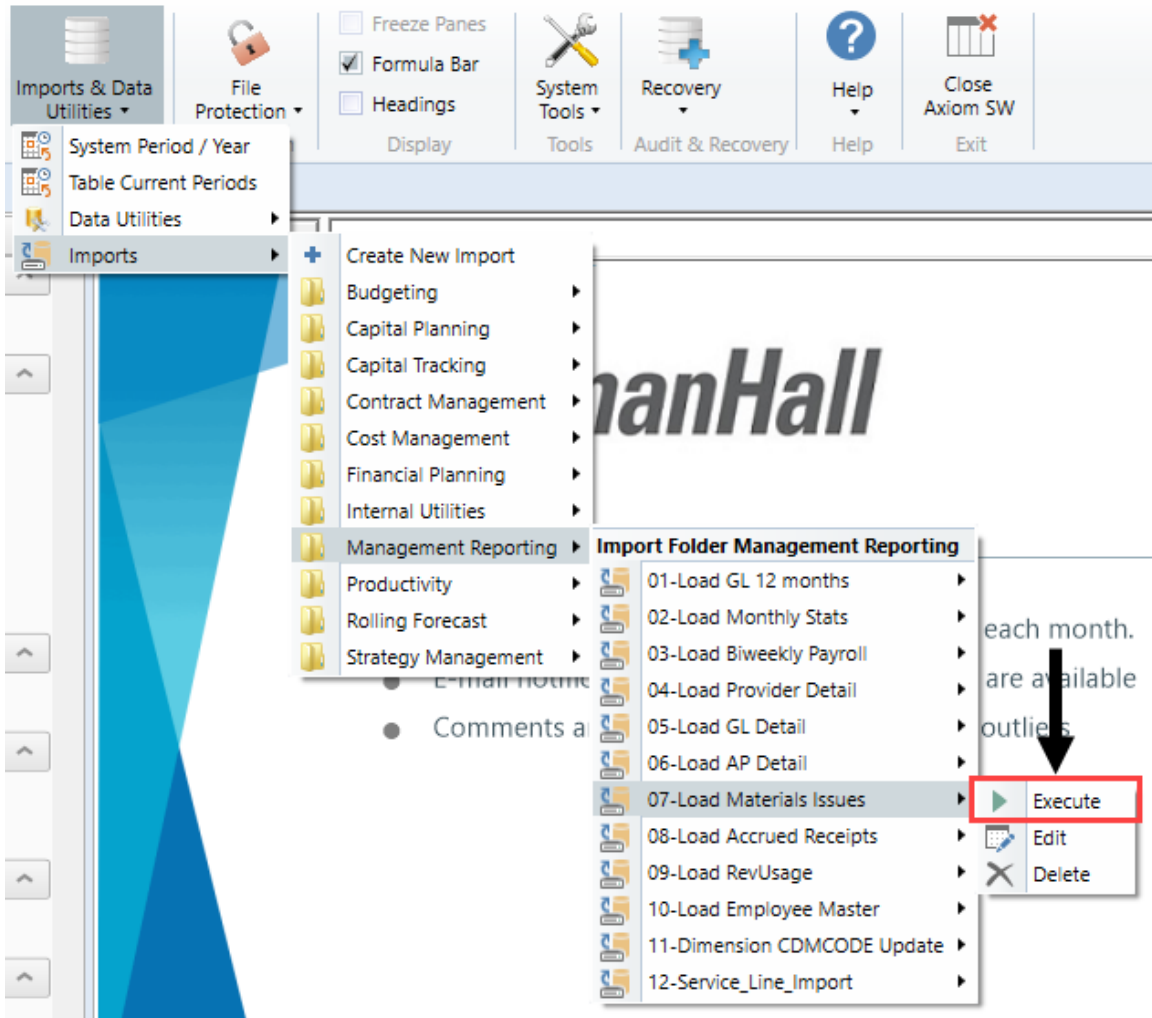
5. If there are any import exceptions, follow the import exceptions remediation from [Resolving import validation errors](#).

Loading MM Detail data

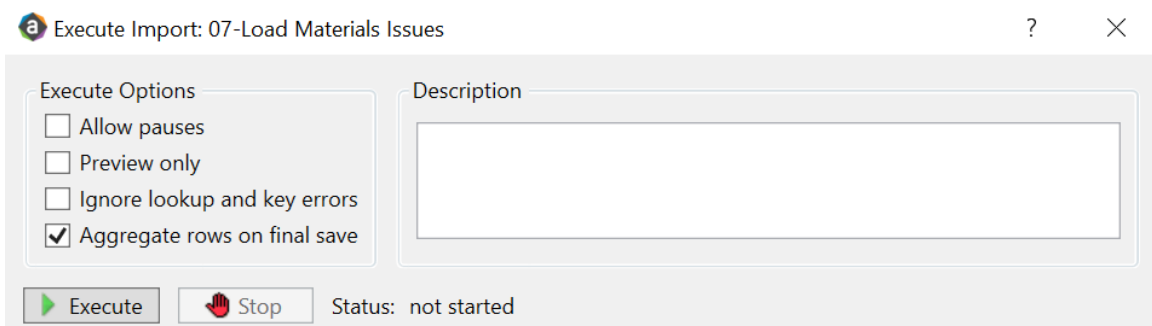
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an MM_prefix.

To load MM Detail data:

1. In the **Admin** ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 07-Load Materials Issues> Execute**.



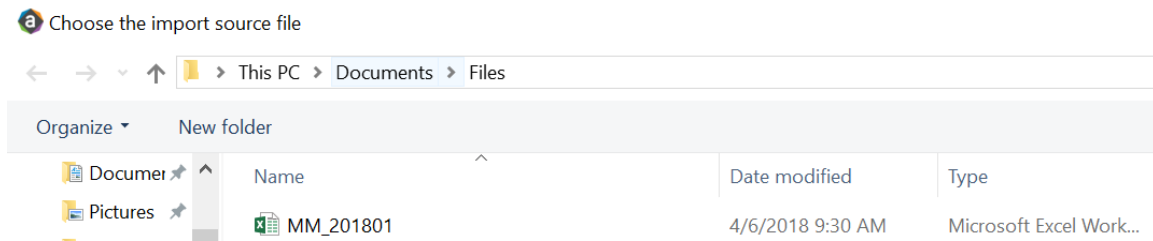
2. In the **Execute Import: 07-Load Materials Issues** dialog, click **Execute**.



3. In the **Variables** dialog, do the following, and click **OK**:

| Field | Steps |
|----------------------------|---------------------------------------------------|
| YR: Input Year (YYYY) | Type the year to load. |
| YearMonth: Select GLPeriod | In the drop-down, select the GLPeriod to load to. |

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



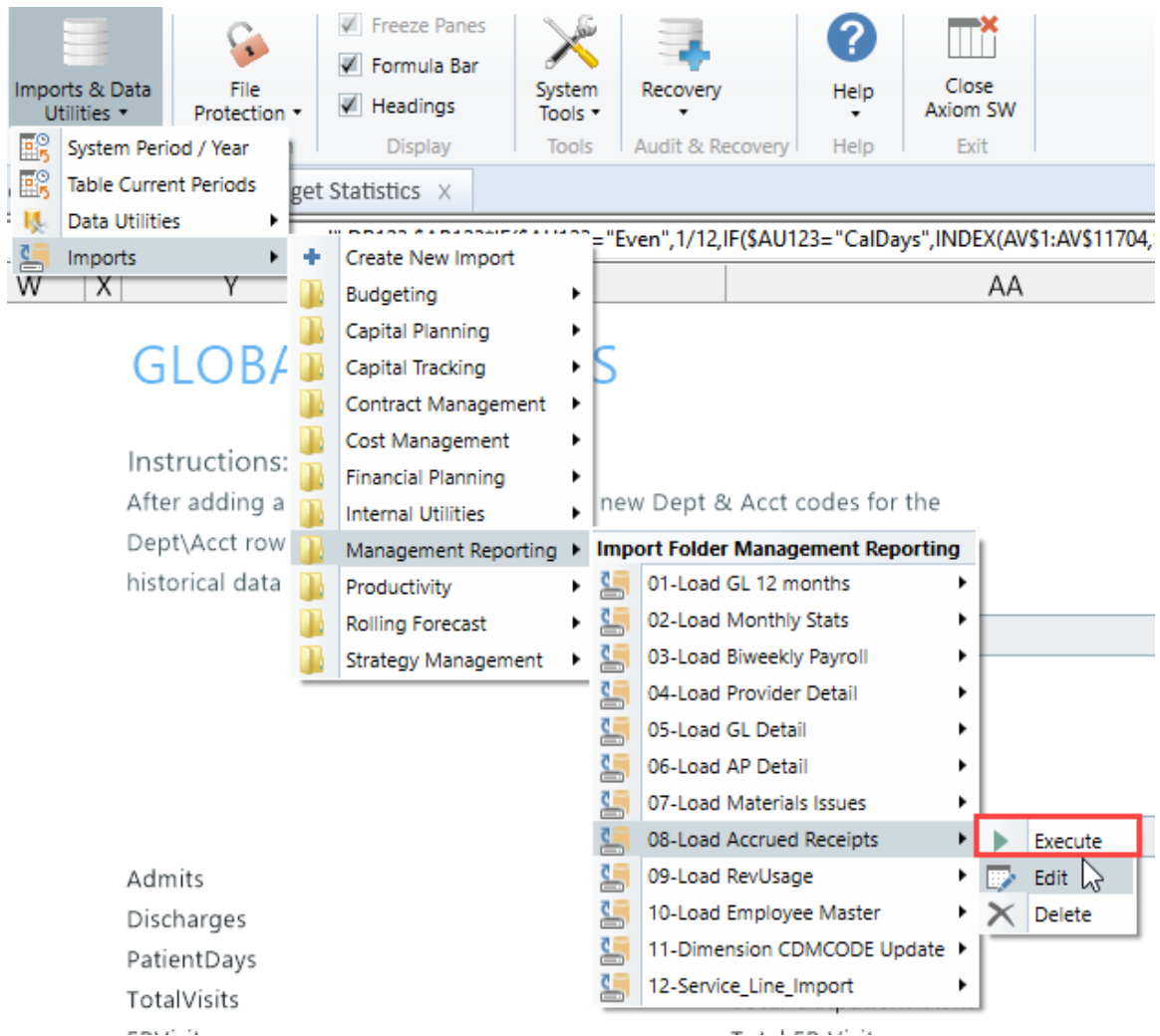
5. If there are any import exceptions, follow the import exceptions remediation from [Resolving import validation errors](#).

Loading Accrued Receipts data

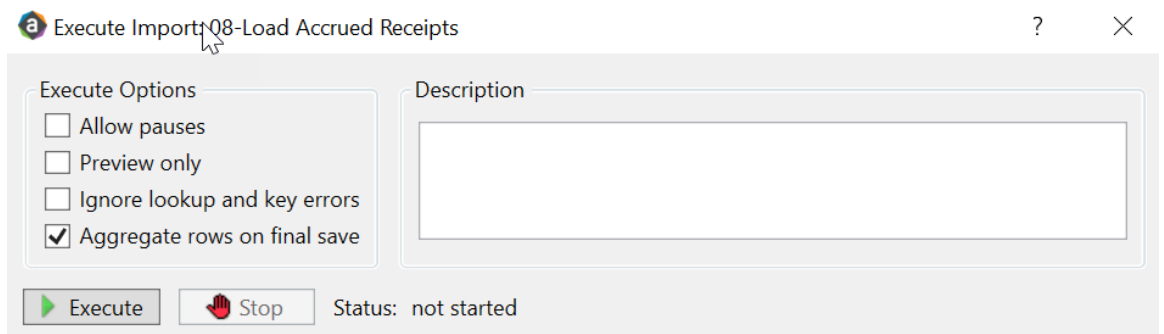
Make sure the import file is created and saved to a directory accessible by the Axiom Application server. We recommend naming the file with an AR_prefix.

To load Accrued Receipts data:

1. In the **Admin** ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 08-Load Accrued Receipts > Execute**.



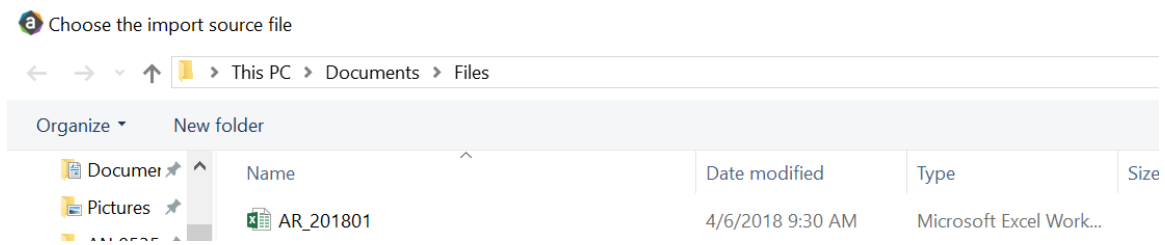
2. In the **Execute Import: 08-Load Accrued Receipts** dialog, click **Execute**.



3. In the **Variables** dialog, do the following, and click **OK**:

| Field | Steps |
|----------------------------|---------------------------------------------------|
| YR: Input Year (YYYY) | Type the year to load. |
| YearMonth: Select GLPeriod | In the drop-down, select the GLPeriod to load to. |

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



5. If there are any import exceptions, follow the import exceptions remediation from [Resolving import validation errors](#).

Summarizing CDM statistics to financial

To use your Charge Master (CDMCODE) to create your statistics, we offer a save-to-database utility that summarizes the Inpatient and Outpatient volumes in the RevUsage database (ACT_RU_20XX) into statistic accounts that can be stored in the Financial database (ACT20XX). For this utility to work, your Kaufman Hall consultant will help you design your CDMCODE table during the implementation.

To summarize CDM statistics to financial:

1. To run this Save to Database utility, navigate to In the [Explorer](#) task pane, in the **Libraries** section, click the **Reports Library > Management Reporting Utilities > RevUsage** folder, and double-click **Summarize CDM Statistics**.
2. In the drop down box in cell M19, select whether you are running the process for **Current Year** or **Last Year**.

Home Summarize CDM Statistics (R/O) x

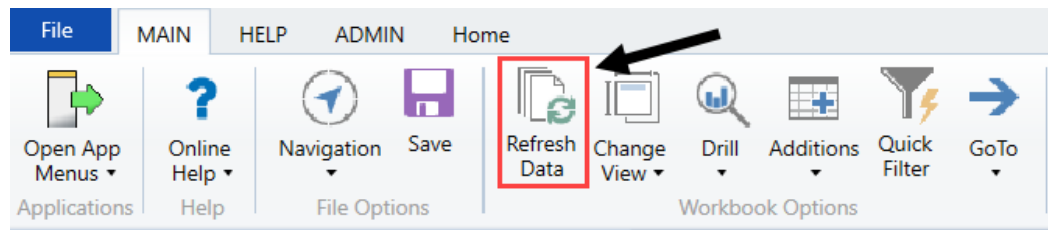
Select Year to process:
 Current Year
 Current Year
 Last Year

Summarization of CDM Statistics

| CDMCode | Description | RVU | StatAcct | Dept | July 2017 |
|---------|-------------|-----------------------------------|----------|---------|-----------|
| 3304 | C2842020017 | Group Therapy Weight Control (Nd) | 1.00 | 0 28420 | 79 |
| 3305 | C2842020020 | Ol 4 Week Group Program | 1.00 | 0 28420 | 4 |
| 3306 | C2842020023 | Office Visit - Staff | 1.00 | 0 28420 | 89 |
| 3307 | C2842050006 | Nutrit Supp Nutrmed Box | 1.00 | 0 28420 | 457 |
| 3308 | C2842060005 | Comprehensive Metabolic Panel | 1.00 | 0 28420 | 67 |
| 3309 | C2842060006 | Cpk | 1.00 | 0 28420 | 68 |
| 3310 | C2842060020 | Magnesium | 1.00 | 0 28420 | 68 |
| 3311 | C2842060031 | Uric Acid | 1.00 | 0 28420 | 67 |
| 3312 | C2842060032 | Elkg | 1.00 | 0 28420 | 11 |
| 3313 | C2843050004 | Sam-Individual Therapy | 1.00 | 0 28430 | 164 |
| 3315 | C2851003377 | Nutrit Supp Ultracal 4359-06 Ltr | 1.00 | 0 28510 | 3 |
| 3316 | C2851010018 | Med Nutr Therapy - Initial | 1.00 | 0 28510 | 6 |
| 3317 | C2851010020 | Med Nutr Therapy - Group | 1.00 | 0 28510 | 3 |

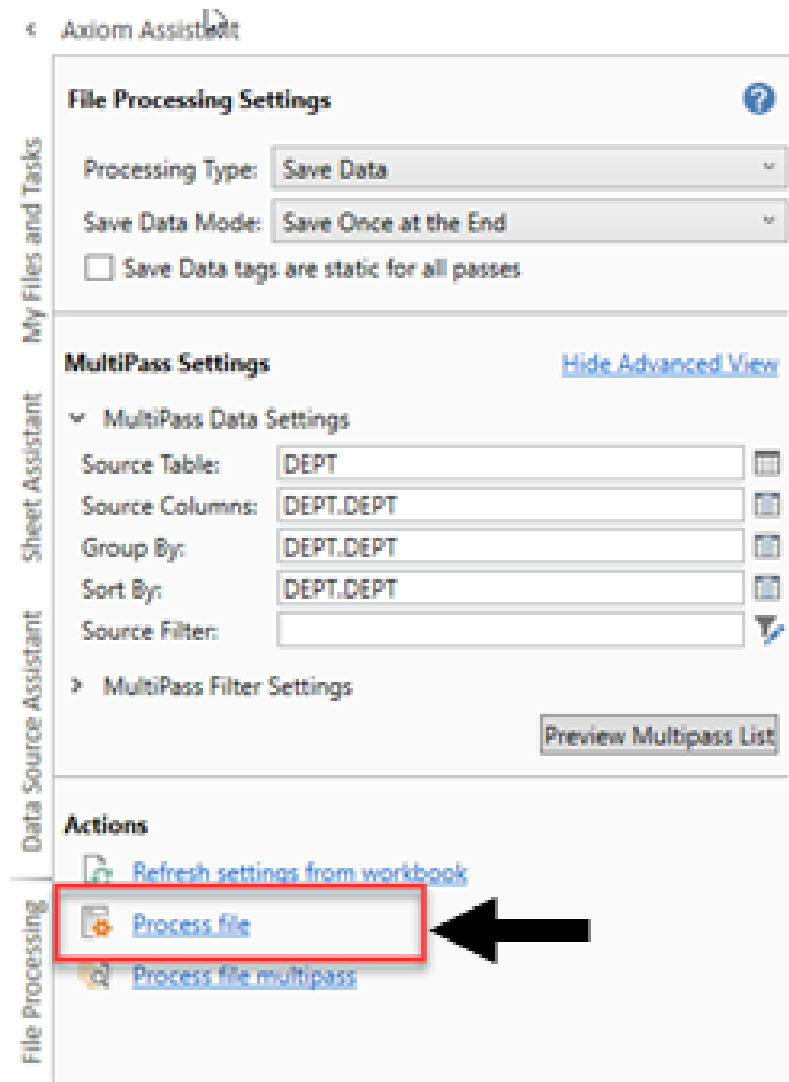
3. Refresh the data by doing one of the following:

- In the Main ribbon tab, click Refresh Data.



- Press F9.

4. In the File Processing task pane, click Process file.

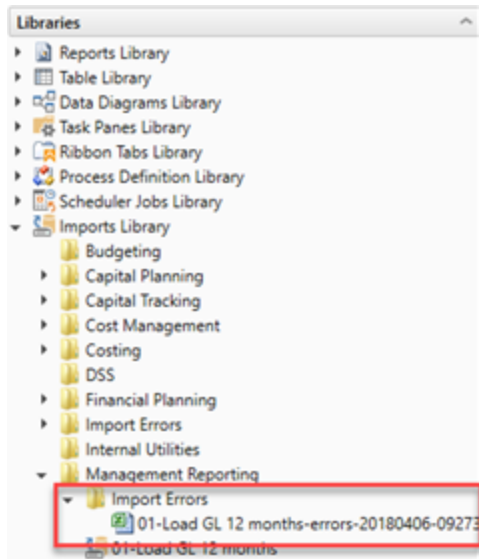


NOTE: You do not need to run this utility using Multipass unless you are a large health system and are noting performance issues when previously running.

Resolving import validation errors

If the import experiences import validation errors, you can view them in two places in the system: a separate CSV file and the Execution log area of the Execute Import dialog, as shown in Step 8 of [Loading GL12 Month data](#).

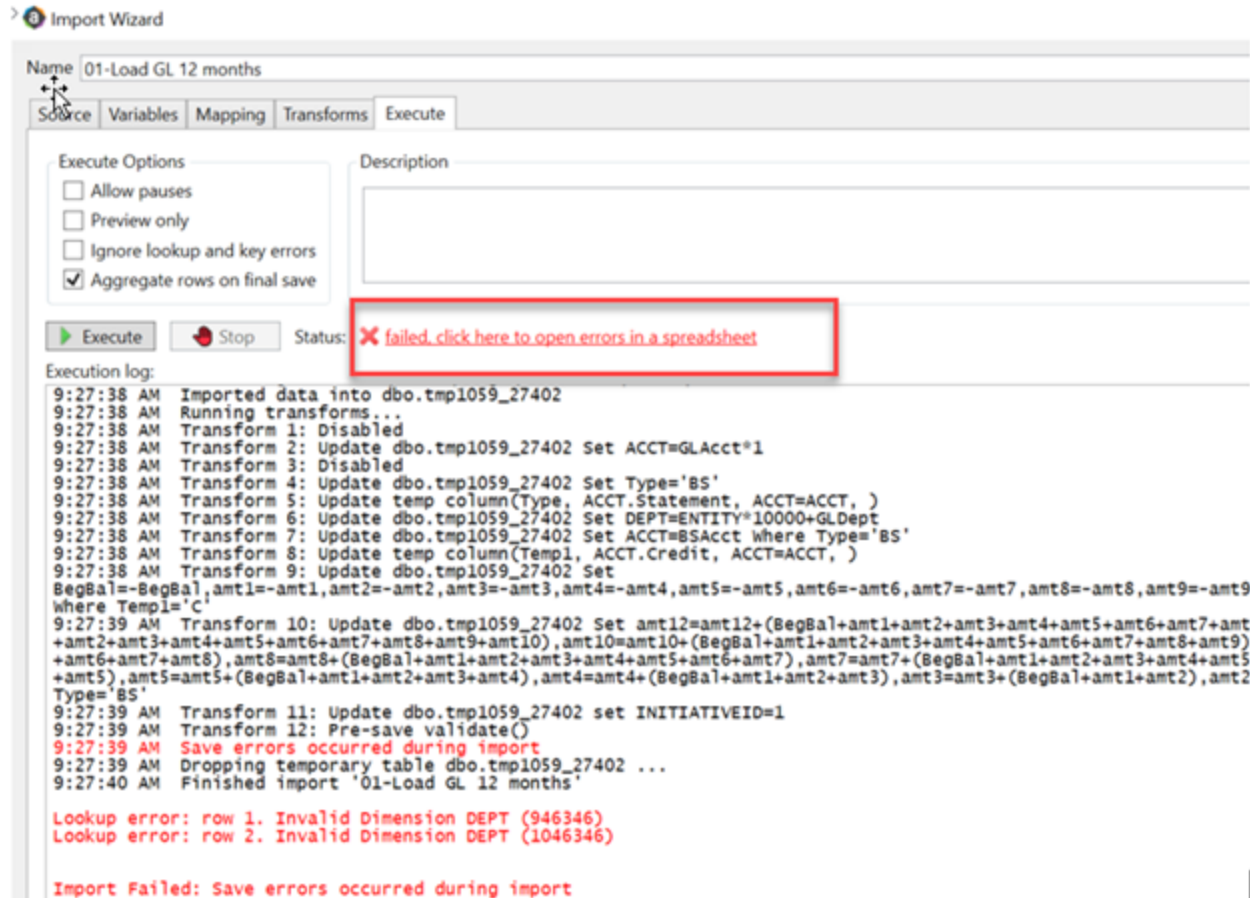
The CSV file is located in Explorer in the **Imports Library > Management Reporting > Import Errors** folder.



The CSV file shows you which rows of data were invalid within the context of the import data. This error file includes the following:

- Look up validation errors from Kaufman Hall's Software's built-in validation against lookup columns.
- Validation errors from any Custom Data Validation steps in the transforms.
- Key validation errors such as blank keys or duplicate keys.

You can also open the file from the Execute Import dialog by clicking the link the Status area. The status displays either "failed" or "warning," followed by "click here to open errors in a spreadsheet." The status type depends on whether the option to Ignore lookup and key errors is selected.



Each execution of an import that results in a lookup error generates a unique error file (differentiated by a date/time stamp). These error files are not automatically deleted; you must manually delete them when you finish investigating the error.

The CSV file contains the import data, followed by one or more validation columns. Validation columns are labeled as follows:

- **LookupColumnName Lookup Error column** – Contains lookup and key validation messages. For example, Acct Lookup Error"\ when looking up against the ACCT column.
- **AXTRANSFORM_StepNumber column** – Contains Custom Data Validation messages where StepNumber is the number of the associated transformation step. For example, AXTRANSFORM_5 when the associated transform is step 5 in the list.

If there are errors (most commonly new codes in Dimensions), add those codes to dimensions, and re-run the import.

Reconciling data

After [importing and loading the data](#), you need to reconcile it to make sure it enters the system correctly before starting the budget process. We recommend that you perform these actions on a biweekly and monthly bases.

The following topics provide instructions on running the required reconciliation reports. These are the same reports you will run to create and reconcile your monthly reports.

IMPORTANT: You must load and reconcile data *before* you start building and processing plan files.

Run these imports and utilities in the following order to load your data into the system:

1. **Reconcile Income Statement** - Use this report to review the Income Statement totals by FSDetail category for the current period and year-to-date compared to budget and prior year.
2. **Reconcile GL to GL Transactions** - If you load sub-ledger detail, such as Accounts Payable (AP), Accrued Receipts (AR), Materials Management (MM), and Journal Entries (JE), we have a reconciliation utility that ties the sub-ledger data back to the General Ledger data (ACT20XX). This report confirms that the data loaded to the GL matches the data loaded to the Journal Entry (JE) detail. It also compares the JE detail to AP, MM, and AR transactions to make sure the data balances.
3. **Reconcile GL to RevUsage** - Use this report to reconcile GL revenue data in the Financial tables to the Revenue and Usage data imported into the database on a monthly and year-to-date basis. The desired result for this report is to show a zero variance.
4. **Monthly RevUsage Reconciliations** (For CDM template licensed users only) - After all revenue and usage data is loaded, run the Monthly RevUsage Reconciliation. This report shows the IPVolume, IPRevenue, OPVolume, and OPRvenue by department for each month.
5. **Biweekly Payroll Reconciliation** - Run this report after loading the biweekly payroll data to validate totals for the dollars, hours, and statistics from the import file.

Working with Dimensions

Dimensions are the key index fields for the tables in the Axiom Budgeting 2021.3 database. All data in the system will be associated with one or more dimensions.

A few examples of dimensions used in Axiom Budgeting 2021.3 include:

Each dimension has multiple fields. The fields within dimensions tables are typically referred to as columns. Field/column names are expressed as *tablename.fieldname*.

When Axiom Budgeting 2021.3 is first implemented, your Syntellis Implementation Consultant helps you configure the dimension tables to reflect the structure of your organization (departments, entities, accounts, and so on). Subsequently, you may need to edit dimensions in order to add new departments, accounts, positions, pay types or other items to the database.

Working with the Dimension Maintenance Utility

Your organization may use multiple distinct Entity Management branches within your structure to help manage your Axiom products. It might be the responsibility of each local product administrator to maintain their own elements within dimensions for each Axiom product that your organization is licensed for. Additionally, and ideally, each administrator should not be able to modify elements outside of their area, otherwise, reports and processes could be negatively impacted.

The Dimension Maintenance Utility allows the administrator for a local branch to manage only grouping columns within a dimension and limits this dimension to only the elements that the administrator has access to.

IMPORTANT: Version 2017.1 and higher includes a variety of security changes to enable this tool. The dimension tables have been restricted to read-only access until the system administrator configures a user for dimension maintenance security. For more information, see [Editing the security rights for a user](#).

The Dimension Maintenance Utility allows administrators to:

- Have multi-user and filtered access to key universal dimensions.
- Restrict dimension grouping column maintenance to specified product grouping columns.
- Create dimension grouping columns, and assign them to products.
- Add new records and update all validated grouping columns, even when they are outside of that product range.
- Create dimension grouping columns that automatically display in an organized manner.

To enable the Dimension Maintenance functionality described above, the following features were created:

- In the Edit Data Structure mode, administrators can manage grouping columns using datasets.
- In the Dimension Maintenance Utility, depending on their roles, users can select the products and dimensions to maintain.
- Using the security feature in the Dimension Maintenance Utility, for each product, administrators can quickly assign write filters to those users who have an administrator role assigned to them.

The following table represents which dimensions are part of each product. A check mark means users can access the dimension using the Dimension Maintenance Utility, but the records each user can edit depends on the security filter applied to each.

| | Management Reporting Admin | Budgeting Admin | Rolling Forecast Admin | Capital Planning Admin | Capital Tracking Admin | Cost Management Admin | Costing Admin | DSS Admin | Financial Plan Admin |
|------------|----------------------------|-----------------|------------------------|------------------------|------------------------|-----------------------|---------------|-----------|----------------------|
| ACCT | ✓ | ✓ | ✓ | | | ✓ | ✓ | | ✓ |
| CDMCode | ✓ | ✓ | | | | | ✓ | ✓ | |
| COSTCAT | | | | | | | ✓ | ✓ | |
| COSTITEM | | | | | | | ✓ | ✓ | |
| COSTMETHOD | | | | | | | ✓ | | |
| COSTPOOL | | | | | | | ✓ | ✓ | |
| CPT | ✓ | ✓ | | | | | ✓ | ✓ | |
| DATATYPE | ✓ | ✓ | | | | | | | |
| DEPT | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| ENTITY | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| FINCLASS | ✓ | ✓ | | | | | | ✓ | |
| ICATEGORY | | | | | | ✓ | | | |
| INSPLAN | | | | | | | ✓ | ✓ | |
| IRESULTS | | | | | | ✓ | | | |
| ITYPE | | | | | | ✓ | | | |
| JOBCODE | ✓ | ✓ | | | | ✓ | ✓ | | ✓ |
| LOCATION | ✓ | ✓ | | | | | ✓ | ✓ | |
| METRICID | | | | | | ✓ | | | |
| PAYTYPE | ✓ | ✓ | | | | ✓ | ✓ | | |
| PROVIDER | ✓ | ✓ | | | | | ✓ | ✓ | |
| REVCODE | | | | | | | ✓ | ✓ | |
| RFCODE | | | ✓ | | | | | | ✓ |
| RFGROUP | | | ✓ | | | | | | ✓ |
| YRMO | | | | | | | ✓ | ✓ | |

The following dimension tables are not affected by this update and are not part of the Dimension Maintenance Utility. Each of these dimensions retain:

- Full edit rights, per authorized user.
- Ability for direct table edit.
- Leverage existing edit tools as you have used in the past.

| |
|----------------|
| CalDate |
| CAPACCT |
| CODE |
| CPREQ Identity |
| CTReq |
| GLPeriod |
| GlobalSet |
| INITIATIVEID |
| MODEL |
| NODE |
| NODE_TYPE |
| PAYOR |
| POTrans |
| RFID |
| SCENARIO |
| Vendor |

IMPORTANT: Because Axiom Budgeting and Performance Reporting uses CDMCODE, GLPERIOD, and INITIATIVEID dimension tables, which are not included as part of the Dimension Maintenance Utility, you will need to access these dimensions in the **Budget System Maintenance > View Dimension Tables** area of the **Bud Admin** task pane or from the **Explorer** task pane.

Configuring the Dimension Maintenance Utility

To configure the Dimension Maintenance Utility, do the following:

1. Configure the utility to assign any custom dimension grouping column to their respective products. For more information, see [Assigning an existing grouping column to a dataset \(product\)](#).
2. Configure the security for each administrator user in the utility. You must apply a dimension filter to any member that you want to have edit rights. If **NotConfigured** displays, then the user does have edit ability. A filter grants users edit abilities for those records within the assigned filter. For more information, see [Editing the security rights for a user](#).
3. Review and test the Dimension Maintenance Utility.

Editing the security rights for a user

You can only access the security management feature of the Dimension Maintenance Utility if you are assigned the security administrator role.

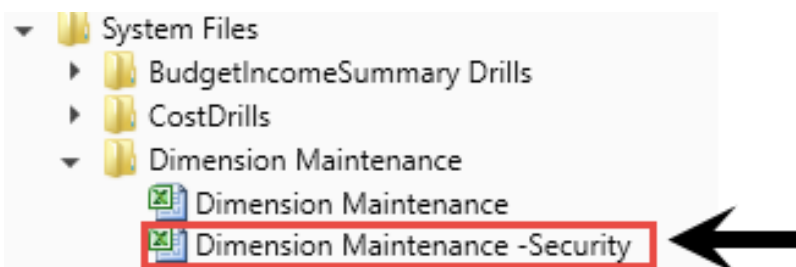
With Dimension Maintenance - Security, you can set in bulk the security rights for all users assigned a product administrator role for all dimensions for a specific dataset (product).

NOTE: If a user is assigned as an administrator for a product and as a user for another product, the user can only access the tables for the product they are administrator of. For example, if a user is a product administrator for Axiom Cost Accounting and a user for Axiom Budgeting and Performance Reporting, the user would only be able to edit the dimensions for Axiom Cost Accounting.

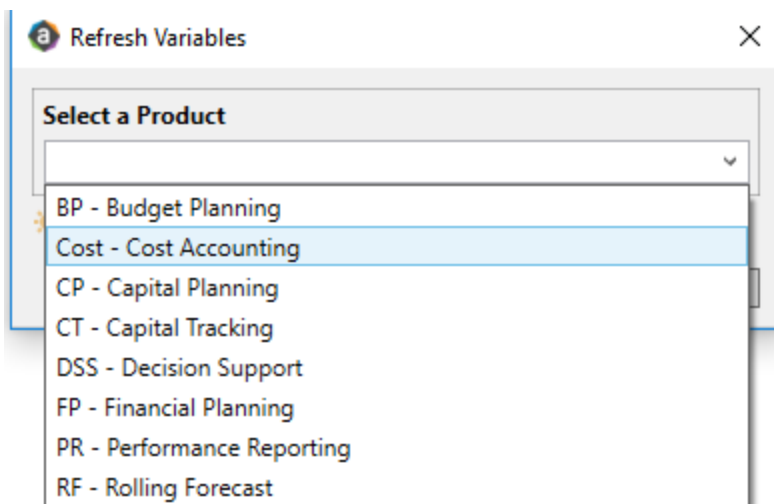
IMPORTANT: For a user (with a product administrator role) to edit a dimension, you must first assign them security rights using this utility.

To edit the security rights for a user:

1. From the Explorer task pane, in the Reports Library section, select **System Files > Dimension Maintenance**, and double-click **Dimension Maintenance - Security**.



2. In the Select a Product drop-down, select the product to display the respective product administrators, and click OK.



3. Select a user, and do one of the following:

IMPORTANT: If **NotConfigured** displays in the cell, then the user does not have edit rights. For full edit access on numeric dimensions, enter ≥ 0 , for example **Acct ≥ 0** .

| To... | Then... |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Use the filter wizard to specify the security rights | <ol style="list-style-type: none"> Right-click the cell to edit. Select Axiom Wizards > Filter Wizards. Use the Filter Wizard to select and specify the security rights for a product administrator. For more information on using the Filter Wizard, do the following: <ol style="list-style-type: none"> On the Main ribbon tab, click Help. In the left navigation pane, click Reference > Filters > Filter Wizard. |
| Enter the security rights manually | Click in a cell, and type the rights. |

In the following example, Angela is not authorized to edit the ACCT dimension. She can, however, edit the DEPT dimension records for departments that belong to Entity 2.

Maintenance - Security

On

NOTE: If NotConfigured displays in the cell, then the user does not have edit rights. For full edit access on numeric dimensions, enter >=0, for example Acct > 0.

DataSet filter : TableName IN ('Dept','ACCT','JOBCODE','PAYTYPE','CDMCode','COSTCAT','COSTITEM','COSTMETHOD','COSTPOOL','CPT','ENTITY','INPLAN','LOCATION','PROVIDER','REVCODE','YRMO')

Set Save Enabled to 'On' if you want to save the updated values to the security settings

| LoginName | First Name | Last Name | Email-Address | IsEnabled | IsAdmin | ACCT |
|-----------|------------|-----------|--------------------------|-----------|---------|---------------|
| Adebruhl | Andy | Debruhl | Adebruhl@kaufmanhall.com | TRUE | TRUE | NotConfigured |
| admin | Admin | Admin | admin@axiomepm.com | TRUE | TRUE | NotConfigured |

- In the **Maintenance - Security** table, at the top of the utility, **On** indicates saving will post changes to the database.

Maintenance - Security

On

NOTE: If NotConfigured displays in the cell, then the user does not have edit rights. For full edit access on numeric dimensions, enter >=0, for example Acct > 0.

DataSet filter : DataSetName='BP' AND TableName IN ('Dept','ACCT','JOBCODE','PAYTYPE','CDMCode','CPT','ENTITY','INPLAN','LOCATION','PROVIDER','REVCODE','YRMO')

Set Save Enabled to 'On' if you want to save the updated values to the security settings

| LoginName | First Name | Last Name | Email-Address |
|-----------|------------|------------|--------------------------|
| AEstey | Angela | Estey | AEstey@kaufmanhall.com |
| ASDAdmin | User 1 | Automation | mgurnee@kaufmanhall.com |
| cbullard | Chris | Bullard | cbullard@kaufmanhall.com |

NOTE: The ability to save is initially enabled (On). Clicking **Save** on the **Main** ribbon tab posts any changes to the database.

5. In the **Main** ribbon tab, click **Save**.

Assigning an existing grouping column to a dataset (product)

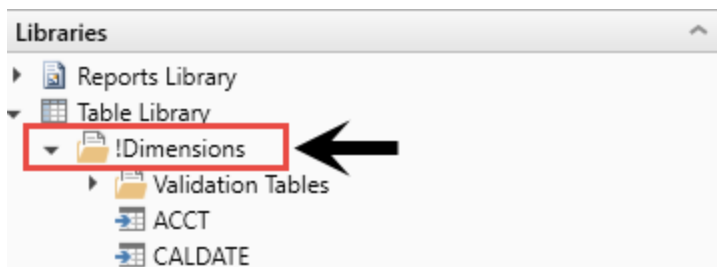
You can associate each grouping column you create with multiple licensed products. The assignment determines which product each column gets displayed under within the Data Maintenance utility.

NOTE: You can only perform assignments for custom columns that your organization has added. We recommend that you do not change the assignments of any standard columns included with the product.

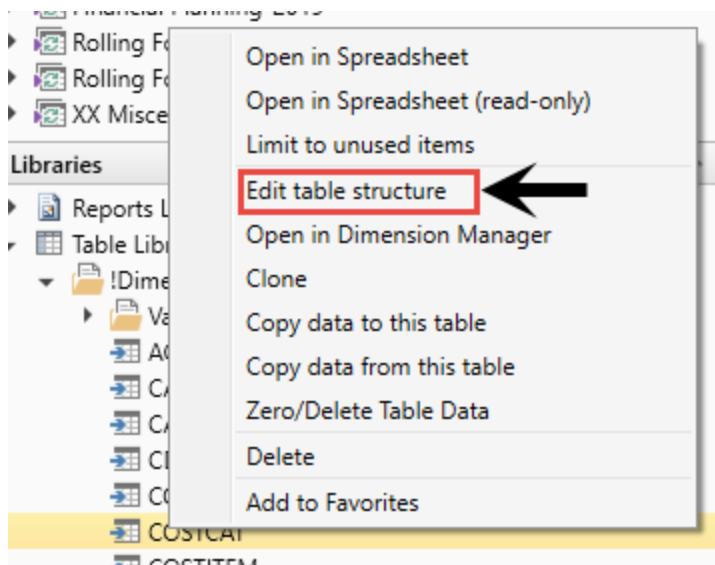
IMPORTANT: Make sure to define a default value entry for the column. To do this, complete steps 1-8 of [Creating a grouping column](#).

To assign an existing dimension grouping column to a dataset (product):

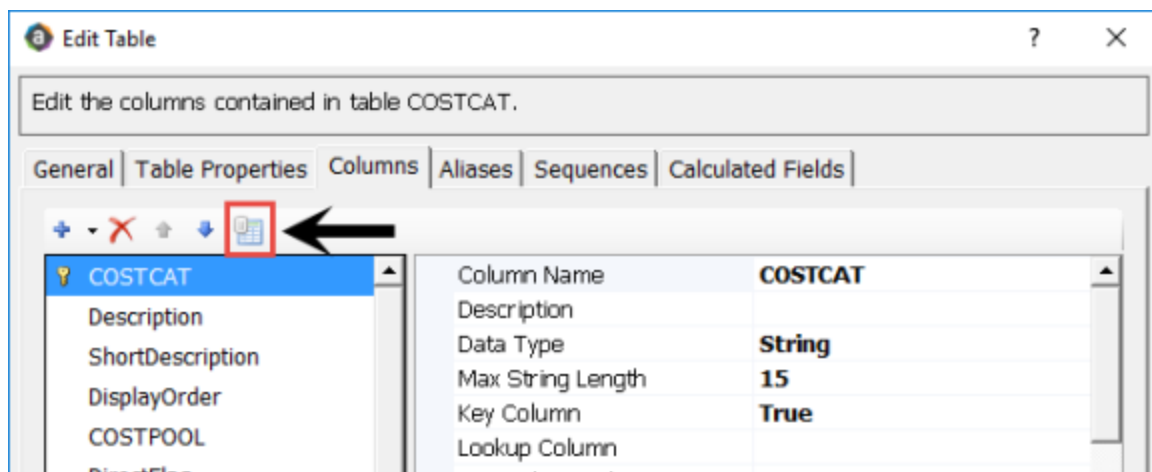
1. From the Explorer task pane, in the **Libraries** section, click **Table Library > !Dimensions**.



2. Right-click a dimension, and select **Edit table structure**.




3. In the Edit Table dialog, click the Columns tab.
4. In the list of columns, select a column to assign, and click the Assign Column to Data Sets button.



5. In the Data Set Assignment dialog, in the list of data sets (products) that have predefined for you, select the checkbox next to the products to assign this grouping column to, and click **OK**.

NOTE: The list that displays will vary depending on the Axiom Healthcare Suite products you are licensed to use.

Data Set Assignment ? X

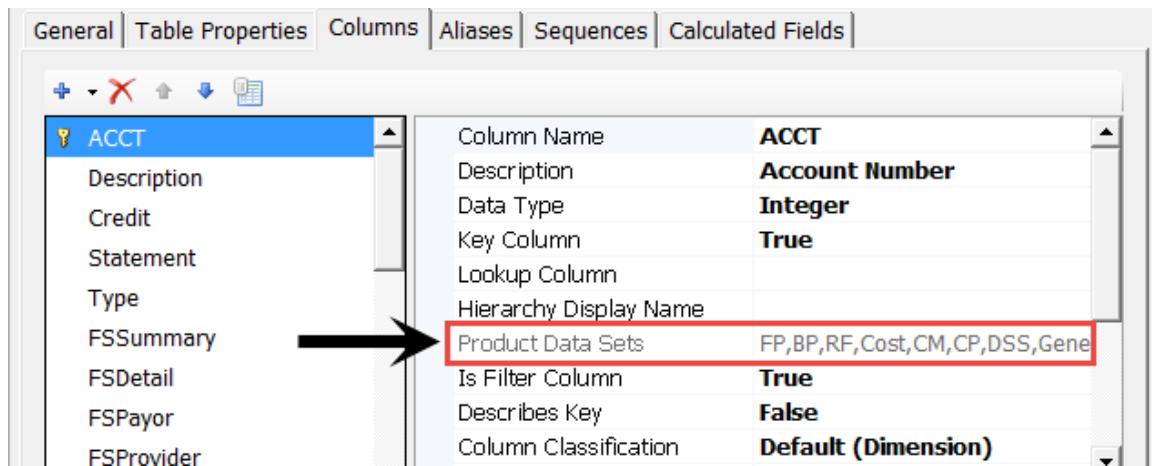
Column Name: COSTCAT.COSTCAT 

☐ FP
☐ BP
☐ RF
☒ Cost
☐ CM
☐ CP
☐ DSS
☐ General
☐ CT
☐ PR

OK Cancel

| Product | Product Node |
|-----------------------------------|--------------|
| Budget Planning | BP |
| Financial Planning | FP |
| Rolling Forecast | RF |
| Cost Accounting | Cost |
| Cost Management | CM |
| Capital Planning | CP |
| Decision Support | DSS |
| Capital Tracking | CT |
| Performance Reporting | PR |
| Available to all related products | General |

After you select the products, they display in the **Edit Table** dialog in the **Product Data Sets** field.



6. In the **Edit Table** dialog, click **OK**.

Managing dimensions

After you configure the Dimension Maintenance Utility and set the security rights for the appropriate users, they can access the utility from the Administrator task pane to manage and configure dimensions. The products and dimensions a user can access will vary depending on their role. As an administrator, you can select all of the Axiom products.

For more information, see the following:

- [Launching the Dimension Maintenance Utility](#)
- [Editing a dimension](#)
- [Adding a dimension record](#)
- [Creating a grouping column](#)

Creating a grouping column

Some dimension tables include grouping columns that allow data associated with those records to share common settings or be rolled up into larger groups for calculation or reporting purposes.

NOTE: If you created a custom grouping column in Axiom Budgeting version 2016.4 or earlier, you need to assign it to a data set (product). For instructions, see [Assigning an existing grouping column to a dataset \(product\)](#).

Here are a few guidelines for naming your columns:

- Keep the descriptions of grouping columns short and simple.
- Avoid using common English words in your grouping column names, such as Interface or Union. Instead, combine words to come up with column titles such as IntGroup.

- It is good practice to fill out each grouping column for every element (table row).
- Spaces are not allowed. Use the underscore to separate upper/lower case words.
- Grouping columns cannot start with a number, but they may include a number.

To create a grouping column:

1. In the **Explorer** task pane, in the **Libraries** section, click **Table Library > !Dimensions**.
2. Right-click the dimension table to add the grouping column to, and select **Edit table structure**.
3. In the **Edit Table** dialog, click the **Columns** tab.
4. Above the list of column names on the left side of the tab, click the + button.
5. In the **Column Name** field, type a name for the new column.

IMPORTANT: Use only alphanumeric characters in group column labels.

6. In the **Data Type** field, click the drop-down button, and select **String**.
7. In the **Default Value** field, type a default value that displays to the user.
8. Click **Apply**.
9. In the list of columns, select the column you just added.
10. Above the list of columns, click the **Assign Columns to Data Sets** button.
11. In the **Data Set Assignment** dialog, select the checkbox for any Axiom Healthcare Suite products to add to the column to, and click **OK**.
12. In the **Edit Table** dialog, click **OK**.
13. To view the new column, in the **Main** ribbon tab, click **Refresh Data**.

The new grouping column now displays in the dimension.

Editing a dimension

The Dimension Maintenance Utility allows you to edit the grouping columns for one or more products, but the product options available to you depend on the role assigned to you. Axiom Financial Planning administrators have rights to Financial Planning dimensions, Axiom Capital Planning and Capital Tracking administrators have rights to Capital dimensions, and so on.

TIP: You never edit database tables directly in the database. Instead, data is pulled into spreadsheets, where you can edit the data and then subsequently save it back to the database.

The columns that display depend on what products each column is assigned to using the Data Set Assignment.

When editing dimensions, keep in mind the following:

- The products you select determine the columns you can view.
- The dimension you select determines the table you can edit.
- Your role determines the records you can edit.

Some dimensions are not included in the Dimension Maintenance Utility. You can continue to access and modify these dimensions from the Axiom product's Admin task pane, as usual. If the dimension you open displays as read-only, this means that you need to use the Dimension Maintenance Utility to modify it. For example, in Axiom Budgeting, when you open the DEPT dimension from **Bud Admin task pane > Budget System Maintenance > View Dimension Tables**, the tab displays DEPT R/O. Though you can view the dimension, you need to use the Dimension Maintenance Utility to edit it. On the other hand, if you open the INITIATIVEID dimension, the tab does not display R/O. This means that you can modify the dimension as usual. This is because the INITIATIVEID table is not included in the list of tables that are maintained via the Dimension Maintenance Utility. For a list of dimensions not included in the Dimension Maintenance Utility, see the [Overview](#) section.

| | | | | | | | |
|-----------|---|---------------|---|----------------|--------|--------|--------|
| a KH Home | | JOBCODE (R/O) | | INITIATIVEID x | | | |
| | A | B | C | D | E | F | G |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | Data Type | | Integer | String | String | String |
| 5 | | String Length | | | 50 | 20 | 25 |

IMPORTANT: Edit dimension data with extreme care, as any errors introduced could cause problems throughout the system. Do not modify fields not described in Axiom documentation.

After you select the product(s) and dimension to edit, the Dimension Maintenance Utility refreshes itself and displays the different products and the columns that belong to them for the dimension. As seen in the following example, the columns display in groups.

TIP: It is not always necessary to populate every field. Enter as much information in the dimension table as you have available.

Maintenance

Dimension : PAYTYPE

DataSet filter : (DataSetName IN ('General', 'BP') OR DataSetName = '')
(* the column is duplicate, Only the first instance will be saved back)

| | | General | | BP | |
|---------|----------------------|------------|-----------|-----|-------------|
| PAYTYPE | Description | PaySummary | PayDetail | FTE | Empl_Detail |
| P0001 | Regular | Prod | Regular | Yes | Z_Employee |
| P0004 | Paid Time Off | NonProd | NonProd | Yes | Z_Employee |
| P0006 | Sick Pay | NonProd | NonProd | Yes | Z_Employee |
| P0008 | Jury Duty | NonProd | NonProd | Yes | Z_Employee |
| P0009 | Education | Prod | Regular | Yes | Z_Employee |
| P0011 | Payroll Adjustments | Prod | Regular | Yes | Z_Employee |
| P0014 | Personal Development | Prod | Regular | Yes | Z_Employee |
| P0015 | Med Tech Pay | Prod | Regular | Yes | Z_Employee |
| P0016 | Extra Shift | Other | Other | No | Z_Employee |
| P0019 | Education | Prod | Regular | Yes | Z_Employee |
| P0020 | Call Pay | Other | Other | No | Z_Employee |
| P0022 | Call-Back | Prod | Overtime | Yes | Z_Employee |
| P0024 | Sick Pay | NonProd | NonProd | Yes | Z_Employee |
| P0028 | PDO Cash-In | Other | Other | No | Z_Employee |
| P0030 | Additional Pay | Other | Other | No | Z_Employee |
| P0031 | Retrospective Pay | Prod | Regular | Yes | Z_Employee |
| P0035 | Hol/Pr Pool Bonus | Prod | Regular | No | Z_Employee |
| P0037 | Suppl Staff-Hourly | Prod | Regular | Yes | Z_Employee |
| P0039 | Additional Pay | Other | Other | No | Z_Employee |
| P0050 | Recognition Pay | Other | Other | No | Z_Employee |
| P0051 | Sign On Bonus | Other | Other | No | Z_Employee |
| P0054 | Incentive Pay | Other | Other | No | Z_Employee |

In the blue cells, you can do the following:

- Choose from a list of validated values by double-clicking the folder in the column next to the grouping column.



- Enter free-form values, though we recommend that you take into consideration any existing values or rules for that column.

Grouping columns tagged as General display first, as shown in the previous example. General columns are typical reference fields leveraged by multiple products. Each subsequent grouping displays based on the products you selected. Records display depending on the security assigned to you. For example, if a no write filter is assigned for that member, the dimension will return no records. For more information, see [Editing the security rights for a user](#).

IMPORTANT: If you are not sure whether to edit a cell, contact your system administrator.

Some columns in dimensions tables are validated, allowing only certain predefined values. If you enter an invalid value, an error will occur when you save, specifying the cell so you may make a correction and save again.

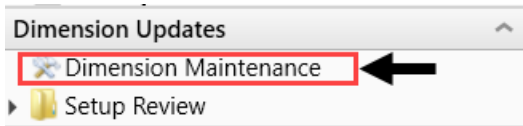
The following are examples of validated columns:

- RFCODE.RFStdLine** – Used during the reporting process to identify the standard financial statement categories to use for each RFCode category. (Same as Acct.FSDetail in Axiom Management Reporting.)

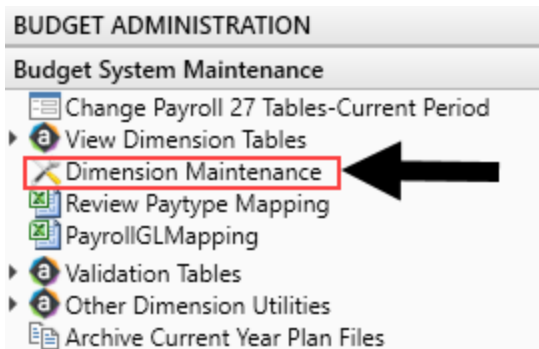
- **RFCODE.RFType** – Used during the forecast workbook interface process to define the categories within each model that an account or account group will be categorized into. (Similar to BudgetType in the traditional budget workbooks.)

To edit a dimension:

1. Launch the [Dimension Maintenance Utility](#).
2. In the [RF Admin](#) task pane, in the **Dimension Update** section, double-click **Dimension Maintenance**.



3. In the [Bud Admin](#) task pane, in the **Budget System Maintenance** section, double-click **Dimension Maintenance**.



4. In the **Refresh Variables** dialog, do the following, and click **OK**:
 - a. In the **Select The Product To Edit** drop-down, select the product.

NOTE: The list of products that display is determined by the Axiom product licenses that your organization owns.

- b. In the **Select a Dimension to Edit** drop-down, select the dimension.
 - c. In the **Optional Data Filter** field, do one of the following:
 - Type a filter syntax.
 - To select an existing filter or create a filter that you can save for later use, click **Select Filter**.
5. To retrieve a smaller subset of data, you can use the **Quick Filter** in the **Workbook Options** of the **Main** ribbon tab.

For detailed instructions on how to use the feature, see [Applying a Quick Filter to a report](#).

6. Enter the dimension member attribute information in the appropriate cells. You can type a value in the cell free-form or select from a list of existing validated values. These are represented with a folder icon next to the grouping column. You can do one of the following to enter validated values:

- Next to the column, double-click the folder icon. In the **Choose Value** dialog, select the value, and click **OK**.

Maintenance
Dimension : PAYTYPE
DataSet filter : (DataSetName IN ('General', 'BP') OR DataSetName = '')
(* the column is duplicate. Only the first instance will be saved back)

| PAYTYPE | Description | General | PaySummary | PayDetail | EYE | |
|---------|----------------------|---------|------------|-----------|-----|--|
| P0001 | Regular | Prod | | Regular | Yes | |
| P0004 | Paid Time Off | NonProd | | NonProd | Yes | |
| P0006 | Sick Pay | NonProd | | NonProd | Yes | |
| P0008 | Jury Duty | NonProd | | NonProd | Yes | |
| P0009 | Education | Prod | | Regular | Yes | |
| P0011 | Payroll Adjustments | Prod | | Regular | Yes | |
| P0014 | Personal Development | Prod | | Regular | Yes | |
| P0015 | Med Tech Pay | Prod | | Regular | Yes | |
| P0016 | Extra Shift | Other | | Other | No | |
| P0019 | Education | Prod | | Regular | Yes | |
| P0020 | Call Pay | Other | | Other | No | |
| P0022 | Call-Back | Prod | | Overtime | Yes | |
| P0024 | Sick Pay | NonProd | | NonProd | Yes | |
| P0028 | PDO Cash-In | Other | | Other | No | |
| P0030 | Additional Pay | Other | | Other | No | |

- If you have a large number of entries to make, instead of opening each folder, you can copy and paste the validated value to other cells in the same column.

Maintenance
Dimension : PAYTYPE
DataSet filter : (DataSetName IN ('General', 'BP') OR DataSetName = '')
(* the column is duplicate. Only the first instance will be saved back)

| PAYTYPE | Description | General | PaySummary | |
|---------|---------------|---------|------------|--|
| P0001 | Regular | Prod | | |
| P0004 | Paid Time Off | NonProd | | |
| P0006 | Sick Pay | NonProd | | |
| P0008 | Jury Duty | NonProd | | |

IMPORTANT: Do not change the format of cells in dimensions (e.g., number, date, percentage, and so on).

7. After you finish making your changes, in the **Main** ribbon tab, click **Save**.

NOTE: If a column is missing, then it is assigned to a different dimension or not assigned. For more information, see [Assigning an existing grouping column to a dataset \(product\)](#).

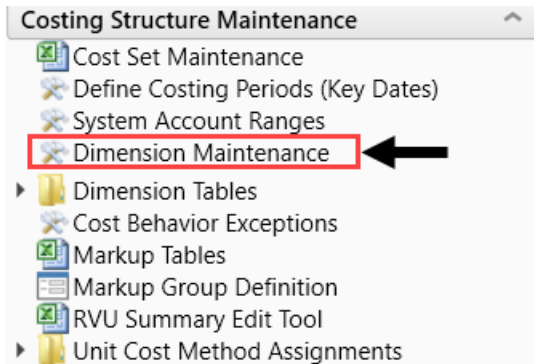
Adding a dimension record

When you save the new dimension record, it displays in the existing table on the next utility refresh.

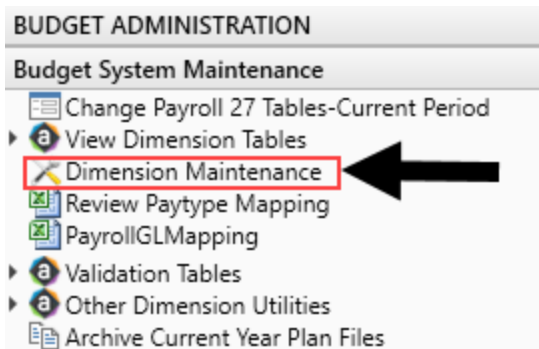
To add a dimension record:

1. [Launch the Dimension Maintenance Utility](#).

2. In the **Cost Accounting Admin** task pane, in the **Costing Structure Maintenance** section, double-click **Dimension Maintenance**.



3. In the **Bud Admin** task pane, in the **Budget System Maintenance** section, double-click **Dimension Maintenance**.



4. To select the product to add the new dimension record, do the following:
 - a. Press F9 or in the **Main** ribbon tab, in the **Workbook Option** group, click **Refresh Data**.
 - b. In the **Refresh Variables** dialog, from the **Select The Product To Edit** drop-down, select the **Axiom Healthcare Product**.
 - c. From the **Select a Dimension to Edit** drop-down, select the dimension.
 - d. Click **OK**.
5. At the bottom of the workbook, click the **Add_New_Dimension** tab.
6. You can type a value in the cell free-form or select from a list of existing validated values. These are represented with a folder icon next to the grouping column. You can do one of the following to enter validated values:
 - Next to the column, double-click the folder icon. In the **Choose Value** dialog, select the value, and click **OK**.

Add New Dimension Element

Dimension : PAYTYPE

DataSet filter : (DataSetname IN ('General','BP') OR DataSetName = '')

(*) the column is duplicate. Only the first instance will be saved back

| Save ? | PAYTYPE | Description | General | PaySummary | PayDetail | FTE | |
|--------|---------|-------------|---------|------------|-----------|-----|--|
| No | | | | | | | |
| No | | | | | | | |
| No | | | | | | | |

- If you have a large number of entries to make, instead of opening each folder, you can copy and paste the validated value to other cells in the same column.

Add New Dimension Element

Dimension : PAYTYPE

DataSet filter : (DataSetname IN ('General','BP') OR DataSetName = '')

(*) the column is duplicate. Only the first instance will be saved back

| Save ? | PAYTYPE | Description | General | PaySummary | PayDetail | FTE | |
|--------|---------|-------------|---------|------------|-----------|-----|--|
| No | | | | | | | |
| No | | | | | | | |
| No | | | | | | | |
| No | | | | | | | |
| No | | | | | | | |
| No | | | | | | | |

Copy validated value in cell

Paste to cells

- For each record to create, in the **Save?** cell, click the drop-down box, and select Yes.

If you do not select Yes, the **Save ?** cell for the new dimension displays No with a red background as a reminder that you need to save your changes. If you do not save your changes, the default values you enter will not display. If you leave the values unpopulated, the system will populate the defaults using those defined in the column properties in the dimension table.

Add New Dimension Element

Dimension : PAYTYPE

DataSet filter : (DataSetname IN ('General','BP') OR DataSetName = '')

(*) the column is duplicate. Only the first instance will be saved back

| Save ? | PAYTYPE | Description |
|--------|------------|-------------|
| No | PayDate | |
| No | Sabbatical | |
| No | | |

- In the **Main** ribbon tab, click **Save**.

Upon Save, the new record posts to the database and the utility refreshes, moving the newly saved record to the **Dimension Maintenance** tab.

IMPORTANT: When adding new records, the field used as that user's security filter must be completed and within their filter before it will save successfully. If it is not, the system displays a message that you cannot post this record to the database because it is outside of your write filter. For example, if a security administrator using the Dimension Maintenance Security provides a filter for Angela to grant her edit rights to the Department dimension for Entity =2, then Angela must enter 2 in the Entity column before saving. For more information about setting up security for the Dimension Maintenance Utility, see [Editing the security rights for a user](#).

Working with dimensions

Dimensions are key fields in each data table. Each dimension has its own table that includes a series of attributes (columns) for each element that further defines the dimension. These columns are leveraged throughout various Axiom Healthcare Suite products in reports, planning processes, and plan file configurations. Many dimensions, such as DEPT, are shared between various products.

When Axiom Healthcare Suite products are first implemented, a Syntellis Implementation Consultant helps you configure the dimension tables to reflect the organizational structure such as departments, entities, accounts, and so on. Subsequently, editing dimensions to add new departments, accounts, positions, pay types, or other items to the database is part of your routine system maintenance.

IMPORTANT: Because many dimensions are shared across multiple Axiom Healthcare Suite products, do not delete a grouping column or modify entries in the dimension tables without consulting the administrators for the other applications.

Some columns in dimension tables are validated. This means they only allow certain predefined values that are contained in validation system table. If you enter an invalid value, an error occurs when you save, specifying the cell so you can correct it and save again using a corrected entry.

Examples of validated columns include:

- ACCT.Credit – Identifies which accounts should have their signs reversed during an import.
- PAYTYPE.CM_PayCategory – Defines which summary pay category to use for each Cost Management plan file during a sequential interface. May also be used in reporting for grouping PayTypes.
- JOBCODE.CM_PlanCode – Used for combining job codes during reporting and Cost Management plan file creation. If there are historical values for two job codes that you want to report as one combined job code, list the surviving job code on both lines.

Dimensions are managed and maintained using the Dimension Maintenance utility. This utility allows users assigned the Product Administrator role to only manage grouping columns within specified dimensions. It also limits these dimensions to only the elements that the Product Administrator role can access.

ACCT

The ACCT dimension table contains records for each account in the GL of your organization. This includes accounts that can be found on the balance sheet, income statement, hours, and statistics.

Refer to the Axiom EPM Dimensions Setup files (AcctCoding sheet) for codes to use in \Axiom\Reports Library\System Files\Documents\Admin\Management Reporting\KHA EPM Dimensions Coding.xls.

The following table lists all of the options available in this dimension table:

| Column | Description |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ACCT | The Axiom account number. This can be the combination of the prime account and sub account, if that is how your GL system is set up. |
| Description | The account description from the GL. Do not enter a description in all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper(). |
| Credit | Used during the interface process to reverse the signs so values are stored in a positive condition in the database. Select one of the following valid entries: <ul style="list-style-type: none">• dr• C• NA Normally, Revenue and Liabilities are C, and all others are dr. |
| RptMap | Used to group accounts. Valid entries include any account numbers in the ACCT column. The system automatically copies the information in the ACCT column to this column during installation. |

| Column | Description |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Statement | <p>Used to identify the Financial Statement category. Select one of the following valid entries:</p> <ul style="list-style-type: none"> • BS (Balance Sheet) • CM • HoursJC (Jobcode Hours) • Hours • IS (Income Statement) • KeyStat • NA • NI (New Initiatives) • Statistic • VCC (Variance Comments Collection) <p>NOTE: This is an Axiom standard column and categories cannot be added or edited. The default value is NA.</p> |

| Column | Description |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type | <p>Used to identify the major Financial Statement category. Select one of the following valid entries:</p> <ul style="list-style-type: none"> • Allocation • Asset • Bmark (Benchmark) • Capital • Comments • Deduction • Equity • Expense • FTEs • GenStat • HoursJC (Job Code Hours) • Hours • KeyStat • Liability • NA • NetAsset • Plan • Revenue • Scenario • Statistic • Target (Hours codes that are not reported as FTEs should be coded as Statistic.) • VCC (Variance Comments Collection) <p>NOTE: This is an Axiom standard column and categories cannot be added or edited. The default value is NA.</p> |
| FSSummary | <p>Used to identify summary-level Financial Statement categories. For the naming convention, use the first letter of the type category with an underscore and then the category name. For example, R_PatientRev or E_Salaries.</p> <p>NOTE: This is an Axiom standard column and categories cannot be added or edited. Default value is NA.</p> |

| Column | Description |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FSDetail | <p>Used to identify line-item Financial Statement categories. For the naming convention, use the first letter of the type category with an underscore and then the category name. For example, R_IPRev, R_OPRev. For a list of the available options, see Options for Acct.FSDetail.</p> <p>NOTE: This is an Axiom standard column and categories cannot be added or edited. The default value is NA.</p> |
| FSPayor | <p>A variation of FSDetail used if GL accounts have payor categories; used for Budgeting Deductions models. If this is not used, match to FSDetail. Categories can be added or edited. The default value is a blank.</p> |
| FPCode | <p>Used to identify the name of the Financial Planning category to use for summarization during the integration process with Axiom Financial Planning. If Axiom Financial Planning is not used, the default is NA.</p> |
| FSPProvider | <p>Used to identify line-item Financial Statement categories. For the naming convention, use the first letter of the type category with an underscore and then the category name. For example, R_IPRev, R_OPRev.</p> <p>NOTE: This is only used if licensed for the Provider Budget Module. The default value is NA.</p> |
| FPCategory | <p>Used to identify the name of the Financial Planning category to use for transferring the financial plan targets during the integration process with Axiom Financial Planning. If Axiom Financial Planning is not used, the default is NA.</p> |
| BPCode | <p>Used to identify the payors from the Budget Deductions report. During installation, the system automatically copies the information from the FPCode column to this column.</p> |
| FlexStat | <p>Identifies the primary statistic used for Flexible Budgeting. The most common set up is KeyTot for all stat, hours, and expenses. Revenue uses KeyIP for IP, KeyOP for OP, and KeyOth for other patient revenue. The default is NA.</p> |
| COSTCAT | <p>Represents the cost category mapping of accounts, which is used to assign cost categories to incoming data when the GL data is imported into a CGL format table.</p> |
| FlexPercent | <p>Identifies default variable percentage (0-100%) to use for Flexible Budgeting. Values should be entered as decimals, 0.75 = 75%. The default value is 0 (zero).</p> |
| CostMethod | <p>Identifies the Cost Calculation Offset Accounts used for writing offsets to the GL-oriented tables and matches them to the method that they represent.</p> |

| Column | Description |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FlexGroup | Used to group accounts together for Flexible Budgeting. For example, Medical Supplies or Other Expenses. The default is NA. |
| CostVarPct | The Percent Variable for Axiom Cost Accounting; 0 = Fixed, which is used in the costing processes to determine the dollar weighted variability for calculation results. |
| KHAInt | Used to identify which tab an account should be interfaced to during the budget plan file creation process. Valid entries include the following: <ul style="list-style-type: none"> Stat_Rev – Type this to assign to all statistics, revenue, and deduction accounts that will be budgeted in the budget plan files. Expense – Type this to assign to all expense and hours accounts that will be budgeted in the budget plan files. NA – Type this to exclude an account from all budget plan files. |
| KHASTdLine | Identifies default budget methodology used in budget plan files during budget plan file creation. Refer to calc methods for Stat_Rev sheet and Expense sheet in the <i>Axiom Budgeting and Performance Reporting Administrator's Guide</i> (Budget Plan Files chapter) for valid entries and definitions. The default value is NA. |
| RFPayor | This field references the Payor column in the Payor dimension. Used in Axiom Rolling Forecasting 2020.3 and later releases. Default value is zero (0). |
| CostDSSSummary | An FSSummary clone owned by Axiom Cost Accounting and Axiom Decision Support so that cost accounts can be categorized differently to facilitate costing and DSS needs without impacting Axiom Financial Reporting. |
| KHABgtCode | Used for combining accounts together during budget plan file creation. If there are historical values for two accounts that you want to budget as one combined account, list the surviving account number on both lines. If not combining accounts, this value should match value in the Account column. The default value is 0 (zero). |
| CostProvider | Used by the Axiom Cost Accounting system when performing the Provider RVU costing method. This identifies the cost information at the account level that is associated to the Provider, which is then allocated to his or her patients' cost item or chargeable activities. |

| Column | Description |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BudgetType | <p>Used to identify which category an account should be interfaced to during the budget plan file interface process.</p> <p>If KHAInt = Stat_Rev, valid entries are:</p> <ul style="list-style-type: none"> • IPRev • OPRev • OthPtRev • OtherRev • Allowance • BadDebt • KeyIP • KeyOP • KeyOth • OthStat <p>If KHAInt = Expense, valid entries are:</p> <ul style="list-style-type: none"> • Salaries • Benefits • Supplies • OtherExp • PaidHours <p>The default value is NA.</p> |
| DropDown | <p>Identifies the drop-down pick list when adding new accounts on Stat_Rev or Expense sheets in the budget plan file. It should be the same as the value in the BudgetType column.</p> |
| CDMStdLine | <p>Used to identify default budget methodology for CDM budget plan files (departments that have CDMStdLine in KHACMDimGrp column of DEPT Dimension) during budget plan file creation. It is used similarly to KHAStdLine in Budget Planning workbooks.</p> <p>Valid entries are:</p> <ul style="list-style-type: none"> • Statistical accounts = CDMStatistic • IP Revenue accounts = CDMIPRevenue • OP Revenue accounts = CDMOPRevenue <p>Copy the remaining account assignments from KHAStdLine column.</p> |

| Column | Description |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KHASum | <p>Used to summarize information from the Stat_Rev and Expense sheets to the Summary sheet within the budget plan files.</p> <p>NOTE: This is an Axiom standard column and categories cannot be added or edited. The default value is NA.</p> |
| CYPMethod | <p>Identifies the methodology used for projecting the remainder of the current fiscal year. Valid entries are dependent upon values in the KHAStdLine column:</p> <ul style="list-style-type: none"> • Input Monthly, Detail, or any of the Fixed Options: <ul style="list-style-type: none"> ◦ Rolling12 – Use historical values from previous year's same months ◦ Annual — Annualize YTD value ◦ RemBud – Use remaining budget ◦ CapBud – Use Total Budget less YTD actual ◦ PctBud – Use percentage of CY Actual over Budget • Variable – Use Variable • Labor – Use Labor • FICA – Use FICA • Hours – Use Hours • GlobalExpense – Use GlobalExpense • Depreciation – Use Depreciation • IP_Per_Unit – Use IP_Per_Unit • OP_Per_Unit – Use OP_Per-Unit • Oth_Per_Unit – Use Oth_Per_Unit |
| BudStat | <p>Identifies Budget Statistic accounts used in Budget Statistics Driver. Standard entries are:</p> <ul style="list-style-type: none"> • Admits • PatientDays • Discharges • AdjDischarges • Encounters • ERVisits • ClinicVisits <p>You can also create custom stats to use in the Budget Statistics Driver and identify accounts appropriately. The default value is a blank.</p> |

| Column | Description |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PhyStdLine | <p>Identifies default budget methodology used in the Provider budget plan files (departments which have PhyStdLine in KHACMDimGrp column of the DEPT dimension table) during budget plan file creation. Refer to Provider Version Only: Calc Methods - Stat_Rev Sheet and Expense Sheet in the <i>Axiom Budgeting and Performance Reporting Administrator's Guide</i> (Budget Plan Files chapter) for valid entries and definitions.</p> <p>The default value is NA.</p> |

| Column | Description |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CYFMethod | <p>Used to identify the methodology used for projecting the remainder of the current fiscal year in the current year forecast utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane in Financial Reporting > Financial Utilities > Current Year Forecast.</p> <p>Statistics:</p> <ul style="list-style-type: none"> • Key Dept Statistics – See Forecast Methods below, normally use Trend • Other Dept Statistics – See Forecast Methods below <p>Revenue:</p> <ul style="list-style-type: none"> • IP Revenue – IP_Per_Unit • OP Revenue – OP_Per_Unit • Other Patient Revenue – Oth_Per_Unit • Other Operating Revenue – See Forecast Methods below <p>Salaries:</p> <ul style="list-style-type: none"> • Hours – See Forecast Methods below • Salaries – Labor <p>All Other Accounts: See Forecast Methods below</p> <p>Forecast Methods:</p> <ul style="list-style-type: none"> • IP_Per_Unit: YTD IP_Per_Unit * Forecasted Volume • OP_Per_Unit: YTD OP_Per_Unit * Forecasted Volume • Oth_Per_unit: YTD Oth_Per_Unit * Forecasted Volume • Labor: Actual Hourly Rate * Forecast Hours * Budget Rate Change • RemBud: Remaining Budget from CYB • Annual: YTD / Calendar Days * Remaining Calendar Days • Rolling12: YTD Actual / YTD Budget * Remainder of LYA • PctBud: YTD Actual / YTD Budget * Remainder of CYB • Variable: Actual Rate per Unit * Forecast Volume • Trend • CapBud: Remaining Budget not to exceed the annual budget <p>You can also add additional CYFMethod columns. Create a new CYFMethod column and use this in conjunction with the CYFDimGrp column in the DEPT dimension if you need to use a different CYP method for different departments.</p> |
| ReclassType | <p>Defines the type reclass that was used to calculate the values in the account. This information is important for post-reclass reporting.</p> |

| Column | Description |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AllocType | Defines the type of account for indirect allocations in Axiom Cost Accounting. |
| CostAdjustmentID | Used in Axiom Cost Accounting to tie allocation and Reclass StepIDs to account numbers for easier referencing in downstream reports. This number represents the ReclassID (reclasses) or the StepID (overhead allocations) accounts that are not reclass or allocation accounts that have a value of zero in this column. |
| CMStdLine | Used to identify the StdLine for Axiom Cost Management. |
| KHAStandardClass | The KHA standard classification for accounts to be used in reports to standardize across the organization. Double click to select the appropriate classification. |
| BPCategory | Used to identify the Budget Planning category. |
| NewDeptStdLine | You can use this option to set or update the calc method for each department. It is intended to be used in conjunction with the New Department Utility which resides at \Axiom\File Groups\Budget-2022\Utilities (from Budget-2022 File Group). In that utility, you can populate the NYBKHA field of the various actual tables for accounts/paytypes/jobcodes for a new department. Once those are set up, you can use the NewDeptStdLine column in the ACCT dimension to define what calc methods to use (because there is no real historical data to build from). You can assign NewDeptStdLine to the department in the Dept dimension via the KHACMDimGroup grouping column. |
| InitStdLine | <p>Used to make accounts available for initiatives in the Axiom Budgeting budget workbook.</p> <p>In the Choose Value dialog for the InitStdLine, there are five validated values to select from. The following table lists the Initiative Standard Lines that we recommend you assign to each account type:</p> <ul style="list-style-type: none"> • Statistics accounts to use Detail Line • Patient Revenue accounts to use Patient Revenue • Other Revenue accounts to use Detail Line • Deduction accounts to use Detail Line • Labor accounts to use Detail Line • Benefit accounts to use Detail Benefits w Percent • All other expense accounts to use Detail Line • Hours accounts to use Hours Line • For accounts not configured, NA will be the default value |

| Column | Description |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RFCode | Identifies the RFCode for account. Only used with Axiom Rolling Forecasting. The default value is Z_Exclude. |
| CM_Group | Used to summarize account types at a higher level for Axiom Cost Management analysis and reporting needs. |
| InitType | <p>Used by the system to select the sections so that when the user refreshes the plan file, the accounts will insert into the appropriate section of the Initiative block in the Axiom Budgeting budget workbook.</p> <p>In the Choose Value dialog for the InitType, you can configure up to seventeen possible values. The section types available are noted in the following list. NA is the default value until configured or for any account not configured.</p> <ul style="list-style-type: none"> • Benefits • ContractLabor • Deduction • Depreciation • Drugs • Hours • Interest • IPRev • NA • OPRev • OtherExp • OtherRev • ProFees • PurchSvcs • Salaries • Statistic • Supplies |

| Column | Description |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CM_NonLabor | Used to classify non-labor accounts in Axiom Cost Management according to FSDetail. Valid entries include the following: <ul style="list-style-type: none"> • Drugs • KeyStats • OtherExp • PurchSvcs • Supplies These classifications are used in reporting and plan creation. |
| CM_Map | Used to map accounts together in Axiom Cost Management. You can use this column to map closed accounts with another existing account or to group like accounts. |
| CM_TargetBgt | Used to create team workbooks in Axiom Cost Management at the account level. |

DEPT

The DEPT dimension contains records for each department within an organization. For example, radiology, emergency, finance, and so on.

The following table lists all of the options available in this dimension table:

| Column | Description |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DEPT | The Axiom department number, which is formed by combining the entity and cost center. |
| Description | The department description. The naming convention is entity abbreviation with department description. For example, MHS Operating Room. NOTE: For closed departments, add three asterisks to the beginning of the description. For example, MHS *** Operating Room. Descriptions should not be in all capital letters. |
| Entity | The Axiom entity code. The description lookup table is in the ENTITY dimension table. This should be the Business Unit, and match the first three to four characters of the department number. |
| CostCenter | The cost center portion of the department number. You can use this for comparative reporting across entities, such as comparing the cost per unit of all operating rooms across your health system. |
| RptMap | Used to consolidate departments for reporting. |

| Column | Description |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BudgetGroup | <p>A collection of departments used primarily for plan file purposes. This is commonly setup by a KHA consultant during implementation but can easily be updated by clients. For example, departments 16010 and 16020 may be assigned to EMC budget group.</p> <p>NOTE: BudgetGroup is a validated dimension so additions and deletions need to first be added/deleted in the associated validation table.</p> |
| ProdMap | Used to consolidate departments for productivity reporting. |
| VP | The Vice President responsible for the department. Use the naming convention of FirstName LastName. This information is primarily used for rollup reporting. |
| Director | The director responsible for the department. Use the naming convention of FirstName LastName. This information is primarily used for rollup reporting. |
| Manager | The manager responsible for the department. Use the naming convention of FirstName LastName. This information is primarily used for rollup reporting. |
| Division | The division for rollup reporting, which is defined by your organization. You can use this information to consolidate types of departments together for reporting. For example, you can use the word Radiology to combine all radiology departments across all entities. |
| KHABgtCode | Used to identify departments to combine during plan-file creation. |
| ShowOnList_Costing | Determines which departments to include in the unit cost processing. |
| DeptType | Determines the Direct or Indirect department category. Direct departments are those that generally provide patient care services and generate revenue, while Indirect departments are involved in support services and do not generate patient care related revenue. |
| Owner | <p>Used to identify the network ID of the person responsible for initial input of the plan file (i.e. Manager). It should be the same as their Axiom login ID. Naming convention would be first initial, full last name (or whatever your network ID naming convention is).</p> <p>If your organization does not use this role for plan file approval, type [skip] in the cell.</p> <p>IMPORTANT: Do not leave this cell blank.</p> |

| Column | Description |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KHABgtTemplate | <p>Used to identify the template to use for plan file creation. Valid options include the following:</p> <ul style="list-style-type: none"> • Master • NA • NoBudget • RollingForecast <p>NOTE: This is an Axiom standard column and categories cannot be added or edited. The default value is NA.</p> |
| Reviewer | <p>The network ID of the person responsible for reviewing the cost management plan, for example, Director. This information should be the same as the user's Axiom login ID. The naming convention is first initial, full last name or whatever your network ID naming convention is.</p> <p>If your organization does not use this role for plan file approval, type [skip] in the cell.</p> <p>IMPORTANT: Do not leave this cell blank.</p> |
| Approver | <p>The network ID of the person responsible for approving the cost management plan, for example, VP. This information should be the same as their Axiom login ID. The naming convention is first initial, full last name or whatever your network ID naming convention is.</p> <p>If your organization does not use this role for plan file approval, type [skip] in the cell.</p> <p>IMPORTANT: Do not leave this cell blank.</p> |
| CostMap | <p>Allows departments to processed as a group in the unit cost processing phase of cost accounting. All costs for the group are combined and allocated to all of the Cost Items within the group. In most cases, the first or largest department of the groups becomes the target CostMap definition to which the other members are mapped.</p> |
| MarkupName | <p>The specified markup table to use when processing unit costs using the Reverse Markup method.</p> <p>NOTE: Currently only one table is available per department.</p> |

| Column | Description |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LaborType | <p>Used to identify the labor method to use for plan file creation. Valid options are:</p> <ul style="list-style-type: none"> • altEmployee • Employee • HHLabor • JobCode • JobCodeADC • NA • NoBudget • Staffing <p>NOTE: This is an Axiom standard column and categories cannot be added or edited. The default value is NA.</p> |
| TplOptions | <p>Used to identify the template option based on licensed products. Valid options include the following:</p> <ul style="list-style-type: none"> • Master (common for all clients) • MasterCDM (used for clients licensed for CDM option) • MasterProvider • NoBudget • RFPProvider |
| CM_Template | Used to assign a specific Axiom Cost Management plan template. |
| CM_Map | Similar to RptMap, used to consolidate departments for reporting. |
| FinContact | Used to assign the finance contact for a department during the cost management process. |
| KHACMDimGrp | Used to identify the Standard Line selected from the ACCT dimension for use in budget planning specifically for the budget values. Valid options are the options used on the ACCT dimension. For example the common ones uses include: KHAStdLine, PHYStdLine. |
| KeyStatDesc | Used to identify the description of the primary statistic for each department. |
| CM_TeamMap | Used to create team-planning workbooks. You can create teams by combining like departments or like accounts for team Axiom Cost Management planning. |
| JobcodeDimGrp | Used to designate which labor type distribution set applies to the associated department. KHAInt is the standard set of job code labor types. PhyInt is the modified set of job code labor types. |

| Column | Description |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Campus | Used as part of Axiom Cost Accounting. |
| ProviderType | Select, by dept, whether to use the Detail or Summary options for provider plan files. |
| ProjDimGrp | Used to identify the Standard Line selected from the ACCT dimension for use in budget planning specifically for the projection values. Valid options are the options used on the ACCT dimension. For example the common ones uses include CYPMethod. |
| ShowOnList_ Budgeting | Used to identify if a department displays to be selected during the plan file creation process. Valid entries include the following: <ul style="list-style-type: none"> • TRUE • FALSE |
| CM_Team | Create teams by combining like departments for team Axiom Cost Management planning. |
| CompAnEntityMap | [Comparative Analytics] |
| CompAnDeptMap | [Comparative Analytics] |
| KHABgtMap | Used for combining departments during plan-file creation. This column is also used when more than one department is needed in one plan file. |
| CM_Division | Used to group similar departments for Axiom Cost Management reporting and analytics. |
| CYFDimGrp | Used to identify which CYFMethod column each department uses to forecast accounts. Valid options are: <ul style="list-style-type: none"> • CYFMethod - Uses the method specified in ACCT.CYFMethod • NA - Not Applicable • [Other Column Name] - Uses the method specified in the corresponding column on the ACCT dimension table |
| KHASTandardClass | Used for reporting. |
| FPNode | Used to group the department to the appropriate FPNode in Axiom Financial Planning. |
| CM_BMarkStatus | Used to define which departments to include in Axiom Cost Management benchmarking reports and analytics. Valid entries include the following: <ul style="list-style-type: none"> • Yes – Type to include the department. • No – Type to exclude the department. |

| Column | Description |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FPTYPE | Used to group the department to the appropriate FPTYPE in Axiom Financial Planning. |
| FPNodeBS | Balance Sheet node for Axiom Financial Planning. |
| CM_DeptStandard | Used for mapping departments to external benchmark data. This mapping matches the department to the ExternalBMark information in the Axiom Cost Management file groups. |
| CM_PdHrsMetricID | The paid hours metric ID from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management. |
| CM_WkdHrsMetricID | The metric ID for worked hours from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management. |
| CM_NonLabor1MetricID | The metric ID for NonLabor 1 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management. |
| CM_NonLabor2MetricID | The metric ID for NonLabor 2 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management. |
| BudLocalAdmin1 | Used to select the local administrator for Axiom Budgeting. |
| CM_CombineStat | Used to determine if key statistics should be combined when grouping departments together with CM_Map grouping column for Axiom Cost Management. Valid entries include the following: <ul style="list-style-type: none"> • Y – Type if the key statistics of the rolled up departments are to be cumulative. • N – Type to use only the key statistics from the surviving department. |
| CM_NonLabor3MetricID | The metric ID for NonLabor 3 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management. |
| CM_NonLabor4MetricID | The metric ID for NonLabor 4 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management. |

| Column | Description |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CM_ NonLabor5MetricID | The metric ID for NonLabor 5 from external benchmark. Elements are validated to the MetricID table. Used to link a department with specific metrics in the CM_Benchmarks_yyyy tables. Used only in Axiom Cost Management. |
| BudLocalAdmin2 | Used to select the local administrator for Axiom Budgeting. |
| BudLocalAdmin3 | Used to select the local administrator for Axiom Budgeting. |
| FlexGroup | Used for grouping departments together for the flexible budget utility. (For example, Imaging). |
| FlexDept | Used for defining each department as fixed or variable during the flexible budget utility. Valid entries include the following: <ul style="list-style-type: none"> • Yes • No • NA |
| CM_ShowOnList | Used to define which departments to build Axiom Cost Management plan files. Valid entries include the following: <ul style="list-style-type: none"> • TRUE – Type this to build a plan file. • FALSE – Type this to exclude from plan file lists and build. |
| CM_PlanGroup | Used to group departments together for applying assumptions and configurations in Axiom Cost Management driver files. |
| CM_ ExtBenchmarkSource | The source name of the external benchmark to use for this department in Axiom Cost Management. Used to link a department with the CM_Benchmarks_yyyy tables. |
| ShowOnList_Capital | Used to define which departments to build Axiom Capital Planning plan files. Valid entries include the following: <ul style="list-style-type: none"> • TRUE • FALSE |
| PM_IT | The IT reviewer assigned for Process Management in Axiom Capital Planning and Capital Tracking. |
| RFGroup | Used to define your forecast groups. Consider: <ul style="list-style-type: none"> • Management structure and cultural impact • Team concept versus individual department managers • The availability of a statistic that can be collected |
| PM_Facilities | The Facilities reviewer assigned for Process Management in Axiom Capital Planning and Capital Tracking. |

| Column | Description |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| PM_Clinical | The Clinical Engineering reviewer assigned for Process Management in the Axiom Capital Planning and Capital Tracking systems. |
| PM_Voting | The owner of the prioritization process assigned for Process Management in Axiom Capital Planning and Capital Tracking. |
| PM_HR | |
| PM_Purchasing | |
| PM_CFO | |
| PM_CEO | |
| PM_BOD | |
| PM_Accounting | |
| CM_DeptSeries | |
| Service_Line | |
| ShowOnList_ FiscalYear | |

CDMCODE

The CDMCODE dimension table includes all the charge codes within an organization. The charge codes are used to track gross revenue and statistics at an inpatient (IP) and outpatient (OP) level.

The following table lists all of the options available in this dimension table:

| Column | Description |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CDMCode | Used in Axiom Budgeting. This must be an alpha numeric field so that during the import process, a C is appended to all CDMCodes to ensure they are alpha numeric. |
| Description | Identifies the CDMCode description. Try to be as explicit as possible, avoid abbreviations, and use layman's terms. Descriptions should not be in all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper(). |

| Column | Description |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KeyStat | <p>Identifies which CDMCodes to use for key stat calculation. Valid entries include the following:</p> <ul style="list-style-type: none"> • To count the code, select Yes. • To exclude the code, select No. <p>To summarize all of the Yes codes as monthly key stats, use the Summarize CDMCode utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, Financial Reporting > Financial Utilities > RevUsag.</p> |
| RVU | <p>Identifies an RVU value for each CDMCode. This RVU value is used to weight each CDMCode for monthly reporting. To summarize all of the Yes codes as monthly key stats, use the Summarize CDMCode utility.</p> <p>This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, Financial Reporting > Financial Utilities > RevUsage. This RVU may also be used as a source for RVU information in the costing process.</p> |
| IPStatAcct | <p>To summarize all of the Yes codes as monthly key stats, use the Summarize CDMCode utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, Financial Reporting > Financial Utilities > RevUsage.</p> <p>If you use this report, list a valid account number from the IP Statistic ACCT dimension to use to post to when running this utility each month.</p> |
| OPStatAcct | <p>To summarize all of the Yes codes as monthly key stats, use the Summarize CDMCode utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, Financial Reporting > Financial Utilities > RevUsage.</p> <p>If you are using this report, list a valid account number from the OP Statistic ACCT dimension to use to post to when running this utility each month.</p> |
| IPRevAcct | <p>Used for mapping if your organization is licensed for the CDMRevenue template. This maps CDMCodes to IP revenue accounts in the budget process.</p> |
| OPRevAcct | <p>Used for mapping if your organization is licensed for the CDMRevenue template. This maps CDMCodes to OP revenue accounts in the budget process.</p> |

| Column | Description |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KHABgtCode | Used for combining CDMCodes during budget plan file creation. If there are historical values for two CDMCodes that you want to budget as one combined CDMCode, list the surviving CDMCode on both lines. If you do not want to combine codes, then the code for this column should be the same as the CDMCode in the CDMCode column. |
| KHASTdLine | Used during the budget creation process. Valid entries include the following: <ul style="list-style-type: none"> To budget that CDMCode, select CDM. To not budget that CDMCode, select NA. |
| KHAINT | Valid entries include the following: <ul style="list-style-type: none"> If RVU > 0, IPStatAcc > 0, KeyStat=Yes, select Include. If RVU<0, IPStatAcc < 0, KeyStat=No, select Exclude. |
| UBRev | The Universal Billing Code associated with each charge code from your chargemaster. If there is no code available, then enter NA. This column is used for reporting purposes. |
| HCPCS_CPT | The Health Care Procedure Coding System/Current Procedural Terminology codes associated with each charge code from the chargemaster. If there is no code available, then enter NA. This column is used for reporting purposes. |

CPT

The CPT dimension table contains all of the CPT Codes that have been billed within the organization and is used for monthly reporting and provider-level budgeting.

The following table lists all of the options available in this dimension table:

| Column | Description |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CPT | The CPT code used in Axiom Budgeting and Performance Reporting. This must be an alpha code, so a C is prefixed during the import process. |
| Description | Identifies the CPT description to use for budgeting and reporting. |
| KHABgtCode | The code to equal the preferred budget level. Examples include LAB, RAD, SURG, and so on. All values in this column must be in the CPT column. |
| KHAInt | Used during the budget creation process. Valid entries include the following: <ul style="list-style-type: none"> To budget the CPT, select ZProvider. To not budget the CPT, select NA. |

| Column | Description |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GLRevAcct | The GL Revenue Account to transfer Provider Revenue to the Stat_Rev sheet. This can also be defined by FinClass. If FinClass is used, the default should be 0 (zero). Do not leave blanks. |
| GLEncAcct | The GL Statistic Account to transfer Encounters to the Stat_Rev sheet. For non-Encounter codes, the default should be 0 (zero). Do not leave blanks. |
| GLVisAcct | The GL Statistic Account to transfer Visits to the Stat_Rev sheet. For non-Visit codes, the default should be 0 (zero). Do not leave blanks. |
| GLWRVUAcct | The GL Statistic Account to transfer Provider WRVUs to the Stat_Rev sheet. For codes without a WRVU, the default should be 0 (zero). Do not leave blanks. |
| KeyStat | <p>Used via utility to summarize CPT volume and post to the financial data tables. Valid options are Yes or No.</p> <p>To summarize all of the Yes codes as monthly key stats, use the Summarize Provider Statistics to Financial utility. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane in Budget Reporting > Budget Utilities > Provider Utilities > Statistics.</p> |
| ReportDescription | Concatenation of the CPT column and Description column. |
| GLRVUAcct | The GL Statistic Account to transfer Provider RVUs to the Stat_Rev sheet. For codes without an RVU, the default should be 0 (zero). Do not leave blanks. |
| RVU | Used via utility to adjust volume during summarization prior to posting to the financial tables. This utility is available in Axiom Budgeting and Performance Reporting in the Bud Admin task pane, in Budget Reporting > Budget Utilities > Provider Utilities > Statistics . |
| GLProAcct | The GL Statistic Account to transfer Provider Procedures to the Stat_Rev sheet. For codes without a procedure, the default should be 0 (zero). Do not leave blanks. |
| Type | Used during the import process to summarize CPT codes for Visits Counts. Can also be used for reporting on types such as Visits, Lab, Radiology, Surgery, and so on. If summarizing CPT codes for Visit counts, the type must be Visit . The default value is NA . |
| RFCPT | Used to identify the CPT codes for Axiom Rolling Forecast. |
| KHABgtCodeSum | <p>Used to configure the CPT codes for the Provider Summary option. While any existing CPT Code can be used, the intent is to combine all CPT codes to one value such as AllCodes. The value selected will be the value used to build and process the Provider tab in a plan file.</p> <p>NOTE: Use only one value in this column since all CPT codes will summarize to one row in the plan file.</p> |

DATATYPE

The DATATYPE dimension is used to load provider-level to the data tables. Each record is tagged with a DataType when loaded. Examples of DataTypes include Revenue, Visit, WRVU, and so on.

The following table lists all of the options available in this dimension table:

| Column | Description |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DATATYPE | The DATATYPE used in Axiom Budgeting and Performance Reporting. This must be an alpha code. |
| Description | Identifies the description to be use for budgeting and reporting. |
| BudgetType | Used during interface to determine which section each data type should interface to. Valid codes Include the following: <ul style="list-style-type: none">• Encounter• Revenue• RVU• WRVU• Volume• NA |
| KHAInt | Used to identify which tab an account should be interfaced to during the budget plan file creation process. Valid entries include the following: <ul style="list-style-type: none">• Driver• Statistic• Financial |

INITIATIVEID

Use the INITIATIVEID dimension when budgeting for initiatives, which may or may not be approved. It allows for tracking the impact of proposed initiatives while keeping that data separate from the baseline budget.

The following table lists all of the options available in this dimension table:

| Column | Description |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| INITIATIVEID | The INITIATIVEID used in Axiom Budgeting. This is used during the budget process to store new initiatives. InitiativeID 1 is used for baseline operations. All other initiative numbering is determined by the system administrator and must be numeric. |
| Description | Identifies the INITIATIVEID description to use for budgeting and reporting. |

| Column | Description |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| InitType | Groups initiatives together for reporting and categorization. Valid entries include the following: <ul style="list-style-type: none"> • Baseline (INITIATIVE 1 only) • System - Initiatives that affect multiple departments • Dept - Initiatives for a single department |
| Approve | The coding for Approve/Exclude for new initiatives. Valid entries include the following: <ul style="list-style-type: none"> • Baseline (applies only to INITIATIVEID 1) • Approve – Initiatives that have been approved • Exclude – Initiatives that are declined or deleted • Integration – Used when integrating Capital Planning to an initiative project |
| SaveCustom | Used to save from the Axiom Budgeting plan file to this dimension table. IMPORTANT: Do not alter or recode. |
| SaveTagDocID | Used to save from the Axiom Budgeting plan file to this dimension table. IMPORTANT: Do not alter or recode. |
| Profile | The profile type to apply to the initiative. To not use a profile, type NA . For more information on setting up initiative profiles, see "Setting up initiatives" in the Axiom Budgeting online help. |
| BudCM | For internal use. |
| DefaultFlag_ Description | For internal use. |
| DefaultFlag_Approve | For internal use. |

INSCODE

The INSCODE dimension stores information for the insurance/health products offered by your organization. This information is used to manage and configure the insurance/health plans included in your budgets. Similar to other dimension tables like ACCT, there are column structures to control what insurance plans will be allowed to interface to the HealthPlan tab and at what level of rollup, if any.

The following table lists all of the options available in this dimension table:

| Column | Description |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| INSCODE | The short name or code your organization uses to represent the insurance/health plan product. |
| Description | The long description of the insurance/health plan. |
| InsCode_BgtCode | The code used to group the insurance/health plan products together. For example, grouping all commercial or FFS plans. |
| KHAInt | Specify whether to include the product in the list of available plans to include in your budgets. Select one of the following: <ul style="list-style-type: none"> HealthPlan – Select this option to include the product in the list of available plans. NA – Select this option to remove the product from the list of available plans. <p>NOTE: The system will retain historical information for plans removed from the list.</p> |

JOBCODE

The JOBCODE dimension table includes records for all of the JobCodes within your organization. Each JobCode represents a job position or role within the organization.

The following table lists all of the dimension options available in the JOBCODE dimension table:

| Column | Description |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JOBCODE | The Axiom job code. This entry must be an alpha-numeric field so that during the import process a J is prepended to all job codes to ensure they are alpha numeric. |
| Description | The job code description from the payroll system. Do not type descriptions using all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper(). |
| GLAcct | The GL account where regular dollars are posted on the GL. If your payroll data maps to the GL based upon pay type, type 0 (zero). |
| HrAcct | The GL account where regular hours are posted on the GL. If your payroll hours map to the GL based upon pay type, type 0 (zero). |
| FICAacct | The FICA account code to use for each job code. You can use this to allocate FICA expense to different accounts by job code. |

| Column | Description |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JobClass | <p>The major job classes of individual job codes. You can use this to apply salary increases for specific groups. Commonly used entries include the following:</p> <ul style="list-style-type: none"> • Management • Physician • Professional • Technical • RN • LPN • Assistant • Support • Other • Clerical • Contract |
| GLClass | Used to identify the GL Class each job code is assigned to for budget and reporting salary-mapping purposes. The exception-mapping table is located in the GLPayrollMapping table. If mapping payroll by job code or pay type is not an option, this mapping table allows for special exceptions for payroll mapping. |
| Variable | Used to identify JobCodes, which are sensitive to volume changes. Valid entries include Fixed and Variable . |
| KHABgtCode | Used for combining accounts together during budget plan file creation. If there are historical values for two accounts that you want to budget as one combined account, list the surviving account number on both lines. If not combining accounts, this value should match value in the Account column. The default value is 0 (zero). |
| KHAInt | <p>Used to identify which tab an account should be interfaced to during the budget plan file create process. Valid entries include the following:</p> <ul style="list-style-type: none"> • JOBCODE • PROVIDER • To exclude an account from all budget plan files, type NA. |
| CostHr | The Prod Hours Account Definitions for Costing |

| Column | Description |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PhyInt | <p>Used to create an alternative to the KHAInt classification for the associated job code.</p> <p>Valid entries include the following:</p> <ul style="list-style-type: none"> • JOBCODE • PROVIDER • NA – Indicates the value will default to the value currently in the KHAInt column. |
| ResourceJobClass | Used in the RVU developer process by the mapping of job codes to a Resource Job Class, which determines the level of detailed RVU development for labor resources. This attribute is also used in the mapping of payroll hour and dollar into an average wage rate in the resource table that then drives the calculation of the RVU. |
| CostCat | The cost category for the job code. |
| KHAStandardClass | The KHA standard classification for jobcode to be used in reports to standardize across the organization. Double click to select the appropriate classification. |
| StdHours | Used to identify the standard FTE hours worked in a year. Options include Default, which is 2086 hours, and 2080. For more information, see "Working with FTE standard working hours" in the online help. |
| CostGL | The Prod Dollars Account Definitions for Costing |
| Retirement | <p>Identifies the jobcodes to be used for retirement calculation. Used in Jobcode and ProviderComp (available on Labor tabs). Valid entries are:</p> <ul style="list-style-type: none"> • NA • Qualified |
| CostClass | An alternative grouping column used in the costing process that is invoked during the loading of payroll information into the CGL as statistics to support a payroll related reclassification of GL dollars or hours. |
| RFCODEGL | In Axiom Rolling Forecast, this may be used to allocate salaries to specific salary related RFCodes. |
| CostVariable | Not used at this time. |
| RFCODEHR | In Axiom Rolling Forecast, this may be used to allocate hours to specific hours related RFCodes. |

| Column | Description |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FPCategory | Used to identify the name of the Financial Planning category to be used for transferring the financial plan targets during the integration process with Axiom Financial Planning. If Axiom Financial Planning is not used, the default is NA . |
| CM_PlanCode | Used for combining job codes during reporting and plan file creation in Axiom Cost Management. If there are historical values for two job codes that you want to report as one combined job code, list the surviving job code on both lines. |

PAYTYPE

The PAYTYPE dimension table includes records for all of the possible categories of compensation that an employee might receive. For example, regular pay, paid time off, sick pay, incentive pay, and so on.

For more information on how to set up the PAYTYPE dimension for reporting, budgeting, and GL mapping, see [Mapping the PAYTYPE dimension](#).

The following table lists all of the options available in this dimension table:

| Column | Description |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PAYTYPE | The Axiom pay type. This must be an alpha-numeric field, so that during the import process, a P is prepended to all pay types to ensure they are alpha numeric. |
| Description | Identifies the pay type description from the payroll system. Be as explicit as possible, avoid abbreviations, and use layman's terms. Do not enter a description using all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper(). |
| PaySummary | Used in reporting to identify major pay categories. Select one of the valid entries: <ul style="list-style-type: none"> • Prod • NonProd • Other • Stat • NA |

| Column | Description |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PayDetail | <p>Used in reporting to identify detail pay categories. Select one of the valid entries:</p> <ul style="list-style-type: none"> • Contract • NA • NonProd • Other • Overtime • Regular • Stat |
| LaborDist | <p>The variation of PayDetail used in Labor Distribution reporting. Valid entries include the following:</p> <ul style="list-style-type: none"> • Regular • Education • PTO • Overtime • OnCall • Other • Contract • Stat • NA |
| FTE | <p>Indicates whether to include hours in FTE calculations. Select one of the valid entries:</p> <ul style="list-style-type: none"> • To assign to pay types to count for FTE calculations such as Regular, Overtime, Education, PTO, Jury Duty, Bereavement, Sick, and so on, select Yes. • To assign to pay types to not count for FTE calculations such as Differentials, Call Pay (not callback), Bonus, Benefits, and so on, select No. • To assign to your productivity stat pay types, select Stat. • If none of the above scenarios apply, select NA. |
| Empl_Detail | <p>Used to identify pay types that are FTE related for employee-level budgeting. Select one of the valid entries:</p> <ul style="list-style-type: none"> • If it is FTE-related, select Z_Employee. • If it is not FTE-related, select NA. |

| Column | Description |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KHAIInt | <p>Used to identify pay types to include in plan file processing. Select one of the valid entries:</p> <ul style="list-style-type: none"> To assign pay types to include in the JobCode block (generally FTE=Yes), select JobCode. To assign pay types to include in the JobCode block as additional dollars (generally FTE=No; examples include call pay, differentials, bonus, etc.), select Dollars. To assign pay types to budget at the department (not job code) level, select Dept. To assign pay types to exclude from the budget workbooks such as PTO sellback, reimbursement\adoption reimbursement, car allowance, benefit expenses, and so on, select NA. |
| GLAcct | <p>Used to identify the account number to use for dollars on the GL. Do one of the following:</p> <ul style="list-style-type: none"> If your payroll data maps to the GL-based upon job code, type 0 (zero). If your payroll data does not map to the GL-based on job code, type the GL salary account from the ACCT dimension table. |
| HrAcct | <p>Used to identify the account number to use for hours on the GL. Do one of the following:</p> <ul style="list-style-type: none"> If your payroll hours map to the GL-based upon job code, type 0 (zero). If your payroll hours do not map to the GL-based on job code, type the GL hours account from the ACCT dimension table. |
| JobCode | The pay type summary groupings used for plan-file processing when using the Jobcode labor method. The code used must be a valid pay type. |
| Staffing | The pay type summary groupings used for plan-file processing when using the Staffing labor method. The code used must be a valid pay type. |
| Employee | The pay type summary groupings used for plan-file processing when using the Employee labor method. The code used must be a valid pay type. |
| Provider | The pay type summary groupings used for plan-file processing when using the ProviderComp labor method. The code used must be a valid pay type. |
| KHASTdLine | Used to identify default budget methodology used in budget plan files during budget plan file creation. Refer to the calc methods for the Stat_Rev sheet and Expense sheet in the <i>Axiom Budgeting and Performance Reporting Administrator's Guide</i> (Budget Plan Files chapter) for valid entries and definitions. The default value is NA . |

| Column | Description |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RF_Pay26_Include_Exclude | Select whether to include or exclude option from monthly payroll to GL. |
| ResourceCalculation | Determines the calculation behavior for the hours or dollars within the PAYTYPE when using the payroll information within the RVU development process. When labor rates are calculated for the Resource Table, the designation here determines if the Hours, Dollars, or Both are to be used in the numerator and denominator in the average. |
| PHYStdLine | Identifies the default budget methodology used in budget plan files during budget plan file creation. Options include: <ul style="list-style-type: none"> • CM_Jobcode • Dept_AvgPerProdHr • Dept_InputMonthly • Input_Monthly • JobCode • NA |
| CDMStdLine | Used to identify default budget methodology for CDM budget plan files (departments which have CDMStdLine in KHACMDimGrp column of DEPT Dimension) during budget plan file creation. It is used similarly to KHAStdLine in Budget Planning workbooks. <p>Valid entries include the following:</p> <ul style="list-style-type: none"> • Statistical accounts = CDMStatistic • IP Revenue accounts = CDMIPRevenue • OP Revenue accounts = CDMOPRevenue <p>Copy the remaining account assignments from KHAStdLine column.</p> |
| Accrue | Used to identify paytypes to be included when using the payroll accrual utility. Valid entries include the following: <ul style="list-style-type: none"> • To accrue during monthly payroll accrual process, type Yes. • To not accrue during monthly payroll accrual process, type No or NA. |
| RFPAYCLASS | Not used at this time. |
| Cost Variable | Not used at this time. |
| CM_PlanCode | Used for combining pay types during Axiom Cost Management reporting and plan-file creation. If there are historical values for two pay types that you want to report as one combined pay type, list the surviving pay type on both lines. |

| Column | Description |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KHASTandardClass | Grouping column that can be used to report on paytype usage across your organization. |
| NewDeptStdLine | New department standard CM Line. Used to set or update the calc method for each department. |
| CM_PayCategory | Used in Axiom Cost Management to group individual pay types into summary categories for planning purposes. Examples include the following: Regular, Overtime, Education, PTO, Contract, Other, Stat. |
| CM_Paid | Used to identify the pay type to include in the Paid Hours calculations in Axiom Cost Management. Valid entries include the following: <ul style="list-style-type: none"> For paytypes that will be included in paid hours, select Yes. For paytypes that will not be included in paid hours, select No. |
| CM_Worked | Used to identify the pay type to include in the Worked Hours calculations in Axiom Cost Management. <ul style="list-style-type: none"> For Pay Types that will be included in worked hours, select Yes. For Pay Types that will not be included in worked hours, select No. |
| CM_PaidDLLRS | Used to identify the pay type to include in the Paid Dollars calculations in Axiom Cost Management. <ul style="list-style-type: none"> For Pay Types that will be included in paid dollars, select Yes. For Pay Types that will not be included in paid dollars, select No. |
| CM_WorkedDLLRS | Used to identify the pay type to include in the Worked Dollars calculations in Axiom Cost Management. <ul style="list-style-type: none"> For Pay Types that will be included in worked dollars, select Yes. For Pay Types that will not be included in worked dollars, select No. |
| CMStdLine | Used during the interface process to assign the standard planning method to use for each pay type. In other words, this identifies the desired formula to use to calculate Axiom Cost Management initiatives. It is used similarly to KHASTdLine in Budget Planning workbooks. |

Options for Acct.FSDetail

- A_AccumDepr
- A_AR
- A_ARAllow
- A_BoardInvest
- A_BondAmort
- A_BondCost

- A_Cash
- A_CashInvest
- A_CIP
- A_CurLtdAsset
- A_CurOtherAsset
- A_CurReceivable
- A_Inventory
- A_Land
- A_LTNotesRec
- A_LTOtherAsset
- A_PPE
- A_Prepaid
- A_RelatedParty
- A_ThirdPartyRec
- A_Trusted
- C_Comments
- D_BadDebt
- D_Charity
- D_Contractual
- D_Discounts
- E_BadDebt
- E_Benefits
- E_Depreciation
- E_Drugs
- E_Insurance
- E_Interest
- E_MaintRepairs
- E_MedSupplies
- E_OtherExp
- E_OthSupplies
- E_ProFees
- E_PurchSvcs
- E_RentLease
- E_Salaries
- E_SalariesContract
- E_SalariesMid
- E_SalariesPhy
- E_Uilities

- F_ContractFTEs
- F_NonProdFTEs
- F_OvertimeFTEs
- F_ProdFTEs
- H_Contract
- H_JCHours
- H_Midlevel
- H_NonProd
- H_Overtime
- H_Physician
- H_Prod
- L_AccExpense
- L_AccPayroll
- L_AP
- L_CurLTDebt
- L_CurOthLiab
- L_LTDebt
- L_LTOther1
- L_LTOther2
- L_ThirdPartyPay
- M_BmarkAdjD
- M_BmarkNOR
- M_DEPUOS
- M_NonLabor
- M_ONLPUOS
- M_PSPUOS
- M_SEPUOS
- M_TContPct
- M_TEducPct
- M_TEPUOS
- M_TFTERate
- M_TOTPct
- M_TPHUOS
- M_TUOSRate
- M_TWHPUOS
- N_NetAsset
- N_NetAssetPerm
- N_NetAssetTemp

- NA
- Q_Restricted
- Q_RestrictedPerm
- Q_RestrictedTemp
- Q_Unrestricted
- R_IPRev
- R_NonOpContrib
- R_NonOpExtraord
- R_NonOpGainLoss
- R_NonOpInterest
- R_NonOpInvest
- R_NonOpOther
- R_NonOpRev
- R_OPRev
- R_OtherRev
- R_OthPtRev
- S_Admits
- S_Deliveries
- S_Discharges
- S_Encounters
- S_ER Visits
- S_GenStat
- S_Global
- S_KeyIP
- S_KeyOP
- S_KeyOth
- S_Newborn
- S_OthStat
- S_PatientDays
- S_PayorDays
- S_PayorDisch
- S_PayorVisits
- S_StatOth
- Z_Exclude

Mapping the PAYTYPE dimension

AXIOM BUDGETING: PAYTYPE MAPPING SETUP

| Used for Reporting | | | | Used for Budgeting | | | | | Used for GL Mapping | | |
|----------------------|------------|-----------|-----------|--------------------|-------------|--------|---------------------------|-----------|---------------------|------------|------------|
| Sample PayType Codes | PaySummary | PayDetail | LaborDist | FTE | Empl_Detail | KH_Alt | JobCode/Staffing/Employee | KHStdLine | Accrual | GL Account | HR Account |

| | | | | | | | | | | | |
|-------------|------|-----------------|-----------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Regula r | Prod | Re gul ar | Re gul ar | Yes (ho urs will be incl ude d in FTE calc ulati ons) | Z_ Em plo yee (id ent ify FT E- rel ate d co des for Em plo ye e- lev el bu dg eti ng) | Jo bc od e (as sig n to pa yty pes wh ich will be incl ud ed in the Jo bC od e blo ck) | Paytype mapping must match one of the codes on Budget Labor Config Driver; multiple codes are grouped for budgeting (i.e. multiple "regular" codes are mapped to the primary regular code) | Jobcod e (default budget metho dology for any code identife d as KHAInt ="Jobc ode") | Y e s | Co de s dol lar s to GL. If pa yro ll dat a ma ps to GL ba se d on Jo bc od e, us e 0, ot her wis e ass ign GL sal ary acc ou nt fro | Co de s ho urs to GL. If pa yro ll dat a ma ps to GL ba se d on Jo bc od e, us e 0, ot her wis e ass ign GL ho urs acc ou nt fro m |
|-------------|------|-----------------|-----------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|-----|-----|
| m | AC |
| AC | CT |
| CT | di |
| di | me |
| me | nsi |
| nsi | on |
| on | |

| | | | |
|------------------------------|-------------|-------------|-----------|
| Overtime, Callback | | Overtime | Overtime |
| Contract | | Contract | Contract |
| Education / Orientation | | Education | Education |
| PTO, Holiday, Personal | Non Prod | Non Prod | PTO |
| Sick, Jury Duty | Other | Other | Other |

| | | | | | | | | | |
|------------------------------------------------------------------------------------|-------|-------|---------|---------------------------------------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-----------|
| Difference | | | | No (hours will be excluded from FTE calculations) | NA | Dollars (as sign to paytypes which will be Dept Int (as signed to paytypes for which budget will be booked as additional at the Dept, not Job code, level) | Paytype mapping will match the individual paytype, or like paytypes can be grouped (i.e. multiple call types mapping to one call type to simplify budgeting) | Options are: AvgPer PaidHr, AvgPer ProdHr, Holiday Mileage Reimbursement | Yes or No |
| Bonus | | | | | | | | | |
| Call | | | On Call | | | | | | |
| Mileage Reimbursement | | | Other | | | | | | |
| Paytypes Budgeted at the Dept Level (examples might be Medical Direct or, Bonuses) | Other | Other | Other | | | | | Options are: Dept_AvgPer ProdHr, Dept_InputMonthly or Dept_InputTotal | |

| | | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------|----|----|----|----|----|----|----|-----------------------------------|
| Payroll adjust ment s, reimb ursem ents, PTO sellbac k, benefi t expen se, car allowa nce | NA | NA | NA | NA | NA | NA | NA | U s u al ly N A |
|----------------------------------------------------------------------------------------------------------------------------------------|----|----|----|----|----|----|----|-----------------------------------|

| | | | | | |
|-------------------------------|------|----------|----------|------|--------------------------------------------|
| | | | | | not thr ou gh pa yro ll) |
| Biwee kly Statist ic | Stat | St at | St at | Stat | |

Working with Drivers

Driver files contain rates, statistics, and other drivers that your budget plan files reference to help calculate data. Driver files can also contain global values such as calendar information.

The data in driver files is ultimately saved to the database into one or more driver tables. These driver tables can then be referenced by templates/plan files to calculate planning data or determine other global settings for the file group.

In Axiom Budgeting 2021.3, the file group for each year's budget contains a set of driver files that display configuration settings and Budget Assumptions (key statistics) referenced by all of the other files within the file group.

The configuration settings in the driver files can impact the structure of budget plan files in the following ways:

- Show or hide sections of sheets, columns, and rows.
- Set default values and parameters within budget plan files, including:
 - Pay types
 - Number of pay periods
 - Thresholds for flagging variances
 - Column headings

Budget Assumptions are used in calculations throughout the entire budgeting process.

Examples of Budget Assumptions include:

- Inflation rates
- Labor merit increases and benefits percentages
- Revenue rates
- Any other statistics that impact multiple budgets

NOTE: Whenever you create a new budget, review the assumptions and settings in the driver files to make sure they still apply to the current year.

Cells in driver files are color-coded as follows:

- White shading – Cells cannot be modified.
- Blue shading – Input or modify data in the cell.
- Green shading – Choose from a drop-down selection of entries.

Depending on a user's security profile settings, certain parts of a driver file may be protected.

IMPORTANT: Any change made to the configuration settings and assumptions in the driver files can impact the structure and contents of any number of related budget plan files.

The Budget Driver is referred to as a rebuildable driver. This means that the driver stores and controls information using data tables, which provides the ability to control who can edit driver data and what driver data each can edit. A rebuildable driver also provide other benefits:

- **Secure access to default driver settings** – You determine who can edit the default sections in each driver table.
- **Secure access to budget group exceptions** – You determine which Budget Groups each product admin member can view and edit.
- **Filtered data access** – When editing the driver, filtered data access provides improved performance.
- **Multi-user driver file access** – You can have multiple members responsible for separate budget groups access the same driver at the same time.
- **Updatability and enhancements** – By removing the persistent file requirement, Syntellis can provide you enhanced driver templates without any risk to current parameters and construct.
- **Calc methods included** – You can add additional sections/rows with double-clicks instead of manually. You can save or delete each section using the drop-down next to each budget group section.

NOTE: Axiom Budgeting driver files may reference dimension tables shared with other applications.

Throughout the driver files, you define default settings and assumptions for use throughout the file group. In some cases, however, you might want to make exceptions for certain groups of departments, accounts, and so on. These groupings of exceptions (particularly departments) are referred to as *Budget Groups*. Many of the driver files include fields where you can indicate how budget groups are defined within the dimension tables.

After the driver data is stored in data tables, you must establish security by doing the following:

- Allow multiple users to access the driver files at the same time.

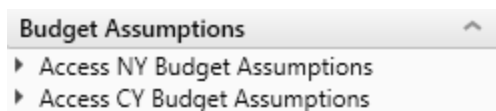
- Configure a user to only have access to the correct budget group sections or all sections of each driver file.

Opening budget driver files

There are many drivers available in Axiom Budgeting. You can access most of them from the Bud Admin task pane.

To open budget driver files:

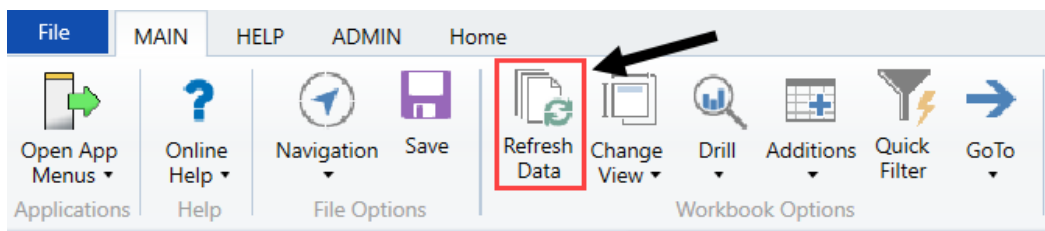
1. In the [Budget Admin](#) task pane, in the **Budget Assumptions** section, do one of the following:
 - To open next year's budget drivers, click **Access NY Budget Assumptions**.
 - To open this year's budget drivers, click **Access CY Budget Assumptions**.



2. Double-click the driver.
3. Refresh the variables by doing the following:

NOTE: Not all drivers include the ability to select variables, depending on the purpose of the driver.

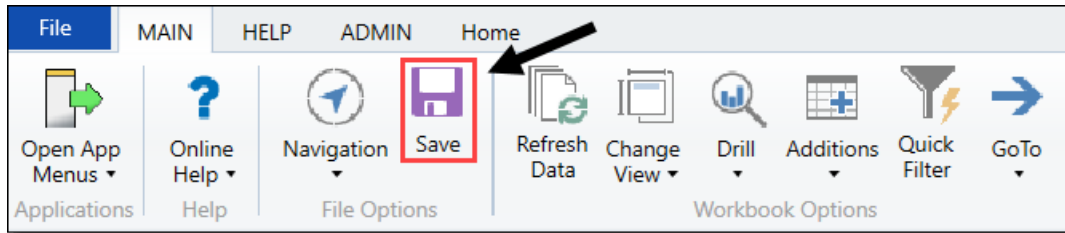
- a. In the **Main** ribbon tab, click **Refresh Data**, or press F9.



- b. In the **Refresh Variables** dialog, for each variable option, click **Choose Value**.
- c. In the **Choose Value** dialog, select one or more variables, and click **OK**.

TIP: If the dialog displays a large number of variables, you can use the **Select All** or **Clear All** to select or deselect all the selections in the check boxes. If you do not select check boxes for any variables, the system automatically includes all of the variables in the driver. If you click **Cancel**, no variables are included in the driver, and it displays blank.

4. After you make your changes, in the **Main** ribbon tab, click **Save**.



Order to set up drivers

Set up the drivers in the following order:

1. [Budget Configuration](#)
2. [Budget Labor Configuration](#)
3. [Budget Statistics](#)
4. [Budget Driver](#)
5. [Budget Depreciation](#)
6. [Budget Global Data Configuration](#)
7. [Budget Global Data 1](#)
8. [Budget Global Data 2](#)
9. [Budget Global Data 3](#)
10. [Budget Global Data 4](#)
11. [Budget Global Expense](#)
12. [Budget Revenue GlobalRev](#)
13. [Budget Expense Adjustments](#)
14. [Budget Labor Rates](#)
15. [Budget Assumptions](#)
16. [Budget CDM Config](#)
17. [Budget CDM Overrides](#)
18. [Budget Expense Admin Adjustments Setup](#)
19. [Budget Expense Adjustments](#)
20. [Budget Global Sum](#)
21. [Budget Labor Accounts](#)
22. [Budget Labor ADC Config](#)

23. [Budget Labor Alt FTE Factors](#)
24. [Budget Labor Benchmark driver](#)
25. [Budget Labor JobCode Dropdown](#)
26. [Budget Labor Limits](#)
27. [Budget Labor Override](#)
28. [Budget Labor Target](#)
29. [Budget Provider Configuration](#)
30. [Budget Provider](#)
31. [Budget Provider Global Provider](#)
32. [Budget Provider GlobalVolChg](#)
33. [Budget Provider List](#)
34. [Budget Provider Simple Config](#)
35. [Budget Provider Simple Dept Config Basic](#)
36. [Budget Provider Simple Dept Rate](#)
37. [Budget Provider Vol](#)
38. [Budget Revenue Adjustments](#)
39. [Budget Revenue Deductions](#)
40. [Budget Revenue Payor Adjustments](#)
41. [Budget StatAcct](#)
42. [Budget Statistics Supplement](#)
43. [Membership Enrollment Trend](#)

NOTE: This driver only displays if your organization has the Budgeting Health Plan license.

44. [Membership PMPM](#)

NOTE: This driver only displays if your organization has the Budgeting Health Plan license.

Summary of commonly used drivers and use of global assumptions

| Driver | Global | BudgetGroup | Comments |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------|
| Budget Assumptions Budget Driver | Plan files will default to Global if BudgetGroup block is not built out | Exceptions | |
| Budget Configuration Budget Labor Configuration | Plan files will default to Global if BudgetGroup block is not built out | Exceptions | BudgetGroups built out in both drivers must match |
| Budget Depreciation Budget GlobalData (1-4) Budget GlobalExp Budget GlobalSum Budget Revenue GlobalRev | NA | BudgetGroup/DEPT/ACCT specific | Budget method must be identified in ACCT.KHAStdLine |
| Budget Expense Adjustments | FSDetail level only Plan files will default to Global if BudgetGroup block is not built out | FSDetail or ACCT level. | |
| Budget Labor Benchmark | NA | NA | DEPT specific, regardless of BudgetGroup |
| Budget Labor Limits | NA | NA | JOB CODE specific, regardless of BudgetGroup |
| Budget Labor Override | NA | BudgetGroup, DEPT, or DEPT/JOB CODE specific | |
| Budget Labor Rates | Global, Jobclass, or Jobcode specific Plan files will default to Global if BudgetGroup block is not built out | Global, Jobclass, or Jobcode specific | |

| Driver | Global | BudgetGroup | Comments |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Budget Labor Target | NA | NA | DEPT/JOB CODE specific, regardless of BudgetGroup |
| Budget Revenue Adjustments | Global IP, OP, Other Patient, Other Revenue | Global or ACCT specific IP, OP, Other Patient, Other Revenue | |
| Budget Statistics | Includes high level stats only - Calendar & Worked Days, Paid Hours, Consolidated Stats (Admissions, Discharges, Patient Days, Outpatient Visits, ER Visits) Consolidated Stats summarize BudgetGroups | Includes Admissions, Patient Days, Discharges, Adjusted Discharges, Calendar Days, Worked Days | |

Budget Assumption and Configuration drivers

The following table includes a description of each type of assumption and configuration driver:

| Driver | Description |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Configuration | Use to configure a variety of general settings that affect the majority of budget plan files. TIP: Usually the first driver you edit prior to creating a budget. |
| Budget Driver | Use to assign a driver statistic either to the facility or to an individual department, and assign a default statistic to be used if a department does not currently have a database statistic. |
| Budget Assumptions | Use to control the contents of the Instructions and Planning sheets in budget plan files. |
| Budget Depreciation | Use to designate an alternative location for entering depreciation for specific expense accounts shared across departments without having to divide the depreciation between multiple budget plan files. |
| Current payroll period driver | Use to change the current period for the Payroll 27 tables. |
| Service Line data tables | Use to configure the import into tables that store your Decision Support data (DSS). |

| Driver | Description |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Configuration | Use to configure a variety of general settings that affect the majority of budget plan files. TIP: Usually the first driver you edit prior to creating a budget. |
| Budget Driver | Use to assign a driver statistic either to the facility or to an individual department, and assign a default statistic to be used if a department does not currently have a database statistic. |
| Budget Assumptions | Use to control the contents of the Instructions and Planning sheets in budget plan files. |
| Budget Depreciation | Use to designate an alternative location for entering depreciation for specific expense accounts shared across departments without having to divide the depreciation between multiple budget plan files. |
| Current payroll period driver | Use to change the current period for the Payroll 27 tables. |
| Service Line data tables | Use to configure the import into tables that store your Decision Support data (DSS). |

Budget Configuration

► Overview

This driver contains a variety of general configuration settings that affect the majority of budget plan files. This is typically the first driver file you edit prior to creating a budget.

Global Budget Workbook Configuration Settings

Global Setup

Dept Dimension Grouping Code to be used for Global Assignments

Use KHACMDimGrp?

Activate Red Flag Popup?

Expense Transaction Drilling, On or Off?

Dept Column Width?

Acct Column Width?

Allow Manual Refresh of AQs?

Default Budget Workbook Configuration Settings

Save

Global (Drivers)

Budget Setup

Payroll27 - YTD Biweekly pay periods

Financial - Current Fiscal Year Period

Year of Fiscal Year End

Fiscal Year Beginning and End Month

Current Year Beginning and YTD Date

Budget Tab Headings

Two Years Ago

Last Year

Current Bud

YTD

ProjCalc

ProjAdj

ProjTtl

BudTtl

BudPrelim

Bud_Target

BudgetGroup

Yes

No

On

15

15

Off

Global

Two Years Ago

Last Year

Current Bud

YTD

ProjCalc

ProjAdj

ProjTtl

BudTtl

BudPrelim

Bud_Target

BudgetGroup

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► Global Setup

| Global Budget Workbook Configuration Settings | | | | | | | | | |
|----------------------------------------------------------------|---------------|-----------|-------------|-----|----------|---------|---------|-------------|-----------|
| Global Setup | Two Years Ago | Last Year | Current Bud | YTD | ProjCalc | ProjAdj | ProjTtl | BudTtl | BudPrelim |
| Dept Dimension Grouping Code to be used for Global Assignments | | | | | | | | BudgetGroup | |
| Use KHACMDimGrp? | | | | | | | | Yes | |
| Activate Red Flag Popup? | | | | | | | | No | |
| Expense Transaction Drilling, On or Off? | | | | | | | | On | |
| Dept Column Width? | | | | | | | | 0 | |
| Acct Column Width? | | | | | | | | 15 | |
| Allow Manual Refresh of AQs? | | | | | | | | Off | |

| Option | Definition |
|----------------------------------------------------------------|----------------------------------------------------------------------------------|
| Dept Dimension Grouping Code to be used for Global Assignments | Define the groupings by which the system will build and assemble the plan files. |

| Option | Definition |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Use KHACMDimGrp? | Define from the ACCT dimension which Stdline to use for the department. For example, if the budget plan file is a typical basic operating plan file used in a hospital, then you would use Account KHAStdline. For a physician department, you would likely select Physician KHAStdline. |
| Activate Red Flag Popup? | <p>For certain values, you can set variance thresholds which, if exceeded, cause a red flag icon (🚩) to display. Select one of the following options to determine whether or not the user needs to address the threshold by entering a comment:</p> <ul style="list-style-type: none"> • Yes - When the threshold is met, require the user to enter a comment in the Comment field before they can save the plan file. • No - Allow the user to save the plan file without entering comments. |
| Expense Transaction Drilling, On or Off? | <p>Select one of the following:</p> <ul style="list-style-type: none"> • On - To allow users to drill down to a subsidiary General Ledger in the Expense tab. • Off - To not allow users to drill down in the Expense tab. |
| Dept Column Width? | By default, the department column width is 15 pt. Use this field to enter different column width size. |
| Acct Column Width? | <p>By default, the account column width is 15 pt. Use this field to enter different column width size.</p> <p>NOTE: If you enter a size larger than 15 pt, large numbers will display in scientific notation (i.e. #####).</p> |

► Budget Setup section

The Budget Setup section for each budget group defines basic parameters such as pay periods and start and end months for the fiscal year.

| Budget Setup | Two Years Ago | Last Year | Current Bud | YTD | ProjCalc | ProjAdj | ProjTtl | BudTtl | BudPrelim | Bud_Target | E |
|----------------------------------------|---------------|-----------|-------------|----------|----------|---------|---------|--------|-----------|------------|---|
| Payroll27 - YTD Biweekly pay periods | | | | 18 | | | | | | | |
| Financial - Current Fiscal Year Period | | | | 6 | | | | | | | |
| Year of Fiscal Year End | 2015 | 2016 | 2017 | | | | 2017 | 2018 | | | |
| Fiscal Year Beginning and End Month | | | | 1 | | | 12 | | | | |
| Current Year Beginning and YTD Date | | | 01/01/17 | 06/30/17 | | | | | | | |
| Budget Tab Headings | | | | | | | | | | | |

Settings in this section include:

| Option | Definition |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Payroll27 - YTD Biweekly Pay Periods | Indicates how many pay periods have elapsed in the current fiscal year, in case you need to create a budget for a fiscal year already in progress. |

| Option | Definition |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Financial - Current Fiscal Year Period | <p>Indicates the current fiscal year period, in case you need to create a budget for a fiscal year already in progress. When you build a new budget, the Current Period entered here must equal the Current Period of your data sources.</p> <p>IMPORTANT: Be sure to enter a specific number. Do not use the KHAPeriod formula (which returns the current period) in this cell, as it will cause your data to become out of sync as the value of KHAPeriod changes. Changing the value recalculates the YTD calendar days, impacting calculations throughout the system. For example, if this field is mistakenly set to seven months but the budgets were built using 8 months of data, most values will be overstated.</p> |
| Year of Fiscal Year End | The calendar year in which the budget's fiscal year ends. |
| Fiscal Year Beginning and End Month | The month in which the fiscal year begins and ends for each budget plan file. |
| Current Year Beginning and YTD Date | The date when the current year budget began and the date when YTD data was imported. |

► Budget Tab Settings section

This section configures the sheet headings for time period columns in budget plan files.

| Budget Tab Headings | | | | | | | | | | |
|----------------------------------------------|----------------|----------------|----------------|------------------------|---------------------------|---------------|-------------------|----------------|--------------------|---------------|
| | FY 2015 Actual | FY 2016 Actual | FY 2017 Budget | FY 2017 Dec YTD Actual | FY 2017 Jan-Jun Projected | Manager Input | FY 2017 Projected | FY 2018 Budget | Preliminary Budget | Budget Target |
| Month End | | | | | | | 06/30/17 | 06/30/18 | | |
| Months in Period | 12 | 12 | 12 | 6 | 6 | | 12 | 12 | | |
| Days in Period | 365 | 366 | 365 | 184 | 181 | | 365 | 365 | | |
| Identify columns to hide in budget workbooks | Yes | No | No | No | No | No | No | | Yes | Yes |
| Print Suppressor to hide WB columns | [HideColumn] | | | | | | | | [HideColumn] | [HideColumn] |
| Identify columns to hide in Summary Tab | Yes | No | No | | | | No | No | | Yes |
| Print Suppressor to hide Summary columns | [HideColumn] | | | | | | | | | [HideColumn] |

Settings in this section include:

| Option | Definition |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Month End | <p>Determines the end date for all monthly spread sections in budgeting driver and plan files.</p> <p>NOTE: This must be updated for the current year end at the beginning of each new budget cycle.</p> |

| Option | Definition |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Months in Period | Designates the number of months in each period, typically 12 for past year actual data, but may vary for the YTD period versus projected period for the current year. |
| Days in Period | The total number of business days in the period. NOTE: Must be updated for each budget year. |
| Identify columns to hide in budget workbooksplan files | Enter the names of any columns you wish to hide on the Stat_Rev and Expense sheets in budget plan files. |
| Print Suppressor to hide WB columns | Designates which columns have been suppressed per the previous row. |
| Identify columns to hide in Summary Tab | Allows you to control which columns to display on the Summary sheet of the budget plan files. Set to Yes to hide, No to display in the budget plan files. |
| Print Suppressor to hide Summary columns | Designates which columns have been suppressed per the previous row. |

► Red Flag Parameters section

This section determines if and when users will be required to enter comments for variances in budget plan files (for more information, see the chapter on Variance Reporting).

| | |
|----------------------------|---------------------------------------------------|
| Red Flag Parameters | |
| Percent Increase Threshold | Volume 2.5% Revenue 5.0% Hours 3.0% Expenses 5.0% |
| Percent Decrease Threshold | (2.5%) (5.0%) (3.0%) (5.0%) |
| Dollar Threshold (+/-) | 1,000 \$20,000 1,000 \$2,500 |

Settings in this section include:

| Option | Definition |
|----------------------------|------------------------------------------------------------------------------------------------------------|
| Percent Increase Threshold | Sets the percentage variance above budget for which users will be required to enter an explanation. |
| Percent Decrease Threshold | Sets the percentage variance below budget for which users will be required to enter an explanation. |
| Dollar Threshold (+/-) | Sets a strict dollar amount above or below budget for which users will be required to enter an explanation |

► Other Tab Parameters section

This section addresses additional configuration options for budget plan files:

Other Tab Parameters

Use Preliminary Estimate on Detail Calc Method?
Display Contribution Margin on Summary Tab?
Use Forecast for Current Year Projection?
Show Initiatives Tab?
Show Plan Tab?
Show Empl_List tab with JobCode and Staffing Tabs?
Show Empl_List tab with Employee Tab?
Show Net Revenue section on Stat_Rev tab (Requires Global Sum Setup)?

Title: Contribution Margin

Yes
Yes
No
Hide
Show
Show
Hide
Hide

Settings in this section include:

| Option | Definition |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Use Preliminary Estimate on Detail Calc Method? | If set to Yes , the preliminary estimate displays on the detail sheet in budget plan files. If set to No , the system will hide the preliminary estimate row. |
| Display Contribution Margin on Summary Tab? | If set to Yes , the contribution margin row displays on the Summary sheet in the budget plan files. If set to No , the system will hide the contribution margin row. To display the margin, choose a custom name for that row on the Summary sheet. |
| Use Forecast for Current Year Projection? | Select Yes or No . |
| Show Initiatives Tab? | Select to Show or Hide the Initiatives tab. |
| Show Plan Tab? | Select to Show or Hide the Plan tab. |
| Show Empl_List tab with JobCode and Staffing Tabs? | Select to Show or Hide the Empl_List tab with the JobCode and Staffing tabs. |
| Show Empl_List tab with Employee Tab? | Select to Show or Hide the Empl_List tab with the Employee tab. |
| Show Net Revenue section on Stat_Rev tab (Requires Global Sum Setup)? | Select to Show or Hide the Net Revenue section on the Stat_Rev tab. |

Budget Driver

► Overview

This driver is used for two major purposes:

1. Assign a driver statistic either to the facility or to an individual department.
 - These drivers must exist in the Statistics sheet.

- The code requested is the same code that is in column A of the Statistic worksheet which is a combination of columns B & C in the Statistic worksheet.
 - A red flag will indicate if an incorrect code has been input (refer to screen shot example).
2. Assign a default statistic to be used if a department does not currently have a database statistic.
 - Departmental Exceptions from the facility assignment can be entered in the lower half of this sheet (refer to screen shot below).

The Driver sheet contains the following columns for each entity:

- BudgetGroup Code
- Department Description
- IP Driver
- OP Driver
- Default Statistic

Drivers must be defined in column A on the Statistics sheet in order to be used.

| R | S | T | U | V | W | X | Y | Z | AA | AB | AC | AG |
|----|---|---|---|---|---|---|---|---|----|----|----|----|
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► Settings

Open the driver, and complete the driver settings, as needed.

Budget Assumptions

► Overview

Use this driver to control the contents of the Instructions and Planning sheets in budget plan files. It is probably best to revisit this section after you have gone through the process of creating a budget and viewed these sheets in the context of a budget plan file.

BUDGET ASSUMPTIONS

| Global | Global (Drivers) | | |
|---------------------------------|---------------------------------------------------------------|----------------|-----------|
| | BUDGET INSTRUCTION PROCESS STEPS | DUE: | USE: |
| 1 | Attend Budget Training\Work Session | 31-Dec-16 | 21-Jan-16 |
| 2 | Review Department Statistic Budget | 31-Dec-16 | 31-Dec-15 |
| 3 | Adjust Staffing to Match Statistic Budget | 31-Dec-16 | 31-Dec-15 |
| 4 | Review Overall Staffing | 31-Dec-16 | 31-Dec-15 |
| 5 | Complete Other Department Expenses | 31-Dec-16 | 31-Dec-15 |
| 6 | Review Overall Budget | 31-Dec-16 | 4-Feb-16 |
| 7 | Meet with VP\Director for Budget Review\Changes | 31-Dec-16 | 9-Feb-16 |
| 8 | Submit Completed Budget to Finance | 31-Dec-16 | 11-Feb-16 |
| Budget Contact | | | |
| 1 | Charlie Credit, Extension 1234 | | |
| 2 | | | |
| 3 | | | |
| Budget Assumptions | | | |
| 1 | Overall Change in Patient Days | 0.0% | 0.0% |
| 2 | Change in Outpatient Visits | 0.0% | (0.4%) |
| 3 | Change in Emergency Visits | 0.0% | (0.1%) |
| 4 | Intensive Care Change | 0.0% | 0.0% |
| 5 | Cardiology Center will open January 1st | 0.0% | 0.0% |
| 6 | 4 Cardiologist will be recruited | 0.0% | 0.0% |
| 7 | Current Staffing will absorb any anticipated Volume Change | 0.0% | 0.0% |
| 8 | 4 Cardiologist will be recruited | 0.0% | 0.0% |
| 9 | Current Staffing will absorb any anticipated Volume Change | 0.0% | 0.0% |
| 10 | | 0.0% | 0.0% |
| 11 | Travel \ Purchased Services reduction target: | 0.0% | 0.0% |
| 12 | Overall reduction in Contract Labor-Test | 0.0% | 0.0% |
| Acct Planning Account | | 800000 | |
| Title Planning Questions | | Operating Plan | |
| 1 | Objectives | | |
| 2 | Risk Factors | | |
| 3 | Factors That May Aid In Accomplishing The Objectives | | |
| 4 | Provide Any Operational Factors That Will Not Occur Next Year | | |
| 5 | Provide Any New Operational Factors That May Occur Next Year | | |
| 6 | Quality Improvement Plan | | |

| Global |
|-------------|
| PatientDays |
| TotalVisits |
| ERVisits |
| NA |
| |
| |
| |
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► Settings

Open the driver, and define different sets of instructions and planning questions for each Budget Group.

Each section has three columns:

- **Budget Instruction Process Steps** – Modify the description of each step.
- **Due** – Enter the due date for step.
- **Use** – Enter or modify the link.

Open the Budget Assumptions driver, and then use the following table to complete the settings in this driver, as needed:

| Option | Definition |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Contact | Type the contact information for the Budget Administrator in case end users have any questions. |
| Budget Assumptions | Input key budget assumptions in this section to display for the user's reference. Again, this is strictly for reference. These are not the cells that the system refers to for assumptions data when performing actual calculations. |
| Budget Planning Account | Type the account used to store plan tab answers. |
| Planning Questions | Type the questions to display on the Planning sheet in budget plan files. |

Budget Depreciation

► Overview

This driver provides an alternative location for entering depreciation for specific expense accounts shared across departments without having to divide the depreciation between multiple budget plan files.

To use this driver, set the budget method (KHAStdLine) in the [ACCT dimension table](#) to **Depreciation**.

To add a new department to the driver, double-clicking the **Double click to Insert New Department** cell.

Depreciation Instructions:

Use this worksheet for any Department & Account combination that you wish to budget globally instead of entering the values into each budget workbook.

To refresh this tab, select the Refresh Data button on the KH Main Menu. This will setup the account blocks.

To reference this worksheet, the budget method in the Acct Dimension (KHAStdLine should be Depreciation)

| Global Depreciation | | Spread Tag | FY 2016 Actual | FY 2017 Budget | FY 2017 YTD Actual | FY 2017 CY Projected | FY 2017 Capital Additions (Partial Year) | FY 2017 Projected | FY 2018 FAS Forecast | FY |
|----------------------|--------------------|---------------------------------|----------------|----------------|--------------------|----------------------|------------------------------------------|-------------------|----------------------|----|
| Department KHABgtMap | Account KHABgtCode | Account Description | | | | | | | | |
| 71100 | | Depreciation - Equipment | | | | | | | | |
| | | Double Click to Insert New Dept | | | | | | | | |
| | | Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 71200 | | Depreciation - Buildings | | | | | | | | |
| | | Double Click to Insert New Dept | | | | | | | | |
| | | Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

► Settings

Open the driver, and complete the driver settings, as needed.

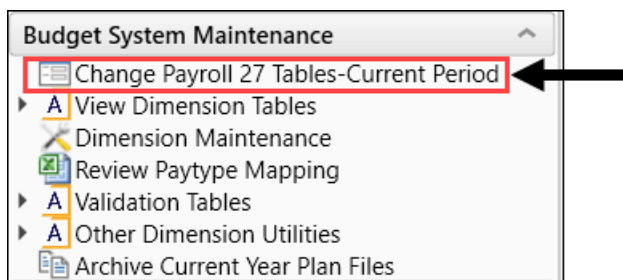
Configuring the current payroll period

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.

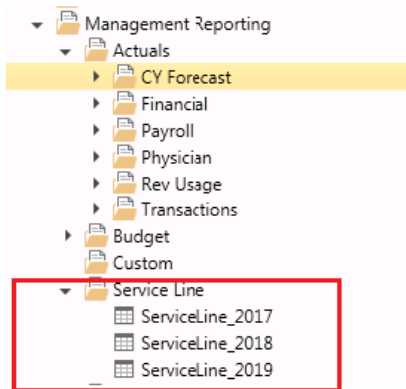
A screenshot of a web form titled 'Set Pay Period'. Below the title is a blue bar with the text 'Set Pay Period'. Underneath is a subtitle: 'Use this form to change the Current Pay Period.' The form is divided into two columns. The left column is titled 'Current System Info:' and shows 'Current Pay Period: 18'. The right column is titled 'New Pay Period Info:' and shows 'New Pay Period:' followed by a drop-down menu. The drop-down menu is open, showing a list of numbers from 11 to 18, with '18' selected and highlighted in blue.

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

Configuring the Service Line data tables

Service Line data tables allow you to house your Decision Support data (DSS). The tables are assigned to the Performance Reporting license such as many other tables that house data for Actuals.

The data tables are located in the Service Line folder in the Table Library accessed through the [Explorer](#) task pane.

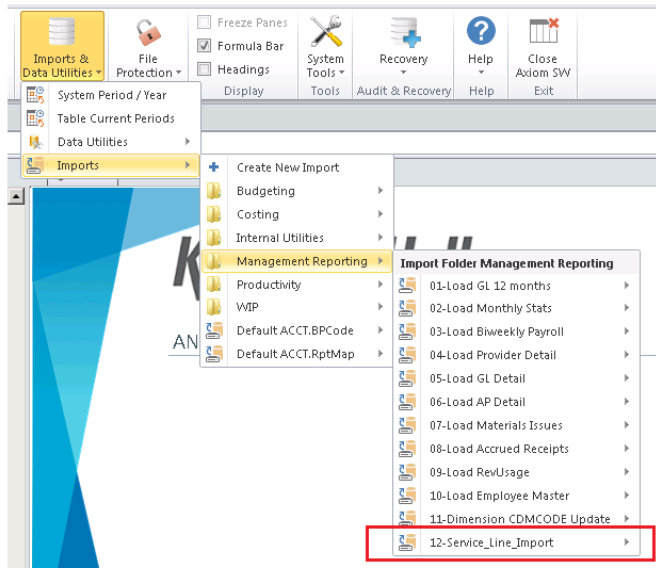


Open Tables In Spreadsheet (OTIS) is available for the following Syntellis standard roles for direct table access, if needed:

- Management Reporting Admin
- Management Reporting Analyst

You will need Management Reporting Admin role to use the import.

One standard import is available in the **Imports > Management Reporting** menu. You will need Management Reporting Admin role to use the import. File specs will be provided in the related file spec document and initial setup may be needed. Please contact Syntellis customer support for assistance.



The Service Line data tables contain four key fields, twelve monthly periods columns, and calculated summary fields. The Key fields are defined as follows:

- **Group Service Line** – Service Line category name. This is client defined and no Syntellis standards are required. This same field is used to define the Service Line name when configuring the Service Line Supplement Driver.
- **Primary Payor Plan Code** – Used to summarize payor categories. This is client defined and no Syntellis standards are required. This is used for reporting only and is not used as a key field in the Service Line Supplement driver.
- **Entity Code** – Level of summarization similar to Budget Group. This is NOT a validated dimension to the Entity validation table at this time, but we recommend that the Entity Code matches validated codes.
- **Data Type** – Statistic category desired to be used in the data table. These are client defined and no Syntellis standards are required.

| Home ServiceLine_2018 X | | | | | | | | | |
|-------------------------|---|----------------------|---|--------------------|--------|--------|--------|------------------------|------------------------|
| | A | B | C | D | E | F | G | H | I |
| 4 | | | | | | | | | |
| 5 | | Data Type | | String | String | String | String | Numeric | Numeric |
| 6 | | String Length | | 50 | 50 | 10 | 50 | | |
| 7 | | | | | | | | | |
| 8 | | Description | | Service Line Group | | | | Fiscal period/mo nth 1 | Fiscal period/mo nth 2 |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
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Budget Global drivers

The following table includes a description of each type of Budget Global driver:

| Driver | Description |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Global Data Configuration | Use to configure settings related to the GlobalData calc method. |
| Budget Global Data 1-4 | Use to configure next-year budget values by month for individual expense items. |
| Budget Global Expense | Use as an alternative location for budgeting dollars to specific expense accounts shared across departments without having to divide the dollars between multiple budget plan files. |
| Budget Global Sum | Use to calculate the value of an account on the Stat_Rev or Expense sheet based on the value of one or more other accounts on the Stat_Rev sheet. |

| Driver | Description |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Global Data Configuration | Use to configure settings related to the GlobalData calc method. |
| Budget Global Data 1-4 | Use to configure next-year budget values by month for individual expense items. |
| Budget Global Expense | Use as an alternative location for budgeting dollars to specific expense accounts shared across departments without having to divide the dollars between multiple budget plan files. |
| Budget Global Sum | Use to calculate the value of an account on the Stat_Rev or Expense sheet based on the value of one or more other accounts on the Stat_Rev sheet. |

Budget Global Data Configuration

► Overview

This driver contains settings related to the GlobalData calc method. The GlobalData calc method allows you to create configurable budget relationships for calculating NYB amounts for the Expense tab only. The GlobalData calc method is similar to GlobalExpense but allows you to use up to four configurable tabs in GlobalData Assumptions.

This calc method works much like Global Expense, Global Revenue, and Depreciation, which look to the StatData tab to get the budget values.

This driver file allows plan files to look up historical and projected values for expense items. To reference a department/account combination to the Global Data Assumptions, you must specify the GlobalData calc method in the appropriate grouping column on the [ACCT dimension table](#). These accounts will then look to one of the four GlobalData sheets for historical and projected data.

To use GlobalData, you must first specify a default GlobalData sheet for accounts using the GlobalData calc method, along with any departmental or budget group exceptions. There are four sheets set up in the Global Data Configuration to use when creating alternate data sets. If you need more than four sheets or need to modify any of the default queries on the sheets, please contact your Syntellis Consultant.

Global Data Configuration

| | | Description | Global Tab Name |
|--------|---------------------|-------------------------------------------------------------|----------------------------------------|
| Global | | Global Data Tab | GlobalData |
| | Budget Group | | |
| | | CCU Budget Group | |
| Save | CCU | CCU Global Data Tab | TKDM |
| | Acct | Budget Group | Departmental/Account Exceptions |
| Save | 123456 | CCU | |
| Save | 620000 | CCU | Other Supplies |
| Save | 621000 | CCU | Medical Supplies |
| Save | 62145 | CCU | Supplies - Implants |
| Save | 62200 | CCU | Supplies - Drugs & Pharmaceuticals |
| | | Double Click to Insert New Acct Exception Row | |
| | | Medical Center | |
| Save | EMC | EMC Global Data Tab | |
| | Acct | Budget Group | Departmental/Account Exceptions |
| | | Double Click to Insert New Acct Exception Row | |
| | | Double Click to Insert New BudgetGroup Exception | |
| | Acct | Budget Group | |
| | 11111 | Global | |
| | | | TKDMd |
| | Acct | Dept | |
| Save | 11111 | 47210 | RCH Radiology-CT Scan |
| Save | 630000 | 47510 | Professional Fees RCH Respiratory Care |
| | | Double Click to Insert New Department/Acct Exception | |

► Settings

Open the driver, and then use the following table to complete the driver settings, as needed:

Budget Global Data 1-4

► Overview

Each of the four GlobalData drivers allows you to adjust current year projections and next-year budget values by month for individual expense items. The initial values are populated from source data using predefined queries. The filter capability helps narrow down the available departments and/or accounts to specify in this driver.

Note the following:

- In the DEPT and ACCT filter fields, make sure to only use DEPT or ACCT filters.
- Under the ACCT filter field, the driver lists the current filter and the last saved filter.
- When inserting a new department or account row, the system only offers a selection of departments or accounts that meet the filter criteria. You cannot enter the department or account number by typing it in the field.

- The system will not allow you to save duplicate records.

► Settings

1. [Open the driver.](#)
2. In the **DEPT Filter** and/or **ACCT Filter** field, right-click the cell, and select **Axiom Wizards > Filter Wizard**.

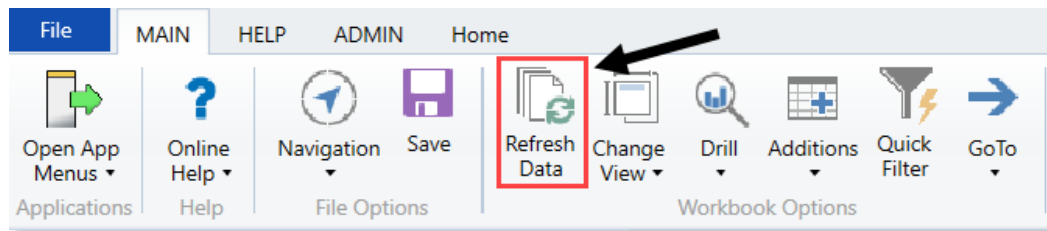
Global Data Budget

| Department KHA8gtMap | Account KHA8gtCode | Dept Description | Account Description | FY 2047 Actual | FY 2048 Actual | FY 2049 Budget | YTD Actual |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------|---------------------|-------------------|-------------------|-------------------|---------------|
| <div style="display: flex; justify-content: space-between;"> <div> <div style="border: 1px solid red; padding: 2px;">AND</div> <div style="border: 1px solid red; padding: 2px;">ACCT.KHA8StdLine LIKE 'GlobalData%'</div> </div> <div> <p><< DEPT Filter PLEASE NOTE: Restrict this filter to DEPT based filters (DEPT groupings will work).</p> <p><< ACCT Filter PLEASE NOTE: Restrict this filter to ACCT based filters (ACCT groupings will work).</p> <p><< Current Filter PLEASE NOTE: Changed filters may result in orphan or duplicate records from previous processing.</p> <p><< Last Saved Filter</p> </div> </div> | | | | | | | |

Double Click to Insert New Dept/Acct Row

NOTE: Only users assigned the GlobalDriverMgmt role can make edits to this driver.

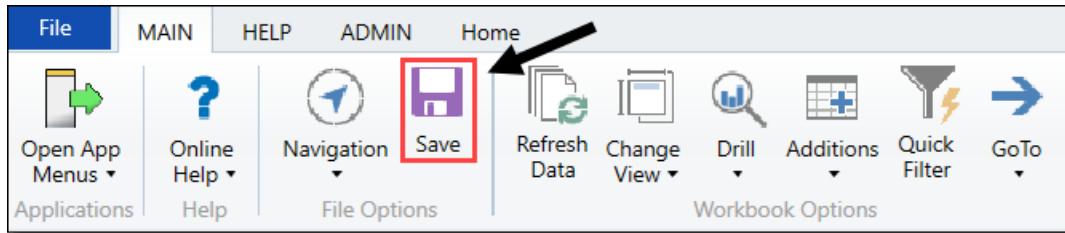
3. Create or select an existing filter to use. For instructions, see [Using the Filter Wizard](#).
4. Refresh the variables by doing one of the following:
 - In the **Main** ribbon tab, click **Refresh Data**.



- Press **F9**.
5. To add a new row, double-click **Double Click to Insert New Dept/Acct row**.
 6. From the **Department** and/or **Account** column, select the appropriate department or account.

NOTE: Only the departments or accounts that meet the filter criteria will display in the list of options.

7. To delete a record, in the far left column, select **Delete** from the drop-down.
8. After making your changes, in the **Main** ribbon, click **Save**.



Budget Global Expense

► Overview

This driver provides an alternative location for budgeting dollars to specific expense accounts shared across departments without having to divide the dollars between multiple budget plan files. Some common uses are for Building Rent and Inter-company Allocations.

Use this sheet for any department and account combination to budget globally instead of by entering values into individual budget plan files.

For an account to reference the values on this sheet, the budget method (KHAStdLine) in the [ACCT dimension table](#) must be set to **GlobalExpense**.

You can add additional rows by copying the formulas from the ones already set up.

Global Expense Instructions:

Use this worksheet for any Department & Account combination that you wish to budget globally instead of entering the values into each budget workbook.

To refresh this tab, select the Refresh Data button on the KH Main Menu. This will setup the account blocks.

To reference this worksheet, the budget method in the Acct Dimension (KHAStdLine should be GlobalExpense)

To add additional KHAStdLine columns, add those in the "Data Filter" section on the Sheet Assistant

Global Expense Budget

| Department | Account | Account Description | FY 2016 | FY 2017 | FY 2017 | FY 2017 | FY 2017 | Spread Tag | FY 2018 | Jul-17 |
|------------|------------|-------------------------------------------------|---------|---------|---------|---------|-----------|----------------|---------|--------|
| KHABgtMap | KHABgtCode | | Actual | Budget | YTD | CY | Projected | | Budget | Budget |
| | 62199 | OMC Allocation | | | | | | | | |
| | | Double Click to Insert New Dept | | | | | | | | |
| | 62199 | Total | 0 | 0 | 0 | 0 | 0 | | 0 | 0 |
| | 71110 | Equip Rent - Intercompany | | | | | | | | |
| 26340 | 71110 | EMC CCU (Staffing) | 6,513 | 6,346 | 3,051 | 0 | 3,051 | Previous Input | 0 | 0 |
| | | Double Click to Insert New Dept | | | | | | | | |
| | 71110 | Total | 6,513 | 6,346 | 3,051 | 0 | 3,051 | | 0 | 0 |
| | 71210 | Building Rent - Intercompany | | | | | | | | |
| 26340 | 71210 | EMC CCU (Staffing) | 45,358 | 40,899 | 22,608 | 0 | 22,608 | Previous Input | 0 | 0 |
| | | Double Click to Insert New Dept | | | | | | | | |
| | 71210 | Total | 45,358 | 40,899 | 22,608 | 0 | 22,608 | | 0 | 0 |

► Settings

[Open the driver](#), and then complete the driver settings, as needed.

Budget Global Sum

► Overview

This driver allows you to calculate the value of an account on the Stat_Rev or Expense sheet based on the value of one or more other accounts on the Stat_Rev sheet.

Use this sheet for any department and account combination to budget as a percentage of the total of specific accounts on the Stat_Rev sheet.

To reference this sheet, enter GlobalSum as the budget method in the [ACCT dimension table](#) (KHAStdLine).

You can add additional rows by copying the formulas from the ones already set up.

IMPORTANT: Do not change the codes on Row1 or delete a column without consulting with Syntellis first.

► Settings

[Open the driver](#), and complete the following sections in the GlobalSum sheet:

► Revenue Accounts to be Summed section

Use this section to list the accounts on the Stat_Rev sheet to sum together.

Accounts to sum together and have the same adjustment factor applied should have the same Account Summary Group.

Summary groups can be text or numeric. Do not use the word Unused to avoid inadvertent summations.

The only methodologies that can be summed are the following:

- Allowance
- BadDebt
- CDMIPRevenue
- CDMOPRevenue
- IP_Payor
- IP_Per_Unit
- OP_Payor
- OP_Per_Unit
- Oth_Payor
- Oth_Per_Unit
- ProviderRev

You can add additional rows by copying the formulas from the ones already set up.

IMPORTANT: Do not change the codes on Row1 or delete a column without consulting with Syntellis first.

Displayed fields and settings in the Revenue Accounts to be Summed section include:

| Option | Description |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Group | <ul style="list-style-type: none"> • Acct – Add or modify the account number. • AcctSumGroup1-4 – There are four account summary groups available. Add or modify these values. |
| Dept\Acct Exceptions | <ul style="list-style-type: none"> • Dept – Add or modify the department. • Acct – Add or modify the account number. • AcctSumGroup1-4 – There are four account summary groups available. Enter or modify these values. |
| Acct Exceptions | <ul style="list-style-type: none"> • Acct – Add or modify the account number. • AcctSumGroup1-4 – There are four account summary groups available. Enter or modify these values. |

Global Sum

Revenue Accounts to be Summed

Use this section to list the accounts on the Stat_Rev tab to be summed together.

Accounts that are to be summed together and have the same adjustment factor applied should have the same Account Summary Group

Summary groups can be text or numeric. Do not use the word "unused" to avoid inadvertant summations.

The only methodologies that can be summed are Allowance, BadDebt, CDMIPRevenue, CDMOPRevenue, IP_Payor, IP_Per_Unit

OP_Payor, OP_Per_Unit, Oth_Payor, Oth_Per_Unit, ProviderRev

| CH | | | CI | | CJ | | CK | |
|--------------------------------------|--------|------------------------------------|-----------------|--------|-----------------|--------|-----------------|--------|
| Account | | | Account | | Account | | Account | |
| Summary Group 1 | | | Summary Group 2 | | Summary Group 3 | | Summary Group 4 | |
| Global Only | Acct | Global Acct Exceptions | Unused | Unused | Unused | Unused | Unused | Unused |
| Save | 330000 | Other Patient Revenue | Unused | Unused | Unused | Unused | Unused | Unused |
| Save | 40000 | Capitation Adjustment | Unused | Unused | Unused | Unused | Unused | Unused |
| Save | 61301 | FICA - Provider | Unused | Unused | Unused | Unused | Unused | Unused |
| | 0 | Default ACCT | Unused | Unused | Unused | Unused | Unused | Unused |
| | 0 | Default ACCT | Unused | Unused | Unused | Unused | Unused | Unused |
| | 0 | Default ACCT | Unused | Unused | Unused | Unused | Unused | Unused |
| | 0 | Default ACCT | Unused | Unused | Unused | Unused | Unused | Unused |
| | 0 | Default ACCT | Unused | Unused | Unused | Unused | Unused | Unused |
| | 0 | Default ACCT | Unused | Unused | Unused | Unused | Unused | Unused |
| Double Click to Insert New Exception | | | Unused | Unused | Unused | Unused | Unused | Unused |
| Budget Group | Acct | BudgetGroup\Acct Exceptions | Unused | Unused | Unused | Unused | Unused | Unused |
| Save | ehs | ehs-Inpatient Revenue | Unused | Unused | Unused | Unused | Unused | Unused |
| - | 0 | <= Enter Budget Group and Acct No. | Unused | Unused | Unused | Unused | Unused | Unused |
| - | 0 | <= Enter Budget Group and Acct No. | Unused | Unused | Unused | Unused | Unused | Unused |
| - | 0 | <= Enter Budget Group and Acct No. | Unused | Unused | Unused | Unused | Unused | Unused |
| - | 0 | <= Enter Budget Group and Acct No. | Unused | Unused | Unused | Unused | Unused | Unused |
| - | 0 | <= Enter Budget Group and Acct No. | Unused | Unused | Unused | Unused | Unused | Unused |
| Double Click to Insert New Exception | | | Unused | Unused | Unused | Unused | Unused | Unused |

► Accounts to use GlobalSum Methodology section

Fields and settings in the Accounts to use GlobalSum Methodology section include:

| Option | Description |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dept\Acct Exceptions | <ul style="list-style-type: none"> Dept – Add or modify the department. Acct – Add or modify the account number. Summary Group Column – From the drop-down, select one of the following: <ul style="list-style-type: none"> AcctSumGroup1 AcctSumGroup2 AcctSumGroup2 AcctSumGroup4 Adjustment Factor Summary Group 1 Adjustment Factor Summary Group 1 Summary Group 1 Summary Group 2 |
| Acct Exceptions | <ul style="list-style-type: none"> Acct – Add or modify the account number. Summary Group Column – From the drop-down, select one of the following <ul style="list-style-type: none"> AcctSumGroup1 AcctSumGroup2 AcctSumGroup3 AcctSumGroup4 Adjustment Factor Summary Group 1 Adjustment Factor Summary Group 2 Summary Group 1 Summary Group 2 |

Accounts to use GlobalSum Methodology

Use this section to list the accounts on the Stat_Rev or Expense tabs that will be computed using the summation of Summary Groups of the revenue accounts listed above. Accounts that have the same Account Summary Group will be summed and the adjustment factor applied.

Two summary groups can be included in each computed account. Be sure to fill in ALL columns in this section for any row used. (use "unused" rather than leave blank)

A separate adjustment factor can be applied to each summary group. Use a negative factor to perform subtraction.

NOTE! The GlobalSum methodology can only be used in the "Deduction" and "Other Revenue" section of the Stat_Rev tab.

The GlobalSum methodology on the Expense tab can be used in any section.

Global Only

Acct

Save

Save

320000

540000

0

0

0

0

0

0

Outpatient Revenue

NonOperating Revenue

Default ACCT

Default ACCT

Default ACCT

Default ACCT

Default ACCT

Default ACCT

Global Acct Exceptions

AcctSumGroup1

AcctSumGroup1

AcctSumGroup1

AcctSumGroup1

AcctSumGroup1

AcctSumGroup1

AcctSumGroup1

Summary Group Column

Lookup Column

CH

CH

CH

CH

CH

CH

CH

Double Click to Insert New Exception

Budget Expenses drivers

The following table includes a description of each type of Budget Expense driver:

| Driver | Description |
|----------------------------------------|---------------------------------------------------------------------------------------------|
| Budget Expense Adjustment | Use to control expense rate increases by facility, broken out by income statement category. |
| Budget Expense Admin Adjustments Setup | Use to make incremental adjustments to manager inputs on budget plan files. |

| Driver | Description |
|----------------------------------------|---------------------------------------------------------------------------------------------|
| Budget Expense Adjustment | Use to control expense rate increases by facility, broken out by income statement category. |
| Budget Expense Admin Adjustments Setup | Use to make incremental adjustments to manager inputs on budget plan files. |

Budget Expense Adjustments

► Overview

This driver contains the following fields for controlling expense rate increases by facility, broken out by income statement category (as defined in the FSDetail column of the [ACCT dimension table](#)).

| Expense Adjustments | | | | FY 2017 Projection Adjustment | FY 2018 Budget Adjustment | Fiscal Effective Month | Benefits Only | | FY 2017 Rate/FTE |
|------------------------------|-------------------------|---------------------------------------|-------------------------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------|--------------------|---------------------|
| Category | Description | | | | | | FY 2017 Fixed % | FY 2018 Fixed % | |
| Default Expense Adjustments: | | | | | | | | | |
| FSDetail | | FSDetail - Financial Statement Rollup | | | | | | | |
| E_Salaries | Use the Labor Rates Tab | | | | | | | | |
| E_Benefits | Benefits | | 0.0% | 3.0% | 7 | | 22.0% | 22.0% | 0.00 |
| E_Depreciation | Depreciation | | 0.0% | 0.0% | 1 | | | | |
| E_Interest | Interest | | 0.0% | 0.0% | 1 | | | | |
| E_Insurance | Insurance | | 0.0% | 8.0% | 1 | | | | |
| E_OtherExp | OtherExp | | 0.0% | 2.5% | 1 | | | | |
| E_Drugs | Drugs | | 0.0% | 12.0% | 1 | | | | |
| E_MedSupplies | MedSupplies | | 0.0% | 3.0% | 1 | | | | |
| E_OthSupplies | OthSupplies | | 0.0% | 4.0% | 1 | | | | |
| E_MaintRepairs | MaintRepairs | | 0.0% | 2.0% | 1 | | | | |
| E_ProFees | ProFees | | 0.0% | 1.0% | 1 | | | | |
| E_PurchSvcs | PurchSvcs | | 0.0% | 1.0% | 1 | | | | |
| E_RentLease | RentLease | | 0.0% | 1.0% | 1 | | | | |
| E_Uilities | Utilities | | 0.0% | 8.5% | 1 | | | | |
| | | | | | | | | | |
| Save | CCU | CCU Budget Group | Apply inflation to Detail accounts? | No | No | Only applies to Benefit Accounts | | | |
| | BudgetGroup | FSDetail | FSDetail Exceptions | | | | | | |
| Save | CCU | E_Benefits | Benefits | 5.0% | 10.0% | 4 | 1.0% | 2.0% | 3.00 |
| Save | CCU | E_Drugs | Drugs | 20.0% | 10.0% | 6 | 4.0% | 3.0% | 2.00 |
| Save | CCU | E_MedSupplies | MedSupplies | 0.0% | 0.0% | 0 | 0.0% | 0.0% | 0.00 |
| | CCU | | <= Select FSDetail Code | 0.0% | 0.0% | 0 | 0.0% | 0.0% | 0.00 |
| | CCU | | <= Select FSDetail Code | 0.0% | 0.0% | 0 | 0.0% | 0.0% | 0.00 |
| | CCU | | <= Select FSDetail Code | 0.0% | 0.0% | 0 | 0.0% | 0.0% | 0.00 |
| | CCU | | <= Select FSDetail Code | 0.0% | 0.0% | 0 | 0.0% | 0.0% | 0.00 |
| | CCU | | <= Select FSDetail Code | 0.0% | 0.0% | 0 | 0.0% | 0.0% | 0.00 |
| | CCU | | <= Select FSDetail Code | 0.0% | 0.0% | 0 | 0.0% | 0.0% | 0.00 |

► Settings

Open the driver, and then use the following table to complete the settings in this driver, as needed :

| Option | Definition |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FY Year Projection Adjustment | Use to modify expense values for current year projection. |
| FY YearBudget Adjustment | The default expense adjustment for all budget plan files (exceptions can be made for any defined Budget Groups in the sections below) |
| Budget Groups | <p>Defines exceptions to the global expense adjustments for any defined Budget Groups. Exceptions can be made by FSDetail category and/or Account.</p> <p>NOTE: Axiom Budgeting overrides default exceptions with the FSDetail exceptions and overrides any FSDetail-level exceptions with the ACCT exceptions. This applies for <i>both</i> current year and next year's budget.</p> |
| FYYear Fixed % | Used if using the PctofSalaries_FixedPct methodology. This will set a fixed percentage to be used for all departments in that budget group rather than the historical percentage which would be different for all departments. |
| FYYear Rate/FTE | Used if using the RatePerFTE_Fixed methodology. This will set a fixed rate per FTE to be used for all departments in that budget group rather than the historical rate which would be different for all departments. |

Budget Expense Admin Adjustments Setup

► Overview

Use these drivers to make incremental adjustments to manager inputs on Budget plan files. To use these drivers, you must first set up the accounts in the [Budget Expense Adjustments](#) driver.

► Settings

When you [open the driver](#), double-click where indicated to insert a row.

Admin Expense Adj Setup

| | ACCT | Acct Description | Method |
|------|-------|-------------------------------------------|---------|
| Save | 62100 | Supplies - General - Amount | Amount |
| Save | 0 | Default ACCT - _ | - |
| Save | 0 | Default ACCT - _ | - |
| Save | 0 | Default ACCT - _ | - |
| Save | 62130 | Supplies - Med Surg Nonbillable - Percent | Percent |

Double Click to Insert New Input Row

Use the drop-down menu to select whether to enter exceptions for that DEPT/ACCT combination by **Amount** or **Percent**.

Admin Expense Adj Setup

| | ACCT | Acct Description | Method |
|------|-------|-----------------------------|---------|
| Save | 62100 | Supplies - General - Amount | Amount |
| Save | 0 | Default ACCT - _ | Amount |
| Save | 0 | Default ACCT - _ | Percent |

Repeat for as many DEPT/ACCT combinations as you need to enter exceptions. When you are finished, save the file.

Next, open the Budget Expense Admin Adjustments driver from the Budget Admin task pane. When you open the driver file, your DEPT/ACCT combinations display. Finally, save the Budget Expense Admin Adjustments driver.

NOTE: This driver only links to calc methods for Detail, Fixed, Rate Per FTE, and Variable. It is not designed to work for FTE or salary adjustments.

Budget CDM drivers

The following table includes a description of each type of Budget CDM driver:

| Driver | Description |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Budget CDM Configuration | Use to set configuration options for the CDMRevenue tab in budget plan files, including the inpatient and outpatient volume settings. |
| Budget CDM Overrides | Use to override the charge per unit rate for specific CDM codes, either globally or by budget group/department. |

| Driver | Description |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Budget CDM Configuration | Use to set configuration options for the CDMRevenue tab in budget plan files, including the inpatient and outpatient volume settings. |
| Budget CDM Overrides | Use to override the charge per unit rate for specific CDM codes, either globally or by budget group/department. |

Budget CDM Config

► Overview

Use this driver to configure the CDMRevenue tab in Budget plan files, including the inpatient and outpatient volume settings.

CDM REVENUE BUDGET PARAMETERS

Budget Option - Activate KHABgtMap?

Yes

Worksheet Security Settings

CDM Revenue

Hide Distrib? N

Level 3

SavetoDB Yes

Save

EMA

Medical Associates

Stat_Rev Integration Option

Allocate CDM Revenue to GL Accounts

Use CDMCode.GLAcct to integrate with Stat_Rev

Volume

Yes

No

Optional CDM Revenue Column Display

Last Year Actual

Current Year Budget

Preliminary Budget

IP Revenue Spread

OP Revenue Spread

Show

Show

[HideColumn]

IP Driver

OP Driver

Double Click to Insert New Budget Group

CDMConfig

► Settings

Open the driver, and then use the following table to complete the driver settings, as needed:

| Option | Description |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Option - Activate KHABgtMap? | <p>Select one of the following:</p> <ul style="list-style-type: none">• To activate KHABgtMap, select Yes.• To not activate KHABgtMap, select No. |
| Stat_Rev Integration Option | <ul style="list-style-type: none">• From the Allocate CDM Revenue to GL Accounts drop-down, do the following:<ul style="list-style-type: none">◦ To calculate the total revenue on the CDMRevenue sheet to be allocated to the GLAccounts interfaced on the Stat_Rev sheet, select Yes. The allocation uses YTD history as its allocation method.◦ If you select No, the Use CDM GLAcct to integrate with Stat_Rev automatically will turn to Yes, and it will use the mapping from the RevUsage dimension table on the IPRevAcct and OPRevAcct columns.• From the Use CDMCode.GLAcct to integrate with Stat_Rev drop-down, select Yes or No. |
| Optional CDM Revenue Column Display | <ul style="list-style-type: none">• Select whether to Show or Hide the Last Year Actual, Current Year Budget, and Preliminary Budget columns on the CDMRevenue sheet in the budget plan files.• From the IP Revenue Spread and OP Revenue Spread drop-downs, choose the default spread in the budget plan files. Choices include the Driver, Calendar Days, Work Days, Even, or History. You can override this setting in each budget plan file. |

Budget CDM Overrides

► Overview

Use this driver to override the charge per unit rate for specific CDM codes, either globally or by budget group/department.

CDM Overrides

| | CDM Code | Description | IP | OP |
|----------------------|-------------|-----------------------------------------------|--------|--------|
| GLOBAL SECTION | | | | |
| Save | C2614010150 | ER Level I <2Hr | 50.00 | 80.00 |
| | | Double Click to Insert New Exception | | |
| BUDGET GROUP SECTION | | | | |
| Save | EMC | Medical Center | | |
| Save | C2614010151 | ER Level I >2Hr | 100.00 | 120.00 |
| | | Double Click to Insert New Exception | | |
| Save | EPG | Physician Group | | |
| Save | C2614010152 | ER Level II <2Hr | 0.00 | 0.00 |
| Save | C2614010156 | ER Level IV <2Hr | 0.00 | 0.00 |
| Save | C2614010157 | ER Level IV >2Hr | 0.00 | 0.00 |
| Save | C2614010158 | ER Level V <2Hr | 0.00 | 0.00 |
| | | Double Click to Insert New Exception | | |
| | | Double Click to Insert New Budget Group Block | | |
| DEPARTMENT SECTION | | | | |
| Save | 17,880 | EPG Phys Clinic-North | | |
| Save | C2614010152 | ER Level II <2Hr | 0.00 | 0.00 |
| Save | C2614010156 | ER Level IV <2Hr | 0.00 | 0.00 |
| | | Double Click to Insert New Exception | | |
| Save | 17,881 | EPG Phys Clinic-Occ Hlth East | | |
| Save | C2614010157 | ER Level IV >2Hr | 0.00 | 0.00 |
| Save | C2614010158 | ER Level V <2Hr | 0.00 | 0.00 |
| | | Double Click to Insert New Exception | | |
| Save | 26,140 | EMC Emergency Room (CDM) | | |
| Save | C2614010151 | ER Level I >2Hr | 50.00 | 60.00 |
| | | Double Click to Insert New Exception | | |
| CDMOverrides | | | | |

► Settings

Open the driver, and then complete the driver settings, as needed.

| Option | Description |
|----------|-----------------------------------|
| CDM Code | Type the charge code to override. |

| Option | Description |
|-------------|-------------------------------------------------------------------------------|
| Description | Displays a description of the charge code you entered in the CDM Code column. |
| IP | Inpatient |
| OP | Outpatient |

Health Plan drivers

The following table includes a description of each type of Budget Health Plan driver:

| Driver | Description |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Membership Enrollment Trend | Allows you to enrollment percentages for insurance/health plans offered by your organization to determine the membership trend of each plan. The trend percentages are then used in the Membership Per Member Per Month (PMPM) driver to adjust the membership statistics. |
| Membership PMPM | Provides the basis for several important planning activities needed for your organization to budget insurance/health plans in your plan files including calculating historical PMPM values based on available history and calculating the projection and monthly budget for revenues and expenses. |

Membership Enrollment Trend driver

► Overview

Use this driver to enter enrollment percentages for each health plan or insurance product offered by your organization. The purpose of this driver is to determine the membership trend of each insurance product. The trend percentages are then used in the Membership Per Member Per Month (PMPM) driver to adjust the membership statistics.

TIP: If the membership percentages are provided by the health plan company's actuaries, you can enter those values in this driver.

► About this driver

Note the following before configuring this driver:

- This driver is only accessible if your organization has the Axiom Budgeting Health Plan license.
- You must first add/edit insurance or health plan products in the [INSCODE dimension table](#). The system automatically populates the driver with the information from this dimension. The system does not allow you to manually enter plans directly into the driver.

- You must first complete this driver setup before configuring the [Membership PMPM driver](#).
- Only users assigned the GlobalDriverMgmt role profile can access and update this driver.

Access to the data table that stores the health plan records is controlled using the [Budget Security Update utility](#). In the HealthPlan column, you can configure the filter for the health plan data. This column only displays if your organization has an Axiom Budgeting Health Plan license.

Budget/Mgmt Reporting Security Update v1.4

* Note: This utility only adds users to systems & roles. If you need to REMOVE a user from a system or role, You must use the Security Manager.

| Input | Input | Input | Input | Input | Select |
|-----------|-------------|-----------|----------|--------------|--------------------|
| LoginName | PrincipalID | FirstName | LastName | EmailAddress | AuthenticationType |

Update << Update Database on SAVE? Select [SAVE] to post update the Security -or- [Process File] in the T

EXISTING EPM USERS Green [Save] indicates a change was detected and user will be updated.



HealthPlan

Computed / Input

Health Plan Filter

| EXISTING EPM USERS | PrincipalID | FirstName | LastName | EmailAddress | AuthenticationType | Health Plan Filter |
|--------------------|-------------|-----------|----------|--------------|--------------------|----------------------------------------------------------------|
| [Save] | 8 | | | | Windows User | DEPT.Approver = 'adebruhi' OR DEPT.Owner = 'adebruhi' OR DE |
| | 1 | | | | Axiom Prompt | DEPT.Approver = 'admin' OR DEPT.Owner = 'admin' OR DEPT.Re |
| | 63 | | | | Windows User | DEPT.Approver = 'aherr' OR DEPT.Owner = 'aherr' OR DEPT.Rev |
| | 14 | | | | Axiom Prompt | DEPT.Approver = 'ASDAdmin' OR DEPT.Owner = 'ASDAdmin' GR |
| | 55 | | | | Windows User | DEPT.Approver = 'ct-jguppy' OR DEPT.Owner = 'ct-jguppy' OR D |
| | 60 | | | | Windows User | DEPT.Approver = 'ct-jszeto' OR DEPT.Owner = 'ct-jszeto' OR D |
| | 57 | | | | Windows User | DEPT.Approver = 'CT-MHardy' OR DEPT.Owner = 'CT-MHardy' C |
| | 61 | | | | Windows User | DEPT.Approver = 'ct-rsohler' OR DEPT.Owner = 'ct-rsohler' OR D |
| | 56 | | | | Windows User | DEPT.Approver = 'ct-sdonchek' OR DEPT.Owner = 'ct-sdonchek' |

► Understanding the interface

The driver displays the list of insurance plans by clearly grouping them together by entity. By default, the list of insurance plans is expanded, but you can double-click  to expand or double-click  to contract it. After you save your changes, the system remembers this setting the next time you open the driver.

| Membership Enrollment Trend Driver | | | Actuals 2049 | | | | |
|------------------------------------|----------------|---------------------------------------------|--------------|------------|------------|------------|------------|
| | Insurance Plan | Description | ACT2049 P1 | ACT2049 P2 | ACT2049 P3 | ACT2049 P4 | ACT2049 P5 |
| Save | 1 | KH Health System | | | | | |
| | Commercial | Commercial | 211.0% | 200.0% | 200.0% | 200.0% | 200.0% |
| | CommFlex | Commercial Flex Membership | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| | CommPlus | Commercial Plus Membership | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| | CommSaver | Commercial Saver Membership | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| | CommSR | Commercial Premium Membership (Shared Risk) | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| | FFS | Fee for Service | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| | FFSMcaid | FFS Medicaid Membership | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| | FFSMcare | FFS Medicare Membership | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| | McaidCap | Medicaid Capitated Membership | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| Save | 2 | KH Medical Center | | | | | |
| | Commercial | Commercial | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| | CommFlex | Commercial Flex Membership | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| | CommPlus | Commercial Plus Membership | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| | CommSaver | Commercial Saver Membership | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| | CommSR | Commercial Premium Membership (Shared Risk) | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| | FFS | Fee for Service | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| | FFSMcaid | FFS Medicaid Membership | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| | FFSMcare | FFS Medicare Membership | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| | McaidCap | Medicaid Capitated Membership | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |

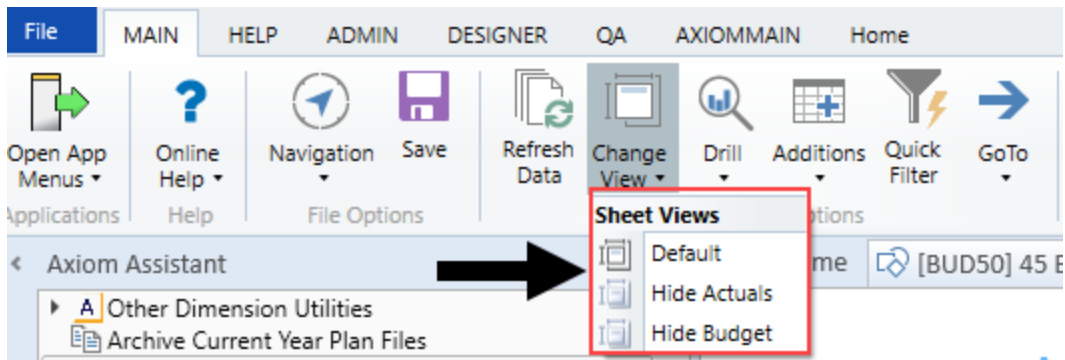
To remove an entity from the driver, click the **Save** drop-down, and select **Delete**. After you save your changes, the system will remove the entity from the driver.

NOTE: This action does not delete the entity from the system. It simply removes the entity from the driver list. To add the entity again, in the **Main** ribbon tab, click **Refresh Data**. You can also press **F9** on your keyboard.

| Membership Enrollment Trend Driver | | | | |
|------------------------------------------------------------------|------------|------------------|------------|--------|
| | | Actuals 2049 | | |
| | | ACT2049 P1 | ACT2049 P2 | |
| <div> <div>Delete</div> <div>Save</div> <div>Delete</div> </div> | 1 | KH Health System | | |
| | Commercial | Commercial | 211.0% | 200.0% |

You can view specific parts of the driver from the **Main** ribbon tab by clicking **Change View**, and selecting one of the following:

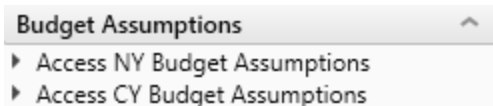
- **Default** - Displays both the actuals and budget columns for each period as well as the Projected Actuals.
- **Hide Actuals** - Hides the actuals columns for each period. The projected actuals column remains available.
- **Hide Budget** - Hides the budget columns for each period.



► Settings

Complete the following steps to configure this driver:

1. In the **Bud Admin** task pane, in the **Budget Assumptions** section, do one of the following:
 - To open next year's budget drivers, click **Access NY Budget Assumptions**.
 - To open this year's budget drivers, click **Access CY Budget Assumptions**.



2. Double-click **45 Budget HealthPlan Enrollment Trend**.
3. In the **Refresh Variables** dialog, type the entity number(s) in the field or click **Choose Value** to select the entities, and then click **OK**.
4. To display the plans to budget for the entities, in the first column click the **Select Option** cell, and select **Save**.

NOTE: The list that displays populates from the [INSCODE dimension table](#). If you add a plan to the table, the new plan is automatically added to this driver. Removing a plan causes an unmatched records message on the screen. For more information, see [Unmatched records](#) below.

5. In the actuals columns for each period, enter the actual percentage of growth or reduction of membership that the plan experienced or expect to experience.
6. By default, and upon initial use, all Projected Actuals and Budget columns display 100% for all plans. The configured growth or reduction of membership percentages provides the basis for budgeting plan membership for the next budget year. You can change this number, if needed.
7. In the **Comments** column, enter any additional information related to the Actual or Projected Actuals columns.
8. In the budget columns for each period, enter the percentage of growth or reduction of membership that you expect the plan to experience.
9. After making your changes, click **Save**.

► Managing unmatched records (orphan data)

If a plan is removed from the INSCODE dimension table (i.e., a plan is retired or discontinued), an Unmatched Records area displays at the bottom of the driver page. This is often referred to as orphan data. The list of unmatched records means there are plans in the driver table that are no longer valid because of the changes in the dimension table. The system lists the unmatched records and will remove them from the driver table the next time you save.

TIP: The Unmatched Records area displays at the bottom of the driver page, so you may need to scroll to see this information. You can also jump to this section from the Main ribbon tab by clicking **Go To > Unmatched Records**. This option only displays when unmatched records exist. The driver screen will also display a warning message.

Membership Enrollment Trend Driver

Click to view - Unmatched records will be deleted on the next save

| | | | Actuals 2049 | | | | |
|------------------------------------------------------------------------------------|--------------------|---------------------------------------------|-------------------------------|---------------|---------------|---------------|---------------|
| | | | ACT2049 P1 | ACT2049 P2 | ACT2049 P3 | ACT2049 P4 | ACT2049 P5 |
| Insurance Plan | Description | | | | | | |
| Save | 1 | KH Health System | | | | | |
| | Commercial | Commercial | 211.0% | 200.0% | 200.0% | 200.0% | |
| | CommFlex | Commercial Flex Membership | 100.0% | 100.0% | 100.0% | 100.0% | |
| | CommPlus | Commercial Plus Membership | 100.0% | 100.0% | 100.0% | 100.0% | |
| | CommSaver | Commercial Saver Membership | 100.0% | 100.0% | 100.0% | 100.0% | |
| | CommSR | Commercial Premium Membership (Shared Risk) | 100.0% | 100.0% | 100.0% | 100.0% | |
| | FFS | Fee for Service | 100.0% | 100.0% | 100.0% | 100.0% | |
| | FFSMcaid | FFS Medicaid Membership | 100.0% | 100.0% | 100.0% | 100.0% | |
| | FFSMcare | FFS Medicare Membership | 100.0% | 100.0% | 100.0% | 100.0% | |
| | McaidCap | Medicaid Capitated Membership | 100.0% | 100.0% | 100.0% | 100.0% | |
| Select Option | 2 | KH Medical Center | | | | | |
| Select Option | 3 | KH Physician Group | | | | | |
| Unmatched Records | | | | | | | |
| The following unmatched records will be deleted from the database on the next save | | | | | | | |
| Entity | Entity Description | Insurance Plan | Insurance Plan Description | | | | |
| 1 | KH Health System | FFSPPO | FFS PPO Membership | | | | |
| 1 | KH Health System | McareAdv | Medicare Advantage Membership | | | | |

NOTE: More unmatched records may occur for other entities in the database, however the system will only delete the plans for those entities you selected in the Refresh Variables dialog.

Membership Per Member Per Month (PMPM) driver

► Overview

This driver provides the basis for several important planning activities needed for your organization to budget health plans and insurance products. The system uses the information in this driver to populate the [HealthPlan Operation utility](#).

- Depending on the level of detailed records loaded by your organization in the [ACT_HP_20XX data table](#), the driver can bring in actual data for members, revenues, and expenses by entity, department, insurance code, location, and data type. The driver calculation methods then calculate historical PMPM values based on available history.
- The historical PMPM rates carry forward to any non-actual period. For example, if six months of actual is used, then month seven of the current year in the driver refers to the month six PMPM rate. The rates in all non-actual months can be edited.
- The PMPM rates in the projection and monthly budget columns are then used to calculate the projection and monthly budget for revenues and expenses in the HealthPlan Operations utility.

This driver provides a central location to review member lives, revenue PMPM, and expense PMPM for each health plan and specifically within each entity (or department). The enrollment percentages from the Membership Enrollment Trend driver updates the planned member lives, which also flows to the HealthPlan Operation utility.

► About this driver

Note the following before configuring this driver:

- This driver is only accessible if your organization is licensed for the Axiom Budgeting Health Plan product. Only users assigned the GlobalDriverMgmt role profile have access to this driver.
- You must complete the following before configuring this driver:
 - Add or edit insurance or health plan products in the INSCODE dimension. The system does not allow you to manually enter plans directly in this driver because the system automatically populates it with the plans listed in the INSCODE dimension.
 - Add or edit the health plan budget data types in the DATATYPE dimension.
 - Add or edit department locations in the LOCATION dimension.

For instructions on updating these dimensions, see [Updating dimensions for health plan budgeting](#).

 - Configure the [Membership Enrollment Trend driver](#) before configuring this driver. If the Membership Enrollment Trend driver is not configured, the Membership PMPM driver will default to 100%.
- The system auto populates the driver with data that is stored in the [ACT_HP_20XX data table](#). You can enter the data manually in this table or as part of an import. Your Syntellis Implementation Consultant will help you set up the table for your organization, but you will need to maintain this table as new plans are added.

NOTE: There is no pre-defined import available to import health plan data at this time, but you can work with your Syntellis Implementation Consultant to create a custom import.



- To remove or retire a plan, you cannot delete it from the driver. For instructions, see [Removing or retiring plans](#).

► Understanding the interface

The driver makes it easy to view and manage plans by displaying entities and department using a tiered structure that follows this format:

- Entity
 - Department
 - Insurance/Health Plan
 - Location
 - Data Type

| | |
|--------|-------------------------------------------------|
| 2 | KH Medical Center |
| 27200 | EMC Radiology - MRI (JobCode) |
| AARP | AARP |
| ↑ HOSP | Hospital_HP |
| | Members |
| | HP_DrugME |
| | HP_HospME |
| | HP_OutPTME |
| | HP_Revenue |
| | Previous Input |
| | Previous Input |
| | Previous Input |
| | Default |
| | Previous Input |
| | No additional Datatypes available for insertion |

When you first open the driver, the list of locations is expanded, but you can double-click  to expand or  to contract it. After you save your changes, the system remembers this setting the next time you open the driver.

The columns to the right of the listed data types are the actuals columns that display the data stored in the Act_HP_20XX data table. The blue cells allow you to edit remaining projected by month and budgeted values, if needed. By default, the values for the membership row are calculated using the [Membership Enrollment Trend driver](#). The system calculates these values by multiplying the previous month's enrollment numbers by the percentage for the period in the Membership Enrollment Trend driver.

| Per Member Per Month (PMPM) Driver | | | | | | | | | | | | | | | | | |
|---------------------------------------------------------------------------|-------------------------------------------------|----------------|-----------------------------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|-------------|-------------|------------------------------------------------------------------------------------------------------|-----------|--|
| Insurance Plan | Description | Spread Tag | Actual data imported or entered in the ACCT_HP_20XX table | | | | | | | | | | | | Enter values manually if you want to use the values calculated from the Membership Enrollment driver | | |
| | | | Actuals 2020 P1 | ACT2020 P2 | ACT2020 P3 | ACT2020 P4 | ACT2020 P5 | ACT2020 P6 | ACT2020 P7 | ACT2020 P8 | ACT2020 P9 | ACT2020 P10 | ACT2020 P11 | ACT2020 P12 | Members Months ACT2020 Projected | Comments | |
| KH Medical Center EMC Radiology - MRI (JobCode) AARP Hospital_HP | Members | Previous Input | 84,488 | 85,333 | 86,188 | 87,043 | 87,898 | 88,753 | 89,608 | 90,463 | 91,318 | 92,173 | 93,028 | 93,883 | 94,738 | 1,052,561 | |
| | HP_DrugME | Previous Input | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 | |
| | HP_HospME | Previous Input | 125.00 | 125.00 | 125.00 | 125.00 | 125.00 | 125.00 | 125.00 | 125.00 | 125.00 | 125.00 | 125.00 | 125.00 | 125.00 | 125.00 | |
| | HP_OutPTME | Default | - | - | - | - | - | - | - | - | - | - | - | - | - | - | |
| | HP_Revenue | Previous Input | 295.00 | 295.00 | 295.00 | 295.00 | 295.00 | 295.00 | 295.00 | 295.00 | 295.00 | 295.00 | 295.00 | 295.00 | 295.00 | 295.00 | |
| | No additional Datatypes available for insertion | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

Let's say an organization expects a 10% growth in their membership for period 7. The membership number for period 6 was 88,798. The system multiplies this number by 1.10 for a projected actual of 97,678 members. This calculation continues throughout the blue cells for both actuals and budgeted in the membership row. You can edit this value two ways:

- Adjust the percentage in the Membership Enrollment Trend driver
- Edit the value directly in the actual or budget blue cell in the Membership PMPM driver

NOTE: You can usually get the plan percentages from an actuary at the insurance or health plan company.

| Membership Enrollment Trend Drive | | | | | |
|-----------------------------------|-------------------|---------------|---------------|---------------|---------------|
| Insurance Plan | Description | ACT2020 P5 | ACT2020 P6 | ACT2020 P7 | ACT2020 P8 |
| 2 KH Medical Center | | | | | |
| AARP | AARP | 100.0% | 100.0% | 110.0% | 100.0% |
| Anthem | Anthem Blue Cross | 100.0% | 100.0% | 100.0% | 100.0% |
| Conesco | Conesco | 100.0% | 100.0% | 100.0% | 100.0% |
| JohnDeere | John Deere | 100.0% | 100.0% | 100.0% | 100.0% |

| Per Member Per Month (PMPM) Driver | | | | | | | |
|------------------------------------|-------------------------------|------------|------------|------------|------------|------------|------------|
| Insurance Plan | Description | Spread Tag | ACT2020 P4 | ACT2020 P5 | ACT2020 P6 | ACT2020 P7 | ACT2020 P8 |
| 2 | KH Medical Center | | | | | | |
| 27200 | EMC Radiology - MRI (JobCode) | | | | | | |
| AARP | AARP | | | | | | |
| T HOSP | Hospital_HP | | | | | | |
| | Members | Default | 87,048 | 87,919 | 88,798 | 97,678 | 97,678 |
| | HP_DrugME | Default | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 |
| | HP_HospME | Default | 125.00 | 125.00 | 125.00 | 125.00 | 125.00 |

The values in the data types from both the actual and budget columns are derived by dividing the data type period value (located in the ACT_HP_20XX data table) by the number of members in the same period. In the following example, the value for hospital medical expenses for this departments plan in period 6 is \$11,099,749. The system divides this amount by the number of members, in this case 88,798 and calculates the expense as \$125 per member. The Membership Enrollment Trend driver provides a starting point for budgeting your health plan costs for the remainder of the year.

| Data Type | String | Integer | String | String | String | Numeric | Numeric | Numeric |
|---------------|--------------------------|------------|------------|-----------|--------|-----------------|-----------------|-----------------|
| String Length | 25 | | 25 | 25 | 50 | | | |
| Description | Insurance Code key field | Department | Location | Data Type | Group | Fiscal Period 4 | Fiscal Period 5 | Fiscal Period 6 |
| Delete Row | INSCOD | DEPT | LOCATION | DATATYPE | GROUP | P4 | P5 | P6 |
| | AARP | 27200 Hosp | HP_DrugME | NA | | 3917174.78 | 3956346.53 | 3995909.99 |
| | AARP | 27200 Hosp | HP_HospME | NA | | 10881041.06 | 10989851.47 | 11099749.98 |
| | AARP | 27200 Hosp | HP_Members | NA | | 87048.33 | 87918.81 | 88798.00 |
| | AARP | 27200 Hosp | HP_OutPTME | NA | | 0.00 | 0.00 | 0.00 |
| | AARP | 27200 Hosp | HP_Revenue | NA | | 25679256.90 | 25936049.47 | 26195409.96 |

| Per Member Per Month (PMPM) Driver | | | | | | | |
|-------------------------------------------------|-------------------------------|----------------|------------|------------|------------|------------|------------|
| Insurance Plan | Description | Spread Tag | ACT2020 P4 | ACT2020 P5 | ACT2020 P6 | ACT2020 P7 | ACT2020 P8 |
| 2 KH Medical Center | | | | | | | |
| 27200 | EMC Radiology - MRI (JobCode) | | | | | | |
| AARP | AARP | | | | | | |
| † HOSP | Hospital_HP | | | | | | |
| | Members | Default | 87,048 | 87,919 | 88,798 | 97,678 | 97,678 |
| | HP_DrugME | Default | 45.00 | 45.00 | 45.00 | 45.00 | 45.00 |
| | HP_HospME | Default | 125.00 | 125.00 | 125.00 | 125.00 | 125.00 |
| | HP_OutPTME | Default | - | - | - | - | - |
| | HP_Revenue | Previous Input | 295.00 | 295.00 | 295.00 | 295.00 | 295.00 |
| No additional Datafeeds available for insertion | | | | | | | |

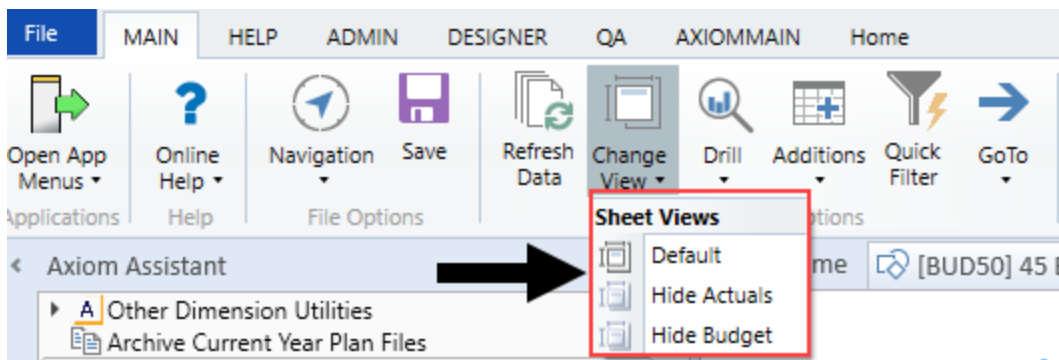
When entering remaining projected and budget values, you can either use the values that are automatically calculated by the system using the Membership Trend Enrollment driver, or you can enter your own custom values. The option you choose is indicated by the Spread Tag column. When entering and saving custom values, the Spread Tag column automatically changes from **Default** to **Previous Input**. The Previous Input option means that the system stores and retrieves the values from the Membership PMPM driver table versus using the default calculations. Even if you use custom values, you can return to using the driver-calculated values at any time by selecting **Default** from the Spread Tag column.

| | | | |
|---|-------|-------------------------------------------------|----------------|
| 2 | | KH Medical Center | |
| | 27200 | EMC Radiology - MRI (JobCode) | |
| | AARP | AARP | |
| | HOSP | Hospital_HP | |
| | | Members | Default |
| | | HP_DrugME | Default |
| | | HP_HospME | Previous Input |
| | | HP_OutPTME | Default |
| | | HP_Revenue | Default |
| | | | Previous Input |
| | | No additional Datatypes available for insertion | |

► Changing views

You can view specific parts of the driver from the **Main** ribbon tab by clicking **Change View**, and selecting one of the following:

- **Default** - Displays both the actuals and budget columns for each period as well as the projected actuals.
- **Hide Actuals** - Hides the actuals columns for each period. The projected actuals column remains available.
- **Hide Budget** - Hides the budget columns for each period.

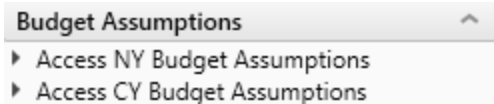


► Settings

Complete the following steps to configure this driver:

1. In the [Bud Admin](#) task pane, in the **Budget Assumptions** section, do one of the following:

- To open next year's budget drivers, click **Access NY Budget Assumptions**.
- To open this year's budget drivers, click **Access CY Budget Assumptions**.



2. Double-click **46 Budget HealthPlan Membership PMPM**.
3. In the **Refresh Variables** dialog, do the following to filter the entities or departments that display in the driver:
 - a. In the **Filter by Entity** field, type the entity number(s) or click **Choose Value** to select the entities, and then click **OK**.
 - b. Optionally, in the **Filter by DEPT.KHABgtMap** field, type the department number(s) or click **Choose Value** to select the departments, and then click **OK**.
4. In the actuals and budget columns, do one of the following:
 - To use the default values derived from the Membership Trend Enrollment driver, select **Default** in the **Spread Tag** column (if it is not already selected).
 - To use custom values, type the values in the columns. When you save your changes, the **Spread Tag** column changes from **Default** to **Previous Input**.

TIP: Even if you enter custom values, you can go back to using the default values by selecting **Default** from the **Spread Tag** column. The system will automatically use the values calculated using the Membership Enrollment Trend driver. After you save your change, the system will change the spread tag from **Previous Input** back to **Default** to indicate that these are driver-calculated values.

For more information on how the spread tags work, see [Understanding the interface](#) in the section above.

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

► Adding data types

To add a data type:

1. In the list of data types, double-click **Double click to Add New Datatype**.

NOTE: The purpose of this option is to allow you to add a revenue or expense category that contains no actual history. For example, if the AARP health plan does not contain drug expense historically, but now we wish to include it for planning, this option will accommodate that expense category.

| | | |
|-------|-------------------------------|----------------------------------|
| 2 | KH Medical Center | |
| 27200 | EMC Radiology - MRI (JobCode) | |
| AARP | AARP | |
| ↑ | HOSP | Hospital_HP |
| | | Members |
| | | HP_DrugME |
| | | HP_HospME |
| | | HP_OutPTME |
| | | HP_Revenue |
| | | Default |
| | | Default |
| | | Default |
| | | Default |
| | | Previous Input |
| | | Double click to Add New Datatype |

2. In the **Select Datatype** field, type the name of the data type or click **Choose Value** to select the data types.
3. Click **OK**.

Because you can only add one instance of a data type, the list of available data types diminishes as they are added to the driver for a particular location. If all the data types have been used, then the message **No additional Datatypes available for insertion** replaces **Double click to Add New Datatype** at the bottom of the list.

| | | |
|-------|-------------------------------|-------------------------------------------------|
| 2 | KH Medical Center | |
| 27200 | EMC Radiology - MRI (JobCode) | |
| AARP | AARP | |
| ↑ | HOSP | Hospital_HP |
| | | Members |
| | | HP_DrugME |
| | | HP_HospME |
| | | HP_OutPTME |
| | | HP_Revenue |
| | | Default |
| | | Default |
| | | Default |
| | | Default |
| | | Previous Input |
| | | No additional Datatypes available for insertion |

► Deleting data types

After you select the data types to delete, the system does not remove them until after you save the driver.

To delete a data type:

1. Next to the name for each data type to delete, click the **Save** cell drop-down, and select **Delete**.

2. In the **Main** ribbon tab, click **Save**.

► What if there are no members in a plan?

New plans will likely have no members or historical information in the system, but you can still use this driver to manually enter membership numbers and begin the health plan budget process. In this situation, the membership row displays **Members Not Found** and the system displays zeroes in the white cells of the actual period columns. However, in the blue cells, you can manually enter member numbers and revenue/expense stream values, as needed.

TIP: Instead of entering the new plan information in this driver, another option is to simply enter this same data in the ACT_HP_20XX table. The system will then pull in the data from the table as the starting point for the new plan.

| | | | | | | | | | | | | | | |
|-------------------------|------------------|----------------|----------------|---------|---------|---------|---------|---------|---------|---------|--------------|--------------|--------------|--------|
| Emergency Room-Hospital | | | | | | | | | | | | | | |
| Members Not Found | | | Previous Input | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 120 | 120 | 120 |
| | HP_DrugME | Previous Input | \$65.00 | \$65.00 | \$65.00 | \$65.00 | \$65.00 | \$65.00 | \$65.00 | \$65.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Save | HP_HospME | Previous Input | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$115.00 | \$115.00 | \$0.00 | \$0.00 |
| Save | HP_Revenue | Previous Input | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$400,000.00 | \$400,000.00 | \$400,000.00 | \$0.00 |
| Save | QA test datatype | Previous Input | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$105.00 | \$105.00 | \$0.00 | \$0.00 |

Budget Labor drivers

The following table includes a description of each type of Budget Labor driver:

| Driver | Description |
|----------------------------|----------------------------------------------------------------------------------------|
| Budget Labor Configuration | Use to configure default settings for tracking and calculating labor-related expenses. |

| Driver | Description |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Labor Rates | Use to control the wage rate increases globally for your entire organization as well as for specific budget group and department categories. |
| Budget Labor Accounts | Use to configure certain salary or benefit accounts to use total salaries or a subset of salary accounts to use in the calculation. |
| Budget Labor ADC Configuration | Use to configure the job classes and staffing ratios for each job class. |
| Budget Labor Alt FTE Factors | Use to configure Alt FTE factors. |
| Budget Labor Benchmark driver | Use to define a benchmark target of FTEs or Worked Hours per Unit of Service (WHPUOS) by department. |
| Budget Labor JobCode Dropdown | Use for any department where a filter applied to a JobCode drop-down provides a streamlines list for the user. |
| Budget Labor Limits | Use to top-out rates when needed. |
| Budget Labor Override | Use to make overrides to the various labor-related sheets, such as Empl_List, in budget plan files. |
| Budget Labor Target | Use to define a target of Worked Hours per Unit of Service (WHPUOS) by department and job code. |

| Driver | Description |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Labor Configuration | Use to configure default settings for tracking and calculating labor-related expenses. |
| Budget Labor Rates | Use to control the wage rate increases globally for your entire organization as well as for specific budget group and department categories. |
| Budget Labor Accounts | Use to configure certain salary or benefit accounts to use total salaries or a subset of salary accounts to use in the calculation. |

| Driver | Description |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Budget Labor ADC Configuration | Use to configure the job classes and staffing ratios for each job class. |
| Budget Labor Alt FTE Factors | Use to configure Alt FTE factors. |
| Budget Labor Benchmark driver | Use to define a benchmark target of FTEs or Worked Hours per Unit of Service (WHPUOS) by department. |
| Budget Labor JobCode Dropdown | Use for any department where a filter applied to a JobCode drop-down provides a streamlines list for the user. |
| Budget Labor Limits | Use to top-out rates when needed. |
| Budget Labor Override | Use to make overrides to the various labor-related sheets, such as Empl_List, in budget plan files. |
| Budget Labor Target | Use to define a target of Worked Hours per Unit of Service (WHPUOS) by department and job code. |

Budget Labor Configuration

► Overview

This driver contains default settings for how labor-related expenses are tracked and calculated. You can set exceptions for specific budget groups by adding another calc method and entering data for the specific budget group.

This driver defaults to the **FTE Scale** field in the **Year Period** table of the **Global Setup** section. However, you can modify the defaults at the **Budget Group** level. For more information, see [Setting year and period](#).

NOTE: Users with the Budgeting Analyst or Budgeting Admin roles or access to the 02 Budget Labor Configuration driver and the Global Driver Management role can edit the FTE scale in this driver. These roles and permissions may differ based on your organization.

| | FTE Day Type | FTE Scale | FTE Hours |
|----------------------------|---------------|-----------|-----------|
| Default | Calendar Days | Weekly | 40.00 |
| Global Calendar Days | 365 | 365 | 183 |
| Global Work Days in Period | 261 | 261 | 173 |
| Global Hours in Period | 2,085.71 | 2,085.71 | 1,045.71 |
| Global Number of Holidays | | | 4 |

► Settings

[Open the driver](#). The top of the sheet begins the settings for the global configuration, including the following calc method blocks:

- **Labor Configuration**
- **Standard Budget PayTypes**
- **Earned Paid Time Off Setup**

NOTE: After configuring the global labor drivers, you can do the same for each budget group.

► Global Setup and Default Budget Workbook Configuration Settings section

| | FTE Day Type | FTE Scale | FTE Hours |
|----------------------------|--------------|-----------|-----------|
| Default | Work Days | Weekly | 8.00 |
| Global Calendar Days | 365 | 365 | 183 |
| Global Work Days in Period | 261 | 261 | 173 |
| Global Hours in Period | 2,088.00 | 2,088.00 | 1,384.00 |
| Global Number of Holidays | | | 4 |

Settings in this section include:

| Option | Definition |
|--------------------------|-----------------------------------------------------------------------------------------------------------------|
| Activate Dept Based Pay? | Enable or disable department-based pay and designate a default JobCode (the default is initially set to JDept). |

| Option | Definition |
|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Global or <i>BudgetGroup name</i> Hours per FTE Convention | <p>Do one of the following for each budget group:</p> <ul style="list-style-type: none"> To use the default standard work hours specified by your organization, select Default. NOTE: The default is configured in the FTE Scale and FTE Hours fields in the Year Period table. To use the non-default standard work hours, select it from the list. For example, if the default is 2086, then it displays as Default. The other option that would display is 2080. <p>For more information, see Setting year and period.</p> |
| Global or <i>BudgetGroup name</i> Calendar Days | The calendar days for the YTD, remainder of the current year, and upcoming budget years. |
| Global or <i>BudgetGroup name</i> Work Days in Period | The work days in each period. |
| Global or <i>BudgetGroup name</i> Hours in Period | The hours in each period, calculated by work days. |
| Global or <i>BudgetGroup name</i> Number of Holidays | The number of holidays in each period. |

► Labor Configuration section

In this section, enter basic assumptions and key statistics related to payroll.

Budget Workbook Labor Configuration Settings

| Global Setup | Two Years Ago | Last Year | Current Bud | YTD | ProjCalc | ProjAdj | ProjTtl | BudTtl | BudPrelim | Bud_Target |
|------------------------------------------------------|---------------|-----------|-------------|-----|----------|------------|-----------|---------------------|-----------|----------------------------|
| Labor Configuration | | | | | | | | | | |
| % of Staffing Change with Volume | | | | | | | | 0.0% | | |
| Medicare Tax | | | | | | | 0.0% | 0.0% | | |
| Current FICA Rate | | | | | | | 0.0% | 0.0% | | |
| Current FICA Limit | | | | | | | \$0 | \$0 | | |
| Retirement Below FICA limit | | | | | | | 0.0% | 0.0% | | |
| Retirement Above FICA limit | | | | | | | 0.0% | 0.0% | | |
| Retirement Max Limit | | | | | | | \$0 | \$0 | | |
| Uniform Merit Increase Date? | | | | | | | No | 01/00/00 | | |
| FTE Comparison to YTD | | | | | | | Sched_FTE | 0.00 | | Default for Scheduled FTEs |
| Projected FTE Starting Point | | | | | | | YTD_FTE | | | |
| Forecast FTEs from Projection | | | | | | | Yes | | | |
| Hours per PayPeriod | | | | | | | | 0.00 | | |
| Hours per Monthly | | | | | | | | 0.0000 | | |
| KHASum Code for Agency | | | | | | 0 | | 0 | | |
| KHASum Code for Physician | | | | | | 0 | | 0 | | |
| Use Self-Balancing to Target on Jobcode tab? | | | | | | No | | Variable-Productive | | Fixed |
| Jobcode to use for Self-Balancing Jobcode Adjustment | | | | | | Jobcode >> | 0 | 0 | | << Jobcode |

Control Sheet

LaborConfiguration

Settings in this sheet include:

| Option | Definition |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| % of Staffing Change with Volume | The ratio of staffing increases to volume increases. |
| Medicare Tax | The Medicare tax rate for staff. |
| Current FICA Rate | The FICA rate for staff. |
| Current FICA Limit | The FICA limit for staff for the calendar year. |
| Retirement Below FICA limit | <p>The retirement benefit rate to apply before the employee's salary passes the amount in the Current FICA limit cell.</p> <p>In the following example, the current FICA limit is \$113,700. As a result, the retirement benefit is calculated at 12%.</p> |
| Retirement Above FICA limit | <p>The retirement benefit rate to apply when the employee's salary exceeds the amount in the Current FICA limit cell but does not exceed the amount in the Retirement Max Limit cell.</p> <p>For example, an employee's salary increases to \$125,000. As a result, the retirement benefit rate increases from 12% to 18%.</p> |
| Retirement Max Limit | The amount at which the retirement benefit rate stops. |
| Uniform Merit Increase Date? | Click Yes and designate a date when the merit increases go into effect; otherwise, click No . |
| FTE Comparison to YTD | Can use Scheduled FTEs (from Labor Master import) or CYB FTE – Current year budget FTEs from Payroll26. |
| Projected FTE Starting Point | <p>Use this option to set the starting point for projected FTE counts.</p> <ul style="list-style-type: none"> To use YTD_FTEs as the projected starting point, select YTD_FTE. To set the starting point as schedule and budget, select Sched/Budget. <p>NOTE: To use CYB_FTE, you must run the Monthly to Biweekly report under <i>Reports Library > Management Reporting Utilities > Payroll</i> to transfer your budgeted FTEs from the monthly payroll tables to the biweekly payroll tables. Default setting is Sched_FTE, which feeds from the Empl_List in the budget plan files.</p> |
| Forecast FTEs from Projection | To set the default budget FTEs to zero in all labor sheets (JobCode, Staffing and Employee), select No . The default setting is Yes . |

| Option | Definition |
|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hours per PayPeriod | Defines the number of hours in a pay period. The default is 80. |
| Hours per Monthly | This should not be edited. |
| Reimbursed Salaries Account | This should not be edited. |
| KHASum Code for Agency | Summary code for Agency labor. |
| KHASum Code for Physician | Summary code for Physician labor. |
| Use Self-Balancing to Target on JobCode tab? | When active, this feature forces the department budget to a selected target on the Benchmark sheet. |
| JobCode to use for Self-Balancing JobCode Adjustment | Input valid job code for variable and fixed. |
| PayType to use for Self-Balancing JobCode Adjustment | Input valid pay type for variable and fixed. The default is the Regular pay type specified in the Standard Budget PayTypes Productive Categories section below. |
| Account to use for Self-Balancing JobCode Adjustment | Input valid account for variable and fixed. Default is the "Regular" account specified in the Standard Budget PayTypes Productive Categories section below. |
| Projection FTEs - Use YTD Actual or NYB Adjusted | <p>You can base the Projected FTE allocation off of YTD or NYB. This means that if there are adjustments in the yellow allocation rows from the base YTD calculation, you can elect to make that same assumption for the Projected FTE.</p> <p>For example, assume that the YTD% for overtime was 4% YTD. The projection would also be 4% and would calculate the overtime FTE accordingly. But, assume an adjustment to overtime allocation of 8% is made. This would normally apply to just NYB, but now that 8% adjustment can apply to the Projection FTE too.</p> |
| Program Additions | Allows for custom naming of the Program Additions row. To change the name, type the desired name in the cell to the left of the label. |
| Position Changes | Allows for custom naming of the Position Changes row. To change the name, type the desired name in the cell to the left of the label. |

► Standard Budget PayTypes section

This section defines the pay categories for Productive, NonProductive, and Contract labor that you can assign to the JobCode, Staffing, and Employee columns in the PAYTYPE dimension table. This determines how different paytypes are spread out over the months of a year. The initial configuration is set up by your Syntellis Implementation Consultant during implementation.

Budget Workbook Labor Configuration Settings

| Global Setup | | | | | | | | | | | |
|------------------------------|-----------------------------------|---------------------|----------------|---------------------------------------------------|------------|------------|---------|---------|----------------|------------|--|
| Two Years Ago | | Last Year | Current Bud | YTD | ProjCalc | ProjAdj | ProjTtl | BudTtl | BudPrelim | Bud_Target | |
| Standard Budget PayTypes | | Default Description | Staffing Group | Spread Method | Multiplier | | | PayType | Select PayType | Account | |
| Productive Categories | | | | | | | | | | | |
| 0 | Prod Category 1 - Must be Regular | Regular | | | 0.00 | Prod | 0 | | << Paytype | | |
| 0 | Prod Category 2 | 0 | FTEAlloc | | 0.00 | Prod | 0 | | << Paytype | | |
| 0 | Prod Category 3 | 0 | FTEAlloc | | 0.00 | Prod | 0 | | << Paytype | | |
| 0 | Prod Category 4 | 0 | FTEAlloc | | 0.00 | Prod | 0 | | << Paytype | | |
| 0 | Prod Category 5 | 0 | FTEAlloc | | 0.00 | Prod | 0 | | << Paytype | | |
| 0 | Prod Category 6 | 0 | FTEAlloc | | 0.00 | Prod | 0 | | << Paytype | | |
| Lump Sum Payout Entry Only>> | | | | | 0.00% | Paytype >> | 0 | | 0.00% | 0 | |
| NonProductive Categories | | | | | | | | | | | |
| 0 | NonProd Category 1 - Must be PTO | 0 | FTEAlloc | | 0.00 | NonProd | 0 | | << Paytype | | |
| 0 | NonProd Category 2 | 0 | FTEAlloc | | 0.00 | NonProd | 0 | | << Paytype | | |
| 0 | NonProd Category 3 | 0 | FTEAlloc | | 0.00 | NonProd | 0 | | << Paytype | | |
| 0 | NonProd Category 4 | 0 | FTEAlloc | | 0.00 | NonProd | 0 | | << Paytype | | |
| 0 | NonProd Category 5 | 0 | FTEAlloc | | 0.00 | NonProd | 0 | | << Paytype | | |
| Contract Labor Categories | | | | | | | | | | | |
| 0 | Contract Labor - Category 1 | Select Jobcode | JobCode | Default Rate - Applied only if no historical rate | | | | | << Paytype | | |
| 0 | Contract Labor - Category 2 | Jobcode >> | 0 | | 0.00 | 0 | | | << Paytype | | |
| 0 | Contract Labor - Category 3 | Jobcode >> | 0 | | 0.00 | 0 | | | << Paytype | | |
| 0 | Contract Labor - Category 4 | Jobcode >> | 0 | | 0.00 | 0 | | | << Paytype | | |
| 0 | Contract Labor - Category 5 | Jobcode >> | 0 | | 0.00 | 0 | | | << Paytype | | |
| 0 | Contract Labor - Category 6 | Jobcode >> | 0 | | 0.00 | 0 | | | << Paytype | | |
| 0 | Contract Labor - Category 7 | Jobcode >> | 0 | | 0.00 | 0 | | | << Paytype | | |

Settings in this section include:

| Option | Definition |
|---------------------------|---------------------------------------------------------------------------|
| Productive Categories | Includes regular, overtime, education, and so on. |
| NonProductive Categories | Includes time off and other non-productive hours. |
| Contract Labor Categories | Define up to seven categories of contract labor in the labor models |
| Productivity Statistic | Defines the PayType used to store productivity statistics, usually PStat. |

► Earned Paid Time Off Setup section

Use this section to determine how PTO is computed based on labor hours.

| | | | | |
|----------------------------------|---------------------|--------|------------|-------|
| Earned Paid Time Off Setup | Compute Earned PTO? | Yes | GL Method | Net |
| Earned Paid Time Off | | 80.00 | GL Account | 60900 |
| Earned PTO Hrs Conversion Factor | | 176.00 | | |
| Default Earned PTO Hours Per FTE | | | | |

Settings in this sheet include:

| Option | Definition |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Earned Paid Time Off Setup | Set whether to use calculated PTO. To use historical taken PTO as the budgeted PTO, select No . If you select Yes , you can select the gross or net method for earned PTO. |
| Earned PTO Hrs Conversion Factor | The rate at which hours accrue based on which account. |
| Default Earned PTO Hours Per FTE | The default annual per FTE PTO hours earned. |

Working with FTE standard working hours

The FTE Hours standard specified from the [Year Period](#) table is included in the Budget Labor Configuration tab. This allows you to not only define standard working time globally across your organization, but you can also define it for each budget group.

NOTE: Configurations in the **Global Setup** section are reflected in real time for each **Budget Group** configuration set to default to include the **Hours in a Period** line item. To see the changes you make in other areas, you must click **Save**.

Budget Workbook Labor Configuration Settings

| Global Setup | Two Years Ago | Last Year | Current Bud | YTD | Pr |
|----------------------------------|---------------|-----------|-------------|-------|----|
| Default Earned PTO Hours Per FTE | | | | | |
| Medical Center | | | | | |
| Hours per FTE Convention | Default | 2086 | | | |
| Calendar Days | Default | 365 | 365 | 182 | |
| Work Days in Period | 261 | 261 | 260 | 173 | |
| Hours in Period | 2,091 | 2,086 | 2,086 | 1,040 | |
| Number of Holidays | | | | 4 | |

In the Budget Labor Configuration driver, the Default values are set up in the [YearPeriod](#) table where you can set the standard working hours by job code.

NOTE: The default is configured in the **Year Period** table.

| [BUD19] Budget Configuration | | | | | | | |
|------------------------------------|-------------------------|---------------------|---------------------|---------------------------|-----------------------|-----------------------|---------|
| [BUD19] Budget Labor Configuration | | | | | | | |
| Period x | | | | | | | |
| AB | AC | AD | AE | AF | AG | AH | |
| NYTDWkDays | CYFTE | LYFTE | NYFTE | WCYFTE | WLYFTE | WNYFTE | CYT |
| Decimal | Decimal | Decimal | Decimal | Decimal | Decimal | Decimal | Dec |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| NYTDWkDays | CYFTE | LYFTE | NYFTE | WCYFTE | WLYFTE | WNYFTE | CYT |
| Next Year YTD Worked Days | Current Year FTE Factor | LastYear FTE Factor | NextYear FTE Factor | Current Year WDFTE Factor | LastYear WDFTE Factor | NextYear WDFTE Factor | Cur YTD |
| 21 | 177.14 | 177.14 | 177.14 | 184.00 | 184.00 | 168.00 | |
| 44 | 177.14 | 177.14 | 177.14 | 168.00 | 168.00 | 184.00 | |
| 66 | 171.43 | 171.43 | 171.43 | 176.00 | 176.00 | 176.00 | |
| 87 | 177.14 | 177.14 | 177.14 | 176.00 | 184.00 | 168.00 | |
| 109 | 171.43 | 171.43 | 171.43 | 168.00 | 160.00 | 176.00 | |
| 131 | 177.14 | 177.14 | 177.14 | 184.00 | 184.00 | 176.00 | |
| 153 | 177.14 | 177.14 | 177.14 | 168.00 | 176.00 | 176.00 | |
| 173 | 160.00 | 165.71 | 160.00 | 168.00 | 160.00 | 160.00 | |
| 196 | 177.14 | 177.14 | 177.14 | 184.00 | 176.00 | 184.00 | |
| 216 | 171.43 | 171.43 | 171.43 | 168.00 | 176.00 | 160.00 | |
| 239 | 177.14 | 177.14 | 177.14 | 176.00 | 168.00 | 184.00 | |
| 261 | 171.43 | 171.43 | 171.43 | 176.00 | 176.00 | 176.00 | |
| 2,085.71 | 2,091.43 | 2,085.71 | 2,096.00 | 2,088.00 | 2,088.00 | | |

You do this in the StdHours column in the JOBCODE dimension table. This is a validated field so the two options are Default and 2080 Hours.

| JOBCODE | Description | GLAcc | HRAcc | FTEAcc | FICAAcc | JobClass | GLClass | Variable | KBABgtCode | KBABs | FTEFactor | StdHours | Retiremen |
|---------|--------------------------|-------|-------|--------|---------|--------------|---------|----------|------------|---------|-----------|------------|-----------|
| J00002 | Executive Vice President | 0 | 0 | 0 | 61300 | Management | Staff | Fixed | J00002 | JobCode | 80.00 | Default | NA |
| J00005 | Receptionist-Admin | 0 | 0 | 0 | 61300 | Clerical | Staff | Fixed | J00005 | JobCode | 80.00 | Default | NA |
| J00006 | Receptionist | 0 | 0 | 0 | 61300 | Clerical | Staff | Fixed | J00006 | JobCode | 80.00 | Default | NA |
| J00008 | Management Engineer | 0 | 0 | 0 | 61300 | Professional | Staff | Fixed | J00008 | JobCode | 80.00 | Default | NA |
| J00010 | President For The Trust | 0 | 0 | 0 | 61300 | Management | Staff | Fixed | J00010 | JobCode | 80.00 | 2080 Hours | NA |
| J00012 | Architect | 0 | 0 | 0 | 61300 | Professional | Staff | Fixed | J00012 | JobCode | 80.00 | Default | NA |

The FTE Hours standard specification is especially helpful if your organization has a mix of employees using the Jobcode or ProviderComp labor methods but are using alternate FTE standard working hours. For example, highly compensated employees are perhaps using a 2080 FTE scale while others are using a 2086 FTE scale, yet they are on the same Jobcode labor type.

NOTE: As an administrator, you only need to update this column if you need the alternate scale. The column automatically displays Default, so no additional configuration is required.

NOTE: Standard reports do not recognize FTE calculations based on the two scales. We recommend that you modify or create your reports to represent the FTE values, if needed. For example, if an FTE using 2080 hours is calculated with a denominator of 2086, then the FTE displays as .9971, unless rounded to two decimals.

After setting up and applying the FTE Standard, within the plan file, a row is added. If the 2080 Hours option is selected, the hours will be based on the FTE factors on this row.

| =Expense!Z69 | | | | | | | | | | | | | | |
|--------------|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---------|
| | R | S | T | U | V | W | X | Y | Z | AA | AB | AC | AD | AE |
| 37 | | | | | | | | | | | | | | |
| 38 | EMC_NonProc | 8.49% | 8.22% | 8.49% | 8.49% | 7.67% | 8.49% | 8.22% | 8.49% | 8.22% | 8.49% | 8.49% | 8.22% | 100.00% |
| 39 | EMC_NonProc | 8.49% | 8.22% | 8.49% | 8.49% | 7.67% | 8.49% | 8.22% | 8.49% | 8.22% | 8.49% | 8.49% | 8.22% | 100.00% |
| 40 | EMC_NonProc | 8.49% | 8.22% | 8.49% | 8.49% | 7.67% | 8.49% | 8.22% | 8.49% | 8.22% | 8.49% | 8.49% | 8.22% | 100.00% |
| 41 | EMC_NonProc | 8.49% | 8.22% | 8.49% | 8.49% | 7.67% | 8.49% | 8.22% | 8.49% | 8.22% | 8.49% | 8.49% | 8.22% | 100.00% |
| 42 | EMC_NonProc | 8.49% | 8.22% | 8.49% | 8.49% | 7.67% | 8.49% | 8.22% | 8.49% | 8.22% | 8.49% | 8.49% | 8.22% | 100.00% |
| 43 | | | | | | | | | | | | | | |
| 44 | | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 31 | 31 | 30 | 365 |
| 45 | | 1,391 | 1,391 | 1,346 | 1,391 | 1,346 | 1,391 | 1,391 | 1,256 | 1,391 | 1,346 | 1,391 | 1,341 | 16,372 |
| 46 | | 8.50% | 8.50% | 8.22% | 8.50% | 8.22% | 8.50% | 8.50% | 7.67% | 8.50% | 8.22% | 8.50% | 8.19% | 100.00% |
| 47 | EMC_Holiday | 1 | 0 | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 6 |
| 48 | | 177 | 171 | 177 | 177 | 160 | 177 | 171 | 177 | 171 | 177 | 177 | 171 | 2,086 |
| 49 | [stop] | 177 | 171 | 177 | 177 | 160 | 177 | 171 | 177 | 171 | 177 | 177 | 171 | 2,080 |
| 50 | | | | | | | | | | | | | | |
| 51 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 52 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 53 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 54 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

In the monthly hours row of the applicable Labor calc method, the formula looks for 2080 Hour, and if present, then the hours are based on the 2080 row, as seen in the calculation highlighted in the following example.

The following example shows the option selected from the JOBCODE dimension.

| AG106 | | | | | | | | | |
|--------------------------------------------|---------------------------------------|-------|------------------------------------|--------|-------|----|--------|--------|--------|
| =S106*IF(\$FW106="2080 Hours",S\$49,S\$48) | | | | | | | | | |
| Home [BUD19] 27200 (R/O) x JOBCODE | | | | | | | | | |
| | A | C | E | AD | AE | AF | AG | AH | AI |
| 70 | JOB CODE | | | 3.054 | | | | | |
| 71 | 27200 - EMC Radiology - MRI (JobCode) | | | 0.000 | | | | | |
| 72 | | | | 0.00 | | | | | |
| 73 | | | | 4.454 | | | | | |
| 74 | | | | 68.6% | | | | | |
| 75 | | | | | | | | | |
| 76 | | | | | | | | | |
| 77 | | | | | | | | | |
| 78 | Job | Dept | | Sep-19 | Total | | Oct-18 | Nov-18 | Dec-18 |
| 79 | Code | | | FTEs | FTEs | | Hours | Hours | Hours |
| 96 | J09999 | 27200 | Contract Labor - Category 2 | 0.00 | 0.00 | | 0 | 0 | |
| 102 | Initiative | 27200 | New Initiatives | 0.00 | 0.00 | | 0 | 0 | |
| 103 | | | | | | | | | |
| 104 | | | | | | | | | |
| 105 | J00200 | 27200 | Technologist Assistant (27200_601) | | | | | | |
| 106 | | | Current Paid FTEs | 9.00 | 8.98 | | 1,590 | 1,539 | |

The following example shows the option selected from the JOBCODE dimension.

| | A | C | E | FU | FV | FW |
|-----|---------------------------------------------------------|-------|--------------------------------------------------|--------|---------|------------|
| 70 | JOBCODE 27200 - EMC Radiology - MRI (JobCode) | | | | | |
| 71 | | | | | | |
| 72 | | | | | | |
| 73 | | | | | | |
| 74 | | | | | | |
| 75 | | | | | | |
| 76 | | | | | | |
| 77 | | | | | | |
| 78 | Job | Dept | | ManAdj | Jobcode | StdHours |
| 79 | Code | | | | | |
| 103 | | | | | | |
| 104 | | | | | | |
| 105 | J00200 | 27200 | Technologist Assistant (27200_60100) | J00200 | | 2080 Hours |
| 106 | | | Current Paid FTEs | | | 2080 Hours |
| 107 | | | Program Additions | | | 2080 Hours |
| 108 | | | Position Changes | | | 2080 Hours |
| 109 | | | Total Paid FTEs | | | 2080 Hours |
| 110 | | | Regular | | | 2080 Hours |
| 111 | | | Overtime | | | 2080 Hours |
| 112 | | | Education | | | 2080 Hours |
| 116 | | | Lump Sum Payout | | | 2080 Hours |
| 117 | | | Technologist Assistant - Total Production | | | 2080 Hours |
| 118 | | | Paid Time Off using YTD | | | 2080 Hours |
| 123 | | | Double Click to Insert New Pay Type | | | 2080 Hours |
| 124 | | | Technologist Assistant | | | 2080 Hours |
| 125 | | | Earned Paid Time Off | | | 2080 Hours |
| 126 | J00200 | 27200 | Retirement | | | |
| 127 | | | Calendar YTD for Retirement calc | | | |
| 128 | | | | | | |
| 129 | J00287 | 27200 | Team Leader (27200_60100) | J00287 | | Default |
| 130 | | | Current Paid FTEs | | | Default |
| 131 | | | Program Additions | | | Default |

Budget Labor Rates

► Overview

The Budget Labor Rates driver allows you to control the wage rate increases globally for your entire organization as well as for specific budget group and department categories. For each category, you can also set rate increases by job code (determined by the JobClass grouping column in the JOBCODE dimension table), job class, and step.

There are two types of wage rate increases you can configure:

- **Annual Merit** – The effective date from the labor master file is used in the budget plan file. If there is no match to the Empl_List, the Merit Month is used by default.
- **Market Adjustments** – The Market month listed in Budget Assumptions is the month in which the increase is applied. You can define up to two Market Adjustment merit increases.

► Settings

Open the driver. When configuring the Labor Rate driver, you begin by specifying global rate and merit increases that apply to the broadest set of job codes. Next, you specify the rate and merit increases by specific budget group. Finally, you can finish your configuration at the most specific category—by department.

NOTE: Budget groups are normally used for entities within your organization, but you can use them any way you wish.

Within each Labor Rate category, you can specify rate and merit increases by job code, job class, and step. The following is a list of the different configuration combinations you can set up, in order of broadest to most specific.

- Global | Global (Broadest)
- Global | JobClass
- Global | JobClass | Step
- Global | JobCode
- Global | JobCode | Step
- BudgetGroup | Global
- BudgetGroup | JobClass
- BudgetGroup | JobClass | Step
- BudgetGroup | JobCode
- BudgetGroup | JobCode | Step
- Dept | Global
- Dept | JobClass
- Dept | JobClass | Step
- Dept | JobCode
- Dept | JobCode | Step (Most specific)

When it comes to actually applying the rate and merit adjustments, Axiom Budgeting evaluates each job code and applies the most specific Labor Rate driver configuration first. If a configuration does not apply to the specific job code, the system evaluates the next least-specific configuration to see if it applies. If it does not, the system continues to evaluate the job code until it meets the requirements of a configuration.

In the following example, rates have been specified for Global | JobClass and Global | JobClass | Step for a job class defined as Other. Employees who meet the step criteria will receive a 30% increase while those in the same job class that do not meet the step criteria will only receive a 20% increase.

Labor Rates

Instructions: Driver file refreshes after save. To make a correction, select Delete in column R and save or refresh file without saving to clear unwanted entries.

Change Note: Input JobClass or JobCode in column U by double clicking and picking from the list.

| | | | | FY 2018 | | | |
|-------------------------|---------------------|---------------|-------|----------------------|----------|----------|--------------|
| | | | | FY 2017 Projected | | | Budget Merit |
| BudgetGroup | Category | Description | | Merit | Market-1 | Market-2 | Rate |
| Global (Drivers) | | | | | | | |
| Global | Budget Group Global | Global Change | | 10.0% | 11.0% | 12.0% | 0.0% |
| Save | BudgetGroup | JobClass | Step | Job Class Exceptions | | | |
| Save | Global | >> | Other | 20.0% | 20.0% | 20.0% | 20.0% |
| Save | Global | >> | Other | 30.0% | 30.0% | 30.0% | 30.0% |

Double Click to Insert New Jobclass and Step

In the following example, note the configuration of Global-J00200.

| | | | | FY 2018 | | | |
|-------------------------|---------------------|---------------|---------------------------------|----------------------|----------|----------|--------------|
| | | | | FY 2017 Projected | | | Budget Merit |
| BudgetGroup | Category | Description | | Merit | Market-1 | Market-2 | Rate |
| Global (Drivers) | | | | | | | |
| Global | Budget Group Global | Global Change | | 10.0% | 11.0% | 12.0% | 13.0% |
| Save | BudgetGroup | JobClass | Step | Job Class Exceptions | | | |
| Save | Global | Control | Control | 15.0% | 0.0% | 0.0% | 0.0% |
| Save | Global | Technical | Technical | 6.0% | 6.0% | 7.0% | 8.0% |
| Save | Global | >> | <= Click here to enter JobClass | 0.0% | 0.0% | 0.0% | 0.0% |
| Global (Drivers) | | | | | | | |
| Save | BudgetGroup | JobCode | Step | Job Code Exceptions | | | |
| Save | Global | J00031 | Clinical Technician | 2.0% | 4.0% | 6.0% | 8.0% |
| Save | Global | J00200 | Technologist Assistant | 3.0% | 3.0% | 3.0% | 3.0% |
| Save | Global | >> | <= Click here to enter JobCode | 0.0% | 0.0% | 0.0% | 0.0% |

Double Click to Insert New Jobclass and Step

In this next example, note that Global-J00200 is recognized in the Empl_List tab.

| Fiscal Month: Calendar Month: FTE Hours: Calendar Days: | | | | |
|------------------------------------------------------------------|-------|---------------------------|-------------|----------------|
| EMPLOYEE LISTING | | | | |
| 27200 - EMC Radiology - MRI (JobCode) | | | | |
| Job Code | Dept | | CY Lump Sum | Global Code |
| J00200 | 27200 | Technologist Assistant-Ro | | |
| J00200 | 27200 | Bennett, Laura D. | 900 | Global-J00200_ |
| Technologist Assistant-Ro - Total: | | | 900 | Global |
| J00287 | 27200 | Team Leader-MRI | | |
| J00287 | 27200 | Pitre, Jason J. | 3,942 | EMCTechnical_ |
| Team Leader-MRI - Total: | | | 3,942 | EMCTechnical_ |

When configuring the Labor Rate driver, remember the following:

- The most specific labor rate you configure will be the one that controls the labor rate adjustments. For example, if you configure the rates for Dept | Global, but you do not specify the rates for Dept | JobClass, then the rates apply to everyone in the department—regardless of job class, job code, or step.
- To minimize the number of configurations you need to set up and maintain, we recommend using the global configurations to institute your rate and merit increases for most job codes. You should only use the more specific labor rate categories and configurations as exceptions.

The configurations you make in the Labor Rate driver affects the following tabs in the plan file:

- JobCode
- Staffing
- Employee
- Provider
- HHLabor
- AltFTE

The same exception principle that is applied in expense adjustment is applied here as well. After Axiom Budgeting determines that it is an exception, all other related increases will not apply.

You can make exceptions to budget groups by adding another calc method block and entering the code for the budget group.

Labor Rates

Instructions: Driver file refreshes after save. To make a correction, select Delete in column O and save or refresh file without saving to clear unwanted entries.

Change Note: Input JobClass or JobCode in column R by double clicking and picking from the list.

| BudgetGroup | Category | Description | FY 2017 Projected | | | FY 2018 | | Month |
|-------------|--------------------|----------------------------------------------|-------------------|----------|----------|--------------|-------|----------|
| | | | Merit | Market-1 | Market-2 | Budget Merit | Rate | |
| Save | Global | Global Change | 0.0% | 0.0% | 0.0% | | 5.0% | Sep-2016 |
| Save | Health System | | | | | | | |
| | EHS | Budget Group Global | 0.0% | 0.0% | 0.0% | | 0.0% | Sep-2016 |
| Save | BudgetGroup | JobClass | | | | | | |
| | EHS | <= Click here to enter JobClass | 0.0% | 0.0% | 0.0% | | 0.0% | Sep-2016 |
| | | Double Click to Insert New Jobclass and Step | | | | | | |
| Save | BudgetGroup | JobCode | | | | | | |
| | EHS | <= Click here to enter JobCode | 0.0% | 0.0% | 0.0% | | 0.0% | Sep-2016 |
| | | Double Click to Insert New Jobcode and Step | | | | | | |
| Save | Medical Associates | | | | | | | |
| | EMA | Budget Group Global | 10.0% | 15.0% | 20.0% | | 25.0% | Sep-2016 |
| Save | BudgetGroup | JobClass | | | | | | |
| | EMA | Physician | 1.0% | 2.0% | 3.0% | | 4.0% | Sep-2016 |
| Save | EMA | <= Click here to enter JobClass | 0.0% | 0.0% | 0.0% | | 0.0% | Sep-2016 |
| | | Double Click to Insert New Jobclass and Step | | | | | | |
| Save | BudgetGroup | JobCode | | | | | | |
| | EMA | J00655 | 6.0% | 10.0% | 15.0% | | 20.0% | Sep-2016 |
| Save | EMA | <= Click here to enter JobCode | 0.0% | 0.0% | 0.0% | | 0.0% | Sep-2016 |
| | | Double Click to Insert New Jobcode and Step | | | | | | |

► Configuring labor-rate details

1. To make global rate changes for the Global, BudgetGroup, and/or Department categories, in the **Global Change** row, type rate increase percentages in the **Merit**, **Market-1**, and **Market-2** columns.

Labor Rates

Instructions: Driver file refreshes after save. To make a correction, select Delete in column R and save or refresh file without saving to clear unwanted entries.

Change Note: Input JobClass or JobCode in column U by double clicking and picking from the list.

| | | | | | FY 2018 | | | |
|-------------|------------------|----------------------------------------------|---------------|----------------------|-------------------|-------|-------|--------------|
| | | | | | FY 2017 Projected | | | Budget Merit |
| BudgetGroup | Category | Description | Merit | Market-1 | Market-2 | Rate | | |
| Save | Global (Drivers) | | | | | | | |
| | Global | Budget Group Global | Global Change | → | 10.0% | 11.0% | 12.0% | 0.0% |
| Save | BudgetGroup | JobClass | Step | Job Class Exceptions | | | | |
| | Global | <= Click here to enter JobClass | | | 0.0% | 0.0% | 0.0% | 0.0% |
| | | Double Click to Insert New Jobclass and Step | | | | | | |
| Save | BudgetGroup | JobCode | Step | Job Code Exceptions | | | | |
| | Global | J00006 | | Receptionist | 2.0% | 2.0% | 2.0% | 2.0% |
| Save | Global | J00006 | CH | Receptionist | 3.0% | 3.0% | 3.0% | 3.0% |
| Save | Global | <= Click here to enter JobCode | | | 0.0% | 0.0% | 0.0% | 0.0% |
| | | Double Click to Insert New Jobcode and Step | | | | | | |
| Save | Health System | | | | | | | |
| | EHS | Budget Group Global | Global Change | → | 5.0% | 6.0% | 7.0% | 8.0% |
| Save | BudgetGroup | JobClass | Step | Job Class Exceptions | | | | |
| | EHS | <= Click here to enter JobClass | | | 0.0% | 0.0% | 0.0% | 0.0% |
| | | Double Click to Insert New Jobclass and Step | | | | | | |

2. To add a job class or job code to an existing labor-rate category, click >> next to <= Click here to enter JobClass or <= Click here to enter JobCode.

Labor Rates

Instructions: Driver file refreshes after save. To make a correction, select Delete in column R and save or refresh file without saving to clear unwanted entries.

Change Note: Input JobClass or JobCode in column U by double clicking and picking from the list.

| | | | | | FY 2018 | | | |
|-------------|------------------|----------------------------------------------|---------------|----------------------|-------------------|-------|-------|--------------|
| | | | | | FY 2017 Projected | | | Budget Merit |
| BudgetGroup | Category | Description | Merit | Market-1 | Market-2 | Rate | | |
| Save | Global (Drivers) | | | | | | | |
| | Global | Budget Group Global | Global Change | | 10.0% | 11.0% | 12.0% | 0.0% |
| Save | BudgetGroup | JobClass | Step | Job Class Exceptions | | | | |
| | Global | >> <= Click here to enter JobClass | | | 0.0% | 0.0% | 0.0% | 0.0% |
| | | Double Click to Insert New Jobclass and Step | | | | | | |
| Save | BudgetGroup | JobCode | Step | Job Code Exceptions | | | | |
| | Global | J00006 | | Receptionist | 2.0% | 2.0% | 2.0% | 2.0% |
| Save | Global | J00006 | CH | Receptionist | 3.0% | 3.0% | 3.0% | 3.0% |
| Save | Global | >> <= Click here to enter JobCode | | | 0.0% | 0.0% | 0.0% | 0.0% |
| | | Double Click to Insert New Jobcode and Step | | | | | | |
| Save | Health System | | | | | | | |
| | EHS | Budget Group Global | Global Change | | 5.0% | 6.0% | 7.0% | 8.0% |
| Save | BudgetGroup | JobClass | Step | Job Class Exceptions | | | | |
| | EHS | >> <= Click here to enter JobClass | | | 0.0% | 0.0% | 0.0% | 0.0% |
| | | Double Click to Insert New Jobclass and Step | | | | | | |

3. To add a step to a job class or job code, in the **Step** field, type the step code or description.

Labor Rates

Instructions: Driver file refreshes after save. To make a correction, select Delete in column R and save or refresh file without saving to clear unwanted entries.

Change Note: Input JobClass or JobCode in column U by double clicking and picking from the list.

| | | | | | FY 2017 Projected | | | FY 2018 |
|-------------|-------------|---------------------|---------------------------------|-----------------------------------------------------|-------------------|----------|----------|---------|
| | | | | | Budget Merit | | | |
| BudgetGroup | | Category | | Description | Merit | Market-1 | Market-2 | Rate |
| Save | | | | Global (Drivers) | | | | |
| | Global | Budget Group Global | | Global Change | 10.0% | 11.0% | 12.0% | 0.0% |
| | BudgetGroup | JobClass | Step | Job Class Exceptions | | | | |
| Save | Global | >> | <= Click here to enter JobClass | | 0.0% | 0.0% | 0.0% | 0.0% |
| | | | | Double Click to Insert New Jobclass and Step | | | | |
| | BudgetGroup | JobCode | Step | Job Code Exceptions | | | | |
| Save | Global | J00006 | | Receptionist | 2.0% | 2.0% | 2.0% | 2.0% |
| Save | Global | J00006 | CH | Receptionist | 3.0% | 3.0% | 3.0% | 3.0% |
| Save | Global | >> | <= Click here to enter JobCode | | 0.0% | 0.0% | 0.0% | 0.0% |
| | | | | Double Click to Insert New Jobcode and Step | | | | |
| Save | | | | Health System | | | | |
| | EHS | Budget Group Global | | Global Change | 5.0% | 6.0% | 7.0% | 8.0% |
| | BudgetGroup | JobClass | Step | Job Class Exceptions | | | | |
| Save | EHS | >> | <= Click here to enter JobClass | | 0.0% | 0.0% | 0.0% | 0.0% |
| | | | | Double Click to Insert New Jobclass and Step | | | | |

- To make rate changes for job classes and job codes for a labor-rate category, type rate increase percentages in the **Merit**, **Market-1**, and **Market-2** columns.

Labor Rates

Instructions: Driver file refreshes after save. To make a correction, select Delete in column R and save or refresh file without saving to clear unwanted entries.

Change Note: Input JobClass or JobCode in column U by double clicking and picking from the list.

| | | | | | FY 2017 Projected | | | FY 2018 |
|-------------|-------------|---------------------|---------------------------------|-----------------------------------------------------|-------------------|----------|----------|---------|
| | | | | | Budget Merit | | | |
| BudgetGroup | | Category | | Description | Merit | Market-1 | Market-2 | Rate |
| Save | | | | Global (Drivers) | | | | |
| | Global | Budget Group Global | | Global Change | 10.0% | 11.0% | 12.0% | 0.0% |
| | BudgetGroup | JobClass | Step | Job Class Exceptions | | | | |
| Save | Global | >> | <= Click here to enter JobClass | | 0.0% | 0.0% | 0.0% | 0.0% |
| | | | | Double Click to Insert New Jobclass and Step | | | | |
| | BudgetGroup | JobCode | Step | Job Code Exceptions | | | | |
| Save | Global | J00006 | | Receptionist | 2.0% | 2.0% | 2.0% | 2.0% |
| Save | Global | J00006 | CH | Receptionist | 3.0% | 3.0% | 3.0% | 3.0% |
| Save | Global | >> | <= Click here to enter JobCode | | 0.0% | 0.0% | 0.0% | 0.0% |
| | | | | Double Click to Insert New Jobcode and Step | | | | |
| Save | | | | Health System | | | | |
| | EHS | Budget Group Global | | Global Change | 5.0% | 6.0% | 7.0% | 8.0% |
| | BudgetGroup | JobClass | Step | Job Class Exceptions | | | | |
| Save | EHS | >> | <= Click here to enter JobClass | | 0.0% | 0.0% | 0.0% | 0.0% |
| | | | | Double Click to Insert New Jobclass and Step | | | | |

- To add another job class or jobcode and step, double-click **Double Click to Insert New Jobclass and Step** or **Double Click to Insert New Jobcode or Step**.

Labor Rates

Instructions: Driver file refreshes after save. To make a correction, select Delete in column R and save or refresh file without saving to clear unwanted entries.

Change Note: Input JobClass or JobCode in column U by double clicking and picking from the list.

| | | | | | FY 2017 Projected | | | FY 2018 |
|-------------|-------------|---------------------|---------------------------------|-----------------------------------------------------|-------------------|----------|----------|---------|
| | | | | | Budget Merit | | | |
| BudgetGroup | | Category | | Description | Merit | Market-1 | Market-2 | Rate |
| Save | | | | Global (Drivers) | | | | |
| | Global | Budget Group Global | | Global Change | 10.0% | 11.0% | 12.0% | 0.0% |
| | BudgetGroup | JobClass | Step | Job Class Exceptions | | | | |
| Save | Global | >> | Other | Other | 0.0% | 0.0% | 0.0% | 0.0% |
| Save | Global | >> | <= Click here to enter JobClass | | 0.0% | 0.0% | 0.0% | 0.0% |
| | | | | Double Click to Insert New Jobclass and Step | | | | |
| | BudgetGroup | JobCode | Step | Job Code Exceptions | | | | |
| Save | Global | J00006 | | Receptionist | 2.0% | 2.0% | 2.0% | 2.0% |
| Save | Global | J00006 | CH | Receptionist | 3.0% | 3.0% | 3.0% | 3.0% |
| Save | Global | >> | <= Click here to enter JobCode | | 0.0% | 0.0% | 0.0% | 0.0% |
| | | | | Double Click to Insert New Jobcode and Step | | | | |

- To add a new budget group and/or department, do the following:

- a. In the **Enter New BudgetGroup Code** section or the **Enter New Department Code** section, in the **BudgetGroup** column, type the budget group or department group in the blue cell.

The screenshot displays two sections for entering new codes. The top section, 'Enter New BudgetGroup Code in Q60', has columns for BudgetGroup, JobClass, Step, and Job Class Exceptions. The bottom section, 'Enter New Department Code in Q80', has columns for Department, JobClass, Step, and Job Code Exceptions. Both sections include a 'Save' button and a 'Double Click to Insert New Budget Group' button. A red box highlights the 'Enter New BudgetGroup Code in Q60' section, and a red box highlights the 'Enter New Department Code in Q80' section. Arrows point to the input fields in both sections.

- b. To add another new budget group or department, double-click **Double Click to Insert New Budget Group** or **Double Click to Insert New Department Group**.
- c. To add job classes, job codes, or steps to the new category, complete Steps 2-5.

7. When you are done making changes, in the **Main** ribbon tab, click **Save**.

NOTE: After you click Save, any new budget groups and departments that you added move up to the list of existing budget groups and departments. The system then reorganizes the list in alphabetical order.

8. At the confirmation prompt, click **OK**.

Budget Labor Accounts

► Overview

Use this driver to configure certain salary or benefit accounts to use total salaries or a subset of salary accounts to use in the calculation. You can set the configuration for all or configure it for a specific budget group.

Labor and Benefit Accounts

| Global Accounts | | Description | Labor Type |
|---------------------------------------------------|-----------------|-------------|-------------------------|
| <input type="checkbox"/> | Salary ACCT | DEPT | Global Account Settings |
| Double Click to Insert New Global Salary Account | | | |
| | Benefit ACCT | DEPT | Global Account Settings |
| Double Click to Insert New Global Benefit Account | | | |
| | Other ACCT | DEPT | Global Account Settings |
| Double Click to Insert New Global Other Account | | | |
| Double Click to Insert New Budget Group | | | |

► Settings

Open the driver, and then complete the driver settings, as needed.

Budget Labor ADC Config

► Overview

In the Budget Labor ADCConfig driver, configure the job classes and staffing ratios for each job class. The staffing ratios are used to build out the nursing grid in the budget plan files. You must also determine if each class is considered:

- **Fixed** - Position is fixed but is not replaced for PTO calculation.
- **Fixed With Replacement** - Position is fixed but is replaced for PTO calculation.
- **Variable** - Position is replaced for PTO calculation and fluctuates with volume changes.

For each defined job class, you must input a staffing ratio to determine the flexing point of each Average Daily Census level.

There are sections to do this globally for all departments, make exceptions by BudgetGroup, or make exceptions by department. For each defined job class, you must input a staffing ratio.

Fields and settings in the ADC Configuration driver include:

- **Global** – Used to set a global staff-per-patient ratio for each category.
- **BudgetGroup** – Designate exceptions by budget group.
- **Dept** – Designate staff per-patient-ratios by department. This is the most commonly used section.

NOTE: To activate the ADC sheet for a department, enter JobcodeADC in LaborType in the DEPT dimension table.

ADC Configuration

Enter shift hours in Grids 2 & 3; Enter 0 if only using one shift (total MUST = 24 with the Std / Shift 1 being the plug)

| Global | Item | Description |
|--------|----------------|-------------------------|
| Global | Hours | Global - Hours |
| Global | Jobclass | Global - Jobclass |
| Global | Fixed/Variable | Global - Fixed/Variable |
| Global | Staffing Ratio | Global - Staffing Ratio |

| BudgetGroup | Item | Budget Group Exceptions |
|-------------|----------------|-------------------------|
| Save EMC | Hours | EMC - Hours |
| EMC | Jobclass | EMC - Jobclass |
| EMC | Fixed/Variable | EMC - Fixed/Variable |
| EMC | Staffing Ratio | EMC - Staffing Ratio |

Double Click to Insert New Budget Group Exception(s)

| Dept | Item | Dept Exceptions |
|------------|----------------|----------------------|
| Save 26610 | Hours | EMC 6A (JobCode ADC) |
| 26610 | Jobclass | EMC 6A (JobCode ADC) |
| 26610 | Fixed/Variable | EMC 6A (JobCode ADC) |
| 26610 | Staffing Ratio | EMC 6A (JobCode ADC) |

Double Click to Insert New Dept Exception(s)

| Standard / Shift 1 | Jobclass 1 | Jobclass 2 | Jobclass 3 | Jobclass 4 | Jobclass 5 |
|--------------------|---------------------|--------------|---------------------|---------------------|------------|
| 16.00 | | | | | |
| Management | Clerical | Professional | Assistant | Technical | |
| Variable | Fixed | Fixed | Fixed | Fixed | Fixed |
| 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | |
| 8.00 | | | | | |
| RN | LPN | Technical | Clerical | Assistant | |
| Variable | Fixed w/Replacement | Fixed | Fixed | Variable | |
| 1.0 | 1.0 | 1.0 | 1.0 | 1.0 | |
| 8.00 | | | | | |
| RN | LPN | Clerical | Technical | Assistant | |
| Variable | Variable | Fixed | Fixed w/Replacement | Fixed w/Replacement | |
| 5.0 | 5.0 | 1.0 | 1.0 | | |

Settings

Open the driver, and then complete the driver settings for Global, BudgetGroup, and Dept, as needed, for each shift.

Budget Labor Alt FTE Factors

This driver allows you to enter different bi-weekly hours for some job codes due to union labor contracts. For example, you might need to enter 75 hours for some job codes instead of 80.

Overview

Use this driver to configure the Alternate FTE factors.

Alternate FTE Factors

FTE Factor is in Weekly Hours or BiWeekly Hours? > > > >

| | | BiWeekly |
|---------|-----------------------------|----------------------|
| | | Alternate FTE Factor |
| JobCode | Description | |
| J00069 | Information Desk Clerk | 80.00 |
| J00071 | Room Clerk | 80.00 |
| J00072 | Patient Insur Team Leader | 80.00 |
| J00074 | Insurance Clerk | 80.00 |
| J00076 | Operations Assistant Occup | 80.00 |
| J00080 | LPN-BBHS | 75.00 |
| J00083 | Manager-Clinical Data | 80.00 |
| J00085 | Drug Coord/Team Leader | 80.00 |
| J00086 | Substance Abuse Team Leader | 80.00 |
| J00087 | Crisis Intervention Intake | 80.00 |
| J00088 | MHS Unit Clerk | 75.00 |
| J00089 | Receptionist | 80.00 |
| J00090 | Unit Clerk I | 80.00 |
| J00092 | Substance Abuse Technician | 80.00 |
| J00098 | LPN/Unit Clerk | 75.00 |
| J00099 | Counselor | 80.00 |
| J00100 | Director | 80.00 |

► Settings

Open the driver, and then use the following table to complete the driver settings, as needed:

| Option | Description |
|------------|----------------------|
| JobCode | Type the job code. |
| FTE Factor | Type the FTE factor. |

Budget Labor Benchmark driver

► Overview

Use this driver to define a benchmark target of FTEs or Worked Hours per Unit of Service (WHPUOS) by department. You can define a target for the current year (CY Target) as well as next year (NY Target). The Target Type column contains drop-downs to select the type of target to use for each department.

Benchmark Factors

| | | | | CY TARGET | | | | | NY TARGET | | | |
|------|-------|--------------------------------------|-------------|------------|--------|--------|-------------------|--|------------|--------|--------|--------------|
| | Dept | Department Name | Target Type | Total FTEs | WHPUOS | PHPUOS | Paid-Wrk Variance | | Total FTEs | WHPUOS | PHPUOS | Paid-Wrk Var |
| Save | 19100 | EHS Accounting Operations (Employee) | FTE | 9.000 | 0.000 | 0.000 | 0.00% | | 9.000 | 0.000 | 0.000 | 0.00% |
| Save | 26140 | EMC Emergency Room (CDM) | WHPUOS | 0.000 | 2.339 | 2.588 | 9.61% | | 0.000 | 2.339 | 2.564 | 8.77% |
| Save | 26230 | EMC CVS | WHPUOS | 0.000 | 21.895 | 24.970 | 12.31% | | 0.000 | 21.895 | 24.592 | 10.96% |
| Save | 26310 | EMC 3 East | WHPUOS | 0.000 | 11.332 | 12.673 | 10.58% | | 0.000 | 11.332 | 12.531 | 9.57% |
| Save | 26320 | EMC 3 West | WHPUOS | 0.000 | 10.329 | 11.785 | 12.35% | | 0.000 | 10.329 | 11.605 | 11.00% |
| Save | 26340 | EMC CCU (Staffing) | WHPUOS | 0.000 | 21.500 | 19.573 | (9.85%) | | 0.000 | 21.000 | 18.932 | (10.92%) |
| Save | 26350 | EMC AICU | WHPUOS | 0.000 | 18.970 | 21.010 | 9.71% | | 0.000 | 18.970 | 20.812 | 8.85% |
| Save | 26430 | EMC Well Baby Nursery | WHPUOS | 0.000 | 3.717 | 4.071 | 8.70% | | 0.000 | 3.717 | 4.040 | 8.00% |
| Save | 26440 | EMC Mother/Baby | WHPUOS | 0.000 | 10.759 | 12.370 | 13.02% | | 0.000 | 10.759 | 12.160 | 11.52% |
| Save | 26450 | EMC NICU | WHPUOS | 0.000 | 9.051 | 10.363 | 12.66% | | 0.000 | 9.051 | 10.197 | 11.24% |
| Save | 26460 | EMC 5 North | WHPUOS | 0.000 | 9.350 | 11.257 | 16.94% | | 0.000 | 9.350 | 10.934 | 14.49% |
| Save | 26470 | EMC 4 East | WHPUOS | 0.000 | 10.119 | 10.297 | 1.73% | | 0.000 | 10.119 | 10.294 | 1.70% |
| Save | 26480 | EMC O/P Oncology | WHPUOS | 0.000 | 1.755 | 2.009 | 12.64% | | 0.000 | 1.755 | 1.977 | 11.22% |
| Save | 26520 | EMC Pediatrics | WHPUOS | 0.000 | 11.121 | 12.725 | 12.61% | | 0.000 | 11.121 | 12.523 | 11.20% |
| Save | 26530 | EMC 5C | WHPUOS | 0.000 | 9.006 | 10.051 | 10.40% | | 0.000 | 9.006 | 9.942 | 9.42% |
| Save | 26550 | EMC PICU | WHPUOS | 0.000 | 7.813 | 7.813 | 0.00% | | 0.000 | 7.813 | 7.813 | 0.00% |
| Save | 26610 | EMC 6A (JobCode ADC) | WHPUOS | 0.000 | 7.760 | 9.000 | 13.78% | | 0.000 | 7.680 | 8.900 | 13.71% |
| Save | 26620 | EMC 6B | WHPUOS | 0.000 | 8.859 | 9.935 | 10.84% | | 0.000 | 8.859 | 9.819 | 9.78% |
| Save | 26630 | EMC 6C | WHPUOS | 0.000 | 10.271 | 11.661 | 11.92% | | 0.000 | 10.271 | 11.495 | 10.65% |
| Save | 26640 | EMC 6D | WHPUOS | 0.000 | 8.624 | 9.700 | 11.09% | | 0.000 | 8.624 | 9.581 | 9.99% |
| Save | 26750 | EMC Breast Health Center | WHPUOS | 0.000 | 1.502 | 1.668 | 9.93% | | 0.000 | 1.502 | 1.652 | 9.03% |
| Save | 26790 | EMC Same Day Surgery | WHPUOS | 0.000 | 2.393 | 2.692 | 11.08% | | 0.000 | 2.393 | 2.659 | 9.98% |
| Save | 26810 | EMC GI Lab | WHPUOS | 0.000 | 4.030 | 4.549 | 11.41% | | 0.000 | 4.030 | 4.490 | 10.24% |
| Save | 26840 | EMC Continence Clinic | WHPUOS | 0.000 | 1.488 | 1.624 | 8.41% | | 0.000 | 1.488 | 1.613 | 7.76% |
| Save | 26850 | EMC Labor And Delivery | WHPUOS | 0.000 | 26.271 | 30.004 | 12.44% | | 0.000 | 26.271 | 29.539 | 11.06% |
| Save | 27030 | EMC Central Supply | WHPUOS | 0.000 | 0.156 | 0.176 | 11.61% | | 0.000 | 0.156 | 0.174 | 10.41% |
| Save | 27060 | EMC Laboratory | WHPUOS | 0.000 | 0.081 | 0.093 | 12.36% | | 0.000 | 0.081 | 0.091 | 11.00% |
| Save | 27070 | EMC Pathology Support | WHPUOS | 0.000 | 0.113 | 0.126 | 9.97% | | 0.000 | 0.113 | 0.125 | 9.06% |

► Settings

Open the driver, and then use the following table to complete the driver settings, as needed:

| Option | Description |
|-----------------|-----------------------------------------------------------|
| Dept | Displays the department code. |
| Department Name | Displays the name of the department. |
| Target Type | Select the target number of paid FTEs for the department. |
| Total FTEs | Type the target number of FTEs for the department. |
| WHPUOS | Type the number of Worked Hours per Unit of Service. |
| PHPUOS | Type the number of Paid Hours per Unit of Service. |

Budget Labor JobCode Dropdown

► Overview

Use the Budget Labor JobCode Dropdown driver for any department where a filter applied to a JobCode dropdown provides a streamlined list for the user.

NOTE: This methodology only works with the Add New JobCode methodologies on the JobCode tab.

JobCode Filters by Dept

| Dept | Department Name | JobCode Filter |
|--------------------------------------------|-------------------------|----------------|
| 0 | <= Enter Valid Dept No. | |
| 0 | <= Enter Valid Dept No. | |
| 0 | <= Enter Valid Dept No. | |
| 0 | <= Enter Valid Dept No. | |
| 0 | <= Enter Valid Dept No. | |
| 0 | <= Enter Valid Dept No. | |
| 0 | <= Enter Valid Dept No. | |
| 0 | <= Enter Valid Dept No. | |
| 0 | <= Enter Valid Dept No. | |
| 0 | <= Enter Valid Dept No. | |
| 0 | <= Enter Valid Dept No. | |
| 0 | <= Enter Valid Dept No. | |
| Double Click to Insert New JobCode Filters | | |

► Settings

Open the driver, and then complete the driver settings, as needed.

Budget Labor Limits

► Overview

Use the Budget Labor Limits driver to top-out rates when needed.

► Settings

Open the driver, and then complete the driver settings.

- Enter any applicable Job Code and its corresponding rate limit. If a Job Code has a rate limit of \$20.00 per hour and the 5% increase will exceed that, then the rate is capped at \$20.00 per hour.
- The MaxRate is used to determine if a lump sum payout should be calculated when a salary increase is applied to employee rates. If you do not want to calculate lump sum payouts, set the MaxRate to \$1000. You can also set the Lump Sum Payout Multiplier on the Configuration sheet to 0%.
- The Mid Rate (MidPoint) is used when a new Job Code is added to a departmental budget. The Budgeted Rate defaults to the rate listed here, if available.
- The Mid and Max Rate values should reflect the rates that will be used in the new budget year. In most cases, they should be adjusted by Human Resources to include the range updates related to merit and market assumptions.

Labor Limits

| | JobCode | Description | Min Rate | Mid Rate | Max Rate |
|------|---------|--------------------------------|----------|----------|----------|
| Save | J00006 | Receptionist | \$0.00 | \$0.00 | \$0.00 |
| Save | J00008 | Management Engineer | \$0.00 | \$0.00 | \$0.00 |
| Save | J00012 | Architect | \$0.00 | \$0.00 | \$0.00 |
| Save | J00016 | Reimbursement Director | \$0.00 | \$0.00 | \$0.00 |
| Save | J00017 | Financial Accountant | \$0.00 | \$0.00 | \$0.00 |
| Save | J00018 | Staff Accountant | \$0.00 | \$0.00 | \$0.00 |
| Save | J00019 | Payroll Coordinator | \$0.00 | \$0.00 | \$0.00 |
| Save | J00020 | Financial System Database | \$0.00 | \$0.00 | \$0.00 |
| Save | J00021 | Director | \$0.00 | \$0.00 | \$0.00 |
| Save | J00022 | Assistant Staff Accountant | \$0.00 | \$0.00 | \$0.00 |
| Save | J00023 | Director-Budget | \$0.00 | \$0.00 | \$0.00 |
| Save | J00024 | Director | \$0.00 | \$0.00 | \$0.00 |
| Save | J00025 | Clinical Dir Anesthesia | \$0.00 | \$0.00 | \$0.00 |
| Save | J00026 | Staff Anesthetist | \$0.00 | \$0.00 | \$0.00 |
| Save | J00029 | Technician II | \$0.00 | \$0.00 | \$0.00 |
| Save | J00030 | Technician I | \$0.00 | \$0.00 | \$0.00 |
| Save | J00031 | Clinical Technician | \$0.00 | \$0.00 | \$0.00 |
| Save | J00033 | Anesthesia Technician II | \$0.00 | \$0.00 | \$0.00 |
| Save | J00036 | Manager-Environmental Svc | \$0.00 | \$0.00 | \$0.00 |
| Save | J00038 | Paint Team Leader | \$0.00 | \$0.00 | \$0.00 |
| Save | J00039 | Environmental Svcs Team Leader | \$0.00 | \$0.00 | \$0.00 |
| Save | J00040 | Grounds Team Leader | \$0.00 | \$0.00 | \$0.00 |
| Save | J00041 | Chief Printer | \$0.00 | \$0.00 | \$0.00 |
| Save | J00042 | Painter | \$0.00 | \$0.00 | \$0.00 |
| Save | J00044 | Office Coordinator | \$0.00 | \$0.00 | \$0.00 |
| Save | J00047 | Mail Clerk/Printer Assist | \$0.00 | \$0.00 | \$0.00 |
| Save | J00048 | Storeroom Clerk | \$0.00 | \$0.00 | \$0.00 |
| Save | J00049 | Groundskeeper | \$0.00 | \$0.00 | \$0.00 |
| Save | J00050 | Environmental Asst | \$0.00 | \$0.00 | \$0.00 |
| Save | J00051 | Environmental Asst | \$0.00 | \$0.00 | \$0.00 |
| Save | J00052 | Interior Designer | \$0.00 | \$0.00 | \$0.00 |
| Save | J00053 | Power Sweeper Operator | \$0.00 | \$0.00 | \$0.00 |

Budget Labor Override

► Overview

Use this driver to make overrides to the various labor-related sheets, such as Empl_List, in budget plan files. You can configure labor overrides at the following levels:

- Global
- Budget Groups
- Department Exceptions
- Department - Jobcode Exceptions

The plan file calc methods process the overrides by first evaluating for exceptions at the job code level, then department exceptions, budget group exceptions, and then finally applies the default settings at the global level.

Labor Overrides allow you to modify how the Jobcode, Staffing, and Employee tabs calculate salaries and related statistics and expenses.

You can adjust the following items:

- The source for Regular and PTO pay
- The source for PTO and EPTO FTEs
- The spread of pay across pay types

► Settings

[Open the driver](#), and then use the following table to complete the driver settings, as needed:

| Option | Definition |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department | The department in which to apply the labor override. |
| Jobcode | The job code for the specified department to apply the labor override. NOTE: This column is only editable in the Department - Jobcode Exceptions section. |
| Regular Rate Source | Select the Regular Rate Source to use for the beginning budget rate for each job code. <ul style="list-style-type: none">• History – Uses the historic rate based on the most recent current period actual.• Base – Uses the base rate from the Employee Master sheet.• Global – Uses the rate of pay entered on this tab in the Rate Override Amount column. |
| Rate Override Amount | Enter the override amount. NOTE: This column is only editable in the Department - Jobcode Exceptions section. |
| PTO Rate Source | Select the beginning PTO budget rate for each job code. <ul style="list-style-type: none">• Base – Uses the rate listed on the Employee Master sheet.• Regular – Uses the Regular pay rate for PTO. |

| Option | Definition |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PTO FTE Source | <p>Select the source of FTE for PTO Calculation.</p> <ul style="list-style-type: none"> • YTD – Uses actual Year-to-Date FTE. • Rolling12 – Uses 12-month actual (full year) FTE. • EPTO – Uses the EPTO rate based on scheduled. This may not match the actual EPTO rate. |
| EPTO% Override | <p>Enter one of the following to override the calculated EPTO% from the Empl_List:</p> <ul style="list-style-type: none"> • A percentage to override the standard PTO calculation. • History or NA - If you do not want to adjust the EPTO%, enter NA, and the default lookup to Empl_List logic applies. <p>IMPORTANT: Do not enter zero (0), because zero is a valid adjustment percentage.</p> |
| Adjustment to Calculated PTO% | <p>Modify the EPTO% used on the PTO row. This is a data validation entry field, with a range from 0%-200%. For example, if the EPTO% for a selected job code is 8%, and you enter 100% as the default in this column, the value remains at 8% (i.e. 8% x 100% = 8%). If you enter the adjustments to calculated EPTO% as 80%. then 6.4% would display as the value on the PTO row.</p> |
| EPTO FTE Source | <p>Select the source of the FTE for Earned PTO Calculation, if that option is enabled on the Configuration sheet.</p> <ul style="list-style-type: none"> • YTD – The YTD FTE. • Scheduled – The scheduled FTEs from the Employee Master sheet. |
| Paytype Distribution Overrides | <p>Enter the Override FTE Allocation percentages by category. For each category, do one of the following:</p> <ul style="list-style-type: none"> • Enter a percentage. • To use the historical percentage by category by job code, select History. <p>NOTE: History is the default. You can enter or modify this value. There are several columns available, for both Prod and NonProd entries.</p> |

► Adding a new row to a section

To add a new row to a section, click the **Double Click to Insert New Budget Group/Dept Exception/Jobcode Exception** row.

Labor Rate Overrides

| Department | Jobcode | Description | Regular Rate Source | Rate Override Amount | PTO Rate Source | PTO FTE Source | EPTO% Override | Adjustment to Calculated PTO % | EPTO FTE Source | Prod Regular | Paytype Distribution Overrides: Prod Overtime |
|---------------|---------|-----------------------------------|---------------------|----------------------|-----------------|----------------|----------------|--------------------------------|-----------------|--------------|-----------------------------------------------|
| Global | | Budget Group - Global (Drivers) | History | | Regular | EPTO | 9.00% | 100.00% | YTD | No Entry | 0.00% |
| Budget Groups | | | | | | | | | | | |
| Save | CCU | Budget Group - CCU Budget Group | History | | Base | YTD | History | 100.00% | Scheduled | No Entry | 0.00% |
| Save | EHS | Budget Group - Health System | History | | Base | YTD | History | 100.00% | Scheduled | No Entry | 0.00% |
| Save | EMA | Budget Group - Medical Associates | History | | Base | YTD | History | 3.00% | Scheduled | No Entry | 0.00% |
| | | <== Enter Valid Budget Group | History | | Base | Rolling12 | NA | 100.00% | Scheduled | No Entry | History |
| | | <== Enter Valid Budget Group | History | | Base | Rolling12 | NA | 100.00% | Scheduled | No Entry | History |
| | | <== Enter Valid Budget Group | History | | Base | Rolling12 | NA | 100.00% | Scheduled | No Entry | History |
| | | <== Enter Valid Budget Group | History | | Base | Rolling12 | NA | 100.00% | Scheduled | No Entry | History |
| | | <== Enter Valid Budget Group | History | | Base | Rolling12 | NA | 100.00% | Scheduled | No Entry | History |
| | | <== Enter Valid Budget Group | History | | Base | Rolling12 | NA | 100.00% | Scheduled | No Entry | History |

▶ Displaying the legend

The Labor Override Legend provides descriptions that corresponds to specified columns. The letter next to the description corresponds to the letter that displays above the column, as seen in the following screen shot.

By default, the legend is hidden. To display it, in the **Main** ribbon tab, click **Change View > Legend**.

To hide the legend, in the **Main** ribbon tab, click **Change View > Default**.

NOTE: When you close and reopen the driver, the system automatically hides the legend.

Labor Rate Overrides

| | | | | | | | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|
| (A) | Regular Rate Source - Used for Beginning Rate of budget year History - Use historic rate based on current period actual Base - Use base rate of pay from Employee Master Global - Use rate of pay entered on this tab in Rate Override Amount column | | | | | | |
| (B) | PTO Rate Source - Used for Beginning Rate for PTO for budget year Base - Use base rate of pay from Employee Master Regular - Use Regular pay rate for PTO | | | | | | |
| (C) | PTO FTE Source - Used to choose source of FTE for PTO calculation YTD - Use actual Year to Date FTE Rolling12 - Use 12 month actual (full year) FTE EPTO - Use EPTO rate based on scheduled. May not match actual EPTO rate | | | | | | |
| (D) | Override to EPTO% - Enter the EPTO% you want to use to override the standard EPTO calculation from the Empl_List tab. The percentage entered here will be applied to the EPTO% row of the affected jobcodes based on configuration exceptions above. If no adjustment is desired, enter "NA" and default lookup from Empl_List logic applies. Do NOT enter zero (0) as that's a valid adjustment % | | | | | | |
| (E) | Adjustment to Calculated PTO% - Used to modify the EPTO% used on the PTO row. This is a Data Validation entry field with a range from 0%-200%. For example, if the EPTO% for selected jobcode is 8% and 100% is entered in this column as the default, value remains at 8% (ie...8% X 100% = 8%) If the Adjustment to calculated EPTO% is entered as 80% then 6.4% would be the value on the PTO row (ie...8% X 80% = 6.4%) | | | | | | |
| (F) | EPTO FTE Source - Used to choose source of FTE for Earned PTO calculation YTD - Use actual Year to Date FTE Scheduled - Use scheduled FTE from Employee Master | | | | | | |

| Department | Jobcode | Description | (A) Regular Rate Source | Rate Override Amount | (B) PTO Rate Source | (C) PTO FTE Source | (D) EPTO% Override | (E) Adjustment to Calculated PTO % | (F) EPTO FTE Source |
|---------------|---------|-------------------------------|----------------------------|----------------------|------------------------|-----------------------|-----------------------|---------------------------------------|------------------------|
| Global | | Budget Group - | History | | Base | Rolling12 | NA | 0.00% | Scheduled |
| Budget Groups | | | | | | | | | |
| Save | EMC | Budget Group - Medical Center | History | | Base | YTD | History | 100.00% | Scheduled |
| | | <== Enter Valid Budget Group | History | | Base | Rolling12 | NA | 100.00% | Scheduled |
| | | <== Enter Valid Budget Group | History | | Base | Rolling12 | NA | 100.00% | Scheduled |
| | | <== Enter Valid Budget Group | History | | Base | Rolling12 | NA | 100.00% | Scheduled |
| | | <== Enter Valid Budget Group | History | | Base | Rolling12 | NA | 100.00% | Scheduled |
| | | <== Enter Valid Budget Group | History | | Base | Rolling12 | NA | 100.00% | Scheduled |

Budget Labor Target

► Overview

Use this driver to define a target of Worked Hours per Unit of Service (WHPUOS) by department and job code.

Target Tab Instructions

Use this worksheet for any Department & JobCode combination that you wish to budget for using a targeted worked hours per unit or Paid FTE target.

This methodology only works with the JobCode and Employee labor methodologies.

To reference this worksheet, the JobCode must be set to Fixed/Variable either in dimensions or the budget workbook.

Worked Hours per Unit Targets

| Dept | Department Name | JobCode | Description | NY TARGET | |
|------|-----------------------------|---------|------------------------|-----------|-------|
| | | | | Per UOS | Fixed |
| 0 | <= Enter Valid Dept No. | 0 | <= Enter Valid JobCode | 0.000 | 0.000 |
| 0 | <= Enter Valid Dept No. | 0 | <= Enter Valid JobCode | 0.000 | 0.000 |
| 0 | <= Enter Valid Dept No. | 0 | <= Enter Valid JobCode | 0.000 | 0.000 |
| 0 | <= Enter Valid Dept No. | 0 | <= Enter Valid JobCode | 0.000 | 0.000 |
| 0 | <= Enter Valid Dept No. | 0 | <= Enter Valid JobCode | 0.000 | 0.000 |
| 0 | <= Enter Valid Dept No. | 0 | <= Enter Valid JobCode | 0.000 | 0.000 |
| 0 | <= Enter Valid Dept No. | 0 | <= Enter Valid JobCode | 0.000 | 0.000 |
| 0 | <= Enter Valid Dept No. | 0 | <= Enter Valid JobCode | 0.000 | 0.000 |
| 0 | <= Enter Valid Dept No. | 0 | <= Enter Valid JobCode | 0.000 | 0.000 |
| 0 | <= Enter Valid Dept No. | 0 | <= Enter Valid JobCode | 0.000 | 0.000 |
| 0 | <= Enter Valid Dept No. | 0 | <= Enter Valid JobCode | 0.000 | 0.000 |
| 0 | <= Enter Valid Dept No. | 0 | <= Enter Valid JobCode | 0.000 | 0.000 |
| Save | 17880 EPG Phys Clinic-North | j00030 | Technician I | 10.000 | 5.000 |

Double Click to Insert New Targets

► Settings

Open the driver, and complete the following:

- A target can only be defined for next year (NY Target).
- You can only enter a variable target based on worked hours per unit of service or a fixed paid FTE target.
- The variable FTE calculation in the budget plan file will be forced to match the target.
- This method does not work on the Employee sheet since there is no variable logic.

Budget Revenue drivers

The following table includes a description of each type of Budget Revenue driver:

| Driver | Description |
|--------------------------|----------------------------------------------------------------------------------------------------------------------|
| Budget Revenue GlobalRev | Use to budget all dollars for specific revenue accounts centrally without touching each individual budget plan file. |

| Driver | Description |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Revenue Adjustments | Use to control the revenue rate increases by BudgetGroup broken out by Inpatient, Outpatient, and Other Revenue. |
| Budget Revenue Deductions | Use to control the rest-of-year projection as well as monthly budget assumptions for those deduction accounts that are budgeted at the department level. |
| Budget Revenue Payor Adjustments | Use to configure percentage shifts in payor mix. |

| Driver | Description |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Revenue GlobalRev | Use to budget all dollars for specific revenue accounts centrally without touching each individual budget plan file. |
| Budget Revenue Adjustments | Use to control the revenue rate increases by BudgetGroup broken out by Inpatient, Outpatient, and Other Revenue. |
| Budget Revenue Deductions | Use to control the rest-of-year projection as well as monthly budget assumptions for those deduction accounts that are budgeted at the department level. |
| Budget Revenue Payor Adjustments | Use to configure percentage shifts in payor mix. |

Budget Revenue GlobalRev

► Overview

Use this driver to budget all dollars for specific revenue accounts centrally without touching each individual budget plan file. Common uses are for Other Operating revenue and Inter-company allocations.

► Settings

To reference this sheet, the budget method (KHAStdLine) in the [ACCT dimension table](#) must be GlobalRevenue.

| Global Revenue Budget | | | FY 2017 | | FY 2017 | | FY 2017 | FY 2018 | Spread | 17-J |
|-------------------------------------|---------|---------------------|----------------|----------------|------------|--------------|-----------|---------|----------------|--------|
| Department | Account | Account Description | FY 2016 Actual | FY 2017 Budget | YTD Actual | CY Projected | Projected | Budget | Tag | Budget |
| Save | 53870 | Telephones | | | | | | | | |
| Save | 0 | 53870 | 0 | 0 | 0 | 0 | 0 | 0 | Previous Input | 0 |
| Double Click to Insert New Dept Row | | | | | | | | | | |
| | | Total | 0 | 0 | 0 | 0 | 0 | 0 | | 0 |

Budget Revenue Adjustments

► Overview

This driver allows you to control the revenue rate increases by BudgetGroup broken out by Inpatient, Outpatient, and Other Revenue.

► Settings

You can make department and account exceptions.

- Effective Month is based on Fiscal month (If FYE is June, January is effective month 7.)
- Departmental Exceptions are allowed at the bottom of each section.
- Common exceptions are if nursing inpatient increases will occur at a different rate than other inpatient services, you need to enter each nursing department as an exception. You can also use this to reflect the results of a price optimization study.

IMPORTANT: After you enter a department or account as an exception, any global facility parameter will not be applicable.

| Revenue Adjustments | | | Projection Modifiers | | | | Budget Modifiers | | | |
|-----------------------------------------------|--------------------------|---------------------------------|----------------------|------|---------------|-----------|------------------|----------------|------|----------------|
| BudgetGroup Code | Description | | IP | OP | Other Patient | Other Rev | IP | Fiscal Eff Mth | OP | Fiscal Eff Mth |
| Global | Global Revenue Increase | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0 | 0.0% | 0 |
| Save | ELM | Eliminations | No | | | | 0.0% | 0 | 0.0% | 0 |
| | Global Revenue Increases | | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0 | 0.0% | 0 |
| DEPT | Acct | Departmental/Account Exceptions | | | | | | | | |
| Save | 90000 | Global | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0 | 0.0% | 0 |
| Save | 90000 | 31100 | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0 | 0.0% | 0 |
| Save | 90000 | 31200 | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0 | 0.0% | 0 |
| Save | 90000 | 31300 | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0 | 0.0% | 0 |
| Double Click to Insert New Exception Row | | | | | | | | | | |
| Double Click to Insert New DeptAcct Block | | | | | | | | | | |
| Health System | | | No | | | | 0.0% | 0 | 0.0% | 0 |
| Save | EHS | Global Revenue Increases | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0 | 0.0% | 0 |
| Double Click to Insert New DeptAcct Block | | | | | | | | | | |
| Double Click to Insert New Budget Group Block | | | | | | | | | | |

Budget Revenue Deductions

► Overview

Percentage of Gross Revenue for Estimated Deductions

The Deductions driver controls the rest-of-year projection as well as monthly budget assumptions for those deduction accounts that are budgeted at the department level.

The assumptions can be defined by:

- BudgetGroup and Account
- Department and Account

The same exception principle that is applied in expense adjustment is applied here as well. After Axiom Budgeting determines that it is an exception, all other related increases will not apply.

| Departmental Deductions | | | | Percentage of Gross Revenue for Estimated Deductions | | | | | | | |
|-------------------------|-------------|------|---------------------------------------------------------|------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|--|
| | BudgetGroup | Acct | Description | FY 2018 Projected % | Jul-17 Budget | Aug-17 Budget | Sep-17 Budget | Oct-17 Budget | Nov-17 Budget | Dec-17 Budget | |
| Save | EHS | 100 | EHS-Patient Days | 0.0% | 2.0% | 2.0% | 2.0% | 0.0% | 0.0% | 0.0% | |
| | Dept | Acct | Dept\Acct Exceptions | | | | | | | | |
| Save | 17840 | 100 | EHS Sports Medicine | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | |
| Save | 19100 | 100 | EHS Accounting Operations (Employee) | 10.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 11.1% | |
| | | | Double Click to Insert New Dept | | | | | | | | |
| Save | EHS | 110 | EHS-IP Procedures | 0.0% | 2.0% | 4.0% | 6.0% | 0.0% | 0.0% | 0.0% | |
| | Dept | Acct | Dept\Acct Exceptions | | | | | | | | |
| Save | 17840 | 110 | EHS Sports Medicine | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | |
| Save | 19100 | 110 | EHS Accounting Operations (Employee) | 10.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 11.1% | |
| | | | Double Click to Insert New Dept | | | | | | | | |
| | | | Double Click to Insert New Budget Group | | | | | | | | |

► Settings

Open the driver, and complete the following settings:

- **BudgetGroup** – Enter or modify this value.
- **Acct** – You can enter, modify this value.
- **[Monthly budget amounts]** – 12 months of budget amounts, which you enter or modify.

Budget Revenue Payor Adjustments

► Setting up payor adjustments

If your organization uses a general ledger structure that is set up with detailed revenue accounts by payor, you can use the Budget Revenue Payor Adjustments driver to budget for percentage shifts in payor mix. Payor adjustments are used for revenue accounts in the general ledger system and set up by payor. In the [ACCT dimension table](#), you need to configure the FSPayor column to use this sheet. List a valid code in the FSPayor column and list percentage changes in the inpatient, outpatient, and other patient columns. The payor shifts displays in the Stat_Rev sheet in budget plan files. The system calculates and displays budget revenue shifts in the budget plan files in hidden columns AU-AW.

► Settings

Complete the following steps to configure this driver:

1. In the [ACCT](#) dimension, configure the following columns for each payor specific account:

| Column | Description |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ACCT.FSPayor | Type R_IP (inpatient payors), R_OP (outpatient payors), or R_Oth (other payors) followed by the payor name. For example, R_IPMedicare, R_OPBlueCross, R_OthOther. |
| ACCT.KHASTdline | Type one of the following: <ul style="list-style-type: none"> • R_IP – Inpatient payors • R_OP – Outpatient payors • R_Oth – Other payors |

| ACCT | Description | FSDetail | FSPayor | KHASTdLine |
|-------|-----------------|----------|--------------|------------|
| 31100 | IP - Medicare | R_IPRev | R_IPMedicare | IP_Payor |
| 31200 | IP - Medicaid | R_IPRev | R_IPMedicaid | IP_Payor |
| 31300 | IP - Blue Cross | R_IPRev | R_IPBC | IP_Payor |
| 31400 | IP - Commercial | R_IPRev | R_IPComm | IP_Payor |
| 31500 | IP - HMO/PPO | R_IPRev | R_IPPPO | IP_Payor |
| 31600 | IP - Self Pay | R_IPRev | R_IPOther | IP_Payor |
| 31900 | IP - Other | R_IPRev | R_IPOther | IP_Payor |
| 32100 | OP - Medicare | R_OPRev | R_OPMedicare | OP_Payor |
| 32200 | OP - Medicaid | R_OPRev | R_OPMedicaid | OP_Payor |
| 32300 | OP - Blue Cross | R_OPRev | R_OPBC | OP_Payor |
| 32400 | OP - Commercial | R_OPRev | R_OPComm | OP_Payor |
| 32500 | OP - HMO/PPO | R_OPRev | R_OPPPO | OP_Payor |
| 32600 | OP - Self Pay | R_OPRev | R_OPOther | OP_Payor |
| 32900 | OP - Other | R_OPRev | R_OPOther | OP_Payor |

2. [Open the 41 Budget Revenue Payor Adjustments driver.](#)
3. Enter the payor name in the FSPayor column *without* the prefix used in the ACCT.FSPayor column.
For example, if ACCT.FSPayor = R_IPMedicare, then column Q in the driver will read Medicare.
Then enter the percentage shifts for the budget year in the Inpatient, Outpatient, and Other Patient columns.

| PAYOR ADJUSTMENTS | | | | | |
|-----------------------------------------------|----------|----------------|-----------|------------|---------------|
| | FSPayor | Description | Inpatient | Outpatient | Other Patient |
| Save | Comm | Comm | 0.0% | 0.0% | 0.0% |
| Save | HMO | HMO | 0.0% | 0.0% | 0.0% |
| Save | Medicaid | Medicaid | 0.0% | 0.0% | 0.0% |
| Save | Medicare | Medicare | 0.0% | 0.0% | 0.0% |
| Save | Other | Other | 0.0% | 0.0% | 0.0% |
| Save | Self Pay | Self Pay | 0.0% | 0.0% | 0.0% |
| Double Click to Insert New Global Row | | | | | |
| Save | EMC | Medical Center | | | |
| Save | Comm | Comm | 0.0% | 0.0% | 0.0% |
| Save | HMO | HMO | (1.0%) | 0.0% | 0.0% |
| Save | Medicaid | Medicaid | (1.0%) | 0.0% | 0.0% |
| Save | Medicare | Medicare | 2.0% | 0.0% | 0.0% |
| Save | Other | Other | 0.0% | 0.0% | 0.0% |
| Save | Self Pay | Self Pay | 0.0% | 0.0% | 0.0% |
| Double Click to Insert New Payor Row | | | | | |
| Double Click to Insert New Budget Group Block | | | | | |

Budget Statistics drivers

The following table includes a description of each type of Budget Statistics driver:

| Driver | Description |
|----------------------------------------------|------------------------------------------------------------------------------------------------|
| Budget Statistics | Use to ensure that your historical data for budget is the same as the data in the database. |
| Budget StatAcct | Use to set up with the Revenue_Stat (on Stat_Rev) and Variable_Stat (on Expense) calc methods. |
| Budget Statistics Supplement | Use to create custom statistics to pull into the Budget Statistics Driver. |

Budget Statistics

► Overview

The Budget Statistics driver ensures that your historical data for budget is the same as the data in the database. It is referenced by the Statistics, GlobalRev, GlobalExp and Depreciation worksheets for LYA, CYB and CYA_YTD information. Also, the Rolling12 spreads on the Statistics worksheet are pulled from the StatData tab.

If you are using staggered start periods for your budget groups, the GlobalStatUpdate report has logic that will pull the appropriate values to correspond to the correct period.

| GLOBAL STATISTICS | | | Spread Tag | FY 2015 Actual | FY 2016 Actual | FY 2017 Budget | FY 2017 Dec YTD Actual | FY 2017 Jan-Jun Projected | FY 2017 Projected | Actual Percent of Total | Change |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------------|--------------|-------------------|-------------------|-------------------|------------------------------|---------------------------------|----------------------|-------------------------------|--------|
| Instructions: After adding a new Budget Group code or new Dept & Acct codes for the Dept/Acct rows, Hit Save. The new rows will come back populated with historical data if available. | | | | | | | | | | | |
| Generic Statistics | | | | | | | | | | | |
| Calendar Days | | | | 365 | 366 | 365 | 184 | 181 | 365 | | |
| Worked Days | | | | 261 | 261 | 260 | 173 | 87 | 260 | | |
| Paid Hours | | | | 2,086 | 2,091 | 2,086 | 1,051 | 1,034 | 2,086 | | |
| Consolidated | | | | | | | | | | | |
| Admits Discharges PatientDays TotalVisits ERVisits | Total Admissions | | | 6,854 | 8,195 | 2,490 | 3,929 | 3,879 | 7,808 | | |
| | Total Discharges | | | 0 | 0 | 0 | 0 | 0 | 0 | | |
| | Total Patient Days | | | 100,686 | 117,764 | 90,834 | 58,673 | 42,345 | 101,018 | | |
| | Total Outpatient Visits | | | 245,898 | 239,788 | 223,722 | 97,353 | 117,227 | 214,580 | | |
| | Total ER Visits | | | 0 | 0 | 0 | 0 | 0 | 0 | | |
| DEPT | ACCT | Total Patient Days by Nursing Unit | | | | | | | | | |
| 0 | 0 | <=Enter Dept & Acct No. | Default Calc | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.0% |
| 0 | 0 | <=Enter Dept & Acct No. | Default Calc | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.0% |
| 0 | 0 | <=Enter Dept & Acct No. | Default Calc | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.0% |
| Double Click to Insert New Patient Day Row | | | | | | | | | | | |
| Total Patient Days (Excl Nursery) | | | | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 0 | 0 | <=Enter Dept & Acct No. | Default Calc | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.0% |
| 0 | 0 | <=Enter Dept & Acct No. | Default Calc | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.0% |
| Double Click to Insert New Patient Day Row | | | | | | | | | | | |
| Total Patient Days | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | |
| BudgetGroup | Stat Name | OP Driver Statistics | | | | | | | | | |
| EHS | Encounters | Outpatient Encounters | Default Calc | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% | |
| EHS | ERVisits | Emergency Visits | Default Calc | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% | |
| EHS | OPVisits | Outpatient Visits | | 0 | 0 | 0 | 0 | 0 | 0 | | |
| EHS | ClinicVisits | Clinic Visits | Default Calc | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% | |

NOTE: Click **Refresh Data** to refresh your statistics with the latest information available.

► Settings

Open driver. For each entity, this driver contains the following information:

- **BudgetGroup** – Enter or modify this value.
- **Stat Name** – Enter or modify this value.
- **DEPT** – Enter or modify this value.
- **ACCT** – Enter or modify this value.
- **Spread Tag** (Facility Statistics only) – Select the default calc method to use for the budget group.

The Global Statistics sheet contains the following additional columns:

- **FY 20XX Actual** – Actual, year before last.
- **FY 20XX Actual** – Actual, last year.
- **FY 20XX Budget** – This year's budget.
- **FY 20XX Dec YTD Actual** – This year's December YTD actual.
- **FY 20XX Jan-Jun Projected** – This year's January - June, projected.
- **FY 20XX Projected** – This year, projected.
- **Actual Percentage of Total** – Percentage change from previous year.

- **Change** – Percentage change.
- **Budget Percent of Total** - Budget percent of total.
- **FY 20XX Budget** – Next year's budget total.
- **Bud-Proj Amt** – Variance amount, budget vs. projection.
- **Variance %** – Variance percentage.

The Service Line information at the bottom of the worksheet is pulled from the Budget Service Line Supplement driver. Before you make any changes to these line items, make sure to select **Previous Input** from the **Spread Tag** column. This will ensure your edits are retrieved from the Statistics driver table versus using the default calculations.

| GLOBAL STATISTICS | | | | Spread Tag | FY 2016 Actual | FY 2017 Actual | FY 2018 Budget | FY 2018 Jan YTD Actual | FY 2018 Feb-Dec Projected | FY 2018 Projected | Actual Percent of Total | Change | Annual Input | Budget Percent of Total | FY 2019 Budget |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------------------|-------------------------------------------|----------------|----------------|----------------|----------------|------------------------|---------------------------|-------------------|-------------------------|----------|--------------|-------------------------|----------------|
| Instructions: After adding a new Budget Group code or new Dept & Acct codes for the Dept\Acct rows, Hit Save. The new rows will come back populated with historical data if available. | | | | | | | | | | | | | | | |
| Generic Statistics | | | | | | | | | | | | | | | |
| Calendar Days | | | | | 366 | 365 | 365 | 31 | 334 | 365 | | | | | |
| Worked Days | | | | | 261 | 261 | 260 | 173 | 87 | 260 | | | | | |
| Paid Hours | | | | | 2,086 | 2,091 | 2,086 | 1,051 | 1,034 | 2,086 | | | | | |
| Consolidated | | | | | | | | | | | | | | | |
| Total Admissions | | | | | 8,195 | 8,195 | 2,490 | 592 | 3,879 | 4,471 | | | | | |
| Total Discharges | | | | | 0 | 0 | 0 | 0 | 0 | 0 | | | | | |
| Total Patient Days | | | | | 117,764 | 107,330 | 90,832 | 8,984 | 52,666 | 61,652 | | | | | |
| Total Outpatient Visits | | | | | 239,788 | 239,788 | 223,722 | 15,923 | 117,227 | 130,150 | | | | | 1 |
| Total ER Visits | | | | | 0 | 0 | 0 | 0 | 0 | 0 | | | | | |
| EMC | Test | Medical CenterTest | | Default Calc | 3,442,692,848 | 3,461,711,476 | 2,588,833,907 | 966,665,482 | ***** | ***** | | 228.79% | 0 | | 37,421.7 |
| Save | BudgetGroup | Service Line Name | Service Line Selection | | | | | | | | | | | | |
| Save | EMC | Cardiology_charges | Medical CenterCardiology_charges | Previous Input | 0 | 13,517,089 | | 6,449,632 | 500 | 6,450,132 | | 461.8% | 0 | | 36.2 |
| Save | EMC | Cardiology_Encounters | Medical CenterCardiology_Encounters | Default Calc | 0 | 214 | | 103 | 1,110 | 1,213 | | 466.7% | 0 | | |
| Save | EMC | Cardiology_Net | Medical CenterCardiology_Net | Previous Input | 0 | 3,460,522 | | 0 | 0 | 0 | | (100.0%) | 0 | | |
| Save | EMC | EMC_Combined | Medical CenterEMC_Combined | Default Calc | 0 | 38,182,607 | | 17,885,420 | 192,700,976 | 210,596,396 | | 451.5% | 0 | | 1,141.4 |
| Save | EMC | General Medicine_charges | Medical CenterGeneral Medicine_charges | Default Calc | 0 | 24,665,518 | | 11,435,788 | 123,211,393 | 134,647,181 | | 445.0% | 0 | | 735.0 |
| Save | EMC | General Medicine_Encounters | Medical CenterGeneral Medicine_Encounters | Default Calc | 0 | 361 | | 166 | 1,789 | 1,955 | | 441.4% | 0 | | |
| Save | EMC | GI Medical_Days | Medical CenterGI Medical_Days | Default Calc | 0 | 733 | | 382 | 4,116 | 4,498 | | 513.6% | 0 | | |

Budget StatAcct

► Overview

Use this driver for set up with the Revenue_Stat (on Stat_Rev) and Variable_Stat (on Expense) calc methods.

► Settings

Open the driver, and enter the department and account combination on the left, then the driven by department and account on the right. These calc methods will then pick up the set up to be used for the calculation in budgets.

Stat Account

Statistic Account for Variable_Stat or Revenue_Stat Methodologies

| | Dept | Acct | Description Dept\Acct Exceptions | Driven By Department | Account | Description |
|--------------------------------------|-------|-------|-------------------------------------|-------------------------|---------|-------------|
| Save | 27381 | 62100 | EMC Rehab Svcs-East | 0 | 0 | 0_0 |
| Save | 27382 | 62100 | EMC Rehab Svcs-West | 0 | 0 | 0_0 |
| Double Click to Insert New Exception | | | | | | |

Budget Statistics Supplement

► Overview

The Budget Statistics Supplement driver allows you to create custom statistics to pull into the Budget Statistics Driver.

Setting up and managing health plan budgeting

With the Health Plan product for Axiom Budgeting, your organization can budget health plan and insurance costs by calculating revenues and expenses based on Membership Per Member Per Month (PMPM) calculations. You can then use this information to determine the profitability of each health plan and/or insurance product.

Complete the following steps to configure and budget health plans and insurance products in your organization:

NOTE: As you add or retire plans each year, you will need to complete these steps.

1. [Update the LOCATION, INSCODE, and DATATYPE dimension tables.](#)
2. Configure user access and the data filter in the **HealthPlan** column of the [Budget Security Update utility](#).
3. Add or edit plans and the corresponding actual account data into the [ACT_HP_20XX table](#).
4. [Configure the Membership Enrollment Trend driver.](#)
5. [Configure the Membership Per Member Per Month \(PMPM\) driver.](#)
6. Open the [HealthPlan Operations utility](#).

Updating dimensions for health plan budgeting

To implement health plan budgeting in your organization, start by making the following changes to the following dimensions:

► LOCATION

The LOCATION dimension contains all of the physical locations that have been billed within the organization and is used for monthly reporting and provider-level budgeting. This information is also used for the Axiom Budgeting Health Plan product.

The following table lists all of the options available in this dimension table:

| Column | Description |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LOCATION | The LOCATION used in Axiom Budgeting. This must be an alpha code (i.e. WestClinic). Default should be used as the Location code if this dimension is not being used. |
| Description | Identifies the LOCATION description to be used for budgeting and reporting. |
| KHABgtCode | Used for combining accounts together during budget plan file creation. If there are historical values for two accounts that you want to budget as one combined account, list the surviving account number on both lines. If not combining accounts, this value should match value in the LOCATION column. The default value is NA. |
| KHAInt | Currently no needed for health plan budgeting so the default is NA. |

► INSCODE

The INSCODE dimension stores information for the insurance/health product plans offered by your organization. This information is used to manage and configure the plans included in related driver tables and in the Health Plan Operations utility. Similar to other dimension tables like ACCT, there are column structures to control what insurance plans will be allowed to interface to the HealthPlan tab and at what level of rollup, if any.

IMPORTANT: Use caution when using multi-layer mapping of the plan codes.

The following table lists all of the options available in this dimension table:

| Column | Description |
|-----------------|------------------------------------------------------------------------------------------------------------------------|
| INSCODE | The short name or code your organization uses to represent the insurance/health plan product. |
| Description | The long description of the insurance/health plan. |
| InsCode.BgtCode | The code used to group the insurance/health plan products together. For example, grouping all commercial or FFS plans. |

| Column | Description |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KHAIInt | <p>Specify whether to include the insurance product in the list of available plans in the Health Plan Operations utility. Enter one of the following:</p> <p>NOTE: The system will allow you to enter any text into this field, however, it only recognizes HealthPlan as the way to add the plan to the interface</p> <ul style="list-style-type: none"> • HealthPlan - Enter this option to include the product in the list of available plans. • NA - Enter this option to remove the product from the list of available plans. <p>NOTE: The system will retain historical information for plans removed from the list.</p> |

► DATATYPE

The DATATYPE dimension for health plan budgeting purposes is used to load configurable categories for revenues and expenses. Use the Axiom provided default for members. Data imported or entered into the data tables will need to include a valid data type from this table.

NOTE: Version 1 DATATYPE dimension permits DATATYPE.DataType='HP_Members' and DATATYPE.BudgetType IN ('HP_Expense','HP_Revenue') - supplied by default data (i.e. one HP_Members DataType and multiple versions of Revenue and Expense).

The following table lists all of the options available in this dimension table:

| Column | Description |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DATATYPE | <p>The DATATYPE used in Axiom Budgeting and Performance Reporting. This must be an alpha code.</p> <ul style="list-style-type: none"> • HP_Members - This is a required default for members data. • HP_Revenue - This is a recommended default for revenue, but you may use other codes. For example, other types of revenue may be desired to load and recognized as a separate revenue line item. (i.e. HP_Revenue1, HP_Revenue2). • HP_Revenue - This is a recommended default for revenue, but you may use other codes. For example, other types of revenue may be desired to load and recognized as a separate revenue line item. (i.e. HP_Revenue1, HP_Revenue2). |
| Description | Identifies the description to be use for budgeting and reporting. |

| Column | Description |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BudgetType | <p>Used in related driver tables and in the Health Plan Operations utility. Valid codes will typically be what was used in the Datatype column, however these can be used as a mapping code similar to how KHABgtCode is used in other dimensions. For example, if there are codes used in DataType for Revenue1, Revenue2, and so on but the desired configuration is to map Revenue2 to Revenue1, this column would be used for the mapping.</p> <ul style="list-style-type: none"> • HP_Members - This is a required default for members data. • HP_Revenue - This is a recommended default for revenue, but you may use other codes. For example, other types of revenue may be desired to load and recognized as a separate revenue line item. (i.e. HP_Revenue1, HP_Revenue2). • HP_DrugME - This is a recommended default for Drug Medical Expense, but you may use other codes. • HP_HospME - This is a recommended default for Hospital Medical Expense, but you may use other codes. • HP_OutPTME - This is a recommended default for OutPatient Medical Expense, but you may use other codes. |
| KHAIInt | <p>Used to identify which Datatype categories to use in the related driver tables and in the Health Plan Operations utility. Valid entries include the following:</p> <ul style="list-style-type: none"> • HealthPlan - Use this code to include the data type. • NA - Use this code to exclude the data type. <p>NOTE: You may have data you want to record in the actual tables but not necessarily include them for planning purposes.</p> |

Managing the ACT_HP_20XX data table

► Overview

The ACT_HP_20XX table stores the actual data used by the [HealthPlan Operations utility](#) to budget for your organization's health and insurance plans across entities and departments. This information is used primarily by the [Membership Per Member Per Month \(PMPM\)](#) driver to calculate actual and budget amounts by period by the number of members in a particular period. The table includes the following information for each plan (INSCODE column):

- Department (DEPT)
- Location (LOCATION)
- Data type (DATATYPE) (includes membership numbers and revenue/expense streams)
- Values for periods 1-12 (P1-P12)

NOTE: The following columns are reserved for future use at this time: GROUP, ACCT, NYBKHA, SaveCustom, and SaveTagDocID

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X |
|----|---------------|--------------------|-------------|------------|-----------|--------|---------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|------------------|---------|--------------------------|--------------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 2 | Area | String | Integer | String | String | String | Integer | Numeric | Numeric | Numeric | Numeric | Numeric | Numeric | Numeric | Numeric | Numeric | Numeric | Numeric | Numeric | Numeric | Integer | String | Integer |
| 3 | String Length | 25 | 25 | 25 | 25 | 50 | | | | | | | | | | | | | | | 100 | | |
| 4 | Description | Insurance Code key | Department | Location | Date Type | Group | Account | Fiscal Period 1 | Fiscal Period 2 | Fiscal Period 3 | Fiscal Period 4 | Fiscal Period 5 | Fiscal Period 6 | Fiscal Period 7 | Fiscal Period 8 | Fiscal Period 9 | Fiscal Period 10 | Fiscal Period 11 | Fiscal Period 12 | Fiscal Period 12 | NTX KHA | Customer save identifier | Required to use zero on save functionality |
| 5 | Subtype | INSCODE | DEPT | LOCATION | DATATYPE | GROUP | ACC | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 | P10 | P11 | P12 | P12 | NYB/KH | SaveCustom | SaveToDefault |
| 6 | AARP | 27200 | Hosp | HP_Drug_M | NA | | | 0.380197125 | 38399906.96 | 38783090.87 | 39171478.78 | 3956346.53 | 39950599.9 | 40336899.9 | 4076227.78 | 5299906.12 | 5352087.08 | 5406709.55 | 5459644.03 | | | | |
| 7 | AARP | 27200 | Hosp | HP_Hosp_M | NA | | | 0.106481015 | 1066664.56 | 10773307.98 | 10880140.06 | 10989951.42 | 11099749.98 | 11280547.48 | 11322844.96 | 14791791.65 | 1488698.56 | 1501557.57 | 15165733.42 | | | | |
| 8 | AARP | 27200 | Hosp | HP_Members | NA | | | 0.05461028 | 85333.13 | 86186.46 | 87048.33 | 87918.81 | 88798.00 | 89650.84 | 90582.84 | 117577.69 | 1188967.98 | 120214.62 | 121253.42 | | | | |
| 9 | AARP | 27200 | Hosp | HP_OutPMT | NA | | | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| 10 | AARP | 27200 | Hosp | HP_Revenue | NA | | | 0.249240315 | 2517327.40 | 25425006.83 | 25679256.90 | 25936049.47 | 26195609.47 | 26451609.47 | 2671937.10 | 34785190.01 | 35085904.20 | 35434763.24 | 35791130.88 | | | | |
| 11 | AARP | 27200 | Office | HP_Drug_M | NA | | | 0.25908785 | 2986604.60 | 30161626.23 | 3046691.50 | 3077158.41 | 31079319.00 | 3139009.30 | 31709339.9 | 32115912.40 | 32427034.46 | 32740361.74 | 33064205.36 | | | | |
| 12 | AARP | 27200 | Office | HP_Hosp_M | NA | | | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| 13 | AARP | 27200 | Office | HP_Members | NA | | | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| 14 | AARP | 27200 | Office | HP_OutPMT | NA | | | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| 15 | AARP | 27200 | Office | HP_Revenue | NA | | | 0.42442150 | 4266666.63 | 4309123.19 | 4352461.42 | 439560.59 | 4438999.99 | 448428.58 | 452914.98 | 5887884.58 | 5946763.42 | 6006231.62 | 6066293.37 | | | | |
| 16 | AARP | 27200 | Office | HP_Revenue | NA | | | 0.249240315 | 2517327.40 | 25425006.83 | 25679256.90 | 25936049.47 | 26195609.47 | 26451609.47 | 2671937.10 | 34785190.01 | 35085904.20 | 35434763.24 | 35791130.88 | | | | |
| 17 | Anthem | 101010 | NorthClinic | HP_Drug_M | NA | | | 0.51220504 | 5117710.50 | 522424.21 | 527565.63 | 528481.28 | 538169.70 | 545351.30 | 548986.91 | 554676.78 | 560021.54 | 565621.76 | 571120.08 | | | | |
| 18 | Anthem | 101010 | NorthClinic | HP_Hosp_M | NA | | | 0.000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| 19 | Anthem | 101010 | NorthClinic | HP_Members | NA | | | 0.146300 | 14776.30 | 14924.06 | 15071.30 | 15244.04 | 15376.28 | 15530.04 | 15685.34 | 15842.19 | 16000.62 | 16160.62 | 16322.23 | | | | |
| 20 | | | | | | | | | | | | | | | | | | | | | | | |

You can enter the data in this table manually or as part of an import. Your Kaufman Hall Implementation Consultant will help you set up the table for your organization. There is no pre-defined import available to import health plan data at this time, but you can work with your Kaufman Hall Implementation Consultant to create a custom import.

IMPORTANT: Your organization cannot enter any health plan data containing patient identifying information into the system. Please do not send any transmission of data in any form to Kaufman Hall related to this feature containing any patient identifying information.

NOTE: The Health Plan product relies on data identified in this table for refresh variables and blocks of data. Without the data, refresh variable picklist(s) will display blank. You will need to maintain this table as plans, revenue streams, and expense streams are added or changed. If you need to remove a plan, do not delete it from this table. For instructions, see [Removing or retiring plans](#).

► About this table

Note the following before configuring this table:

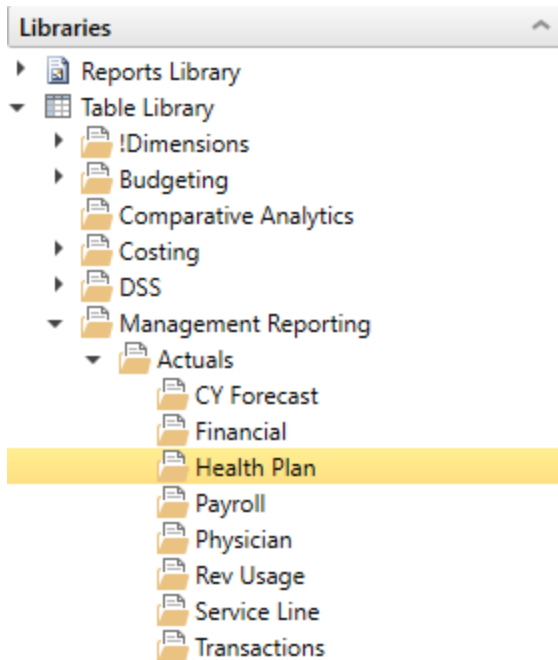
- This table is only accessible if your organization is licensed for the Axiom Budgeting Health Plan product. Only users assigned the Budget Administrator role profile can access this table.
- Before configuring this table, you will need to do the following:
 - Add or edit insurance or health plan products in the INSCODE dimension.
 - Add or edit the health plan budget data types in the DATATYPE dimension.
 - Add or edit department locations in the LOCATION dimension.

For instructions, see [Updating dimensions for health plan budgeting](#).

► Adding or editing plans

To add or edit a plan:

1. In the Admin ribbon tab, click **System Browser**.
2. In the Libraries section, click **Table Library > Management Reporting > Actuals > Health Plan**.



3. Double-click the file for the planning year. For example, if you are planning for 2021, double-click ACT_HP_2021.

| Name | Modified | Locked By | Table Type | Classification | Modified By | Description |
|-------------|-------------------|-----------|------------|----------------|-------------|-------------------------------|
| ACT_HP_2019 | 1/30/2020 3:25 PM | | HealthPlan | Data | | Actuals table for Health Plan |
| ACT_HP_2020 | 1/30/2020 3:25 PM | | HealthPlan | Data | | Actuals table for Health Plan |
| ACT_HP_2021 | 1/30/2020 3:25 PM | | HealthPlan | Data | | Actuals table for Health Plan |

4. Add or edit the following columns for each plan:

| Column | Description |
|----------|-----------------------------------------------------|
| INSCODE | Double-click to select the plan name. |
| DEPT | Double-click to select the department. |
| LOCATION | Double-click to select the department location. |
| DATATYPE | Double-click to select the data type. |
| GROUP | Reserved for future use. |
| ACCT | Reserved for future use. |
| P1-P12 | Enter the actual or budgeted amount for the period. |

| Column | Description |
|--------------|--------------------------|
| NYBKHA | Reserved for future use. |
| SaveCustom | Reserved for future use. |
| SaveTagDocID | Reserved for future use. |

- After making your changes, in the **Admin** ribbon tab, click **Save**.

Removing or retiring plans

As new plans are added for your employees or for your service area, you may need to retire old plans from the system. We do not recommend deleting plans from the [ACT_HP_20XX data table](#). Instead, open the [INSCODE dimension table](#), and in the **KHAInt** column, type **NA**. After you save the dimension, the system will remove the plan from the Health Plan drivers as well as the budget plan files while still retaining the plan history.

| <i>Data Type</i> | <i>String</i> | <i>String</i> | <i>String</i> | <i>String</i> |
|----------------------|-------------------------------------------|-----------------------------------------------|------------------------------------------------------|---------------------|
| <i>String Length</i> | 25 | 100 | 25 | 25 |
| <i>Description</i> | Dimension field for Insurance/Health Plan | Extended description of the INSCODE key field | Insurance Code Mapping (lookup to INSCODE key field) | Interface indicator |
| Delete Row | INSCODE | Description | InsCode_BgtCode | KHAInt |
| | Commercial | Commercial | Commercial | HealthPlan |
| | CommFlex | Commercial Flex Membership | CommFlex | HealthPlan |
| | CommPlus | Commercial Plus Membership | CommPlus | HealthPlan |
| | CommSaver | Commercial Saver Membership | CommSaver | HealthPlan |
| | CommSR | Commercial Premium Membership (Shared Risk) | CommSR | HealthPlan |
| | FFS | Fee for Service | FFS | HealthPlan |
| | FFSMcaid | FFS Medicaid Membership | FFSMcaid | HealthPlan |
| | FFSMcare | FFS Medicare Membership | FFSMcare | HealthPlan |
| | FFSPPO | FFS PPO Membership | McareAdv | HealthPlan |
| | McaidCap | Medicaid Capitated Membership | McaidCap | HealthPlan |
| | McareAdv | Medicare Advantage Membership | McareAdv | NA |
| | NA | Default INSCODE | NA | NA |

Setting variance thresholds

The threshold level determines how much an account can vary from budget before department managers are required to enter comments explaining the variance.

To configure the threshold level, navigate to one of the following:

- In the **Bud Admin** task pane, in the **Financial Reporting** section, click **Financial Utilities > System Setup**, and double-click **VCC_Threshold**.
- In the **Mgmt Admin** task pane, in the **Dimension & Reference Maintenance** section, click **System Setup**, and double-click **VCC_Threshold**.

NOTE: In the **ACCT** dimension table, you need to create or include Variance Comments accounts for the Summary selection where ACCT.Type='Comments'.

General settings

Tolerance Level for Alerts

Save

Custom Filter for Alert Processing: (Dept.Manager='Chris Sparks' or Dept=101010)

Comparison Time Series: Three Month Average

Revenue & Usage Comparison: YTD Average

Flag Max Positive Variances as Required: Yes

Use H_LCHours for Paid Hours filter: No

Activate Variance Comments Collection tab on Month End Review Dashboard: Yes

| FS | Summary | Groups | Description | Min Yellow | Max Red | Threshold Red | Level of Comments | Summary Account |
|------------------------------------------------|-----------------------|--------|-------------|------------|---------|---------------|-------------------|-----------------|
| + Add Entry Exception to Threshold Level Table | | | | | | | | |
| General Threshold Levels | | | | | | | | |
| 1 - KH University | | | | | | | | |
| | Summary | | | | | | | |
| S_KeyStat | Key Statistic | | | 0.0% | 2.0% | | Summary | 700000 |
| H_Hours | Paid Hours | | | 0.0% | 2.0% | | Summary | 700000 |
| R_PatientRev | Patient Revenue | | | 0.5% | 5.0% | \$0 | Summary | 700000 |
| R_OtherRev | Other Revenue | | | 0.0% | 5.0% | \$0 | Detail | |
| R_NonOpRev | Non-Operating Revenue | | | 0.0% | 5.0% | \$0 | Detail | |

In the top section of the sheet, you may select the following options:

1. To only view thresholds for particular departments, type criteria in the **Custom Filter for Alert Processing** cell (e.g., "(Dept.Manager='Chris Sparks' or Dept=101010)").

IMPORTANT: Do not remove the "Acct.Statement <>'NI'" criteria, otherwise new, approved initiatives will be included.

IMPORTANT: Custom filters will not be applied to the optional Variance Comments Collection tab in the Month End Reporting dashboard.

2. In the **Comparison Time Series** cell, select one of the following options in which to base the variance in the reports:
 - For regular current year budget variances, select **CYB**.
 - For flexible budget variances, select **FLX**.
 - For three-month average variances, select **3MthAvg**.
 - For prior month variances, select **LastMth**.
 - For the same month last year variances, select **SameMthLY**.

3. In the **Revenue & Usage Comparison** field, do one of the following:
 - To enable drilling in the statistic section down to CDMCode, select **Budget**.
 - If unsure which option to select, select **Budget**.
4. In the **Flag Max Positive Variance as Required** cell, do one of the following:
 - To be alerted to variances in a favorable direction as well as variances in an unfavorable direction, select **Yes**.
 - To not be alerted to variances, select **No**.
5. If your organization uses H_JCHours for Paid Hours, do the following:
 - In the **Use H_JCHours for Paid Hours filter (Default is H_Hours)** cell, select **Yes**.
 - If you are not sure, select **No**.
6. In the **Activate Variance Comments Collection tab on Month End Review Dashboard** drop-down, select one of the following options:
 - To create a Variance Comment Collections in the Month End Review dashboard where you will manage variance comments, select **Yes**.
 - To manage variance comments in the Excel Client, especially if you already have customized filters, select **No**.

► Comment level settings

In the Summary portion of the General Threshold Levels section of the page, you may decide whether to collect comments at a summary level or account detail level.

IMPORTANT: Valid account codes are needed if reporting at the Summary level.

Tolerance Level for Alerts
Save

Custom Filter for Alert Processing: (Dept.Manager='Chris Sparks' or Dept=101010)

Comparison Time Series: Three Month Average

Revenue & Usage Comparison: YTD Average

Flag Max Positive Variances as Required: Yes

Use H_JCHours for Paid Hours filter: No

Activate Variance Comments Collection tab on Month End Review Dashboard: Yes

| FSSummary | Description | Min | Max | Threshold | Level of | Summary | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------|------|-----------|----------|---------|-----------|---------------|------|------|--|---------|--------|---------|------------|------|------|--|---------|--------|--------------|-----------------|------|------|-----|---------|--------|------------|---------------|------|------|-----|--------|--|------------|-----------------------|------|------|-----|--------|--|
| Groups | | Yellow | Red | Red | Comments | Account | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| + Add Entity Exception to Threshold Level Table | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ▼ General Threshold Levels | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div style="border: 1px solid red; padding: 5px;"> <div> <input type="checkbox"/> 1 - KH University </div> <div> <p>Summary</p> <table style="width: 100%;"> <tr> <td>S_KeyStat</td> <td>Key Statistic</td> <td>0.0%</td> <td>2.0%</td> <td></td> <td>Summary</td> <td>700000</td> </tr> <tr> <td>H_Hours</td> <td>Paid Hours</td> <td>0.0%</td> <td>2.0%</td> <td></td> <td>Summary</td> <td>700000</td> </tr> <tr> <td>R_PatientRev</td> <td>Patient Revenue</td> <td>0.5%</td> <td>5.0%</td> <td>\$0</td> <td>Summary</td> <td>700000</td> </tr> <tr> <td>R_OtherRev</td> <td>Other Revenue</td> <td>0.0%</td> <td>5.0%</td> <td>\$0</td> <td>Detail</td> <td></td> </tr> <tr> <td>R_NonOpRev</td> <td>Non-Operating Revenue</td> <td>0.0%</td> <td>5.0%</td> <td>\$0</td> <td>Detail</td> <td></td> </tr> </table> </div> </div> | | | | | | | S_KeyStat | Key Statistic | 0.0% | 2.0% | | Summary | 700000 | H_Hours | Paid Hours | 0.0% | 2.0% | | Summary | 700000 | R_PatientRev | Patient Revenue | 0.5% | 5.0% | \$0 | Summary | 700000 | R_OtherRev | Other Revenue | 0.0% | 5.0% | \$0 | Detail | | R_NonOpRev | Non-Operating Revenue | 0.0% | 5.0% | \$0 | Detail | |
| S_KeyStat | Key Statistic | 0.0% | 2.0% | | Summary | 700000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| H_Hours | Paid Hours | 0.0% | 2.0% | | Summary | 700000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R_PatientRev | Patient Revenue | 0.5% | 5.0% | \$0 | Summary | 700000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R_OtherRev | Other Revenue | 0.0% | 5.0% | \$0 | Detail | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R_NonOpRev | Non-Operating Revenue | 0.0% | 5.0% | \$0 | Detail | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

This setting is reflected in the Comment Input reports. If you select **Summary**, a single comment input field displays at the summary level. If you select **Detail**, individual comment input fields display for each account.

| FSSummary | | Min | Max | Threshold | Level of | Summary |
|-------------------------------------------------|-----------------------|--------|------|-----------|----------|----------------------------------------------|
| Groups | Description | Yellow | Red | Red | Comments | Account |
| + Add Entity Exception to Threshold Level Table | | | | | | |
| 2 - KH Medical Center | | | | | | |
| Summary | | | | | | |
| S_KeyStat | Key Statistic | 1.0% | 1.0% | | Summary | 700000 - Variance Comments - Statistics |
| H_Hours | Paid Hours | 1.0% | 1.0% | | Summary | 700000 - Variance Comments - Statistics |
| R_PatientRev | Patient Revenue | 1.0% | 1.0% | \$1 | Summary | 730000 - Variance Comments - Patient Revenue |
| R_OtherRev | Other Revenue | 1.0% | 1.0% | \$1 | Summary | 700000 - Variance Comments - Statistics |
| R_NonOpRev | Non-Operating Revenue | 1.0% | 1.0% | \$1 | Detail | |
| E_Salaries | Salaries | 1.0% | 1.0% | \$1 | Summary | 123459876 - Test Code MW |

If using the summary level, you need to create a dummy account to accept comment input. You need to add the dummy accounts to the ACCT dimension table, and then indicated in the Summary Account column on the ThresholdLevel sheet.

| Revenue & Usage Comparison | YTD Average | | | | | |
|-------------------------------------------------------------------------|-----------------------|--------|------|-----------|----------|---------|
| Flag Max Positive Variances as Required | Yes | | | | | |
| Use H_JCHours for Paid Hours filter | No | | | | | |
| Activate Variance Comments Collection tab on Month End Review Dashboard | Yes | | | | | |
| FSSummary | | Min | Max | Threshold | Level of | Summary |
| Groups | Description | Yellow | Red | Red | Comments | Account |
| + Add Entity Exception to Threshold Level Table | | | | | | |
| General Threshold Levels | | | | | | |
| 1 - KH University | | | | | | |
| Summary | | | | | | |
| S_KeyStat | Key Statistic | 0.0% | 2.0% | | Summary | 700000 |
| H_Hours | Paid Hours | 0.0% | 2.0% | | Summary | 700000 |
| R_PatientRev | Patient Revenue | 0.5% | 5.0% | \$0 | Summary | 700000 |
| R_OtherRev | Other Revenue | 0.0% | 5.0% | \$0 | Detail | |
| R_NonOpRev | Non-Operating Revenue | 0.0% | 5.0% | \$0 | Detail | |

IMPORTANT: Do not assign any new account to an existing FSSummary category, otherwise the next month that account will show up in detail. Use Summary instead.

You can define exceptions for summary level (and all other Threshold settings by Entity) in the sections further down the worksheet.

| FSSummary | | Min | Max | Threshold | Summary | Level of |
|------------------------------------------------|-----------------------|--------|------|-----------|---------|-----------|
| Groups | Description | Yellow | Red | Red | Account | Comments |
| + Add Entry Exception to Threshold Level Table | | | | | | |
| E.OtherExp | Other Expense | 0.5% | 2.5% | \$1,000 | | |
| 1 - KH Health System | | | | | | |
| Summary | | | | | | |
| S_KeyStat | Key Statistic | 0.0% | 2.0% | | 700000 | Summary ▼ |
| H_Hours | Paid Hours | 0.0% | 2.0% | | 700000 | Summary ▼ |
| R_PatientRev | Patient Revenue | 0.5% | 5.0% | \$0 | 700000 | Summary ▼ |
| R_OtherRev | Other Revenue | 0.0% | 5.0% | \$0 | | Detail ▼ |
| R_NonOpRev | Non-Operating Revenue | 0.0% | 5.0% | \$0 | | Detail ▼ |
| E_Salaries | Salaries | 0.5% | 5.0% | \$0 | | Detail ▼ |
| E_Supplies | Supplies | 0.5% | 2.5% | \$0 | | Detail ▼ |
| E_OtherExp | Other Expense | 0.5% | 2.5% | \$0 | | Detail ▼ |
| Detail Level | | | | | | |
| S_KeyStat1 | Key Statistic | 0.0% | 2.0% | | | |
| H_Hours | Paid Hours | 0.0% | 2.0% | | | |
| R_PatientRev | Patient Revenue | 0.5% | 5.0% | \$5,000 | | |

► Flag alert settings

For each account, you may define ranges at which various flags are set:

Revenue & Usage Comparison
Flag Max Positive Variances as Required
Use H_JCHours for Paid Hours filter
Activate Variance Comments Collection tab on Month End Review Dashboard

YTD Average
Yes
No
Yes

| FSSummary | | Min | Max | Threshold | Level of | Summary |
|------------------------------------------------|-----------------------|--------|------|-----------|-----------|---------|
| Groups | Description | Yellow | Red | Red | Comments | Account |
| + Add Entry Exception to Threshold Level Table | | | | | | |
| General Threshold Levels | | | | | | |
| 1 - KH University | | | | | | |
| Summary | | | | | | |
| S_KeyStat | Key Statistic | 0.0% | 2.0% | | Summary ▼ | 700000 |
| H_Hours | Paid Hours | 0.0% | 2.0% | | Summary ▼ | 700000 |
| R_PatientRev | Patient Revenue | 0.5% | 5.0% | \$0 | Summary ▼ | 700000 |
| R_OtherRev | Other Revenue | 0.0% | 5.0% | \$0 | Detail ▼ | |
| R_NonOpRev | Non-Operating Revenue | 0.0% | 5.0% | \$0 | Detail ▼ | |

For each summary and/or detail account, you may set thresholds that will trigger flags with different color coding in the variance reports.

| Color | Description |
|--------|-------------------------------------------------------------------------------------------------------------------------|
| Green | Displays on the report if the variance is below the value in the Min Yellow column. |
| Yellow | Displays on the report if the variance exceed the Min Yellow amount but remains below the Red Threshold . |
| Red | Displays on the report if the variance is greater than Max Red but comments are not required. |

| Color | Description |
|------------------|---------------------------------------------------------------------------------------------------|
| Red w/Yellow Box | Displays in the yellow cell if variance is greater than Max Red and comments are required. |

Building and processing budget plan files

A budget contains budget plan files for each department, organized into file groups, which typically each contain a single year's budget.

IMPORTANT: Before you build and process plan files, you must first load and reconcile data. For more information, see [Preparing data for budget go-live](#)

To initially create plan files for a new year, you will need to:

1. [Build plan files](#) - Creates the budget plan file.
2. [Process plan files](#) – Populates the budget plan file with data from the Axiom database that you preloaded.

Budget file groups contain plan files with budget data for each department in the organization. However, you do not copy individual plan files when cloning a file group. Instead, you use the Build & Process Budget Files job in the Axiom Scheduler to generate a new set of plan files for the new budget year.

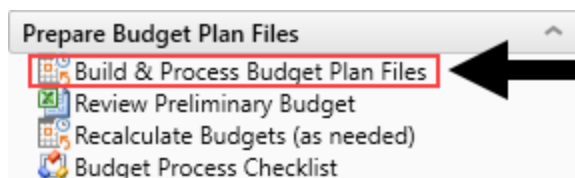
Budget plan files are generated from templates. Which templates are used for a particular department and how those templates are configured is based on settings in our Budget Configuration and Assumptions driver files.

Within the job, creating and processing are broken out to two different tasks to allow each to be run independent of each other.

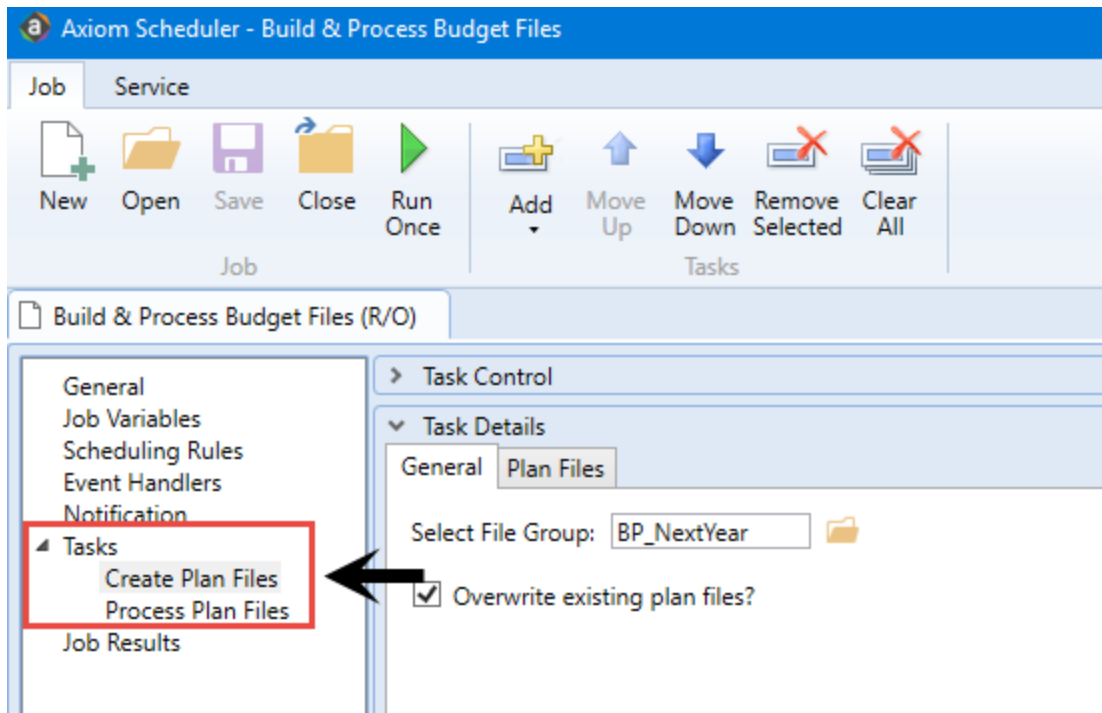
► Building budget plan files

To build budget plan files:

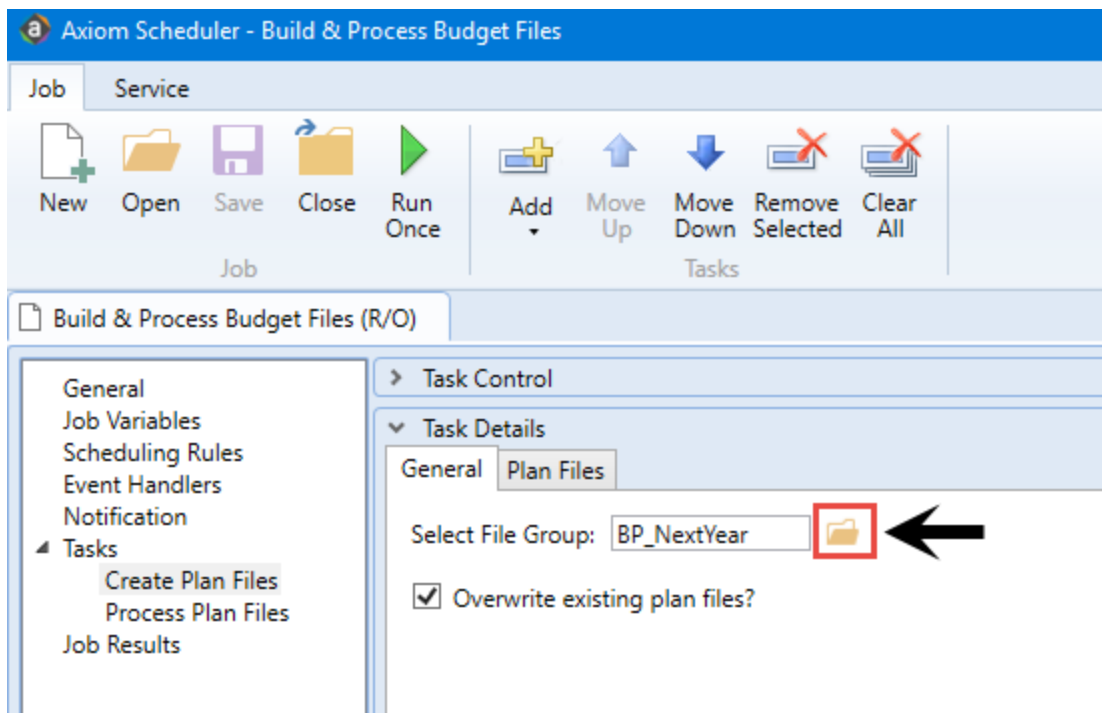
1. In the [Bud Admin](#) Bud Admin task pane, in the **Prepare Budget Plan Files** section, double-click **Build & Process Budget Plan Files**.



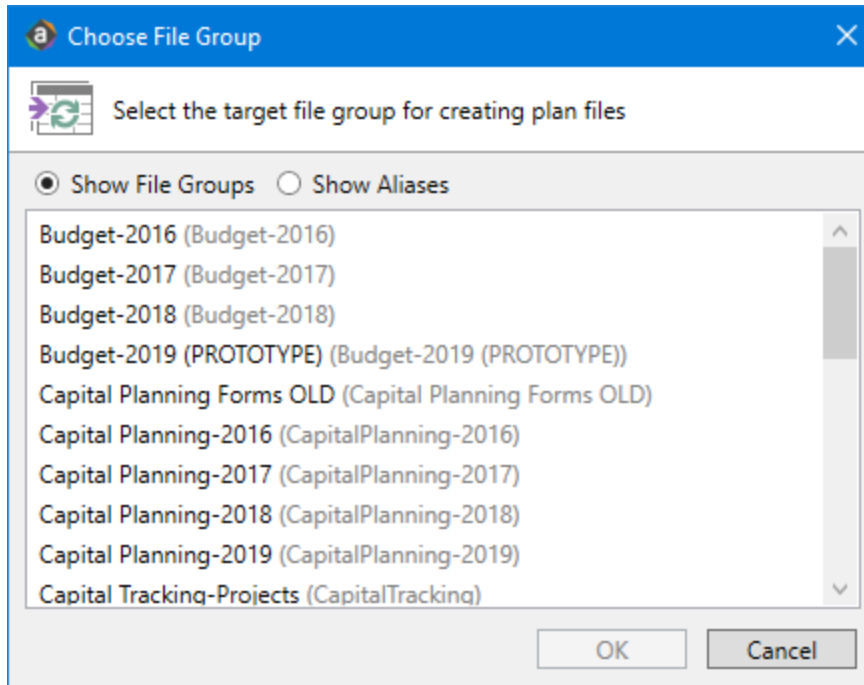
2. In the box on the left side of the Scheduler dialog, click **Create Plan Files**.



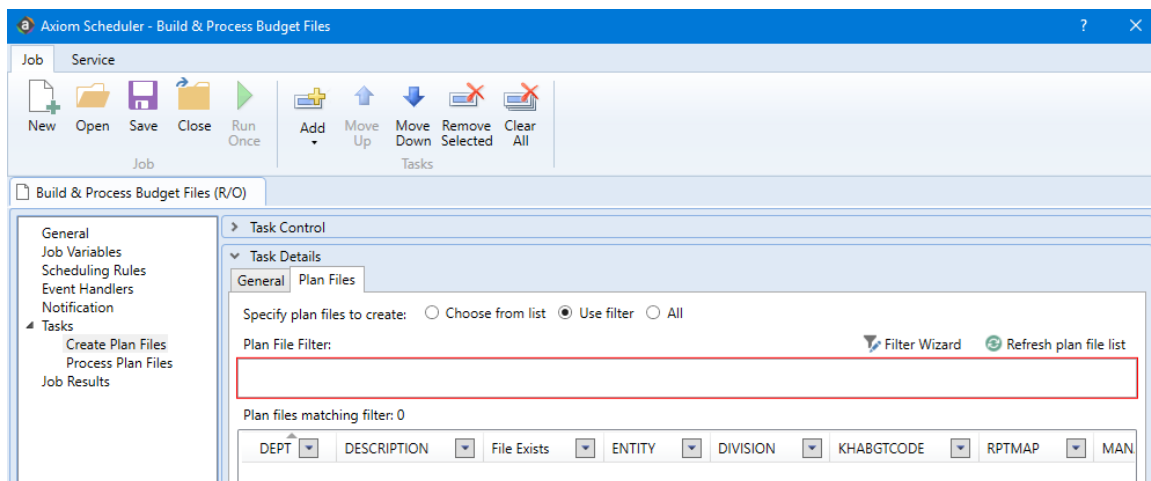
3. Click the folder icon.



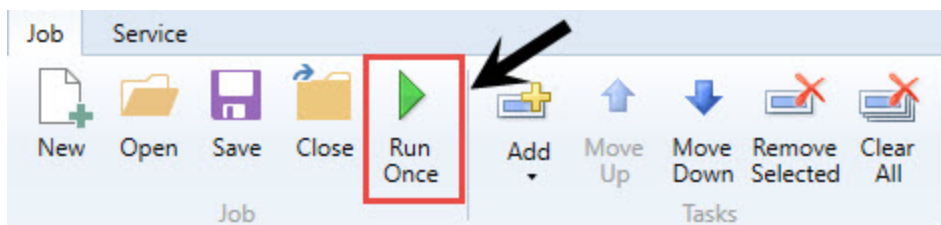
4. In the Choose File Group dialog, select the file group, and click OK.



5. To create specific plan files, you can apply filters, as needed. For example, to only run for a selected Entity or Dept. To apply filters, in the **Task Details** section, click the **Plan Files** tab. Select the **Use filter** radio button to access filtering options.



6. After you select the options you want, in the **Job** ribbon, click **Run Once**.



7. After creating the plan files, you need to process them. For more information, see [Process plan files](#).

► Refreshing data

Most of the data in Axiom Software is stored in a database. Plan files are typically generated as needed by populating a template file with the relevant data from the database. The template used for a particular plan file often depends on the configuration settings selected in the driver file for that file group. Most plan files automatically refresh/recalculate data on open. If you need to update an open workbook to reflect changes to the database or driver files, however, you can use the Refresh feature.

In plan files, this feature is only available to product administrators and to users with the Run AQs in Plan Files security permission. This control prevents users from inadvertently overwriting plan data when the template is not designed to accommodate data updates.

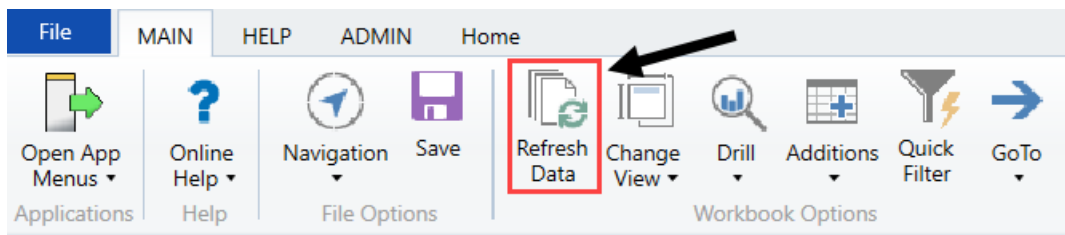
An Axiom query is a method of querying data from the database and updating a specific range in a sheet with the data. If an Axiom query is configured to refresh when the file is opened, however, that refresh occurs for all users, regardless of their security settings. Therefore, you may see data updates in the file when it is first opened, regardless of whether the Refresh feature is available to use.

For administrators, typically the only time you may refresh individual plan files is during plan file testing. To test changes made to a template, you build a plan file from the template, and then refresh the plan file to bring in data. After testing has been completed and the final plan files are built out, use the **Process Plan Files** utility to refresh plan files in a batch process rather than refreshing individual files.

After the plan files have been rolled out to end users, you only refresh the plan files if the templates are designed to accommodate ongoing data updates.

To refresh a plan file:

- On the **Main** tab, in the **File Options** group, click **Refresh**.



NOTE: You may be prompted to define values before the refresh occurs. If so, these values are applied to the plan file to impact the data refresh.

► Viewing budget plan file templates

Templates define the default file structure for budget plan files. Each template contains one or more sheets that are copied into a budget plan file at the time it is initially created. Individual cells in templates may contain formulas (tags) that define how data flows from the database into the corresponding budget plan file cells and/or how data input or modified in the plan should be written back to the database.

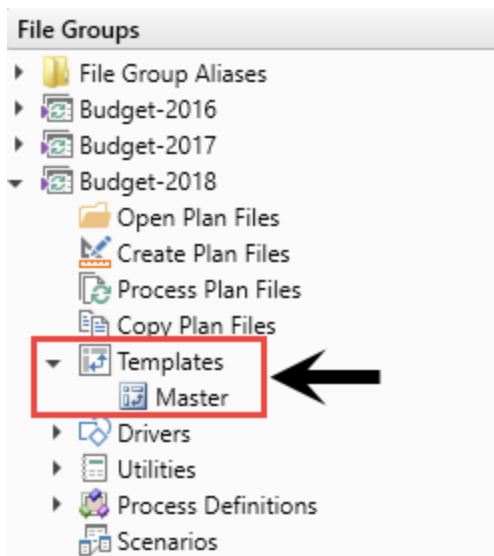
In all Axiom Software products, templates are generally standardized for each application and not editable by users. However, you may still view the contents of templates to help trace formulas back to the source data and understand how data in plan files flows to and from the central database.

Which templates (or sheets within templates) are used to create a particular plan file depends on settings within the related driver files and dimension table(s). You may or may not be able to configure these associations, depending on the application and particular category of plan file.

NOTE: After plan files have been created from templates, subsequent changes to the template do not impact the plan files unless the plan files are re-created.

To view templates:

1. In the **Explorer** task pane, in the **File Groups** section, click the file group for the templates to view.

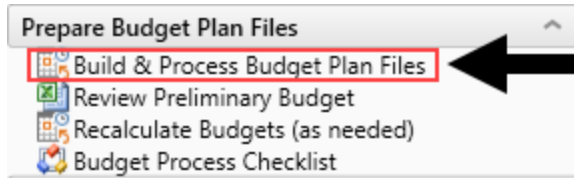


2. Click **Templates**.
3. Double-click the template to view.

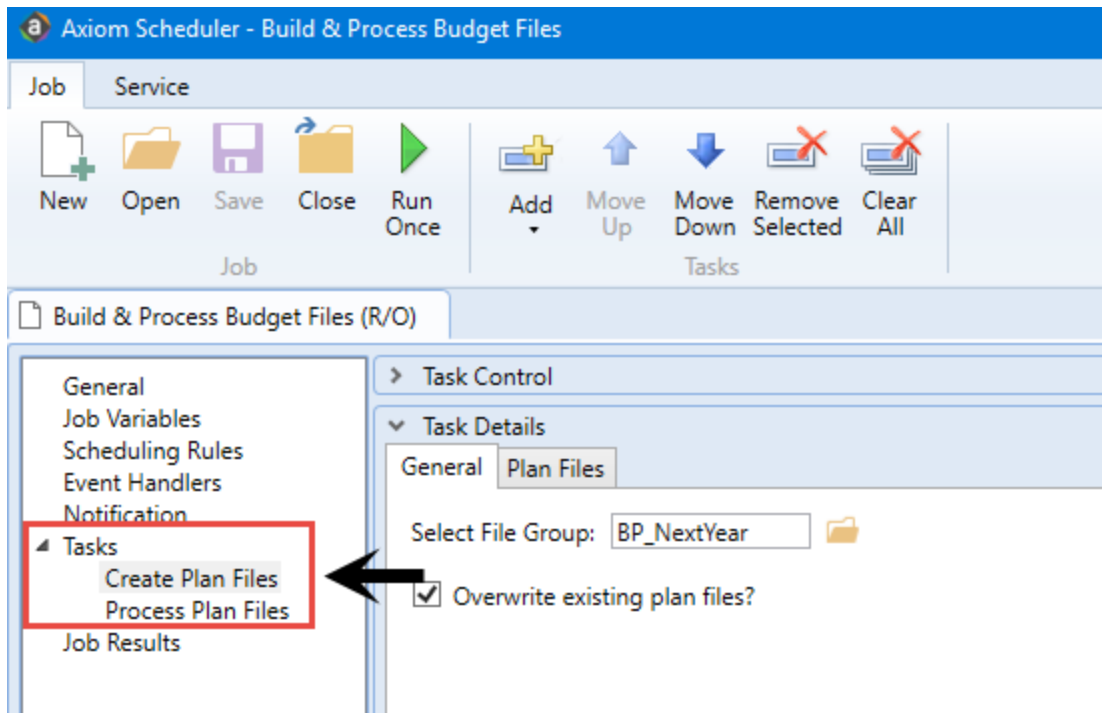
► Processing budget plan files

To process budget plan files:

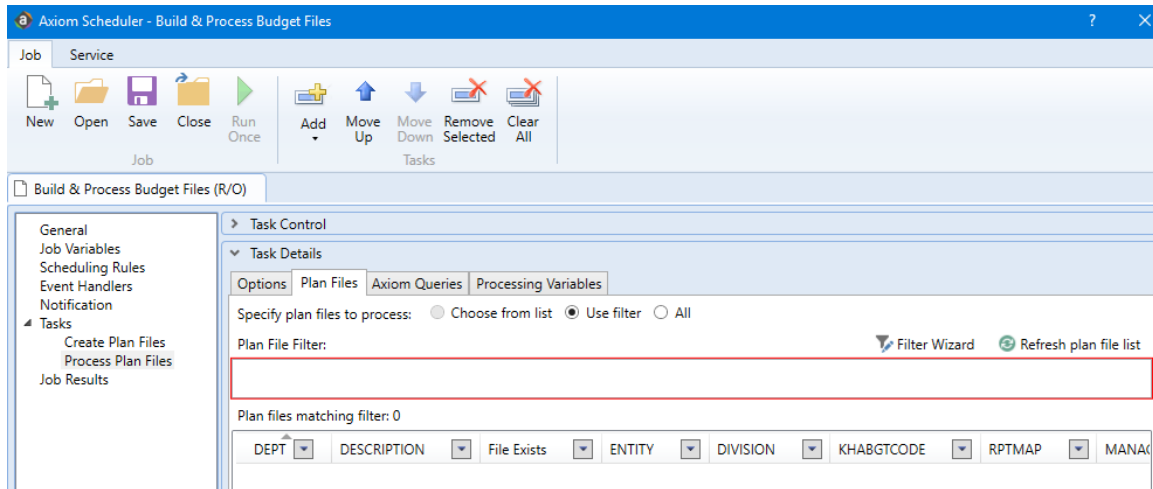
1. In the **Bud Admin** task pane, in the **Prepare Budget Plan Files** section, double-click **Build & Process Budget Plan Files**.



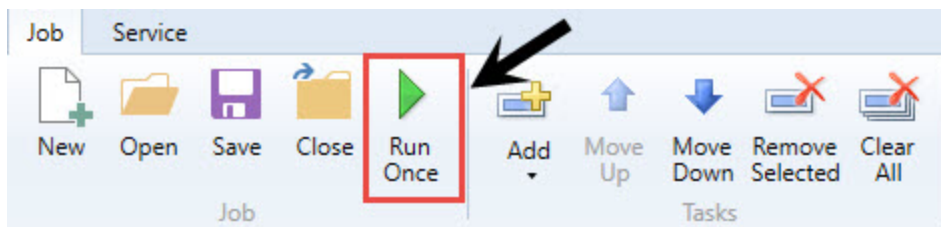
2. In the box on the left side of the Axiom Scheduler dialog, click **Process Plan Files**.



3. To process specific plan files, you can apply filters, as needed. For example, to only run for a selected Entity or Dept. To apply filters, in the **Task Details** section, click the **Plan Files** tab. Select the **Use filter** radio button to access filtering options.



4. To process the plan files, in the **Job** ribbon, click **Run Once**.

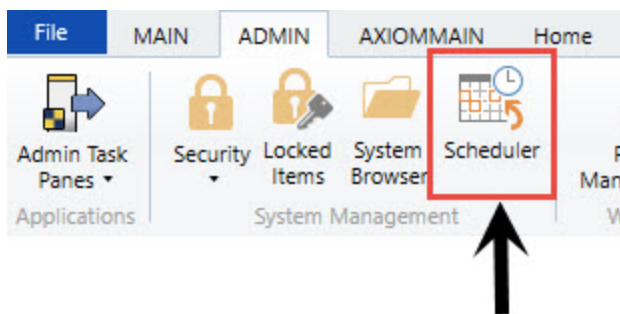


Building plan files using a Scheduler job

Use a filter in Scheduler to run the Build & Process Budget Files job. To confirm that no errors occurred, review the log for errors after the scheduled job completes.

To build plan files using a Scheduler job:

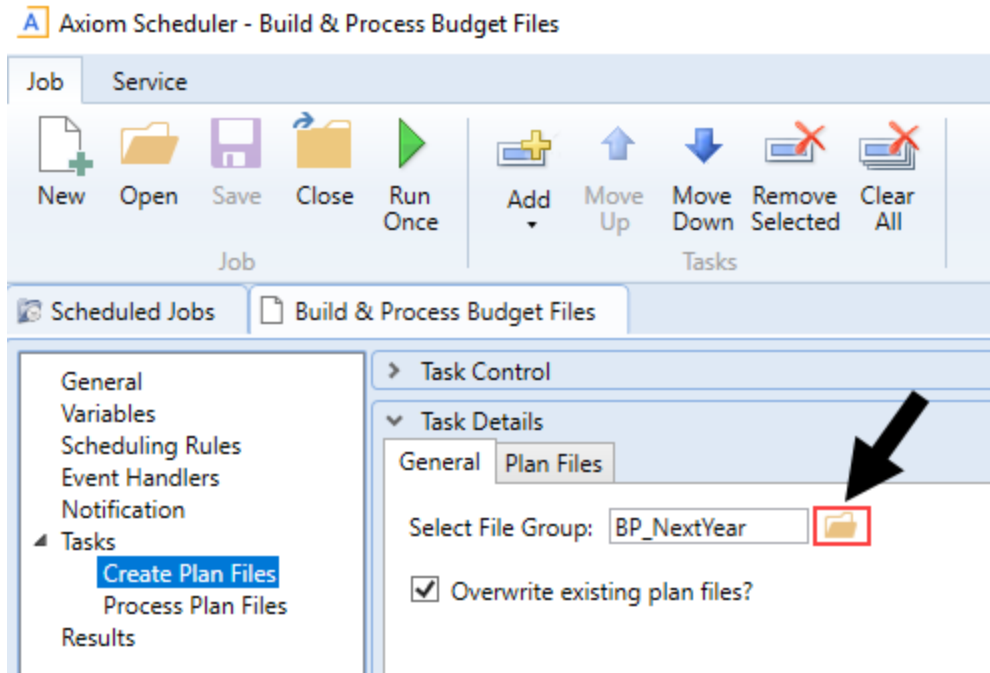
1. From the **Admin** ribbon tab, click **Scheduler**.



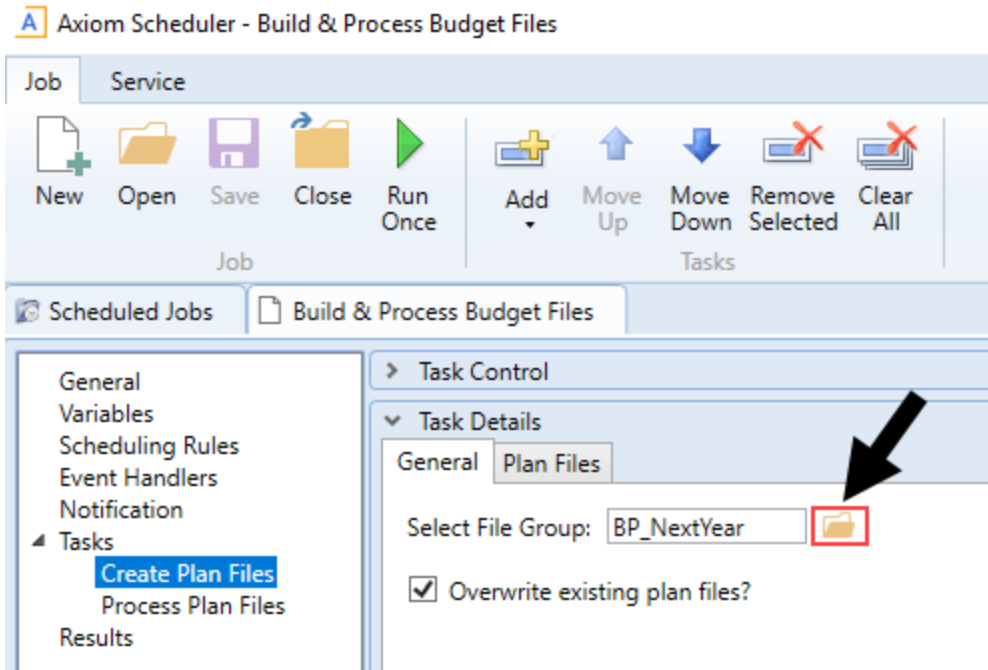
2. In the **Job** ribbon tab, click **Open**.
3. Double-click the **Budgeting** folder.
4. Double-click **Build & Process Budget Files**.

NOTE: By default, the job is already set up to run, but you can complete steps 5-9 if you want to filter the plan files to build and process. Otherwise, skip to step 10.

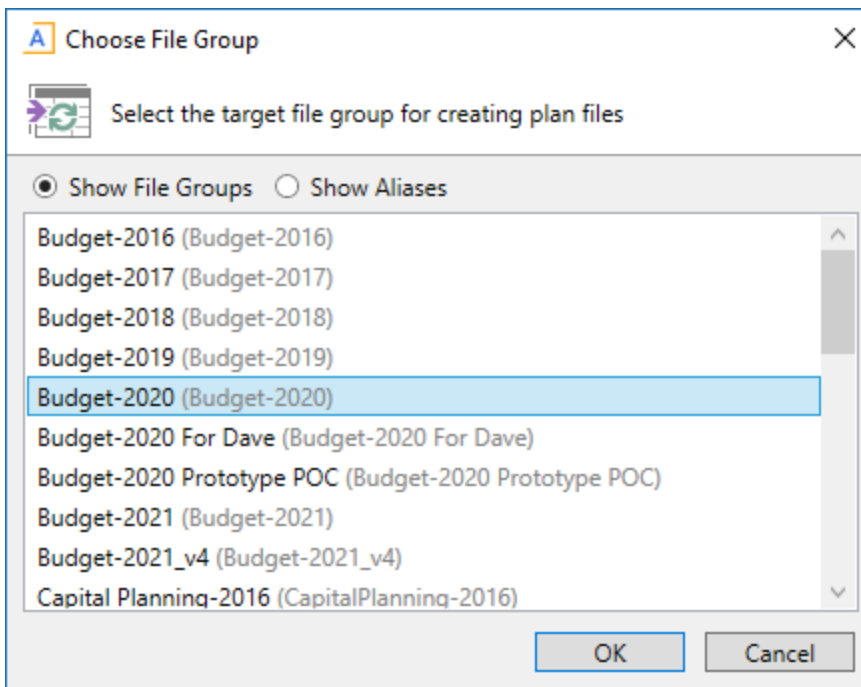
5. In the left-hand navigation, click **Tasks > Create Plan Files** (if it's not already selected).



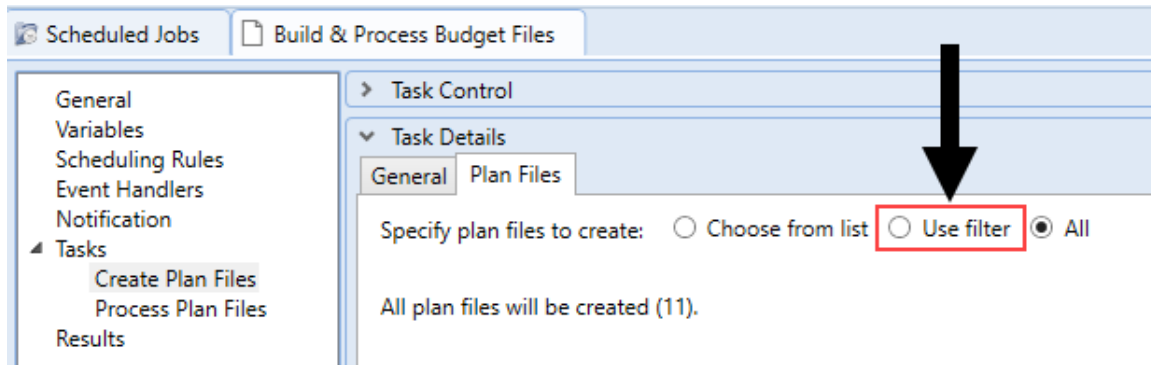
6. In the General tab, click the folder icon.



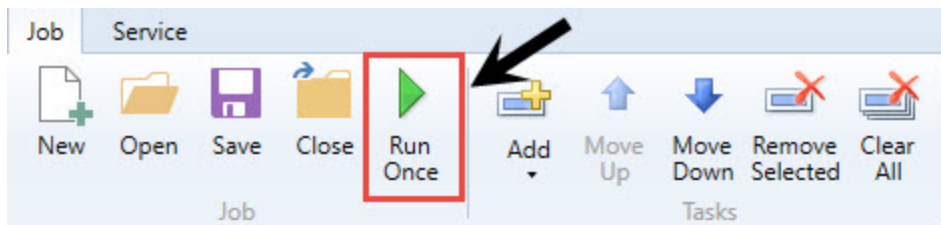
7. Select the file group in which to select the plan file to create.



8. Click the Plan Files tab, and click Use filter.



9. From the list, select the plan files to create by clicking the check box next to the left of the **DEPT** column.
10. In the **Job** tab, click **Run Once**.



Configure budget security

This section provides the security settings for the Kaufman Hall Axiom Product roles - per the design of the Axiom Budgeting product. It is intended not only to provide additional education towards security settings but to also serve as an audit tool to validate your current Axiom EPM roles.

For more details regarding general set up and maintenance of Axiom security, see [About security](#).

For more details regarding general set up and maintenance of Axiom Security, see "About security" in the Axiom Budgeting online help.

► Design

Security is pre-configured according to each product. Each product provides five primary roles: System Admin, Product Admin, Local Admin, Product Analyst, and Product User. Each role includes pre-configured security to access specific locations, files, and features. You apply data filters to control each user's reach into the data.

There are two main elements to setting up security in Axiom products:

- **Role** - Allows access to features and files, but not data. Roles define what a user can do, which are defined and explained in the [Roles](#) section.

- **Filter** - Allows access to data and plan files with standard filters built into each role. The filters are directly referenced from the dimension tables, which provides the ability to maintain data access through the dimensions for additional disseminated control. These are explained in the [Filters](#) section.

► Filters

The Product User, Analyst, and Local Admin roles come pre-configured with a flexible, dynamic filter. Each member requires a unique filter. For example, the ICU manager needs a unique filter to restrict access to only ICU information, as true with every member of the suite. We accomplish this by using a variable to drive each user's data filter from a reference table you would commonly maintain. The most common table is the DEPT dimension. This table is shared by many planning process and data tables, and provides an excellent means to protect your data. Other products may have an alternative key table that drives security filters. We will use the DEPT dimension in our examples.

Each product includes nine columns in the DEPT dimension, which you assign to user's login IDs based on who is the owner of that role for each department listed. Those security columns with login IDs are referenced by the corresponding role as for unique data and plan file filters. In the following table, CSparks is assigned a Budget User role. The role gives him access to specific features, functions, and tools. The role also includes a dynamic data filter for all budget data tables of "If BPOwner or BPReviewer or BPAApprover = login name". So, when CSparks logs in, his role filter will apply his login name to his budget role filter, resulting in if BPOwner or BPReviewer or BPAApprover = CSparks. This gives him access to the budget planning data tables for ICU and ER.

| Dept | Product User | | | Product Analyst | | | Local Product Admin | | |
|------|--------------|------------|-------------|-----------------|-------------|-------------|---------------------|-----------|-------------|
| | BPOwner | BPReviewer | BPAApprover | BPAAnalyst | BPAAnalyst2 | BPAAnalyst3 | BPAAdmin | BPAAdmin2 | BPAAdmin3 |
| ICU | CSparks | CSparks | SSmith | CJones | TSmith | NA | SBaker | CCredit | DDobbs;NHon |
| ER | GJones | CSparks | LWinter | CJones | DTom | TSmith | SBaker | CCredit | DDobbs |

Managing member's data and plan file filters are managed by assigning each members login ID to the respective departments in the DEPT dimension without the need to access security. This allows you to minimize number of members with security access since Local Admin members can manage security filters through dimension ownership assignments.

► Adding additional users

If you need additional users than the fields provide, you may create and use pseudo roles as an assignment vs. a single login name. Every member of that role will inherit permissions to that department. For example, let's say you have six local admins that need rights to all departments and only there are only three slots available in the dimensions. You would do the following:

1. [Open Security Manager.](#)
2. [Create a new role.](#)
3. [Assign the six members to the new role.](#)
4. [Open the Dimension Maintenance Utility.](#)

5. In the DEPT dimension, assign the role name to each of the departments in the BAdmin column, and save the changes.
1. Open Security Manager.
2. Create a new role.
3. Assign the six members to the new role.
4. Open the Dimension Maintenance Utility.
5. In the DEPT dimension, assign the role name to each of the departments in the BAdmin column, and save the changes.

For instructions related to managing security and managing dimensions, see the following topics in the online help:

TIP: To find the exact topic listed below, type the name of the topic with quotations.

- "The Security Management dialog"
- "Managing roles"
- "Managing users and roles"
- "Launching the Dimension Maintenance Utility"
- "Editing a dimension"

All of the members with that role will now have proper permissions.

If you need to assign broader filters, such as "Region='IOWA'", you can apply a custom filter directly to the user. A user-level filter and a role filter combine as an OR statement "User Filter OR Role Filter". The user filter is applied in multiple locations.

► Security basics

Security is configured by four sections.

| Type | Description |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Product permissions | General administrative functions. Many of these permissions span all products. You can grant many of the permissions in the other sections. This permission level is suite-wide. |
| Product file groups | Determines access to what file groups, plan file filters, access, and abilities. |
| Data table types | Determines access to data tables. Tables are categorized by type. For example, the Financial type contains all the GL financial tables. |
| Files | Determines access to select Axiom EPM files. |

► Tools

| Name | Description |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Security Manager | Allows you to maintain the complete security options for all users and roles. We recommend this tool for adjusting security at the individual level. |
| Security Spreadsheet | <p>Provides a spreadsheet view of file group and table options for all users and roles.</p> <p>IMPORTANT: Use caution when using this tool. If two or more security members save this file with overlapping filters at the same time, the system will overwrite one over the other.</p> |
| Product Security Setup Utilities | Allow you to bulk assign roles and data filters. Each product has a configured set in the Product Utilities > Security Setup folder. You must be a member of Security Admin to post changes. We recommended using this tool for initial product and role assignment. |
| Dimension Security Utility | Allow you to assign permissions for Admin members to maintain dimensions. You must be a member of Security Admin to post changes. |
| Product Driver Security Utility | Allows you to assign permissions for Admin or Analyst members to maintain dimensions. You must be a member of Security Admin to post changes. |
| Active Directory Import | Using the Active Directory Import, you can map directory groups to EPM roles to automate enabling new members. |

► Roles

Each EPM license/product comes with the following role types:

| Role | Description | Configuration Abilities | Table Abilities | Plan File Abilities | Report Abilities |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------|
| System Admin | Person with all access security. No restrictions. Admin Check in User security. Recommend no person have this right. Recommend one generic login in case of rare need. | All access | All access | All access | All access |
| Suite Admin | Manages overall suite, table and system configuration. Typically limited to 1-2 members. | Home page File group management Apply software updates System Browser Admin ribbon | Current period settings Table modifications New dimension grouping columns | None | R/W access to all suite files |
| Product Admin | Product administrator. Responsible for configuration, process, and structure. | Audit History Imports System Browser Drivers Dimensions Exports Admin ribbon Scheduled jobs Process definitions | Filtered access to data tables Dimension edit Driver edit View tables Budget custom tables | Create new R/W filtered access Unprotect Recalculate | Product reports – R/O Product utilities – R/W Create new |
| Product Local Admin | Local product administrator. Data imports, Dimension Maintenance, Drivers, Report Writing | Drivers Dimensions Imports Admin ribbon Scheduled jobs Process definitions | Filtered data access Dimension edit Driver edit View tables (R/O) Budget custom tables | Create new R/W filtered access Unprotect Recalculate | Product reports – R/O Product utilities – R/W Create new |
| Product Analyst | Designated to support managers via plans during planning process. R/W access to filtered plan files | Main ribbon | Filtered data access | R/W filtered access Unprotect | Product reports – R/O Product utilities – R/W Create new |
| Product User | General consumer of the process & information. | Main ribbon | Filtered data access | R/O access until step owner | Product reports-R/O |
| Security Admin | Manages security settings | Security access | None | None | Product security tools |
| Tech Admin | Ability to apply updates and scheduled jobs | Admin ribbon | None | None | None |

► Budget planning provider roles

| Role | Description | Configuration Abilities | Table Abilities | Plan File Abilities | Report Abilities |
|----------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------|----------------------------------------|
| Budgeting Physician Admin | Manages provider budget configuration and data Access to provider reports, utilities, and drivers | Provider drivers Imports | View provider dimensions Provider drivers View provider dimensions Edit provider dimensions | See Provider tabs Need Budget Admin role | Provider reports Provider utilities |
| Budgeting Physician | Access to provider reports, drivers | None | Filtered data access | See Provider tabs Need Budget User or Analyst role | Provider reports |

► Product permissions

| Category | Subsystem | Everyone | Prod User | Prod Analyst | Prod Local Admin | Prod Admin | Suite Admin | Notes |
|--------------------------|-----------|----------|-----------|--------------|------------------|------------|-------------|-----------------------------------------------------------------------------------------------------------|
| Permissions | | | | | | | | |
| Announcements | Yes | No | No | No | No | No | Yes | Not needed. Currently not in use. |
| Explorer | Yes | No | No | No | No | Yes | Yes | Access to the System Browser via the Admin Task Pane. All users have access to explorer task pane. |
| Exports | Yes | No | No | No | No | Yes | Yes | Ability to create new data Exports. |
| File Groups | Yes | No | No | No | No | No | Yes | Clone and edit file groups. |
| Imports | Yes | No | No | No | Yes | Yes | Yes | Ability to create new imports. Ability to run existing imports is managed in Files. |
| Locked Items | Yes | No | No | No | Yes | Yes | Yes | Ability to unlock items. |
| Security | Yes | No | No | No | No | No | No | Access to the Security Module. |
| Tables | Yes | No | No | No | No | No | Yes | Ability to create/delete/modify table structure. Ability to change table current periods |
| Task Panes-Edit | Yes | No | No | No | No | No | No | Do not modify EPM provided task panes. Permission should be granted at the User level. |
| Updates | Yes | No | No | No | No | No | Yes | Ability to apply Axiom updates. System Admin role. |
| Audit History | Yes | No | No | No | No | Yes | Yes | Ability to view full system activity log for the suite. Use caution granting this. User Level exceptions. |
| Remove Protection | Yes | No | No | No | No | No | Yes | Ability to unprotect any file accessible. Unprotect rights is granted in the Files section. Not here. |
| Sched. Jobs | Yes | No | No | No | Yes | Yes | Yes | Ability to edit / create/Delete scheduled jobs. |
| User Folder | Yes | No | No | Yes | Yes | Yes | Yes | Access to "my documents". Typically applied to users who will be writing "in-progress" reports. |

▶ Product file groups

| Category | Subsystem | Everyone | Prod User | Prod Analyst | Local Prod Admin | Prod Admin | System Admin | Notes |
|------------------------------------|------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Modify | Yes | No | No | No | No | Yes | Yes | Edit file group configuration and clone. Limited Membership |
| Create Plans | Yes | No | No=BP CP=Yes | Yes | Yes | Yes | No | Ability to create new plan files for the file group. Data population is the role of Process Plan Files. |
| Create Records | No | No | Yes | Yes | Yes | Yes | No | Only used with on-demand FQs. Yes for Capital Planning, Tracking, and Financial Planning |
| Process Plan | Yes | No | No | No | Yes | Yes | No | Ability to interface new data into plan files. |
| Run Queries | Yes | No | No | No | No | No | No | Ability to refresh a plan file on demand. Not Leveraged today. Leave |
| Calc Methods | No | No | No | No | No | No | No | Refrain from making calc method changes. Calc methods are replaced with each update thereby removing any modifications you may have made |
| File Groups – Plan Files | | | | | | | | |
| File Access | Read/Write | Not Config | Read Only | R/W | R/W | R/W | Not Config | Product Users are dependent on Process Management to escalate them to |
| Save Data | Yes | | No | Yes | Yes | Yes | | Required if R/W above is selected. |
| CM Insert | Yes | | No | Yes | Yes | Yes | | Ability to add new Accts/Jobcodes/Other Records |
| CM Change | Yes | | No | No | Yes | Yes | | Ability to change a calc method from one to another. |
| Unprotect | Yes | | No | Yes | Yes | Yes | | Ability to unprotect the workbook. |
| Sheet Assistant | Yes | | No | No | Yes | No | | Ability to view the Plan File Sheet Assistant |
| File Processing | Yes | | No | No | No | No | | Not needed |
| Interacts with Process Mgmt | Yes | | Yes | Yes | Yes | Yes | | Should be marked TRUE. Will not interfere even if you don't use Process Management for that file group. |
| All or Filtered | All | | Filtered | Filtered | Filtered | All Access Can apply filters at the User level | | All = Access All Plan Files with no filter. Filtered = Limited access to Plan Files |
| Filter BP | | | Dept.BPOwner=(CurrentUser.LoginName) OR Dept.BPReview=(CurrentUser.LoginName) OR Dept.BPApprover=(CurrentUser.LoginName) | Dept.BPAnalyst=(CurrentUser.LoginName) OR Dept.BPAnalyst2=(CurrentUser.LoginName) OR Dept.BPAnalyst3=(CurrentUser.LoginName) | Dept.BPAdmin=(CurrentUser.LoginName) OR Dept.BPAdmin2=(CurrentUser.LoginName) OR Dept.BPAdmin3=(CurrentUser.LoginName) | Dept.BPAdmin=(CurrentUser.LoginName) OR Dept.BPAdmin2=(CurrentUser.LoginName) | | Configured with nine security columns in the Department dimension. Each set of three columns determines filter access for Budget Planning. Complete any three columns with user login IDS. Local Product Admin. BPAdmin BPAdmin2 BPAdmin3 Product Analyst BPAnalyst BPAnalyst2 BPAnalyst3 General Product Owner BPOwner BPReviewer BPApprover |
| Filter CP | | | Dept.Capital_Owner1=(CurrentUser.LoginName) OR Dept.Capital_Owner2=(CurrentUser.LoginName) OR Dept.Capital_Reviewer=(CurrentUser.LoginName) OR Dept.Capital_Approver=(CurrentUser.LoginName) | Dept.CFAnalyst=(CurrentUser.LoginName) OR Dept.CFAnalyst2=(CurrentUser.LoginName) OR Dept.CFAnalyst3=(CurrentUser.LoginName) | Dept.CFAdmin=(CurrentUser.LoginName) OR Dept.CFAdmin2=(CurrentUser.LoginName) OR Dept.CFAdmin3=(CurrentUser.LoginName) | Dept.CFAdmin=(CurrentUser.LoginName) OR Dept.CFAdmin2=(CurrentUser.LoginName) OR Dept.CFAdmin3=(CurrentUser.LoginName) | | Configured nine security columns in the Department Dimension. Each set of three columns determines filter access for Capital Planning. Complete each three columns with user login IDS. Local Product Admin. CAPAdmin CAPAdmin2 CAPAdmin3 Product Analyst CAPAnalyst CAPAnalyst2 CAPAnalyst3 General Product Owner CAPOwner CAPReviewer CAPApprover |
| Filter CT | | | Dept.Capital_Owner1=(CurrentUser.LoginName) OR Dept.Capital_Owner2=(CurrentUser.LoginName) OR Dept.Capital_Reviewer=(CurrentUser.LoginName) OR Dept.Capital_Approver=(CurrentUser.LoginName) | Dept.CFAnalyst=(CurrentUser.LoginName) OR Dept.CFAnalyst2=(CurrentUser.LoginName) OR Dept.CFAnalyst3=(CurrentUser.LoginName) | Dept.CFAdmin=(CurrentUser.LoginName) OR Dept.CFAdmin2=(CurrentUser.LoginName) OR Dept.CFAdmin3=(CurrentUser.LoginName) | Dept.CFAdmin=(CurrentUser.LoginName) OR Dept.CFAdmin2=(CurrentUser.LoginName) OR Dept.CFAdmin3=(CurrentUser.LoginName) | | Configured nine security columns in the Department Dimension. Each set of three columns determines filter access for Capital Planning. Complete each three columns with user login IDS. Local Product Admin. CAPAdmin CAPAdmin2 CAPAdmin3 Product Analyst CAPAnalyst CAPAnalyst2 CAPAnalyst3 General Product Owner CAPOwner CAPReviewer CAPApprover |
| Filter FP | | | Node.Model.Owner1=(CurrentUser.LoginName) OR Node.Model.Owner2=(CurrentUser.LoginName) OR Node.Model.Reviewer=(CurrentUser.LoginName) OR Node.Model.Approver=(CurrentUser.LoginName) | Node.Model.Analyst=(CurrentUser.LoginName) OR Node.Model.Analyst2=(CurrentUser.LoginName) OR Node.Model.Analyst3=(CurrentUser.LoginName) | Node.Model.Admin=(CurrentUser.LoginName) OR Node.Model.Admin2=(CurrentUser.LoginName) OR Node.Model.Admin3=(CurrentUser.LoginName) | No Filter | | Configured nine security columns in the Model Dimension. Each set of three columns determines filter access for Financial Planning. Complete each three columns with user login IDS. Local Product Admin. FFAdmin FFAdmin2 FFAdmin3 Product Analyst FFAnalyst FFAnalyst2 FFAnalyst3 General Product Owner FFOwner FFReviewer FFApprover |

► Data table types

| Category | Subsystem | Everyone | Prod User | Prod Analyst | Local Prod Admin | Prod Admin | System Admin | Notes |
|----------------------|-------------|------------------------------------------------------------------------------------------|------------------------------------|------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No Type (Drivers) | Full | Full RO | NC | NC | NC | NC | | Driver & Reference tables. Everyone has full access to these tables. Enables |
| Budget Drivers | Full/Read | Full RO/CW | NC | NC | NC | NC | | Exception: Everyone has full read access & no write. Editors of Drivers must be assigned a filter via Budget Driver Security tool. |
| Dimension Validation | R/W Full | Full OTIS=None | NC | NC | NC | NC | | Everyone has full Read access to these tables. |
| Dimensions | R/W Full | Full Read Custom W. No Filter OTIS=None | NC | NC | NC | NC | NC | Everyone has ReadOnly, No write dimension access. Requires product admin/analyst user to have a write filter to product dimensions to be able to modify. Use Dimension Security tool to assign filters. |
| Budget Exceptions: | | Full Access: GLPeriod CalDate | | | OTIS = READ for: Acct CDMCode Dept Entity Initiative ID | OTIS = READ for: Acct CDMCode Dept Entity Initiative ID | | See Physician Admin or Physician user for Provider related data & dimensions. Product Admins can view the listed CDM codes with read-only table view access for viewing. Editing Dimensions is accomplished in Dimension Maintenance Utility |
| Capital Exceptions: | | Full Access: CapAcct Code CPReq200X CTReq Payor POTrans TempPOTrans | | | | OTIS=Read For: CapAcct Code CPReq200X CTReq Payor POTrans TempPOTrans | | The listed dimensions are not part of the Dimension |
| Fin Plan Exceptions | | Full Access: Code GlobalSet Model Node_Type Payor Scenario | | | | OTIS=READ For: Code GlobalSet Model Node_Type Payor Scenario | | |
| RF Exceptions: | | Full Access: RFCode RFID RFGroup | | | | | | |
| Product Custom Data | R/W Full | No | Full OTIS=None | Full OTIS=None | Full OTIS=None | Full Access OTIS=RW Allow Change | | Full Access. Only Product Admin members can change structure. This is the table type to assign any / all custom tables & mapping tables |
| MR-BP: EmpRoster | Full/RW/Chg | NC | Role Filter OTIS=None | Role Filter OTIS=None | Role Filter OTIS=RW | Role Filter OTIS=RW | | Employee Roster. |
| MR-BP: Financial | Full/RW/Chg | NC | Role Filter OTIS=None | Role Filter OTIS=None | Role Filter OTIS=RW | Role Filter OTIS=RW | | Financial Data: GL & GL Transactions |
| MR-BP: Payroll | Full/RW/Chg | NC | Role Filter OTIS=None | Role Filter OTIS=None | Role Filter OTIS=RW | Role Filter OTIS=RW | | Bi-weekly & Monthly Payroll |
| MR-BP: Provider | Full/RW/Chg | NC | | | | | | Physician Data |
| MR-BP: RU | Full/RW/Chg | NC | Role Filter OTIS=None | Role Filter OTIS=None | Role Filter OTIS=RW | Role Filter OTIS=RW | | Revenue & Usage |
| CP: Cap comments | Full/RW/Chg | NC | Role Filter OTIS=None | Role Filter OTIS=None | Role Filter OTIS=RW | Role Filter OTIS=RW | | Capital Planning Comments |
| CP: Capital | Full/RW/Chg | NC | Role Filter OTIS=None | Role Filter OTIS=None | Role Filter OTIS=RW | Role Filter OTIS=RW | | Capital Planning Data |
| CP: Cap Def | Full/RW/Chg | NC | Full OTIS=None | Full OTIS=None | Full OTIS=RW | Full OTIS=RW | | Capital Planning Definition & Configuration |
| FP: FinancialPlan | Full/RW/Chg | NC | Role Filter OTIS=None | Role Filter OTIS=None | Role Filter OTIS=RW | Full OTIS=RW | | Financial Planning Data |
| FP: FPDefaults | NC | NC | Full Read Custom W OTIS=None | Full Read Custom W OTIS=None | Full Read Custom W OTIS=Read | Full OTIS=RW | | Financial Planning Default Template Configuration |
| EPM | Full/RW/Chg | Full/None | NC | NC | NC | NC | | Home page announcements. Only Product Admins can make announcement changes. |
| Cost Mgmt | | | | | | | | Cost Management Data |

Files

| Category | Subsystem | Everyone | Prod User | Prod Analyst | Local Prod Admin | Prod Admin | System Admin | Notes |
|-------------------------------------|------------|-----------|-------------|---------------|------------------|---------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Product Files | | | | | | | | |
| Product Reports | R/W Full | NC | RO/E | RO/E/SA/FP | RO/E/SA/FP | RO/E/SA/FP | Full Access | General: all reports in the Product reports folder are Read Only for all roles. Exceptions listed below. If you want to edit a report you must save as to the custom folder to gain rights. |
| Prod Rpt Custom | NC | NC | NC | RW/E/SA/U/FP | RW/E/SA/U/FP | RW/E/SA/U/FP | Full Access | Recommend we add a ROLE for each Ministry and create corresponding parent folders within this custom directory. Each Ministry role will restrict access to specific custom folder. |
| Provider | NC | NC | No Access | No Access | No Access | No Access | Full Access | A Provider Role Required |
| Product Utilities | R/W Full | NC | NC | RW/E/SA/U/FP | RW/E/SA/U/FP | RW/E/SA/U/FP | Full Access | General: all reports in the Product Utility folder are Read Write for admin & analyst roles. Exceptions listed below. |
| Prod Utility Custom | NC | NC | NC | RW/E/SA/U/FP | RW/E/SA/U/FP | RW/E/SA/U/FP | Full Access | Recommend we add a ROLE for each Ministry and create corresponding parent folders within this custom directory. Each Ministry role will restrict access to specific custom folder. |
| Provider | NC | NC | NC | No Access | No Access | No Access | Full Access | Provider Role Required |
| Security | NC | NC | NC | No Access | RO/E/SD | RO/E/SD | None | Requires the Security Admin role to modify |
| System Files | | | | | | | | |
| Dimension Maint Folder | RW/E/SD/U | NC | NC | NC | NC | NC | Full Access | Requires BP Table Structure Role |
| Dimension Maint File | NC | NC | NC | NC | RO/E/SD | RO/E/SD | Full Access | Dimension security filter must be established to modify. |
| Prod Doc Admin | RW/E | NC | NC | RW/E | RW/E | RW/E | Full Access | |
| Prod Doc User | RW/E | NC | RO | RW/E | RW/E | RW/E | Full Access | |
| Product Forms | RO | NC | RO | RO | RO | RO | Full Access | |
| Suite Forms | RO | RO | NC | NC | NC | NC | Full Access | |
| Home Files | RO/SD | RO | NC | NC | NC | RO/SD | Full Access | |
| Images | RO | RO | NC | NC | NC | NC | Full Access | |
| Product Drills | RO | NC | RO | RO | RO | RO | Full Access | |
| Suite Variables | RW/E/SD | Read Only | NC | NC | NC | RW/E/SD | Full Access | |
| Scheduler - Product | RW/E | NC | NC | NC | RW/E | RW/E | Full Access | |
| Exports - Product | RW/E/E | NC | NC | NC | RW/E/E | RW/E/E | Full Access | |
| Imports - Product | RW/E/E | NC | NC | NC | RW/E | RW/E | Full Access | |
| Task Pane - Product | RO/E | NC | RO-no admin | RO | RO | RO | Full Access | |
| Task Pane - Suite | RO/E | RO | NC | NC | NC | NC | Full Access | |
| Ribbons | RO | NC | RO | RO/E | RO/E | RO/E | Full Access | |
| KH Admin | NC | NC | No access | RO | RO | RO | | |
| KH Main | NC | RO | NC | NC | NC | NC | | |
| Process Definition - Product | RW/E | NC | RO | RO | RW/E | RW/E | Full Access | |
| Data Diagrams | | | | | | | | |
| File Groups - Product | Max Access | NC | NC | RW/E/SD | RW/E/SD | RW/E/SD | Full Access | |
| Drivers | NC | NC | NC | RO/E/SD/SA | RO/E/SD/SA | RO/E/SD/SA | | |
| Process Def | NC | NC | | RO/E | | RW/E | | |
| Templates | No Access | NC | | RO | | RO | | |
| Utilities | NC | NC | | RW/E/SD/SA/FP | | RW/E/SD/SA/FP | | |

Specialty roles

| Role | Permissions | File Group | Tables | Files |
|------------------------------------|-------------|------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Budgeting Hide Labor | None | None | None | Hides Labor Tabs |
| Budgeting Hide ProvComp | None | None | None | Hides Provider Compensation Tab |
| Budgeting Hide ProvSalaries | | | | Hides GL Provider Salaries |
| Budgeting Hide Salaries | | | | Hides GL Salaries |
| Budgeting Physician Admin | None | None | Dimension OTIS=R CPT; DataType; Dept; Entity; FinClass; Location; Provider Provider: Admin Role Filter Otis=Read | |
| Budgeting Physician | None | None | Provider: Owner Role Filter Otis=None | Provider Budget: RO Explorer File P. Provider Utilities: RW |
| Global Driver Mgmt | None | None | All Budget Drivers: Full Access OTIS = Read | None |

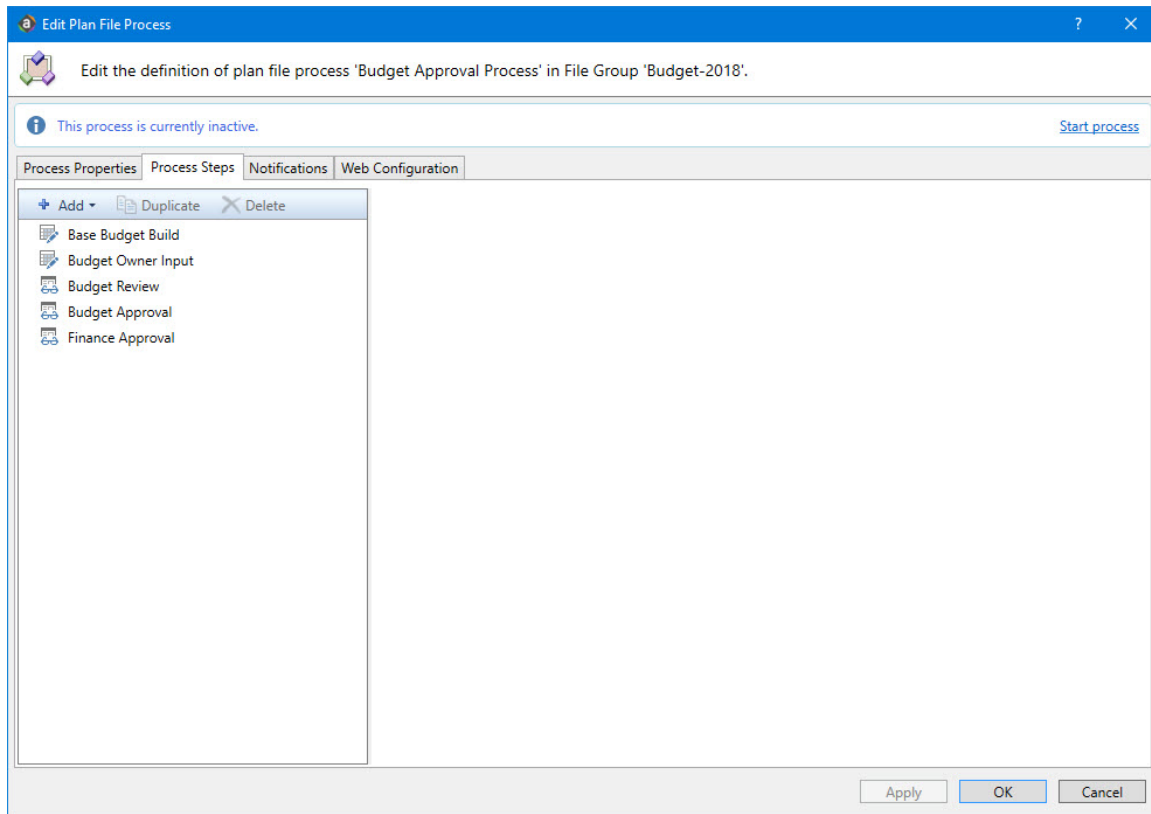
Running process management

Running the Budget Approval Process

To use the Budget Approval Process:

1. In the Explorer **Explorer** task pane, in the **File Groups** section, click **Budget-20XX > Process Definitions**.
2. Double-click **Budget Approval Process**.

3. To view the steps in the process, click the Process Steps tab.



The steps for running the Budget Planning Process include:

| Step | Name | Description |
|------|------------------------------|---------------------------------------------------------------------------------|
| 1 | Budget Configuration | Notifies the Budgeting Admin to configure the new year's budgeting file group. |
| 2 | Driver Configuration Updates | Notifies the Budgeting Admin to make any necessary updates to the Driver files. |
| 3 | Volume Assumptions | Notifies the Budgeting Admin to adjust volume assumptions for the new year. |

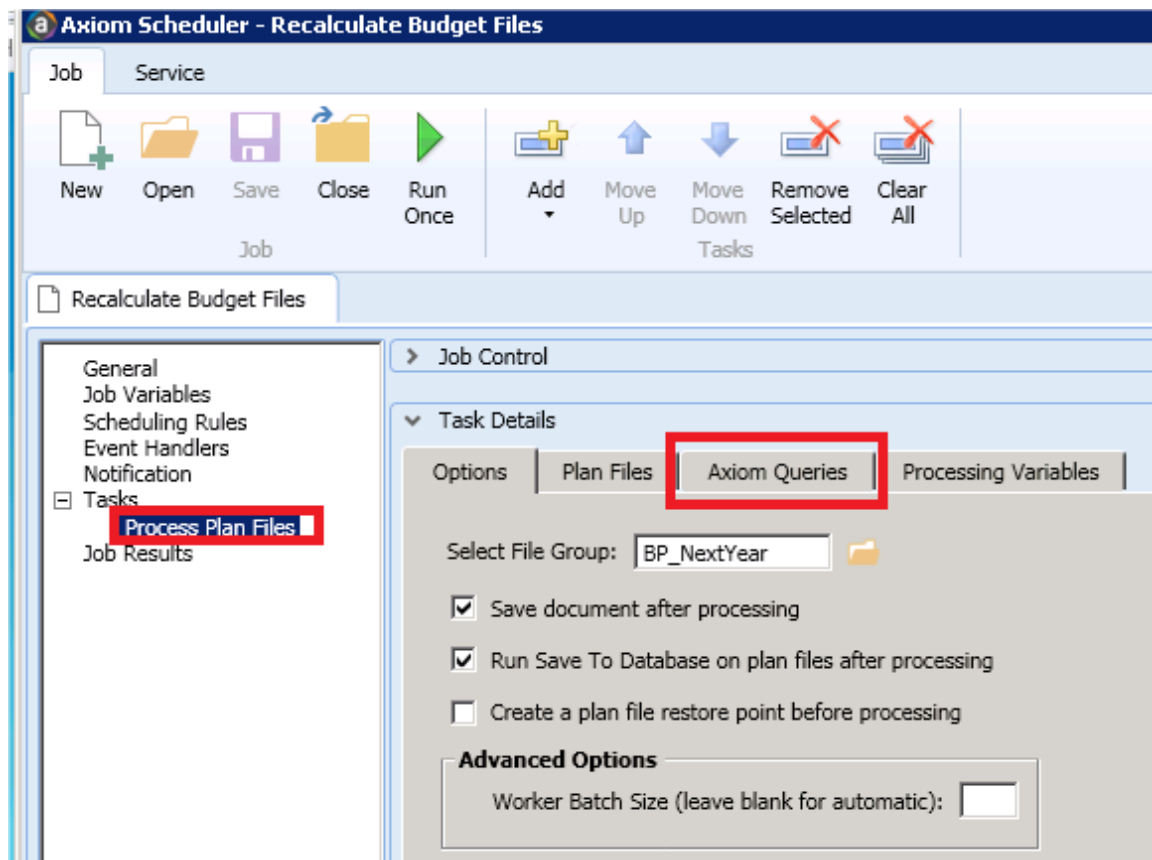
| Step | Name | Description |
|------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | Budget Approval Stages | <p>This subprocess containing multiple steps:</p> <ul style="list-style-type: none"> • Base Budget Build – Prompts the Budgeting Admin to build plan files for the file group. • Budget Owner Input – Prompts department managers to edit their respective budget plan files. • Budget Review – Submits plan files to their designated reviewers for approval. • Executive Approval – Submits approved plan files to their designated executive for approval. • Finance Team Approval – Submits approved plan files to their designated financial department contact for approval. |

► Copying the Recalculate Budget Files job

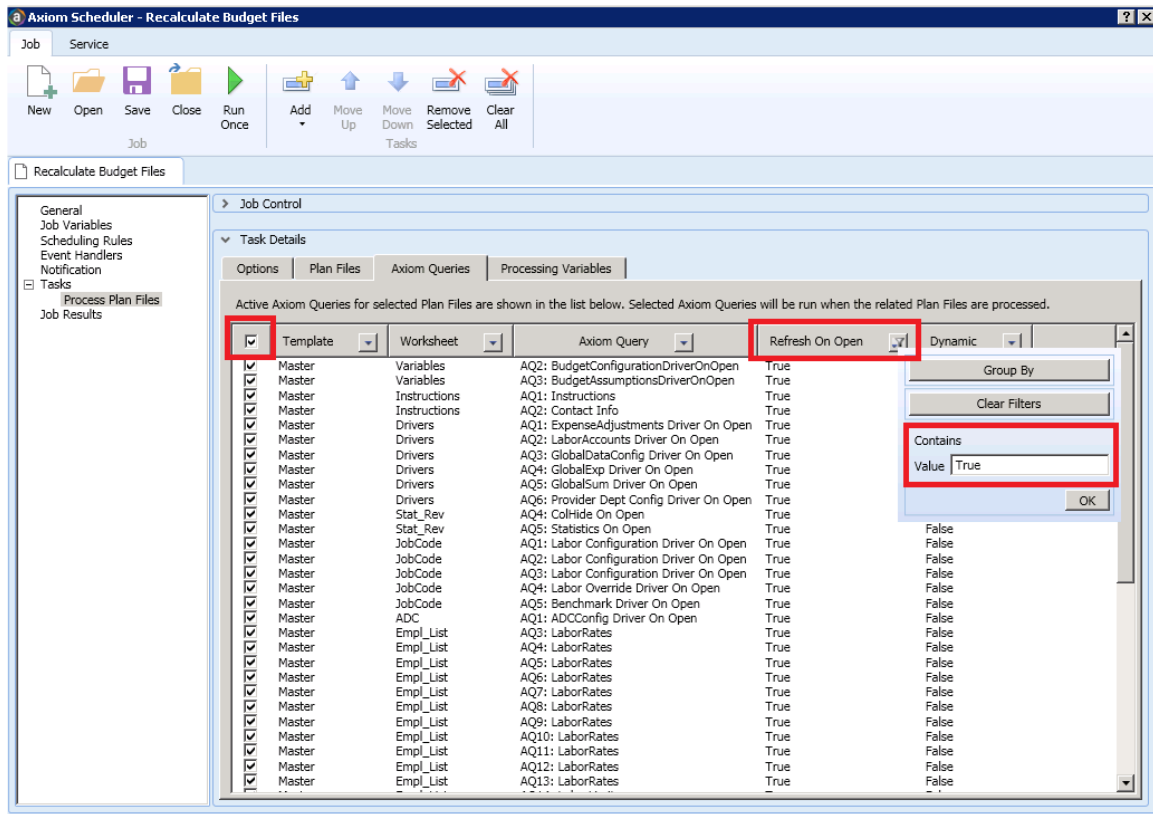
In Axiom Budgeting, you can copy the Recalculate Budget Files job to recalculate the budget files for one or more specified entities.

To copy the Recalculate Budget Files job:

1. In the Explorer task pane, in the **Libraries** section, click **Scheduler Jobs Library > Budgeting**, and double-click **Recalculate Budget Files**.
2. In **Tasks** list in the left window pane, click **Process Plan Files**.
3. Right-click any of the tabs, and click **Save As**.



4. Name and save the new scheduler job file.
5. Click the **Plan Files** tab.
6. At the **Specify plan files to process** option, select **Use filter**.
7. Create a filter to specify an entity by entering the filter syntax in the **Plan File Filter** box or click the [Filter Wizard](#) button.
8. Click the **Axiom Queries** tab.
9. In the **Refresh On Open** column heading, click the gray drop-down, and in the **Value** field, type **True**. This filters the list for all the AQs that should contain the check mark.



10. Click any blank check boxes, and then click **Save**.

Releasing budget plan files

After you start building plan files, they become available to your end users - unless you restrict them - so you want to make sure you are ready before releasing them to your end users.

Ensure that Security and Process Management is set up and ready to go.

Under certain circumstances, you may want to wait to make them available for a few days. For example, waiting until after the weekend or a major holiday.

TIP: We recommend that you review reconciliation reports on a daily basis until the budget is complete. This allows you to find and troubleshoot any issues quickly because you are starting each day with "clean" data. If you wait too long to reconcile your budget, it can take longer to find where the problems are located and resolve them. It also puts your organization or department in a constant state of readiness so that you can report information at a moment's notice

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 Syntellis Implementation Consultant helps you create a budget file group for the current year, as discussed the section [Setting Up Budget Plan Files](#). As part of the implementation process, a Syntellis 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. [\(Optional\) Archive the current year plan file.](#)
2. [Prepare for the next fiscal year.](#)
3. [Review other system areas.](#)

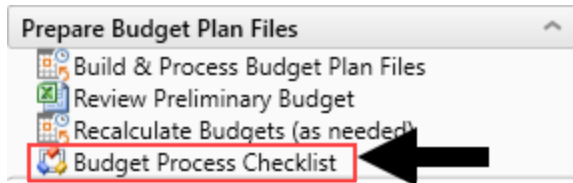
NOTE: To populate the Bud_Pay27 tables with budgeted hours, we recommend that you run the Monthly to Biweekly utility located in the Reports Library > Management Reporting Utilities > Payroll. For more information, see [Payroll utilities](#) see "Payroll utilities" in the online help.

Running the Budget Checklist process

Use this process to walk 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.

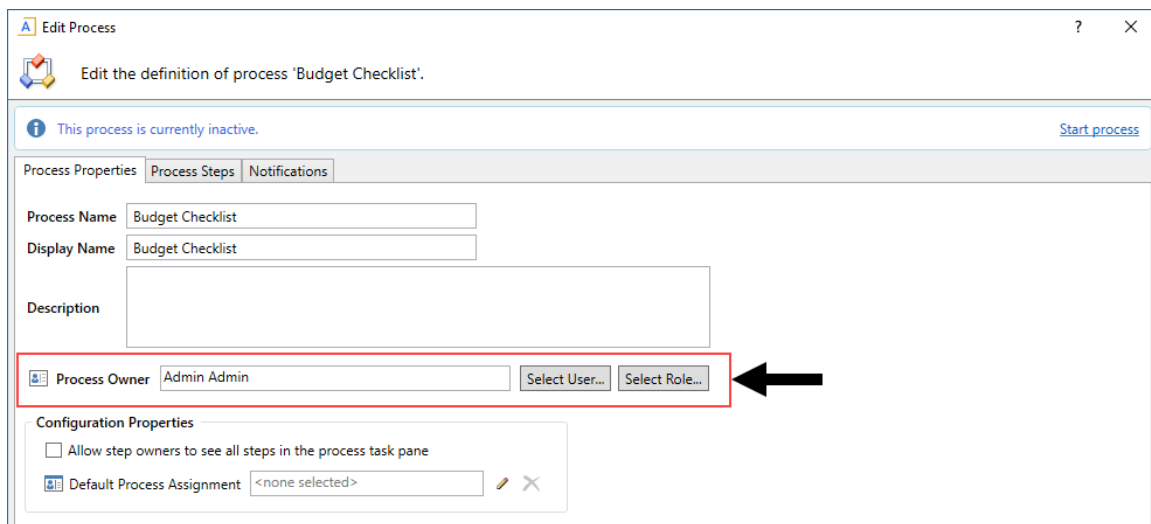
To run the Budget Checklist process:

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

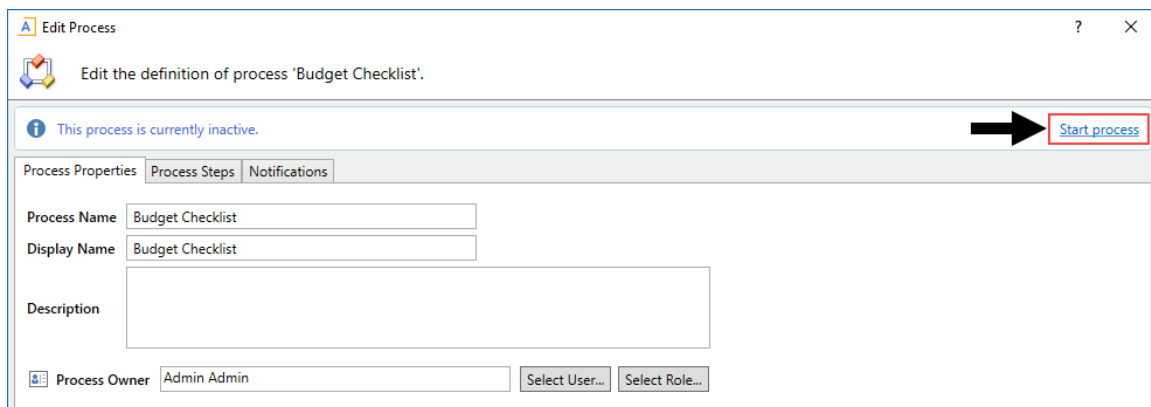


2. In the **Process Owner** field of the Process Properties tab, do one of the following:
 - To assign a specific user as process owner, click **Select User**.
 - To assign users with specific roles as process owners, click **Select Role**.

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



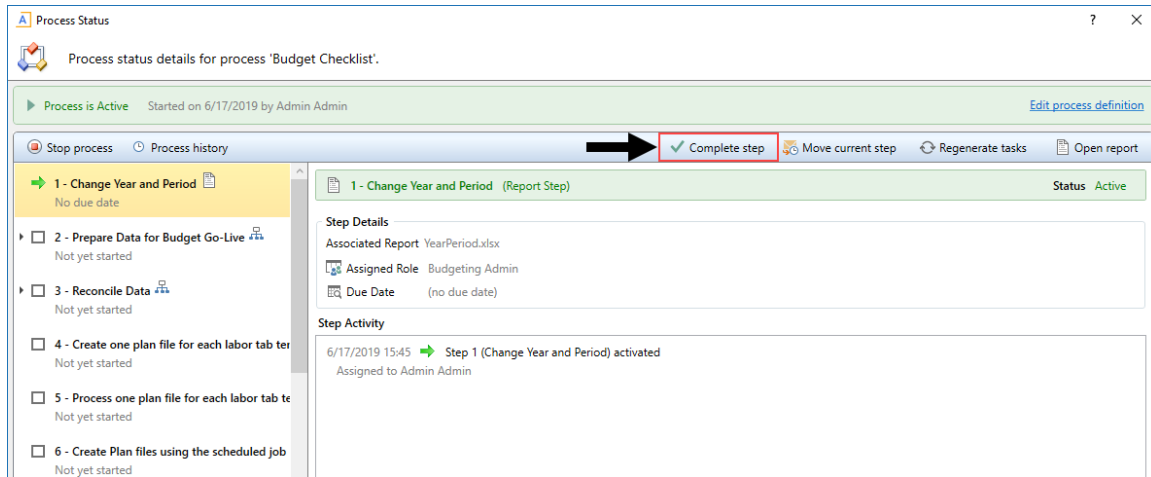
3. Click **Start Process** in the upper right corner of the dialog.



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.

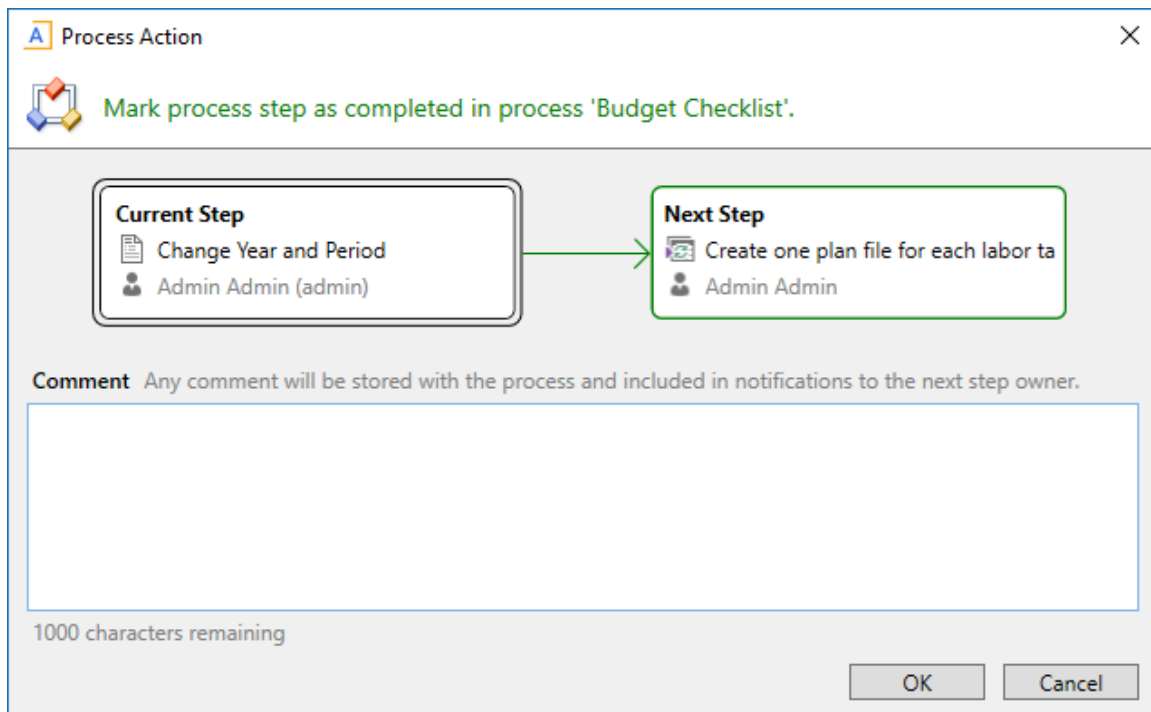
TIP: An arrow icon displays next to steps that contain sub-steps. Click the icon to expand or contract the list of sub-steps.

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



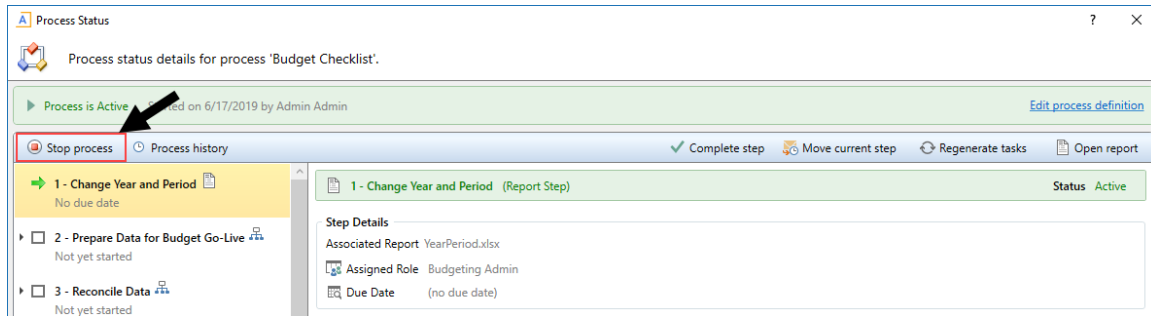
6. In the **Process Action** dialog, you can enter any details about the step you performed, and click **OK**.

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

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:

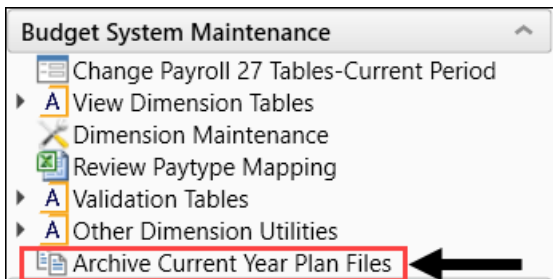
- Converts all formulas in the plan file to values.
- Deletes all control sheets. This disables any process that depends on a control sheet, such as Axiom queries or save-to-database.
- Disables refresh variables, action codes, and data lookups by prefixing the primary tags with an x. For example: [xActionCode].
- 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.

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 Syntellis 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.

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.
- For Budget Planning, the 02 Budget Labor Configuration driver will use the default FTE scale created in the Year/Period Form but allow for modifications to the default at the Global and Budget Group level.

NOTE: The standard FTE hours you select in this worksheet displays as the default FTE Hours in the [Budget Labor Configuration](#)

Primary Inputs

Save

Fiscal Year 2020

Fiscal Start Month July

Day Type Calendar Days

FTE Scale Weekly

FTE Hours 40 Default is 40 hours per week

Working Days Inputs

| Serial | Month | Current Year Working Days 2020 | Last Year Working Days 2019 | Next Year Working Days 2021 |
|--------|-----------|--------------------------------------|-----------------------------------|-----------------------------------|
| 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 | 20 | 20 |
| 3 | March | 23 | 23 | 23 |
| 4 | April | 22 | 22 | 22 |
| 5 | May | 23 | 23 | 23 |
| 6 | June | 22 | 22 | 22 |
| | | 269 | 269 | 269 |

☐ Check to Hide Year table
☐ Check to Hide Period table

Year Table

| Code | Year | Fiscal Year | Description |
|------|------|----------------|-------------|
| CYA | 2020 | FY20 | Actual |
| CYB | 2020 | FY20 | Budget |
| CYP | 2020 | FY20 | Projected |
| FLX | 2020 | FY20 | Flex Budget |
| L2A | 2018 | FY18 | L2 Actual |
| LYA | 2019 | FY19 | Last Year |
| LYB | 2019 | FY19 | LY Budget |
| NYB | 2021 | FY21 | NY Budget |
| CYF | 2020 | FY20 | Forecast |

Period Table

| Serial | Month | Quarter | Current Year | Last Year | Next Year | Current Year Month | Last Year Month |
|--------|-----------|---------|-----------------|--------------|--------------|-----------------------|--------------------|
| 7 | July | 1 | 2019 | 2018 | 2020 | Jul-2019 | Jul-2018 |
| 8 | August | 1 | 2019 | 2018 | 2020 | Aug-2019 | Aug-2018 |
| 9 | September | 1 | 2019 | 2018 | 2020 | Sep-2019 | Sep-2018 |
| 10 | October | 2 | 2019 | 2018 | 2020 | Oct-2019 | Oct-2018 |
| 11 | November | 2 | 2019 | 2018 | 2020 | Nov-2019 | Nov-2018 |
| 12 | December | 2 | 2019 | 2018 | 2020 | Dec-2019 | Dec-2018 |
| 1 | January | 3 | 2020 | 2019 | 2021 | Jan-2020 | Jan-2019 |
| 2 | February | 3 | 2020 | 2019 | 2021 | Feb-2020 | Feb-2019 |
| 3 | March | 3 | 2020 | 2019 | 2021 | Mar-2020 | Mar-2019 |
| 4 | April | 4 | 2020 | 2019 | 2021 | Apr-2020 | Apr-2019 |
| 5 | May | 4 | 2020 | 2019 | 2021 | May-2020 | May-2019 |
| 6 | June | 4 | 2020 | 2019 | 2021 | Jun-2020 | Jun-2019 |

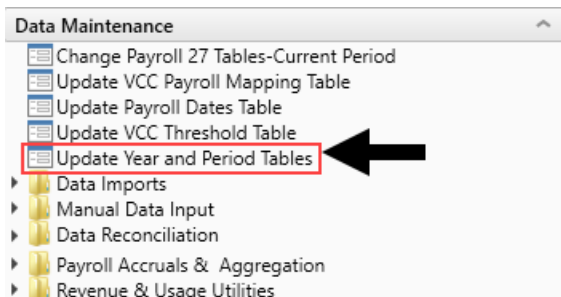
The FTE Hours you select are reflected on the following tabs in the plan file:

- Expense

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

To set year and period:

1. In the **Management Reporting 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. |
| Day Type | Select Calendar Days or Work Days. |
| FTE Scale | Select a Daily, Weekly, Monthly, or Yearly scale. |
| FTE Hours | <p>Use one of the option to input the FTE value associated with the FTE Scale field selected above:</p> <ul style="list-style-type: none"> • To use the standard of the number of days worked multiplied by a 40-hour work week divided by 7, type 2086. • To use the standard 40-hour work-week multiplied by 52 weeks, type 2080(default). • To use a custom FTE value, type it. To view multiple examples of how to use this field, see the section Examples of custom FTE scales below. |

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.

NOTE: When you select Work Days from the Day Type drop-down, Daily is the only available option from the FTE Hours drop-down.

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

► Examples of custom FTE scales

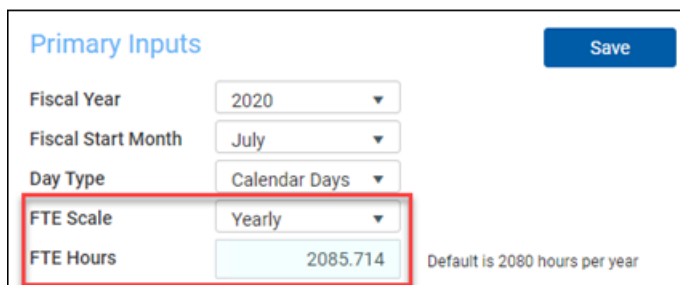
You can configure the FTE Scale to suit the needs of your organization in a variety of ways, here are some examples:

Yearly

To calculate a full-time equivalent based on the yearly scale, complete the following:

1. In the **Day Type** drop-down, select **Calendar Days**.
2. In the **FTE Scale** drop-down, select **Yearly**.
3. In the **FTE Hours** field, type **2085.714**.

NOTE: The default of 2080 hours per year displays next to FTE Hours.



The screenshot shows a form titled "Primary Inputs" with a "Save" button. The form contains several fields: "Fiscal Year" (2020), "Fiscal Start Month" (July), "Day Type" (Calendar Days), "FTE Scale" (Yearly), and "FTE Hours" (2085.714). A red box highlights the "FTE Scale" and "FTE Hours" fields. A note at the bottom right of the form states "Default is 2080 hours per year".

The system displays the monthly hours worked based on your configuration in the **Period Table** section.

Primary Inputs

Fiscal Year

2020

Fiscal Start Month

July

Day Type

Calendar Days

FTE Scale

Yearly

FTE Hours

2085.714

Default is 2080 hours per year

Save

Year Table

| Code | Year | Fiscal Year | Description |
|------|------|-------------|-------------|
| CYA | 2020 | FY20 | Actual |
| CYB | 2020 | FY20 | Budget |
| CYP | 2020 | FY20 | Projected |
| FLX | 2020 | FY20 | Flex Budget |
| L2A | 2018 | FY18 | L2 Actual |
| L2A | 2019 | FY19 | Last Year |
| LYB | 2019 | FY19 | LY Budget |
| NYB | 2021 | FY21 | NY Budget |
| CYF | 2020 | FY20 | Forecast |

Working Days Inputs

| Serial | Month | Current Year Working Days 2020 | Last Year Working Days 2019 | Next Year Working Days 2021 |
|--------|-----------|--------------------------------|-----------------------------|-----------------------------|
| 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 | 20 | 20 |
| 3 | March | 23 | 23 | 23 |
| 4 | April | 22 | 22 | 22 |
| 5 | May | 23 | 23 | 23 |
| 6 | June | 22 | 22 | 22 |
| | | 269 | 269 | 269 |

Period Table

| Serial | Month | Quarter | Current Year FTE Factor | Last Year FTE Factor | Next Year FTE Factor |
|--------|-----------|---------|-------------------------|----------------------|----------------------|
| 7 | July | 1 | 177.14 | 177.14 | 177.14 |
| 8 | August | 1 | 177.14 | 177.14 | 177.14 |
| 9 | September | 1 | 171.43 | 171.43 | 171.43 |
| 10 | October | 2 | 177.14 | 177.14 | 177.14 |
| 11 | November | 2 | 171.43 | 171.43 | 171.43 |
| 12 | December | 2 | 177.14 | 177.14 | 177.14 |
| 1 | January | 3 | 177.14 | 177.14 | 177.14 |
| 2 | February | 3 | 168.02 | 160.00 | 160.00 |
| 3 | March | 3 | 177.14 | 177.14 | 177.14 |
| 4 | April | 4 | 171.43 | 171.43 | 171.43 |
| 5 | May | 4 | 177.14 | 177.14 | 177.14 |
| 6 | June | 4 | 171.43 | 171.43 | 171.43 |
| | | | 2,093.74 | 2,085.71 | 2,085.71 |

NOTE: After you save your changes, the system will display values based on this configuration in the **Period Table** section.

Daily

To configure a scale for 2080.5 instead of the standard 2086 (2085.71) scale, complete the following:

1. In the **Day Type** drop-down, select **Calendar Days**.
2. In the **FTE Scale** drop-down, select **Daily**.
3. In the **FTE Hours** field, enter **5.700**.

Primary Inputs

Fiscal Year

2020

Fiscal Start Month

July

Day Type

Calendar Days

FTE Scale

Daily

FTE Hours

5.714

Default is 5.7 hours per day

Save

Edit box to enter daily hours value

Helpful text showing suggested value

NOTE: The FTE Hours default for this configuration is 5.7 hours per day.

Primary Inputs

Fiscal Year

2020

Fiscal Start Month

July

Day Type

Calendar Days

FTE Scale

Daily

FTE Hours

5.7

Default is 5.7 hours per day

Save

Year Table

| Code | Year | Fiscal Year | Description |
|------|------|-------------|-------------|
| CYA | 2020 | FY20 | Actual |
| CYB | 2020 | FY20 | Budget |
| CYP | 2020 | FY20 | Projected |
| FLX | 2020 | FY20 | Flex Budget |
| L2A | 2018 | FY18 | L2 Actual |
| LYA | 2019 | FY19 | Last Year |
| LYB | 2019 | FY19 | LY Budget |
| NYB | 2021 | FY21 | NY Budget |
| CYF | 2020 | FY20 | Forecast |

Working Days Inputs

| Serial | Month | Current Year Working Days 2020 | Last Year Working Days 2019 | Next Year Working Days 2021 |
|--------|-----------|--------------------------------------|-----------------------------------|-----------------------------------|
| 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 | 21 |
| 3 | March | 23 | 23 | 23 |
| 4 | April | 22 | 22 | 22 |
| 5 | May | 23 | 23 | 23 |
| 6 | June | 22 | 22 | 22 |
| | | 269 | 269 | 269 |

Note: Leap Year hours will be assigned to Feb.

Period Table

| Serial | Month | Quarter | Current Year FTE Factor | Last Year FTE Factor | Next Year FTE Factor |
|--------|-----------|---------|----------------------------|-------------------------|-------------------------|
| 7 | July | 1 | 176.70 | 176.70 | 176.70 |
| 8 | August | 1 | 176.70 | 176.70 | 176.70 |
| 9 | September | 1 | 171.00 | 171.00 | 171.00 |
| 10 | October | 2 | 176.70 | 176.70 | 176.70 |
| 11 | November | 2 | 171.00 | 171.00 | 171.00 |
| 12 | December | 2 | 176.70 | 176.70 | 176.70 |
| 1 | January | 3 | 176.70 | 176.70 | 176.70 |
| | February | 3 | 165.30 | 159.60 | 159.60 |
| 3 | March | 3 | 176.70 | 176.70 | 176.70 |
| 4 | April | 4 | 171.00 | 171.00 | 171.00 |
| 5 | May | 4 | 176.70 | 176.70 | 176.70 |
| 6 | June | 4 | 171.00 | 171.00 | 171.00 |
| | | | 2,086.20 | 2,080.50 | 2,080.50 |

NOTE: After you enter your **Primary Inputs**, the **Period Table** section displays the calculated results in real time which allows you to view your configuration before saving data.

Weekly

To configure an annual FTE of 2085.71 based on a weekly calculation of 40 hours per week, complete the following:

1. In the **Day Type** drop-down, select **Calendar Days**.
2. In the **FTE Scale** drop-down, select **Weekly**.
3. In the **FTE Hours** field, type **40.00**.

Primary Inputs

Fiscal Year

2020

Fiscal Start Month

July

Day Type

Calendar Days

FTE Scale

Weekly

FTE Hours

40

Default is 40 hours per week

Save

NOTE: The default for this configuration is 40 hours per week.

Primary Inputs

Fiscal Year

2020

Fiscal Start Month

July

Day Type

Calendar Days

FTE Scale

Weekly

FTE Hours

40

Default is 40 hours per week

Save

Working Days Inputs

| Serial | Month | Current Year Working Days 2020 | Last Year Working Days 2019 | Next Year Working Days 2021 |
|--------|-----------|--------------------------------------|-----------------------------------|-----------------------------------|
| 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 | 20 | 20 |
| 3 | March | 23 | 23 | 23 |
| 4 | April | 22 | 22 | 22 |
| 5 | May | 23 | 23 | 23 |
| 6 | June | 22 | 22 | 22 |
| | | 269 | 269 | 269 |

Year Table

| Code | Year | Fiscal Year | Description |
|------|------|----------------|-------------|
| CYA | 2020 | FY20 | Actual |
| CYB | 2020 | FY20 | Budget |
| CYP | 2020 | FY20 | Projected |
| FLX | 2020 | FY20 | Flex Budget |
| L2A | 2018 | FY18 | L2 Actual |
| LXA | 2019 | FY19 | Last Year |
| LYB | 2019 | FY19 | LY Budget |
| NYB | 2021 | FY21 | NY Budget |
| CYF | 2020 | FY20 | Forecast |

Period Table

| Serial | Month | Quarter | Current Year FTE Factor | Last Year FTE Factor | Next Year FTE Factor |
|--------|-----------|---------|----------------------------|-------------------------|-------------------------|
| 7 | July | 1 | 177.14 | 177.14 | 177.14 |
| 8 | August | 1 | 177.14 | 177.14 | 177.14 |
| 9 | September | 1 | 171.43 | 171.43 | 171.43 |
| 10 | October | 2 | 177.14 | 177.14 | 177.14 |
| 11 | November | 2 | 171.43 | 171.43 | 171.43 |
| 12 | December | 2 | 177.14 | 177.14 | 177.14 |
| 1 | January | 3 | 177.14 | 177.14 | 177.14 |
| 2 | February | 3 | 165.71 | 160.00 | 160.00 |
| 3 | March | 3 | 177.14 | 177.14 | 177.14 |
| 4 | April | 4 | 171.43 | 171.43 | 171.43 |
| 5 | May | 4 | 177.14 | 177.14 | 177.14 |
| 6 | June | 4 | 171.43 | 171.43 | 171.43 |
| | | | 2,091.43 | 2,085.71 | 2,085.71 |

NOTE: After you save your changes, the system will display values based on this configuration in the **Period Table** section.

Monthly

To configure on a scale where employees work that same number of hours per month, in this example an annual FTE scale set to 2080 hours, where the monthly FTE hours are 173.3333, complete the following:

1. In the **Day Type** drop-down, select **Calendar Days**.
2. In the **FTE Scale** drop-down, select **Monthly**.
3. In the **FTE Hours** text box, type **173.3333**.

Primary Inputs

Fiscal Year

2020

Fiscal Start Month

July

Day Type

Calendar Days

FTE Scale

Monthly

FTE Hours

173.3333

Default is 160 hours per month (30 day month)

Save

NOTE: The default for this configuration is 160 hours per month (for a 30 day month).

Primary Inputs

Fiscal Year

2020

Fiscal Start Month

July

Day Type

Calendar Days

FTE Scale

Monthly

FTE Hours

173.3333

Default is 160 hours per month (30 day month)

Save

Working Days Inputs

| Serial | Month | Current Year Working Days 2020 | Last Year Working Days 2019 | Next Year Working Days 2021 |
|--------|-----------|--------------------------------|-----------------------------|-----------------------------|
| 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 | 20 | 20 |
| 3 | March | 23 | 23 | 23 |
| 4 | April | 22 | 22 | 22 |
| 5 | May | 23 | 23 | 23 |
| 6 | June | 22 | 22 | 22 |
| | | 269 | 269 | 269 |

Note the even spread of hours each month except leap year

Year Table

| Code | Year | Fiscal Year | Description |
|------|------|-------------|-------------|
| CYA | 2020 | FY20 | Actual |
| CYB | 2020 | FY20 | Budget |
| CYP | 2020 | FY20 | Projected |
| FLX | 2020 | FY20 | Flex Budget |
| L2A | 2018 | FY18 | L2 Actual |
| LVA | 2019 | FY19 | Last Year |
| LYB | 2019 | FY19 | LY Budget |
| NYB | 2021 | FY21 | NY Budget |
| CYF | 2020 | FY20 | Forecast |

Period Table

| Serial | Month | Quarter | Current Year FTE Factor | Last Year FTE Factor | Next Year FTE Factor |
|--------|-----------|---------|-------------------------|----------------------|----------------------|
| 7 | July | 1 | 173.33 | 173.33 | 173.33 |
| 8 | August | 1 | 173.33 | 173.33 | 173.33 |
| 9 | September | 1 | 173.33 | 173.33 | 173.33 |
| 10 | October | 2 | 173.33 | 173.33 | 173.33 |
| 11 | November | 2 | 173.33 | 173.33 | 173.33 |
| 12 | December | 2 | 173.33 | 173.33 | 173.33 |
| 1 | January | 3 | 173.33 | 173.33 | 173.33 |
| | | | 179.11 | 173.33 | 173.33 |
| | | | 173.33 | 173.33 | 173.33 |
| | | | 173.33 | 173.33 | 173.33 |
| | | | 173.33 | 173.33 | 173.33 |
| 6 | June | 4 | 173.33 | 173.33 | 173.33 |
| | | | 2,085.78 | 2,080.00 | 2,080.00 |

NOTE: After you save your changes, the system will display values based on this configuration in the **Period Table** section.

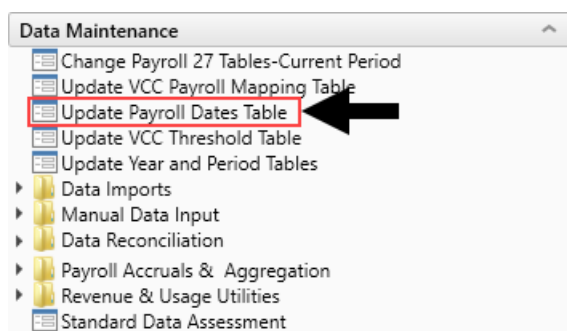
Setting payroll dates

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**.



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

Payroll Dates Save

Cycle 1

7/2/2016 📅 <<< Select the initial period pay date

0 ▼ <<< Select the number of days the Pay Date is after the Pay Period End Date

Cycle 2

7/9/2016 📅 <<< Select the initial period pay date

0 ▼ <<< Select the number of days the Pay Date is after the Pay Period End Date

| Pay Period | Current Year | | | Last Year | | | Next Year | | | Current Year | | | Last Year | | |
|------------|---------------------|-----------------------|--------------|---------------------|--------------------|---------------------|--------------------|-----------------------|-------------------------|----------------|-----------------------|----------------------|-----------|--|--|
| | Pay Period End Date | Current Year Pay Date | Fiscal Month | Pay Period End Date | Last Year Pay Date | Pay Period End Date | Next Year Pay Date | Pay Period End Date 2 | Current Year Pay Date 2 | Fiscal Month 2 | Pay Period End Date 2 | Last Year 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 | | | |

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

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

Payroll Dates Save

Cycle 1

7/2/2016 📅 <<< Select the initial period pay date

0 ▼ <<< Select the number of days the Pay Date is after the Pay Period End Date

Cycle 2

7/9/2016 📅 <<< Select the initial period pay date

0 ▼ <<< Select the number of days the Pay Date is after the Pay Period End Date

| Pay Period | Current Year | | | Last Year | | | Next Year | | | Current Year | | | Last Year | | |
|------------|---------------------|-----------------------|--------------|---------------------|--------------------|---------------------|--------------------|-----------------------|-------------------------|----------------|-----------------------|----------------------|-----------|--|--|
| | Pay Period End Date | Current Year Pay Date | Fiscal Month | Pay Period End Date | Last Year Pay Date | Pay Period End Date | Next Year Pay Date | Pay Period End Date 2 | Current Year Pay Date 2 | Fiscal Month 2 | Pay Period End Date 2 | Last Year 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 | | | |

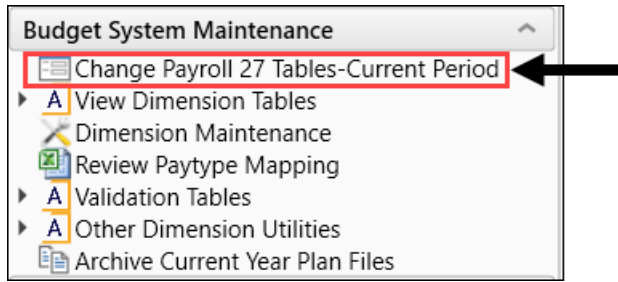
Configuring the current payroll period

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:

- 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.

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

Set Pay Period

Use this form to change the Current Pay Period.

| | |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Current System Info:</p> <p>Current Pay Period: 18</p> | <p>New Pay Period Info:</p> <p>New Pay Period: <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> <div style="background-color: #f0f0f0; padding: 2px 5px;">18</div> <div style="padding: 2px 5px;">11</div> <div style="padding: 2px 5px;">12</div> <div style="padding: 2px 5px;">13</div> <div style="padding: 2px 5px;">14</div> <div style="padding: 2px 5px;">15</div> <div style="padding: 2px 5px;">16</div> <div style="padding: 2px 5px;">17</div> <div style="padding: 2px 5px;">18</div> </div> </p> |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

3. Reviewing other systems for the new fiscal year

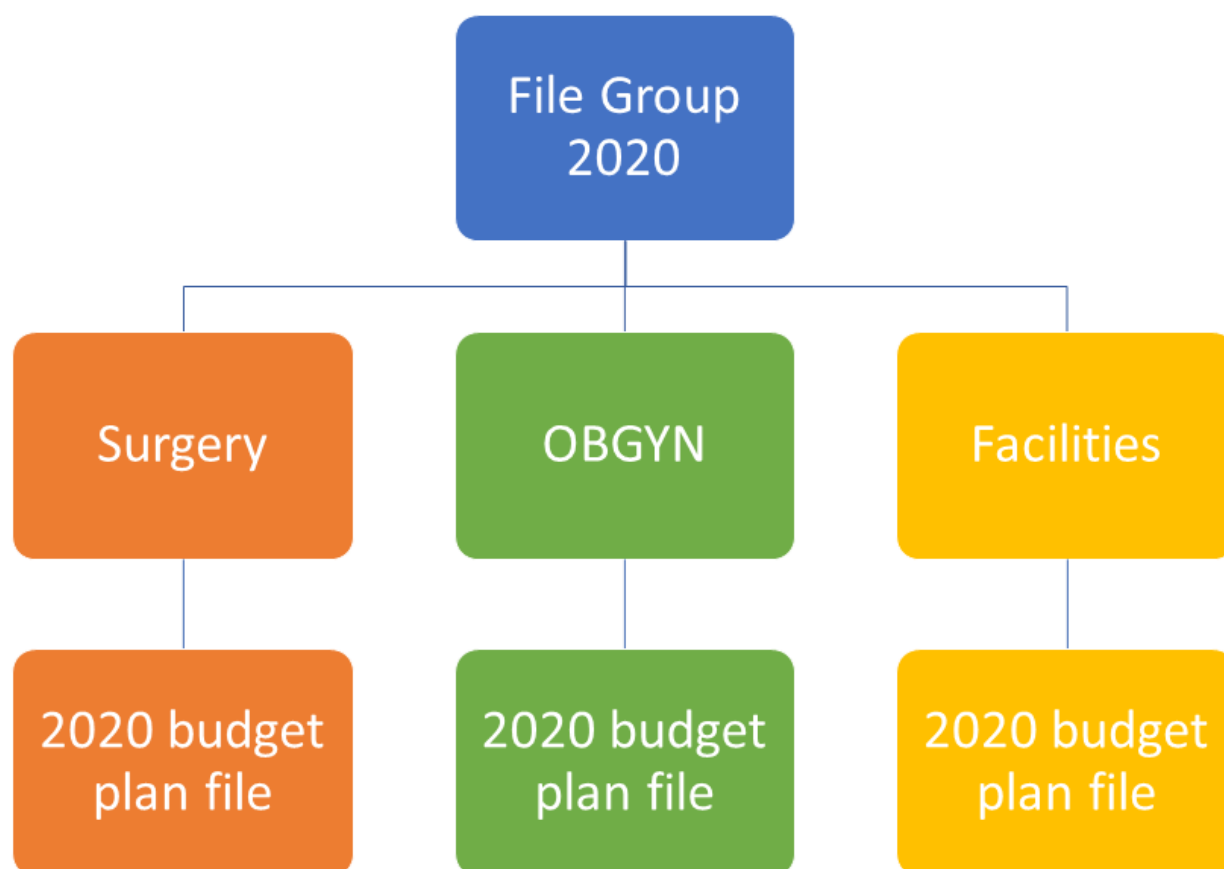
Refer to the budget checklist and all of the topics related to it. Although the budget file group is now active, there remains a few system areas to review and possibly update.

- 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.

Working with Budget Plan Files

All of the files, utilities, process definitions, and other materials for a budget year are all grouped together into a single file group. The file group includes all of the budget plan files for each department. Budget plan files are the primary means by which users pull data from and write data back to the central database. Your organization creates a budget plan file for each department that needs a budget.



A budget plan file includes the following sheets:

- [Instructions](#) – Provides a guide to completing budget plan files, plus support contact information.

- **Budget** - Includes all of the sheets associated with entering and reviewing the budget values.
 - **Summary** - Provides a high-level summary of the department budget, based on information from the plan file.
 - **Statistics and Revenue** - Most of the sheet is pre-populated, but may require your input for projections for next year's budget.
 - **Labor** - Provides several different sheets for tracking payroll, depending on the method used by your organization and/or department.
 - **Expense** - Summary and Detail of non-payroll expenses. Most of the sheet is pre-populated, but may require your input for projections and next year budget.
- **Provider** or **ProviderComp** – Overview of encounters, procedures, gross charges, and RVUs for each provider.

NOTE: Available only to organizations with the Provider module license.

- **New Initiatives** – Allows users to enter values into both approved and excluded (unapproved) initiatives. Only approved initiatives are included in plan file totals. Totals incorporating excluded initiatives are tracked in a separate column on the Summary sheet.
- **Operating Plan** – Questionnaire covering strategic budget concerns. A useful tool to help keep real-world priorities in mind while you are working on budgets.
- **Department History** – Used to calculate monthly spreads on the Expense tab. Contains a history of budget updates going back 18 months.

The budget plan file also allows you to include supporting files that you can attach to the budget.

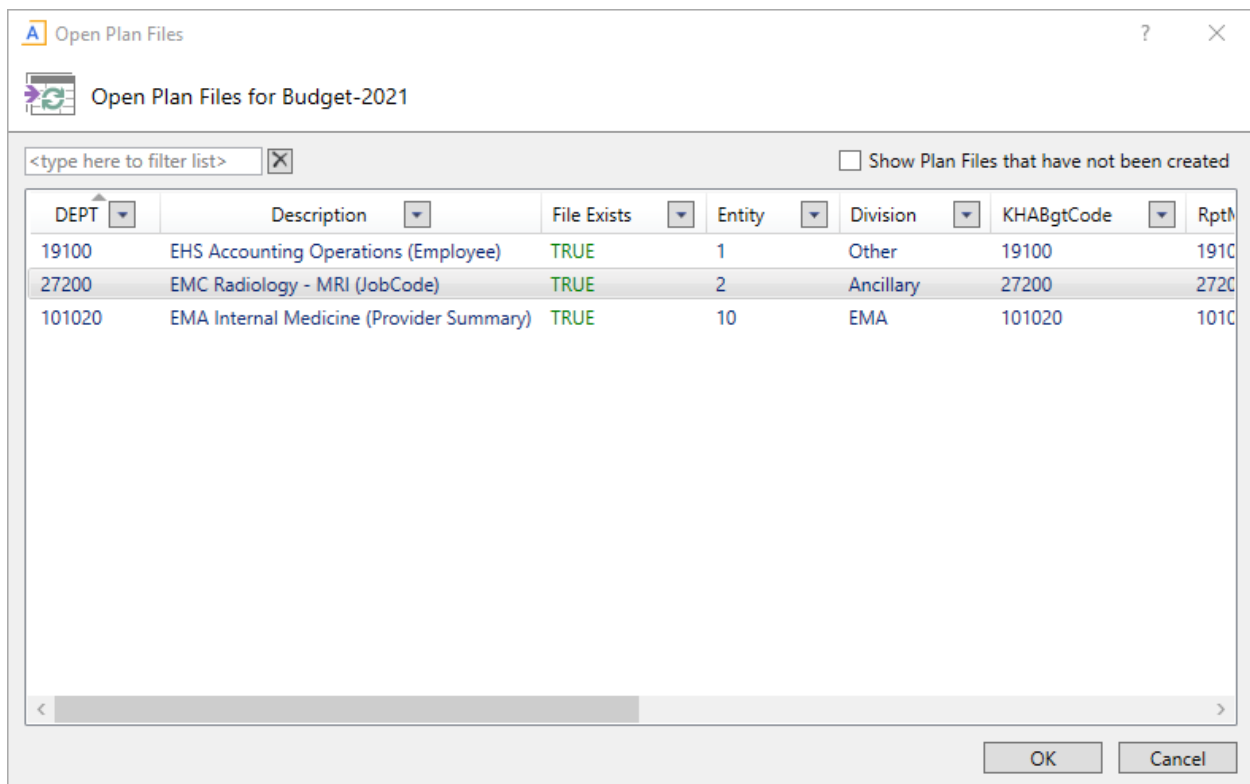
Using budget plan files

Each budget plan file contains multiple sheets. Within a sheet, you can view data and/or input or modify the values in blue or green cells.

► Opening budget plan files

Your access rights to each budget plan file (read-only or read/write) within a file group are determined by a combination of your security settings and workflow or process settings, if applicable.

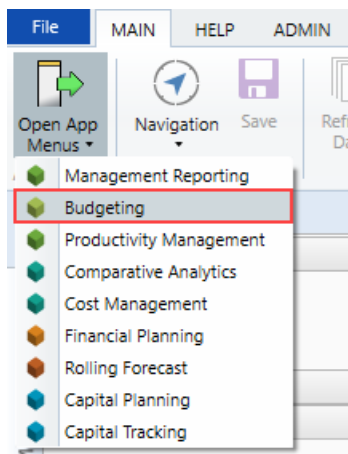
The Open Plan Files dialog lists all budget plan files available to you based on your role profile and security settings. Use the filter box at the top of the dialog to quickly find a plan file based on the plan code or description. You can also sort and filter the list to narrow down the list. If you have previously opened a budget plan file within this session, the system highlights that plan file by default when you open the dialog.



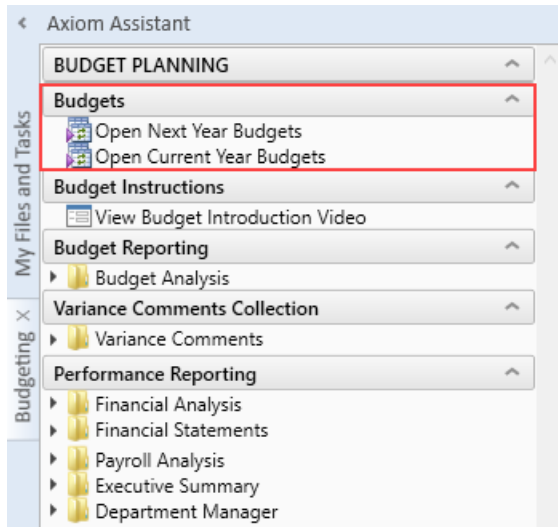
Depending on your Axiom role profile, you can open budgets from either the Budgeting or Bud Admin task panes.

► From the Budgeting task pane

1. From the **Main** ribbon tab, click **Open App Menus**, and select **Budgeting**.



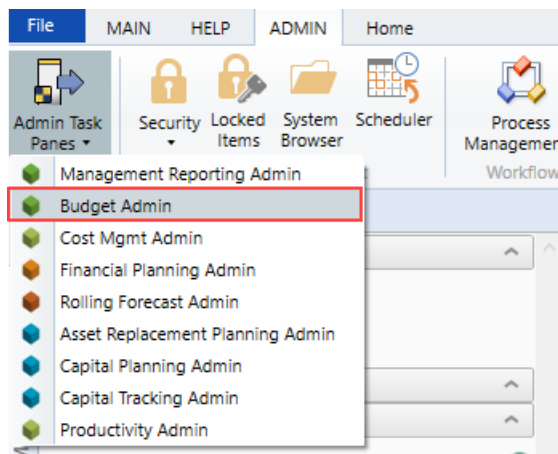
2. In the **Budgets** section, double-click **Open Next Year Budgets** or **Open Current Year Budgets**.



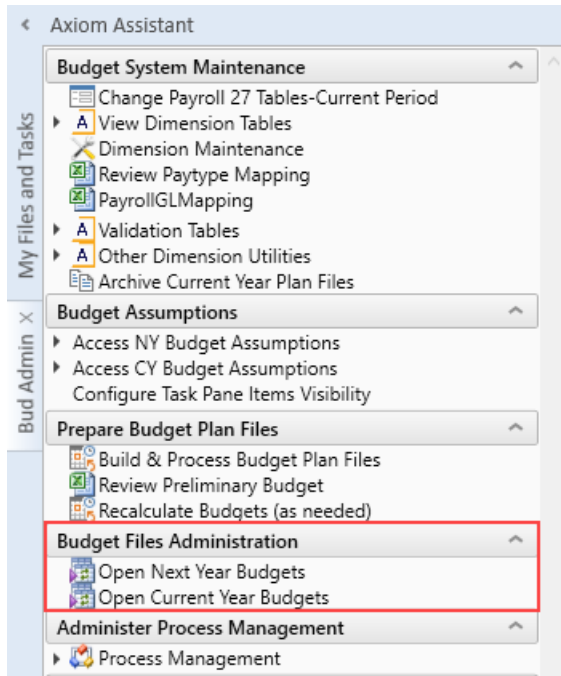
3. In the **Open Plan Files** dialog, select the budget plan file or files to open, and click **OK**.
4. If you have read/write permissions to a file but you want to open it as read-only to prevent locking the file from other users, right-click your selection, and select **Open Read Only**.

► From the Bud Admin task pane

1. From the **Admin** ribbon tab, click **Admin Task Panes**, and select **Budget Admin**.



2. In the **Budget Files Administration** section, double-click **Open Next Year Budgets** or **Open Current Year Budgets**.



3. In the **Open Plan Files** dialog, select the budget plan file or files to open, and click **OK**.
4. If you have read/write permissions to a file but you want to open it as read-only to prevent locking the file from other users, right-click your selection, and select **Open Read Only**.

The selected budget plan files open. If a file was opened read-only, then the text **(R/O)** displays in the file tab. You cannot save read-only budget plan files.

If the dialog is empty, then either you do not have access to any budget plan files in the file group or the budget plan files have not yet been created for the plan codes that you have rights to.

If another user has the budget plan file open with read/write permissions, then the file is opened as read-only—regardless of your security permissions.

► Navigating budget plan files

When you first open a budget plan file, the system displays two main areas: the Navigation panel and the sheet display area. By default, the Summary sheet and its associated budget sheets display when the plan file is first opened.

The Navigation panel is the primary way in which to open the different sheets that make up the budget plan file. To open a specific sheet, double-click the tab name.

NOTE: If your organization is licensed to use the Provider module, the Navigation panel will include links to those sheets as well.

Navigation

- Read Instructions
- Budget
 - Review Budget Summary
 - Complete Statistic Budget
 - Review Revenue Budget
 - Complete Labor Budget - Employee
 - Complete Expense Budget
- Add New Initiatives
- Complete Operating Plan
- Review Department History
- Add Supporting Files
- Save Budget - Advance when complete

Double-click a name to open sheets

| | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Projected | FY21 Budget | Proj-Bud Variance Amt | Proj-Bud Variance % | New Initiatives | Final Budget | Proj-Bud Variance Amt | Proj-Bud Variance % |
|----------------------------------------------|----------------|----------------|----------------|-------------------|----------------|-----------------------------|---------------------------|--------------------|-----------------|-----------------------------|---------------------------|
| Summary | | | | | | | | | | | |
| 19100 - EHS Accounting Operations (Employee) | | | | | | | | | | | |
| Financial Summary | | | | | | | | | | | |
| Salaries | 366,721 | 242,539 | 372,655 | 591,186 | 800,220 | (209,034) | (35.4%) | 0 | 800,220 | (209,034) | (35.4%) |
| Employee Benefits | 80,590 | 54,242 | 169,876 | 221,286 | 356,121 | (134,835) | (60.9%) | 0 | 356,121 | (134,835) | (60.9%) |
| Supplies | 15,609 | 10,431 | 18,925 | 18,252 | 18,954 | (702) | (3.8%) | 0 | 18,954 | (702) | (3.8%) |
| Depreciation | 8,586 | 5,725 | 8,775 | 8,552 | 8,800 | (248) | (2.9%) | 0 | 8,800 | (248) | (2.9%) |
| Other Expense | 30,067 | 19,727 | 30,257 | 29,701 | 30,015 | (313) | (1.1%) | 0 | 30,015 | (313) | (1.1%) |
| Total Expenses | 501,574 | 332,663 | 600,487 | 868,977 | 1,214,109 | (345,132) | (39.7%) | 0 | 1,214,109 | (345,132) | (39.7%) |
| Contribution Margin | (501,574) | (332,663) | (600,487) | (868,977) | (1,214,109) | (345,132) | | 0 | (1,214,109) | (345,132) | |
| Statistical Analysis | | | | | | | | | | | |
| Inpatient Key Statistic | 0 | 0 | 0 | 873 | 873 | 0 | 0.0% | 0 | 873 | 0 | 0.0% |
| Other Key Statistic | 362 | 365 | 365 | 366 | 365 | (1) | (0.3%) | 0 | 365 | (1) | (0.3%) |
| Total-Key Statistic | 362 | 365 | 365 | 1,239 | 1,238 | (1) | (0.1%) | 0 | 1,238 | (1) | (0.1%) |
| Salaries / Unit | 1,013,042 | 664,490 | 1,020,972 | 477,147 | 646,282 | (169,114) | (35.4%) | 0.000 | 646,282 | (169,114) | (35.4%) |
| Benefits / Unit | 222,634 | 148,608 | 465,413 | 178,601 | 287,605 | (109,005) | (61.0%) | 0.000 | 287,605 | (109,005) | (61.0%) |
| Supplies / Unit | 43,119 | 28,577 | 51,848 | 14,731 | 15,307 | (576) | (3.9%) | 0.000 | 15,307 | (576) | (3.9%) |
| Other Expense / Unit | 106,778 | 69,732 | 106,937 | 30,874 | 31,347 | (473) | (1.5%) | 0.000 | 31,347 | (473) | (1.5%) |
| Total Exp / Unit | 1,385,563 | 911,407 | 1,645,170 | 701,353 | 980,521 | (279,168) | (39.8%) | 0.000 | 980,521 | (279,168) | (39.8%) |
| Contribution Margin / Unit | (1,385,563) | (911,407) | (1,645,170) | (701,353) | (980,521) | (279,168) | 39.8% | 0.000 | (980,521) | (279,168) | 39.8% |

Each sheet you open displays as a separate tab in the plan file. The exception to this are the budget tabs, which are grouped and open together as a unit to help facilitate the process of adding and entering values. To move from one tab to another, you can use the Navigation panel or click the tab at the top of the display area.

Navigation

- Read Instructions
- Budget
 - Review Budget Summary
 - Complete Statistic Budget
 - Review Revenue Budget
 - Complete Labor Budget - Employee
 - Complete Expense Budget
- Add New Initiatives
- Complete Operating Plan
- Review Department History
- Add Supporting Files

Home [BUD21] 19100 Initiatives Plan **Dept History**

F44 Actual

| Department History | |
|----------------------------------------------|------------------|
| 19100 - EHS Accounting Operations (Employee) | |
| | Last Year Actual |
| | Jul-18 |
| | Aug-18 |
| Acct | Actual |
| Actual | Actual |
| Key Department Statistics | |

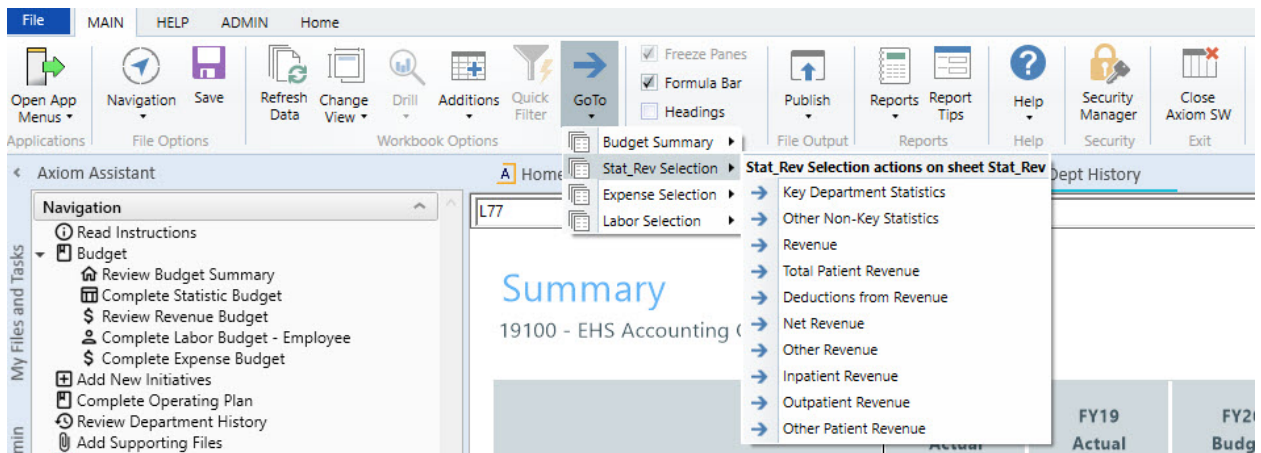
In the grouped budget sheets, you can also click the tab names at the bottom of the display area.

Summary

19100 - EHS Accounting Operations (Employee)

| | FY18 Actual | FY19 Actual | FY20 Budget | FY20 Projected | FY21 Budget | Proj-Bud Variance Amt | Proj-Bud Variance % |
|----------------------------|----------------|----------------|----------------|-------------------|----------------|-----------------------------|---------------------------|
| Financial Summary | | | | | | | |
| Salaries | 366,721 | 242,539 | 372,655 | 591,186 | 800,220 | (209,034) | (35.4%) |
| Employee Benefits | 80,590 | 54,242 | 169,876 | 221,286 | 356,121 | (134,835) | (60.9%) |
| Supplies | 15,600 | 10,431 | 18,025 | 18,252 | 18,054 | (702) | (3.8%) |
| Contribution Margin / Unit | (1,385.563) | (911.407) | (1,645.170) | (701.353) | (980.521) | (279.168) | 39.8% |
| Hours Analysis | | | | | | | |
| Paid FTEs - Staff | 9.08 | 6.09 | 9.07 | 13.60 | 17.70 | (4.10) | (30.1%) |
| Total Paid FTEs | 9.08 | 6.09 | 9.07 | 13.60 | 17.70 | (4.10) | (30.1%) |

You can easily move around to different sections within sheets by using the **GoTo** function on **Main** ribbon tab. This opens a drop-down menu that lists links to specific sections of the budget. This is typically a faster and more convenient way of reaching the section you need when working with tabs that contain a large amount of data.

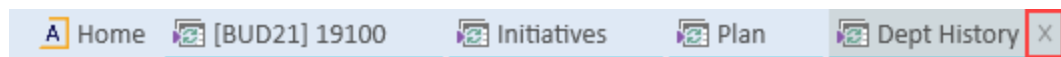


The system allows you to open multiple budget plan files simultaneously so that you can work on them from one screen. To do this, click the Budgeting or Bud Admin tab, and open another budget plan file. The system assigns color codes the tabs specific to each plan file. In the following example, the blue tabs belong to the plan files for department 19100 and the orange tabs belong to the budget for department 27200.

| Last Year Actual | | Aug-18 Actual | Sep-18 Actual | Oct-18 Actual | Nov-18 Actual | Dec-18 Actual | Jan-19 Actual |
|---------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Acct | Jul-18 Actual | | | | | | |
| Key Department Statistics | | | | | | | |
| 110 IP Procedures | | 1,408 | 1,458 | 1,276 | 1,276 | 1,346 | 1,369 |

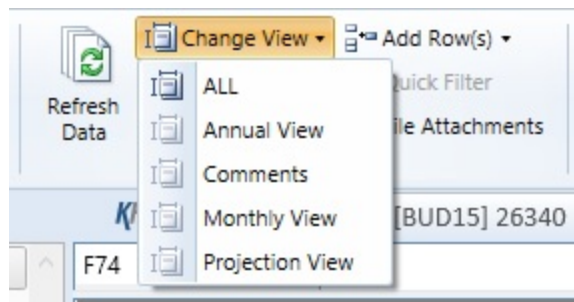
To close a sheet, click the X next to the tab name. If you have unsaved data, the system will prompt you to save before closing.

NOTE: If there is only one sheet open for the plan file and you close it, the entire plan file will close.

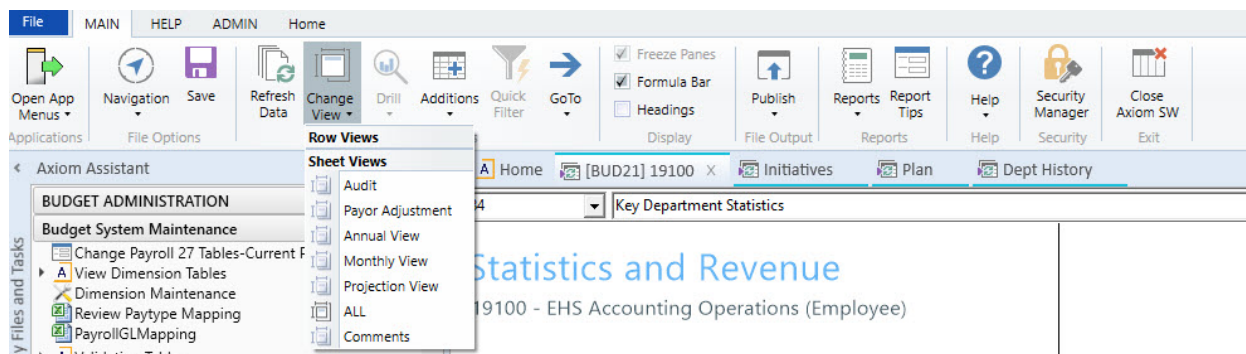


► Changing sheet views

On the **Main** ribbon tab, click the **Change View** drop-down to select how to display data on certain budget tabs.



For example, the **Statistics and Revenue** tab drop-down menus allows you to choose whether a section of a sheet displays data for annual, monthly, and projection intervals.



► Understanding cell formatting and input types

The cells in the budget plan file are color coded as follows:

- **White cells:** Displays information only. The values are either hard-coded, pre-populated from the database, or calculated from other fields, and cannot be changed.
- **Blue cells:** These fields can be edited. Blue-shaded cells might be empty or pre-populated with a value or formula that you can change.
- **Green cells:** From these cells, you can select from one of several predefined options.

While different budget plan files call for different types of user input, some common cases where the user is called upon to enter values include:

- **Adjustments** – Some calculations depend on historical account balances and can only be affected by changing the budgeted increase over the previous year.
- **Spreads** – Some calculations automatically spread the budget value over the year, others allow direct entry to adjust the monthly spread.
- **Monthly input** – There are sections on some tabs that allow you to enter values, while others have formulas which pre-populate values directly into each of the twelve months.
- **Variance comments / Red flags** – For certain values, the Budget Administrator may set variance thresholds which, if exceeded, cause a red flag icon (🚩) to display. The system may display a warning message if you attempt to save the budget. When this happens, enter a comment in the Comment field explaining the reason(s) for the variance. Entering a comment allows you to save the budget normally.

► Understanding source data

The majority of a budget is pre-populated with data. Sources for this data include:

- **Dimension tables** – When you open a plan file, Axiom Budgeting typically runs a query against one or more dimension tables and returns data for the specified department, account, and so on.
- **Data tables** – These tables contain data associated with one or more dimensions. Budgeting-related examples include Financial and Payroll data tables.
- **Driver files** – Some cells in plan files contain formulas that reference assumptions (key statistics) contained in the plan file's driver files.
- **File group variables** – Axiom Budgeting can associate certain variables with a file group. The variable most often used in Axiom Budgeting 2021.3 is the file group year, which is set by Syntellis when initially creating the file group.
- **Other cells / other sheets** – Some values are calculated based on the contents of other cells or sheets within the plan file.

► Understanding calculation methods

Calculation methods (calc methods) are pre-formatted groups of rows with pre-defined cell contents that can be inserted into plan files or reports. For instance, a budget plan file might use calc methods to insert multi-line records for each account associated with a given department.

The cells in a calc method may include formulas. These formulas might incorporate variables that reference the year of an associated file group or an assumption or configuration setting in a driver file. Some calc methods also incorporate user-defined variables.

Creating or modifying a budget plan file

Reading instructions

► Overview

The Instructions sheet provides information related to the following areas:

- **Timeline and Deadlines for Submitting Budgets** - Dates and other deadline information for submitting your budget.
- **Your Contact for Budgeting Questions Is** - The name and contact information for the person in your organization to contact if you have questions about managing the budget plan file.
- **Budget Assumptions** - Overall, high-level assumptions that may be important when creating your budget.
- **Instructions for Budgeting** - Instructions related to navigating and entering information in the budget.

NOTE: The information on this tab, including the section names, are determined and set up by your organization. If you have Administrator privileges, you can add or edit the contents of this tab in the [Budget Assumptions driver](#).

Instructions

101010 - EMA Internal Medicine (Provider Detail)



| Timeline and Deadlines for submitting budgets: | Due |
|------------------------------------------------|----------|
| 1 Attend Budget Training\Work Session | 02/28/17 |
| 2 Review Provider Volumes | 02/28/17 |
| 3 Review Department Statistic Budget | 02/28/17 |
| 4 Review Provider Compensation | 02/28/17 |
| 5 Adjust Staffing to Match Statistic Budget | 02/28/17 |
| 6 Complete Other Department Expenses | 04/04/17 |
| 7 Review Overall Budget | 04/09/17 |
| 8 Submit Completed Budget to Finance | 04/11/17 |

Your contact for Budgeting Questions is:

Charlie Credit, Extension 1234

| Budget Assumptions | Change |
|--------------------------------------------------------------|--------|
| 1 Overall Change in Encounters | 3.3% |
| 2 New location will open January 1st | 3.3% |
| 3 4 Family Practice providers will be recruited | 0.0% |
| 4 Current Staffing must absorb any anticipated volume change | 0.0% |
| 5 All Inflation assumptions will be provided by Finance | 0.0% |
| 6 All rate changes will be provided by Finance | 0.0% |
| 7 Outpatient Care Center will perform ALL Surgery Triage | 0.0% |
| 8 Overall reduction in overtime usage | 0.0% |

Instructions for Budgeting:

Obtain a copy of the instructions from Budget Administration and read before you begin.

Budget Plan File Legend

| | |
|------------------------|------------|
| History or calculation | 12,345 |
| Input Area | 12,345 |
| Drop-Down Selection | Admissions |

Modify worksheets as Follows:

- a STATISTICS: Adjust the Current Year Projection & Next Years Budget Accordingly
- b REVENUE: Adjust the Current Year Projection & Next Years Budget Accordingly
- c JOBCODE: Modify JobCode worksheet according to instructions
- d EMPLOYEE LISTING: (Information only) - Displays currently assigned employees
- e EXPENSE: Adjust the Current Year Projection & Next Years Budget Accordingly
- f HISTORY: (Information only) - Displays historical monthly account activity

Printing - Select AXIOM Ribbon, Print and select desired items.

Save Data - Select AXIOM Ribbon, Save. This saves the plan file and posts changes to the database.
If any errors occur during this process, please contact Charlie Credit, Extension 1234.

Reviewing budget summary

► Overview

The Summary sheet provides an overview of the entire budget. Before making revisions, review the Summary tab to get a sense of where the budget currently stands. After completing revisions, return to the Summary sheet to see how the figures have changed. This sheet is also useful when submitting a budget plan file for leadership review.

This sheet includes data from two sources:

- **Base Budget** – Summary of inputs on [Stat_Rev](#) and [Expense](#) tabs based on KHASum (set in column U in the ACCT dimension table).
- **New Initiatives** – Incremental volumes, revenue, FTEs, and expenses for approved new initiatives. It does **not** include data from unapproved initiatives.

This tab includes the following sections:

The Financial Summary section displays totals from the other tabs, along with the contribution margin. The Analysis sections consist of Statistical Analysis and Hours Analysis, and features calculated metrics to help gauge the reasonableness of a submitted budget.

Summary

101010 - EMA Internal Medicine (Provider Detail)

| | FY 2018 | FY 2019 | FY 2020 | FY 2020 | FY 2021 | Proj-Bud | Proj-Bud | | Proj-Bud | Proj-Bud |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------|------------------|-----------------|--------------------|------------------|-----------------|
| | Actual | Actual | Budget | Projected | Budget | Variance | Variance | | Variance | Variance |
| | | | | | | Amt | % | Final | Amt | % |
| | | | | | | | | Budget | | |
| Financial Summary | | | | | | | | | | |
| Deductions from Revenue | 12,767,956 | 9,508,638 | 24,267 | 6,364,086 | 0 | 6,364,086 | 100.0% | 0 | 6,364,086 | 100.0% |
| Net Patient Revenue | (12,767,956) | (9,508,638) | (24,267) | (6,364,086) | 0 | 6,364,086 | (100.0%) | 0 | 6,364,086 | (100.0%) |
| Other Revenue | 5,131,523 | 3,463,990 | 4,822,144 | 5,027,209 | 5,027,209 | 0 | 0.0% | 5,027,209 | 0 | 0.0% |
| Total Revenue | (7,636,433) | (6,044,648) | 4,797,877 | (1,336,877) | 5,027,209 | 6,364,086 | (476.0%) | 5,027,209 | 6,364,086 | (476.0%) |
| Salaries | 5,424,033 | 4,522,363 | 4,687,382 | 5,833,557 | 4,016,305 | 1,817,252 | 31.2% | 4,016,305 | 1,817,252 | 31.2% |
| Employee Benefits | 2,473,386 | 1,883,355 | 2,075,618 | 1,605,761 | 1,433,339 | 172,422 | 10.7% | 1,433,339 | 172,422 | 10.7% |
| Contract Labor | 36,935 | 18,545 | 0 | 36,703 | 0 | 36,703 | 100.0% | 0 | 36,703 | 100.0% |
| Physician Salaries | 4,276,894 | 2,860,804 | 3,101,363 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0.0% |
| Employee Benefits - Physician | 210,485 | 140,717 | 143,203 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0.0% |
| Salaries - MidLevel | 855,248 | 572,181 | 1,377,752 | 1,508,694 | 2,179,426 | (670,731) | (44.5%) | 2,179,426 | (670,731) | (44.5%) |
| Employee Benefits - MidLevel | 101,246 | 67,736 | 69,117 | 25,578 | 102,185 | (76,608) | (299.5%) | 102,185 | (76,608) | (299.5%) |
| Professional Fees | 4,866 | 3,374 | 4,866 | 3,374 | 3,374 | 0 | 0.0% | 3,374 | 0 | 0.0% |
| Supplies | 197,815 | 152,182 | 41,926 | 100,476 | 0 | 100,476 | 100.0% | 0 | 100,476 | 100.0% |
| Drugs and Pharmaceuticals | 520,204 | 402,537 | 70,299 | 236,431 | 0 | 236,431 | 100.0% | 0 | 236,431 | 100.0% |
| Purchased Services | 5 | 20 | 5 | 20 | 20 | 0 | 0.0% | 20 | 0 | 0.0% |
| Depreciation | 21,305 | 15,973 | 21,820 | 21,222 | 21,837 | (615) | (2.9%) | 21,837 | (615) | (2.9%) |
| Other Expense | 3,767,329 | 2,580,121 | 3,835,708 | 3,633,203 | 3,693,945 | (60,743) | (1.7%) | 3,693,945 | (60,743) | (1.7%) |
| Total Expenses | 17,889,750 | 13,219,909 | 15,429,057 | 13,005,018 | 11,450,431 | 1,554,587 | 12.0% | 11,450,431 | 1,554,587 | 12.0% |
| Contribution Margin | (25,526,183) | (19,264,557) | (10,631,180) | (14,341,895) | (6,423,223) | 7,918,673 | | (6,423,223) | 7,918,673 | |
| Statistical Analysis | | | | | | | | | | |
| Other Key Statistic | 97,943 | 73,066 | 18,253 | 48,720 | 0 | (48,720) | (100.0%) | 0 | (48,720) | (100.0%) |
| Total-Key Statistic | 97,943 | 73,066 | 18,253 | 48,720 | 0 | (48,720) | (100.0%) | 0 | (48,720) | (100.0%) |
| Revenue / Unit | (77.968) | (82.729) | 262.854 | (27.440) | 0.000 | 27.440 | (100.0%) | 0.000 | 27.440 | (100.0%) |
| Salaries / Unit | 108.156 | 109.133 | 502.191 | 151.455 | 0.000 | 151.455 | 100.0% | 0.000 | 151.455 | 100.0% |
| Benefits / Unit | 28.436 | 28.629 | 125.346 | 33.484 | 0.000 | 33.484 | 100.0% | 0.000 | 33.484 | 100.0% |
| Supplies / Unit | 7.331 | 7.592 | 6.148 | 6.915 | 0.000 | 6.915 | 100.0% | 0.000 | 6.915 | 100.0% |
| Other Expense / Unit | 38.732 | 35.577 | 211.603 | 75.078 | 0.000 | 75.078 | 100.0% | 0.000 | 75.078 | 100.0% |
| Total Exp / Unit | 182.654 | 180.932 | 845.289 | 266.932 | 0.000 | 266.932 | 100.0% | 0.000 | 266.932 | 100.0% |
| Contribution Margin / Unit | (260.622) | (263.661) | (582.435) | (294.372) | 0.000 | 294.372 | (100.0%) | 0.000 | 294.372 | (100.0%) |
| Hours Analysis | | | | | | | | | | |
| Paid FTEs - Staff | 80.47 | 53.83 | 62.88 | 90.71 | 75.14 | 15.57 | 17.2% | 75.14 | 15.57 | 17.2% |
| Paid FTEs - Contract | 0.18 | 0.12 | 0.00 | 0.18 | 0.00 | 0.18 | 100.0% | 0.00 | 0.18 | 100.0% |
| Total Paid FTEs | 80.65 | 53.95 | 62.88 | 90.89 | 75.14 | 15.75 | 17.3% | 75.14 | 15.75 | 17.3% |
| Paid FTEs - Physician | 8.37 | 5.60 | 16.67 | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 0.00 | 0.0% |
| Paid FTEs - MidLevel | 7.00 | 4.69 | 13.35 | 13.10 | 19.39 | (6.30) | (48.1%) | 19.39 | (6.30) | (48.1%) |
| Avg Hourly Rate - Staff | \$32.41 | \$40.39 | \$35.70 | \$30.80 | \$25.63 | \$5.17 | 16.8% | \$25.63 | \$5.17 | 16.8% |
| Total Paid Hours / Unit | 1.713 | 1.536 | 7.193 | 3.895 | 0.000 | 3.895 | 100.0% | 0.000 | 3.895 | 100.0% |

Statistics and Revenue sheet

► Overview

Use this sheet to review and adjust current year projection amounts and next year's budget for statistics, revenues, and deductions. The sheet is segmented into two main areas: statistics and revenue.

NOTE: Provide comments in any red comment cells.

► Statistics section

The following table describes the sections in this sheet:

Statistics and Revenue

101010 - EMA Internal Medicine (Provider Detail)

| Acct | Dec-20 Budget | Jan-21 Budget | Feb-21 Budget | Mar-21 Budget | Apr-21 Budget | May-21 Budget | Jun-21 Budget | Total Budget |
|--------------------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|
| Global Drivers | | | | | | | | |
| Worked Days | 22 | 24 | 21 | 22 | 23 | 22 | 22 | 269 |
| Calendar Days | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 |
| Key Department Statistics | | | | | | | | |
| 459 RVUs-Worked | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 459 RVUs-Worked | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Double Click to Insert New Key Statistic | | | | | | | | |
| Total Key Statistics | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Non-Key Statistics | | | | | | | | |
| 380 Encounters-New | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 381 Encounters-Established | 5,197 | 5,949 | 4,902 | 5,202 | 5,430 | 5,455 | 5,217 | 63,523 |
| 382 Encounters-Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 499 RVUs-Total | 14,847 | 16,997 | 14,004 | 14,893 | 15,514 | 15,577 | 14,996 | 181,640 |
| 499 RVUs-Total | 731 | 795 | 694 | 731 | 767 | 731 | 762 | 8,965 |
| Double Click to Insert New Other Non-Key Statistic | | | | | | | | |
| Total - Other Non-Key Statistics | 20,775 | 23,741 | 19,600 | 20,826 | 21,711 | 21,763 | 20,975 | 254,128 |

| Section | Description |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Global Drivers | Summarizes the Budget Assumptions used to drive initial projections for the department. |
| Key Department Statistics | <p>Includes department-specific statistics that drive the variable gross revenue, variable costs, and variable labor calculations in the workbook. Global drivers are used to apply the overall organization growth assumptions to the department statistic.</p> <p>You can make adjustments in the Mar-Jun change for CY as well as % Adjust and Amt Adjust columns for NY Budget. Key statistics, such as patient days by Nursing unit, are defined in the Budget Statistics driver.</p> <p>NOTE: If a statistic Dept/Acct combination is listed in the Budget Assumptions driver, no adjustments may be made in the budget plan file.</p> |
| Other Non-Key Statistic | Displays other statistics captured for the department, but do not drive any other calculations in the workbook. |

► Revenue section

The following table describes the sections in this sheet:

Statistics and Revenue

101010 - EMA Internal Medicine (Provider Detail)

| Acct | Dec-20 Budget | Jan-21 Budget | Feb-21 Budget | Mar-21 Budget | Apr-21 Budget | May-21 Budget | Jun-21 Budget | Total Budget |
|------------------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|
| Revenue | | | | | | | | |
| Inpatient Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Outpatient Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Patient Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Patient Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Deductions from Revenue | | | | | | | | |
| 40000 Capitation Adjustment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 40000 Capitation Adjustment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 51050 PPO Contractual Allowance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 51050 PPO Contractual Allowance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 51315 Comm Timely Filing Discount | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 52500 Bad Debt | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 52500 Bad Debt | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 52810 Charity Discounts | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 52810 Charity Discounts | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 50100 Mcare - Inpatient Discount | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Double Click to Insert New Deduction | | | | | | | | |
| Total - Deductions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Net Revenue | | | | | | | | |
| Double Click to Insert New Net Revenue | | | | | | | | |
| Difference | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total - Net Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Revenue | | | | | | | | |
| 58000 Department Income | 399,858 | 399,858 | 399,858 | 399,858 | 399,858 | 399,858 | 399,858 | 4,798,301 |
| 58000 Department Income | 17,145 | 17,145 | 17,145 | 17,145 | 17,145 | 17,145 | 17,145 | 205,741 |
| 58001 Income | 1,931 | 1,931 | 1,931 | 1,931 | 1,931 | 1,931 | 1,931 | 23,167 |
| Double Click to Insert New Other Revenue | | | | | | | | |
| Total - Other Revenue | 418,934 | 418,934 | 418,934 | 418,934 | 418,934 | 418,934 | 418,934 | 5,027,209 |
| Total Revenue | 418,934 | 418,934 | 418,934 | 418,934 | 418,934 | 418,934 | 418,934 | 5,027,209 |
| Patient Revenue Detail | | | | | | | | |
| Inpatient Revenue | | | | | | | | |
| Double Click to Insert New Inpatient Revenue | | | | | | | | |
| Outpatient Revenue | | | | | | | | |
| Double Click to Insert New Outpatient Revenue | | | | | | | | |
| Other Patient Revenue | | | | | | | | |
| 34000 Professional Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 34000 Professional Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Double Click to Insert New Other Patient Revenue | | | | | | | | |

Section

Description

Patient Revenue

Summarizes all revenue. Displays projections based on historical revenue per unit plus price increase (revenue adjustments) times volume.

Patient Revenue Detail

Displays detailed patient revenue, both inpatient and outpatient, by specific account.

Other Revenue

Models the projection and budget for other operating revenue accounts, typically using a Fixed Revenue calc method, which uses the projected value as the starting point for budget. You can make adjustments in the Mar-Jun change, % Adjust, and Amt Adjust columns.

► Inserting a new statistic or revenue line item

You can add statistic or revenue line items to individual sections, including:

- Key and non-key statistics
- Deductions
- Net and other revenue
- Inpatient, outpatient, and other patient revenue

The system adds the line by inserting the appropriate calc method into the sheet. The following table lists the available calc methods used by the corresponding section in the sheet:

| Calc Method | Description | Sheet Section |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Add New Detail | Zero-based expense calculations when adding a new account. Inputs are done on the Detail tab in the budget plan file. | <ul style="list-style-type: none"> • Other Patient Revenue • Other Revenue |
| Add New Fixed Revenue | Use this new revenue calc method to add a new Fixed Revenue account. | <ul style="list-style-type: none"> • Inpatient Revenue • Outpatient Revenue • Other Patient Revenue • Other Revenue |
| Add New Input Monthly | Use this new revenue or statistic calc method to add a new account. | <ul style="list-style-type: none"> • Deductions from Revenue • Inpatient Revenue • Outpatient Revenue • Other Patient Revenue • Other Revenue |
| Add New Statistic | Use this new statistic calc method to add a new key statistic account. | Key Department Statistics |
| Add New Statistic_Oth | Use this new statistic calc method to add a new Other Statistic account. | Other Non-Key Statistics |
| GlobalSum | This SPM allows you to budget for an account at a percentage of the total of specific other account(s) within the same workbook. | Net Revenue |

| Calc Method | Description | Sheet Section |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| ProviderRev | Transfers Revenue calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables. NOTE: Only available to organizations with the Provider module license. | <ul style="list-style-type: none"> Inpatient Revenue Outpatient Revenue Other Patient Revenue |
| ProviderStat | Transfers Statistic calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables. | <ul style="list-style-type: none"> Key Department Statistics Other Non-Key Statistics |

To insert a new statistic or revenue line item:

1. Navigate to the section to add the new line item.
2. Double-click the **Double Click to Insert...** cell.

| | | | | | | | | | |
|------------------------------------------|---|---|---|---|---|---|---|---|---|
| Key Department Statistics | | | | | | | | | |
| 459 RVUs-Worked | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 459 RVUs-Worked | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Double Click to Insert New Key Statistic | | | | | | | | | |
| Total Key Statistics | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

3. In the **Insert Calc Method(s)** in sheet **Stat_Rev** dialog, select the calc method to insert, and click **OK**.

NOTE: If the line only uses or your organization is only licensed for one type of calc method, this dialog will not display. The system will open the Calc Methods Variable dialog instead.

4. In the **Calc Methods Variable** dialog, enter or select the account and department number, and click **OK**.
5. Enter the appropriate values in the blue cells, as needed.
6. After making your changes, in the **Main** ribbon tab, click **Save**.

Reviewing employee master

► Overview

Use the Employee Listing sheet as reference to calculate when salary adjustments occur throughout the planning cycle. This sheet lists all employees by job code and includes details regarding each employee's current and next year's rate as well as their merit and market increase month and percentage.

Employee Listing

27200 - EMC Radiology - MRI (JobCode)

| Job Code | Roll Current Rate to End of Year | | | | Merit Increases for Budget | | | | Market Increase for Budget | | | | Market Increase 2 for Budget | | | | Yr-End Rate | Empl Status | Sched FTEs | |
|------------------------------------|----------------------------------|----------------|-----------------|----------|----------------------------|-------------|--------------|--------------|----------------------------|----------------|--------------|--------------|------------------------------|----------------|--------------|--------------|-------------|-------------|------------|-------------|
| | Base Rate | CY Review Date | CY Review Month | CY Inc % | Beginning Rate | Review Date | Review Month | Annual Inc % | Rate | Effective Date | Market Month | Market Inc % | Rate | Effective Date | Market Month | Market Inc % | | | | Budget Rate |
| J00200 Technologist Assistant | | | | | | | | | | | | | | | | | | | | |
| J00200 Bennett, Laura D. | \$7.21 | May | 11 | 3.00% | \$7.43 | May | 11 | 3.00% | \$7.65 | Dec | 6 | 0.00% | \$7.65 | Apr | 10 | 0.00% | \$7.65 | \$7.65 | A | 1.00 |
| Technologist Assistant - Total: | | \$7.21 | | 3.00% | \$7.43 | | | 3.00% | \$7.65 | | | 0.00% | \$7.65 | | | 0.00% | \$7.65 | \$7.65 | | 1.00 |
| J00287 Team Leader | | | | | | | | | | | | | | | | | | | | |
| J00287 Pitre, Jason J. | \$27.00 | Aug | 2 | 0.00% | \$27.00 | Aug | 2 | 3.00% | \$27.00 | Dec | 6 | 0.00% | \$27.00 | Apr | 10 | 0.00% | \$27.00 | \$27.00 | A | 1.00 |
| Team Leader - Total: | | \$27.00 | | 0.00% | \$27.00 | | | 0.00% | \$27.00 | | | 0.00% | \$27.00 | | | 0.00% | \$27.00 | \$27.00 | | 1.00 |
| J00509 Technologist Assistant II | | | | | | | | | | | | | | | | | | | | |
| J00509 Not Currently Filled | \$25.00 | Dec | 6 | 0.00% | \$25.00 | Dec | 6 | 3.00% | \$25.00 | Dec | 6 | 0.00% | \$25.00 | Apr | 10 | 0.00% | \$25.00 | \$25.00 | A | 1.00 |
| Technologist Assistant II - Total: | | \$25.00 | | 0.00% | \$25.00 | | | 0.00% | \$25.00 | | | 0.00% | \$25.00 | | | 0.00% | \$25.00 | \$25.00 | | 1.00 |
| J00646 Radiology Technician | | | | | | | | | | | | | | | | | | | | |
| J00646 James, Jeanne P. | \$26.28 | Jan | 7 | 0.00% | \$26.28 | Jan | 7 | 3.00% | \$27.07 | Dec | 6 | 0.00% | \$27.07 | Apr | 10 | 0.00% | \$27.07 | \$27.07 | A | 0.10 |
| J00646 Bell, Annee H. | \$25.77 | Sep | 3 | 0.00% | \$25.77 | Sep | 3 | 3.00% | \$26.54 | Dec | 6 | 0.00% | \$26.54 | Apr | 10 | 0.00% | \$26.54 | \$26.54 | A | 1.00 |
| J00646 Dukes, Stephanie D. | \$26.20 | Aug | 2 | 0.00% | \$26.20 | Aug | 2 | 3.00% | \$26.99 | Dec | 6 | 0.00% | \$26.99 | Apr | 10 | 0.00% | \$26.99 | \$26.99 | A | 1.00 |
| J00646 Chisolm, Frances C. | \$26.37 | Dec | 6 | 0.00% | \$26.37 | Dec | 6 | 3.00% | \$27.16 | Dec | 6 | 0.00% | \$27.16 | Apr | 10 | 0.00% | \$27.16 | \$27.16 | A | 1.00 |
| J00646 Flynn, Michael S. | \$25.55 | Mar | 9 | 3.00% | \$26.32 | Mar | 9 | 3.00% | \$27.11 | Dec | 6 | 0.00% | \$27.11 | Apr | 10 | 0.00% | \$27.11 | \$27.11 | A | 1.00 |
| J00646 Haddad, Melinda A. | \$27.51 | Jul | 1 | 0.00% | \$27.51 | Jul | 1 | 3.00% | \$27.78 | Dec | 6 | 0.00% | \$27.78 | Apr | 10 | 0.00% | \$27.78 | \$27.78 | A | 1.00 |
| J00646 Ryan, Jeffrey W. | \$24.86 | Apr | 10 | 3.00% | \$25.61 | Apr | 10 | 3.00% | \$26.37 | Dec | 6 | 0.00% | \$26.37 | Apr | 10 | 0.00% | \$26.37 | \$26.37 | A | 0.60 |
| Radiology Technician - Total: | | \$26.13 | | 0.82% | \$26.34 | | | 2.63% | \$27.04 | | | 0.00% | \$27.04 | | | 0.00% | \$27.04 | \$27.04 | | 5.70 |

To make the budget plan file as accurate as it can be when calculating salaries, the system takes into account any potential current year rate increases set to take place - depending on when the budget plan file is built. For example, let's say the following budget plan file is built in month 8. All the radiology technicians except Michael and Jeff have likely received their rate increases already because 0% displays in the CY Inc % column and their anniversary dates have already passed. However, Michael is set to receive his increase in month 9 and Jeff in month 10. The system anticipates this increase by showing that their beginning rate as 3% higher than their current rate and uses this rate for the budget.

Employee Listing

27200 - EMC Radiology - MRI (JobCode)

| Job Code | Current Rate to End of Year | | | | | Merit Increases for Budget | | | | | Market Increase for Budget | | | | Market Increase 2 for Budget | | |
|------------------------------------|-----------------------------|---------------|----------------|----------|----------------|----------------------------|--------------|--------------|---------|--|----------------------------|--------------|--------------|---------|------------------------------|--------------|--------------|
| | Base Rate | CYReview Date | CYReview Month | CY Inc % | Beginning Rate | Review Date | Review Month | Annual Inc % | Rate | | Effective Date | Market Month | Market Inc % | Rate | Effective Date | Market Month | Market Inc % |
| J00200 Technologist Assistant | | | | | | | | | | | | | | | | | |
| J00200 Bennett, Laura D. | \$7.21 | May | 11 | 3.00% | \$7.43 | May | 11 | 3.00% | \$7.65 | | Dec | 6 | 0.00% | \$7.65 | Apr | 10 | 0.00% |
| Technologist Assistant - Total: | | \$7.21 | | 3.00% | \$7.43 | | | 3.00% | \$7.65 | | | 0.00% | \$7.65 | | | | 0.00% |
| J00287 Team Leader | | | | | | | | | | | | | | | | | |
| J00287 Pitre, Jason J. | \$27.00 | Aug | 2 | 0.00% | \$27.00 | Aug | 2 | 3.00% | \$27.00 | | Dec | 6 | 0.00% | \$27.00 | Apr | 10 | 0.00% |
| Team Leader - Total: | | \$27.00 | | 0.00% | \$27.00 | | | 0.00% | \$27.00 | | | 0.00% | \$27.00 | | | | 0.00% |
| J00509 Technologist Assistant II | | | | | | | | | | | | | | | | | |
| J00509 Not Currently Filled | \$25.00 | Dec | 6 | 0.00% | \$25.00 | Dec | 6 | 3.00% | \$25.00 | | Dec | 6 | 0.00% | \$25.00 | Apr | 10 | 0.00% |
| Technologist Assistant II - Total: | | \$25.00 | | 0.00% | \$25.00 | | | 0.00% | \$25.00 | | | 0.00% | \$25.00 | | | | 0.00% |
| J00646 Radiology Technician | | | | | | | | | | | | | | | | | |
| J00646 James, Jeana P. | \$26.28 | Jan | 7 | 0.00% | \$26.28 | Jan | 7 | 3.00% | \$27.07 | | Dec | 6 | 0.00% | \$27.07 | Apr | 10 | 0.00% |
| J00646 Bell, Aimee H. | \$25.77 | Sep | 3 | 0.00% | \$25.77 | Sep | 3 | 3.00% | \$26.54 | | Dec | 6 | 0.00% | \$26.54 | Apr | 10 | 0.00% |
| J00646 Dukes, Stephanie D. | \$26.20 | Aug | 2 | 0.00% | \$26.20 | Aug | 2 | 3.00% | \$26.99 | | Dec | 6 | 0.00% | \$26.99 | Apr | 10 | 0.00% |
| J00646 Chisolm, Frances C. | \$26.37 | Dec | 6 | 0.00% | \$26.37 | Dec | 6 | 3.00% | \$27.16 | | Dec | 6 | 0.00% | \$27.16 | Apr | 10 | 0.00% |
| J00646 Flynn, Michael S. | \$25.55 | Mar | 9 | 3.00% | \$26.32 | Mar | 9 | 3.00% | \$27.11 | | Dec | 6 | 0.00% | \$27.11 | Apr | 10 | 0.00% |
| J00646 Haddad, Melinda A. | \$27.51 | Jul | 1 | 0.00% | \$27.51 | Jul | 1 | 3.00% | \$27.78 | | Dec | 6 | 0.00% | \$27.78 | Apr | 10 | 0.00% |
| J00646 Ryan, Jeffrey W. | \$24.86 | Apr | 10 | 3.00% | \$25.61 | Apr | 10 | 3.00% | \$26.37 | | Dec | 6 | 0.00% | \$26.37 | Apr | 10 | 0.00% |
| Radiology Technician - Total: | | \$26.13 | | 0.82% | \$26.34 | | | 2.63% | \$27.04 | | | 0.00% | \$27.04 | | | | 0.00% |

The system does the same for scheduled budget market and merit increases as well. In this example, everyone will receive a 3% merit increase but no market increases. The system allows you to include up to two market increases, which simply provides a way to apply additional percentages beyond the merit increase. For example, a contract may stipulate that nurses receive two market increases per year.

The system then layers together all of the rate adjustments as well as the merit and market increases to provide you with values related to the amount that salaries will increase month-over-month over the year. In the following example, July starts with an increase of 0.70% but begins to increase month to month as more employees receive their salary adjustments. These values are used in the Jobcode tab to calculate salaries.

The last month of the fiscal year becomes the "fully burdened" month because by this point all of the increases have occurred. The effective rate for the fiscal year is located in the Total FTEs column. Knowing the effective rate helps you determine the effect of adding merit or market adjustments. In the example below, the user now knows that adding a 3% merit increase will result in a 1.67 effective rate.

| Job Code | Position Code | Jul-20 FTEs | Aug-20 FTEs | Sep-20 FTEs | Oct-20 FTEs | Nov-20 FTEs | Dec-20 FTEs | Jan-21 FTEs | Feb-21 FTEs | Mar-21 FTEs | Apr-21 FTEs | May-21 FTEs | Jun-21 FTEs | Total FTEs |
|-----------------------------------------|---------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|
| J00200 Technologist Assistant | | | | | | | | | | | | | | |
| J00200 Bennett, Laura D. | | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Technologist Assistant - Total: | Increase %: | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 3.00% | 3.00% | 0.50% |
| J00287 Team Leader | | | | | | | | | | | | | | |
| J00287 Pitre, Jason J. | | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Team Leader - Total: | Increase %: | (0.00%) | (0.00%) | 0.00% | (0.00%) | 0.00% | (0.00%) | (0.00%) | 0.00% | (0.00%) | 0.00% | (0.00%) | 0.00% | (0.00%) |
| J00509 Technologist Assistant II | | | | | | | | | | | | | | |
| J00509 Not Currently Filled | | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Technologist Assistant II - Total: | Increase %: | 0.00% | 0.00% | (0.00%) | 0.00% | (0.00%) | 0.00% | 0.00% | 0.00% | 0.00% | (0.00%) | 0.00% | (0.00%) | (0.00%) |
| J00646 Radiology Technician | | | | | | | | | | | | | | |
| J00646 James, Jeana P. | | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 |
| J00646 Bell, Aimee H. | | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| J00646 Dukes, Stephanie D. | | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| J00646 Chisolm, Frances C. | | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| J00646 Flynn, Michael S. | | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| J00646 Haddad, Melinda A. | | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| J00646 Ryan, Jeffrey W. | | 0.60 | 0.60 | 0.60 | 0.60 | 0.60 | 0.60 | 0.60 | 0.60 | 0.60 | 0.60 | 0.60 | 0.60 | 0.60 |
| Radiology Technician - Total: | Increase %: | 0.18% | 0.70% | 1.22% | 1.22% | 1.22% | 1.74% | 1.80% | 1.80% | 2.32% | 2.63% | 2.63% | 2.63% | 1.67% |

The remaining section of the sheet is devoted to the scheduled hours for scheduled FTE employees. The system projects scheduled hours based on when the employee was hired and whether they are working full or part time.

Keep in mind the following when using this sheet:

- Employees are only listed in their home department. The Jobcode sheet may show more employees than what are listed for the job code in the Employee Listing sheet. This means that employees have been borrowed from other departments.
- The Employee Listing sheet only displays current active employees.
- To add an employee, you must do so through the labor method itself. For example, if you use the employee budgeting methodology, you must add a new employee in the [Employee sheet](#).
- Merit and market increase factors are defined in the LaborRates sheet of the [Budget Labor Assumptions driver](#).
- This sheet incorporates max rate logic to calculate the lump sum payout if an employee is currently above their max limit or defined increases will put them above the limit.
- Max limits are defined in the [Budget Labor Limits driver](#).

Use this sheet to calculate PTO accrual hours if activated in the [Budget Configuration driver](#).

Labor sheets

► Overview

Different departments may use different methodologies to track their labor expenses (FTEs and salary dollars). To facilitate this, the budget plan file template includes several different labor sheets for tracking payroll. When a department's budget plan file is first created, the system copies the payroll sheet specified for that department in the LaborType field of the DEPT dimension table.

There are four Labor sheets used to cover these methodologies:

- **JobCode** – Use for departments needing the ability to adjust FTEs on a monthly basis or based on volume.
- **Employee** – Use to allow departments to budget at the employee level. No volume adjustments are included in the salary calculations.
- **Staffing** – Use for 24/7 departments to prepare the budget by shift/day of the week.
- **ADC Configuration** – Use for nursing departments to prepare the budget Average Daily Census (ADC) and Nursing Staffing grid levels by job class.

NOTE: This tab only works with the JobCode tab.

JobCode sheet

► Overview

The JobCode sheet is used for departments that need to adjust FTEs on a monthly basis or based on volume.

JobCode

26610 - EMC 6A (JobCode ADC)

| | | | | | | | | | | | | | | | | | | |
|--|--|------------------|--|--|-------|-------|-------|--|--|--|--|--|-------|-------|-------|-------|-------|------|
| | | PROD Hrs/Unit | | | 8.807 | 7.760 | 7.680 | | | | | | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.6 |
| | | Target Hrs/Unit | | | 7.760 | 7.760 | 7.680 | | | | | | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.6 |
| | | FTEs From Target | | | 5.38 | 0.00 | 0.00 | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| | | PROD Hrs/Unit | | | 9.772 | 8.701 | 8.680 | | | | | | 8.680 | 8.481 | 8.580 | 8.680 | 8.307 | 8.3 |
| | | Prod % | | | 90.1% | 89.2% | 90.7% | | | | | | 90.7% | 90.7% | 88.6% | 88.6% | 92.4% | 92.3 |

| Job Code | | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs Projected/Used/Actual | | Mar-Jun Projected | Budget | | Notes | Spread Method | Jul-20 FTEs | Aug-20 FTEs | Sep-20 FTEs | Oct-20 FTEs | Nov-20 FTEs | Dec-20 FTEs |
|-------------|----------------------------------------------|--------------|------------|----------|------------|----------------------------|------------|-------------------|----------------|-------------------|-----------------------|---------------|---------------|-------------|-------------|-------------|-------------|-------------|
| | | | | | | FY 2020 Budget | YTD Actual | | FY 2021 Budget | Mar-Jun Projected | | | | | | | | |
| /Stat | Dept Primary Statistic | | | | | | 7.017 | 3.509 | 10.606 | | | | | | | | | |
| | Departmental Total | | | | | 0.00 | 49.26 | 43.87 | 43.05 | 585.893 | 1,929.071 | | 64.52 | 65.56 | 67.01 | 67.58 | 65.11 | 57.1 |
| | Total Program Additions | | | | | | 0.00 | 0.00 | 0.00 | | 0 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| | Total Position Changes | | | | | | 0.00 | 0.00 | 0.00 | | 0 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| | Total Productive FTEs | | | | | 0.00 | 44.40 | 39.13 | 39.05 | | 1,701.035 | | 58.52 | 59.50 | 59.92 | 59.89 | 60.00 | 52.1 |
| | Total Non-Productive FTEs | | | | | 0.00 | 4.86 | 4.75 | 4.00 | | 238.046 | | 6.00 | 6.07 | 7.09 | 7.69 | 4.92 | 4 |
| /TargetAdj | Variable Productive Adjustment to Target | | | | | | | (2.26) | 3.43 | (29.165) | 155.660 | | 7.16 | 8.06 | 8.41 | 8.40 | 8.38 | 5 |
| /09999 | Contract Labor | 125.00 | 125.00 | 125.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| /09999 | Contract Labor - Category 2 | 250.00 | 250.00 | 250.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| /Initiative | New Initiatives | | | | | | | | 0.00 | | 0 | | | | | 0 | 0 | 0 |
| J00031 | Clinical Technician | | | | | | | | | | | | | | | | | |
| | Total Productive | | | | | 0.00 | 1.34 | 8.41 | 5.59 | 53.046 | 104.874 | | 8.40 | 8.40 | 8.40 | 8.40 | 8.40 | 8 |
| | Total Non-Productive | | | | | 0.00 | 0.19 | 1.22 | 0.62 | 7.594 | 15.014 | | 0.86 | 0.96 | 1.17 | 1.74 | 1.10 | 1 |
| | JobCode Total | | | | | 0.00 | 1.54 | 9.63 | 6.21 | 60.641 | 119.888 | | 9.26 | 9.36 | 9.57 | 10.14 | 9.50 | 9 |
| | Double click to show details | | | | | | | | | | | | | | | | | |
| J00090 | Unit Clerk I | | | | | | | | | | | | | | | | | |
| | Total Productive | | | | | 0.00 | 0.02 | 0.01 | (0.17) | 71 | 210 | | (0.75) | (0.58) | (0.37) | (0.12) | (0.10) | (0 |
| | Total Non-Productive | | | | | 0.00 | 0.00 | 0.00 | 0.18 | 0 | 0 | | 0.76 | 0.59 | 0.27 | 0.13 | 0.11 | 0 |
| | JobCode Total | | | | | 0.00 | 0.02 | 0.01 | 0.01 | 71 | 210 | | 0.01 | 0.01 | 0.01 | 0.01 | 0.01 | 0 |
| | Double click to show details | | | | | | | | | | | | | | | | | |
| J00191 | Staff RN | | | | | | | | | | | | | | | | | |
| | Total Productive | | | | | 0.00 | 22.75 | 18.93 | 19.04 | 363.352 | 1,133.847 | | 29.40 | 29.40 | 29.40 | 29.40 | 29.40 | 25 |
| | Total Non-Productive | | | | | 0.00 | 2.32 | 1.93 | 1.96 | 57.224 | 167.677 | | 2.57 | 2.92 | 3.71 | 4.17 | 2.62 | 1 |
| | JobCode Total | | | | | 0.00 | 25.07 | 20.86 | 21.00 | 420.575 | 1,301.524 | | 31.97 | 32.32 | 33.11 | 33.57 | 32.02 | 26 |
| | Double click to hide details | | | | | | | | | | | | | | | | | |
| J00191 | Staff RN | | | | | 0.00 | Variable | 60.0% | 3.75 | 3.74 | Worked Hours Per Unit | | Effective FTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

This sheet is comprised of three main areas:

Summary and Target

This area displays at the top of the sheet and provides an overview of the productive hours, target hours per unit, FTEs from target, paid hours per unit, and the productive percentage. This area automatically updates as detail is added to each job code block. Targets are defined by department on the [Budget Labor Benchmark driver](#).

The Summary and Target area provides a quick and easy way to ensure that your numbers are on track without having to dive into the details.

| | | | | | | | | | | | | |
|------------------------------------------------|------------------------------------------|--------------|------------|----------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------|----------------|-------------------|----------------|----|
| JobCode 26610 - EMC 6A (JobCode ADC) | | | | | | PROD Hrs/Unit 8.807 7.760 7.680 Target Hrs/Unit 7.760 7.760 7.680 FTEs From Target (5.28) 0.00 0.00 PAID Hrs/Unit 9.772 8.701 8.466 Prod % 90.1% 89.2% 90.7% | | | | | | |
| | | | | | | FTEs - Projected Using Actual | | | Dollars | | | |
| | | Current Rate | Start Rate | End Rate | Alloc Rate | FY 2020 Budget | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | No |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| JStat | Dept Primary Statistic | | | | | | 7,017 | 3,509 | 10,606 | | | |
| | Departmental Total | | | | | 0.00 | 49.26 | 43.87 | 43.05 | 585,893 | 1,929,071 | |
| | Total Program Additions | | | | | | | 0.00 | 0.00 | | 0 | |
| | Total Position Changes | | | | | | | 0.00 | 0.00 | | 0 | |
| | Total Productive FTEs | | | | | 0.00 | 44.40 | 39.12 | 39.05 | | 1,701,025 | |
| | Total Non-Productive FTEs | | | | | 0.00 | 4.86 | 4.75 | 4.00 | | 228,046 | |
| JTargetAdj | Variable Productive Adjustment to Target | | | | | | | (2.26) | 3.43 | (29,165) | 155,660 | |
| J09999 | Contract Labor | 125.00 | 125.00 | 125.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| J09999 | Contract Labor - Category 2 | 250.00 | 250.00 | 250.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| JInitiative | New Initiatives | | | | | | | | 0.00 | | 0 | |

Jobcode Statistics

This section displays all of the statistic values related to the job codes in the department, including the following:

- Departmental totals
- Total program additions
- Total position changes
- Total productive FTEs
- Total non-productive FTEs

JobCode

26610 - EMC 6A (JobCode ADC)

| | | | |
|------------------|--------|-------|-------|
| PROD Hrs/Unit | 8.807 | 7.760 | 7.680 |
| Target Hrs/Unit | 7.760 | 7.760 | 7.680 |
| FTEs From Target | (5.28) | 0.00 | 0.00 |
| PAID Hrs/Unit | 9.772 | 8.701 | 8.466 |
| Prod % | 90.1% | 89.2% | 90.7% |

| Job Code | | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs - Projected Using Actual | | | Dollars | | | Notes |
|-------------|------------------------------------------|--------------|------------|----------|------------|-------------------------------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | FY 2020 Budget | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| JStat | Dept Primary Statistic | | | | | | 7,017 | 3,509 | 10,606 | | | |
| | Departmental Total | | | | | 0.00 | 49.26 | 43.87 | 43.05 | 585,893 | 1,929,071 | |
| | Total Program Additions | | | | | | | 0.00 | 0.00 | | 0 | |
| | Total Position Changes | | | | | | | 0.00 | 0.00 | | 0 | |
| | Total Productive FTEs | | | | | 0.00 | 44.40 | 39.12 | 39.05 | | 1,701,025 | |
| | Total Non-Productive FTEs | | | | | 0.00 | 4.86 | 4.75 | 4.00 | | 228,046 | |
| JTargetAdj | Variable Productive Adjustment to Target | | | | | | | (2.26) | 3.43 | (29,165) | 155,660 | |
| J09999 | Contract Labor | 125.00 | 125.00 | 125.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| J09999 | Contract Labor - Category 2 | 250.00 | 250.00 | 250.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| JInitiative | New Initiatives | | | | | | | | 0.00 | | 0 | |

Jobcode

Most of the sheet is comprised of the individual job code values. By default, the sheet displays only a summary view of the job code that includes the total productive, non-productive FTEs as well as the total FTEs for the job code.

JobCode

26610 - EMC 6A (JobCode ADC)

| Job Code | | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs - Projected Using Actual | | | Dollars | | | Notes |
|----------|----------------------------------------------|--------------|------------|----------|------------|-------------------------------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | FY 2020 Budget | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| J00031 | Clinical Technician | | | | | | | | | | | |
| | Technical | | | | | | | | | | | |
| | Variable | | | | | 0.00 | 1.34 | 8.41 | 5.59 | 53,046 | 104,874 | |
| | Total Productive | | | | | 0.00 | 0.19 | 1.22 | 0.62 | 7,594 | 15,014 | |
| | Total Non-Productive | | | | | | | | | | | |
| | JobCode Total | | | | | 0.00 | 1.54 | 9.63 | 6.21 | 60,641 | 119,888 | |
| | Double click to show details | | | | | | | | | | | |
| J00090 | Unit Clerk I | | | | | | | | | | | |
| | Clerical | | | | | | | | | | | |
| | Fixed | | | | | 0.00 | 0.02 | 0.01 | (0.17) | 71 | 210 | |
| | Total Productive | | | | | 0.00 | 0.00 | 0.00 | 0.18 | 0 | 0 | |
| | Total Non-Productive | | | | | | | | | | | |
| | JobCode Total | | | | | 0.00 | 0.02 | 0.01 | 0.01 | 71 | 210 | |
| | Double click to show details | | | | | | | | | | | |
| J00191 | Staff RN | | | | | | | | | | | |
| | RN | | | | | | | | | | | |
| | Variable | | | | | 0.00 | 22.75 | 18.93 | 19.04 | 363,352 | 1,133,847 | |
| | Total Productive | | | | | 0.00 | 2.32 | 1.93 | 1.96 | 57,224 | 167,677 | |
| | Total Non-Productive | | | | | | | | | | | |
| | JobCode Total | | | | | 0.00 | 25.07 | 20.86 | 21.00 | 420,575 | 1,301,524 | |
| | Double click to hide details | | | | | | | | | | | |

To view the job code details, double-click the **Double click to show details** cell. From this expanded section, you can view specific details about the job code.

| Job Code | | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs - Projected Using Actual | | | Dollars | | | Notes | Spread Method | Jul-2 FTEs |
|------------|----------------------------------------|--------------|------------|----------|------------|-------------------------------|------------|-------------------|----------------|-------------------|----------------|---------|---------------|------------|
| | | | | | | FY 2020 Budget | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | | | |
| Initiative | New Initiatives | | | | | | | | 0.00 | | 0 | | | |
| J00031 | Clinical Technician | | | | | | | | | | | | | |
| | Technical | | | | | | | | | | | | | |
| | Variable | | | | | | | | | | | | | |
| | Total Productive | | | | | 0.00 | 1.34 | 8.41 | 5.59 | 53,046 | 104,874 | | | 8. |
| | Total Non-Productive | | | | | 0.00 | 0.19 | 1.22 | 0.62 | 7,594 | 15,014 | | | 0. |
| | JobCode Total | | | | | 0.00 | 1.54 | 9.63 | 6.21 | 60,641 | 119,888 | | | 9. |
| | Double click to hide details | | | | | | | | | | | | | |
| J00031 | Clinical Technician | | | | | | | | | | | | | |
| | Technical | | | | | | | | | | | | | |
| | Variable | | | | | | | | | | | | | |
| | Current Paid FTEs | | | | | 0.00 | 1.54 | 9.63 | 6.21 | | | | | 9. |
| | Program Additions | | | | | | | | | | | | | 0. |
| | Position Changes | | | | | | | | | | | | | 0. |
| | Fixed/Volume Spread Variance | | | | | | | | | | | | | 0. |
| | Total Paid FTEs | | | | | 0.00 | 1.54 | 9.63 | 6.21 | | | | | 9. |
| | Regular | | | | | | | | | | | | | 8. |
| | Overtime | | | | | | | | | | | | | 0. |
| | Education | | | | | | | | | | | | | 0. |
| | Lump Sum Payout | | | | | | | | | | | | | 0. |
| | Clinical Technician - Total Productive | | | | | 87.4% | 0.00 | 1.34 | 8.41 | 5.59 | 53,046 | 104,874 | | 8. |
| | Paid Time Off using YTD | | | | | 12.6% | 0.00 | 0.19 | 1.22 | 0.62 | 7,594 | 15,014 | | 0. |
| | Double Click to Insert New Pay Type | | | | | | | | | | | | | 0. |
| | Clinical Technician | | | | | 100.0% | 0.00 | 1.54 | 9.63 | 6.21 | 60,641 | 119,888 | | 9. |
| | Accrued PTO rate from EmplList | | | | | 0.0% | | | | | | | | 0. |
| | Calendar YTD for Retirement calc | | | | | | | | | | | | | 0. |

► Sheet columns

The following table provides descriptions for the columns in this sheet:

| Column Name | Column Letter | Description |
|------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Code | A | The job code identification number (using Jobcode.KHABgtCode). |
| Current Rate | G | The hourly rate as of the start of the budget process. |
| Start Rate | H | The hourly rate as of the start of the new budget year. This includes any salary increases expected to occur in the remainder of the current year. |
| End Rate | I | The hourly rate as of the end of the budget process. This includes all salary increases through the end of the budget year. This is calculated using the last month of the budget as this would contain the effective rate of all merit & market adjustments. |
| Alloc Rate | J | Calculated based upon YTD actual % of total FTE. You can make adjustments to allocate NYB FTEs for salary calculations. |
| Sched | K | Scheduled FTEs from the labor master file or CYB FTEs depending on the configuration option chosen in the Budget Configuration Assumptions driver file. |
| YTD Actual | L | Year-to-date FTEs from the Payroll26 database. |
| Month-Month Projected (FTEs) | M | Projected FTEs for the remaining months of the current fiscal year. Initial FTE allocation is the same as YTD. |

| Column Name | Column Letter | Description |
|----------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FY20XX Budget (FTEs) | N | Starting point matches projected FTEs. You can make monthly adjustments to the Month FTEs columns (columns S-AD). |
| <i>Month-Month</i> Projected (Dollars) | O | Projected dollars for the remaining months of the current fiscal year. |
| FY20XX Budget (Dollars) | P | Projected dollars for the budget year. |
| Notes | Q | Enter comments for the line item, as needed. |
| Spread Method | R | Select a spread method for the pay type, as needed. |
| <i>Month FTEs</i> | S-AD | <p>Enter a percentage of each FTE factor to the total factor. For example, let's say that the FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month.</p> <p>NOTE: Not all pay types allow you to update the spread amount.</p> |
| <i>Month-Year</i> Hours | AG-AS | Hours spread across months, including total budgeted hours. |
| <i>Month-Year</i> Dollars | AT-BF | Dollars spread across months, including total budgeted dollars. |
| <i>Month-Year</i> FICA | BH-BT | FICA spread across months, including total budgeted FICA. |
| Projected FICA | BW | Total projected FICA amount. |
| <i>Month-Month</i> Hours | BX | Total budgeted hours for the remaining months of the fiscal year. |

The following sections include instructions on performing specific actions in this sheet.

► Updating the staffing ratio for a job code

Use these instructions if you want to change the default staffing ratio type.

To update staffing ratio type for a job code:

1. Navigate to the job code, and double-click **Double click to show details**.

JobCode

27200 - EMC Radiology - MRI (JobCode)

| Job Code | | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs - Projected Using Actual | | | Dollars | | | Notes |
|------------|----------------------------------------------|--------------|------------|----------|------------|-------------------------------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | FY 2020 Budget | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| Initiative | New Initiatives | | | | | | | | 0.00 | | 0 | |
| J00200 | Technologist Assistant-Ro | | | | | | | | | | | |
| | Total Productive | | | | | 0.00 | 0.42 | 0.42 | 0.42 | 2,220 | 6,687 | |
| | Total Non-Productive | | | | | 0.00 | 0.03 | 0.03 | 0.03 | 136 | 409 | |
| | JobCode Total | | | | | 0.00 | 0.45 | 0.45 | 0.45 | 2,356 | 7,096 | |
| | Double click to show details | | | | | | | | | | | |

- In the job code title row, from the drop-down, select one of the following:
 - Variable** - Input is the worked FTEs per a normal work week. Non-productive hours are added to productive based upon allocation percentage. This setting is a default from the JOBCODE dimension. When Variable, the values in the job code will fluctuate based on changes in the departments volume.
 - Fixed** - Input is the total paid FTEs per a normal work week. Non-productive hours are allocated based upon allocation percentage. This setting is a default from the JOBCODE dimension. When FIXED, the values in the job code will not fluctuate based on changes in the departments volume.
- In the **Notes** column (column Q), enter comments, as needed.
- After making your changes, in the budget file Navigation panel, click **Save Budget**.

TIP: You can also click the **Save** button in the **Main** ribbon tab.

► Updating start rate and projected FTEs for program additions and position changes

To update start rate and projected FTEs for program additions and position changes:

- Navigate to the job code, and double-click **Double click to show details**.

| Job Code | | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs - Projected Using Actual | | | Dollars | | | Notes |
|------------|----------------------------------------------|--------------|------------|----------|------------|-------------------------------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | FY 2020 Budget | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| Initiative | New Initiatives | | | | | | | | 0.00 | | 0 | |
| J00200 | Technologist Assistant-Ro | | | | | | | | | | | |
| | Total Productive | | | | | 0.00 | 0.42 | 0.42 | 0.42 | 2,220 | 6,687 | |
| | Total Non-Productive | | | | | 0.00 | 0.03 | 0.03 | 0.03 | 136 | 409 | |
| | JobCode Total | | | | | 0.00 | 0.45 | 0.45 | 0.45 | 2,356 | 7,096 | |
| | Double click to show details | | | | | | | | | | | |

- In the **Program Additions** field (column H), type the start rate amount.

JobCode

27200 - EMC Radiology - MRI (JobCode)

| Job Code | | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs - Projected Using Actual | | | Dollars | | |
|----------|-------------------------------------------|--------------|------------|----------|------------|-------------------------------|------------|-------------------|----------------|-------------------|----------------|
| | | | | | | FY 2020 Budget | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget |
| J00200 | Technologist Assistant - Ro | | | | | | | | | | |
| | Assistant | | | | | | | | | | |
| | Variable | | | | | | | | | | |
| | Total Productive | | | | | 0.00 | 0.42 | 0.42 | 0.42 | 2,220 | 6,687 |
| | Total Non-Productive | | | | | 0.00 | 0.03 | 0.03 | 0.03 | 136 | 409 |
| | JobCode Total | | | | | 0.00 | 0.45 | 0.45 | 0.45 | 2,356 | 7,096 |
| | Double click to hide details | | | | | | | | | | |
| J00200 | Technologist Assistant - Ro | | | | | | | | | | |
| | Assistant | | | | | | | | | | |
| | 0.00 | | | | | | | | | | |
| | Fixed | | | | | | | | | | |
| | Current Paid FTEs | | | | | 0.00 | 0.45 | 0.45 | 0.45 | | |
| | Program Additions | | | | | | | | | | |
| | Position Changes | | | | | | | | | | |
| | Fixed/Volume Spread Variance | | | | | | | | | | |
| | Total Paid FTEs | | | | | 0.00 | 0.45 | 0.45 | 0.45 | | |
| | Regular | | | | | 0.00 | 0.40 | 0.40 | 0.40 | 2,070 | 6,235 |
| | Overtime | | | | | 0.00 | 0.02 | 0.02 | 0.02 | 150 | 452 |
| | Education | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 |
| | Lump Sum Payout | | | | | 0.00 | | | | 0 | 0 |
| | Technologist Assistant - Total Productive | | | | | 94.1% | 0.00 | 0.42 | 0.42 | 2,220 | 6,687 |
| | Paid Time Off using YTD | | | | | 100.0% | 0.00 | 0.03 | 0.03 | 136 | 409 |
| | Double Click to Insert New Pay Type | | | | | | | | | | |
| | Technologist Assistant | | | | | 100.0% | 0.00 | 0.45 | 0.45 | 2,356 | 7,096 |
| | Accrued PTO rate from EmpL List | | | | | | | | | | |
| | Calendar YTD for Retirement calc | | | | | | | | | | |

3. In the **Position Changes** field (column H), type the start rate amount.
4. In the **Month-Month Projected** column (column M) for the program additions and position changes line items, as needed.
5. In the **Notes** column (column Q), enter comments, as needed.
6. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Updating the allocation rate for a job code pay type

To update the allocation rate for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

JobCode

27200 - EMC Radiology - MRI (JobCode)

| Job Code | | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs - Projected Using Actual | | | Dollars | | | Notes |
|----------|------------------------------|--------------|------------|----------|------------|-------------------------------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | FY 2020 Budget | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| J00200 | Technologist Assistant - Ro | | | | | | | | | | | |
| | Assistant | | | | | | | | | | | |
| | Variable | | | | | | | | | | | |
| | Total Productive | | | | | 0.00 | 0.42 | 0.42 | 0.42 | 2,220 | 6,687 | |
| | Total Non-Productive | | | | | 0.00 | 0.03 | 0.03 | 0.03 | 136 | 409 | |
| | JobCode Total | | | | | 0.00 | 0.45 | 0.45 | 0.45 | 2,356 | 7,096 | |
| | Double click to show details | | | | | | | | | | | |

2. In the **Alloc Rate** column (column J), enter a percentage for each line item, as needed.

JobCode

27200 - EMC Radiology - MRI (JobCode)

| Job Code | | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs - Projected Using Actual | | | Dollars | | |
|-------------|-------------------------------------------|--------------|------------|----------|------------|-------------------------------|------------|-------------------|----------------|-------------------|----------------|
| | | | | | | FY 2020 Budget | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget |
| JInitiative | New Initiatives | | | | | | | | 0.00 | | 0 |
| J00200 | Technologist Assistant-Ro | | | | | | | | | | |
| | Assistant | | | | | Variable | | | | | |
| | Total Productive | | | | | 0.00 | 0.42 | 0.42 | 0.42 | 2,220 | 6,687 |
| | Total Non-Productive | | | | | 0.00 | 0.03 | 0.03 | 0.03 | 136 | 409 |
| | JobCode Total | | | | | 0.00 | 0.45 | 0.45 | 0.45 | 2,356 | 7,096 |
| | Double click to hide details | | | | | | | | | | |
| J00200 | Technologist Assistant-Ro | | | | 0.00 | Fixed | | | | | |
| | Current Paid FTEs | | | | | 0.00 | 0.45 | 0.45 | 0.45 | | |
| | Program Additions | | \$7.43 | | | | | 0.00 | 0.00 | | |
| | Position Changes | | \$7.43 | | | | | 0.00 | 0.00 | | |
| | Fixed/Volume Spread Variance | | | | | | | | 0.00 | | |
| | Total Paid FTEs | | | | | 0.00 | 0.45 | 0.45 | 0.45 | | |
| | Regular | Base | \$7.21 | \$7.43 | \$7.65 | 89.8% | 0.00 | 0.40 | 0.40 | 2,070 | 6,235 |
| | Overtime | 150.0% | \$10.81 | \$11.14 | \$11.47 | 4.3% | 0.00 | 0.02 | 0.02 | 150 | 452 |
| | Education | 100.0% | \$7.21 | \$7.43 | \$7.65 | 0.0% | 0.00 | 0.00 | 0.00 | 0 | 0 |
| | Lump Sum Payout | | | | | 0.00 | | | | 0 | 0 |
| | Technologist Assistant - Total Productive | | | | | 94.1% | 0.00 | 0.42 | 0.42 | 2,220 | 6,687 |
| | Paid Time Off using YTD | 100.0% | \$7.21 | \$7.43 | \$7.65 | 5.9% | 0.00 | 0.03 | 0.03 | 136 | 409 |
| | Double Click to Insert New Pay Type | | | | | | | | | | |
| | Technologist Assistant | | | | | 100.0% | 0.00 | 0.45 | 0.45 | 2,356 | 7,096 |
| | Accrued PTO rate from Empl List | | \$7.21 | \$7.43 | \$7.65 | 8.5% | | | | | 0 |
| | Calendar YTD for Retirement calc | | | | | | | | | | |

3. In the **Notes** column (column Q), enter comments, as needed.
4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Updating the spread method for a job code pay type

To update the spread method for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

JobCode

27200 - EMC Radiology - MRI (JobCode)

| Job Code | | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs - Projected Using Actual | | | Dollars | | | Notes |
|-------------|------------------------------|--------------|------------|----------|------------|-------------------------------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | FY 2020 Budget | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| JInitiative | New Initiatives | | | | | | | | 0.00 | | 0 | |
| J00200 | Technologist Assistant-Ro | | | | | | | | | | | |
| | Assistant | | | | | Variable | | | | | | |
| | Total Productive | | | | | 0.00 | 0.42 | 0.42 | 0.42 | 2,220 | 6,687 | |
| | Total Non-Productive | | | | | 0.00 | 0.03 | 0.03 | 0.03 | 136 | 409 | |
| | JobCode Total | | | | | 0.00 | 0.45 | 0.45 | 0.45 | 2,356 | 7,096 | |
| | Double click to show details | | | | | | | | | | | |

2. From the **Spread Method** column (column R), select the spread method to use.

JobCode

27200 - EMC Radiology - MRI (JobCode)

| Job Code | Spread Method | Jul-20 FTEs | Aug-20 FTEs | Sep-20 FTEs | Oct-20 FTEs | Nov-20 FTEs | Dec-20 FTEs | Jan-21 FTEs | Feb-21 FTEs | Mar-21 FTEs | Apr-21 FTEs | May-21 FTEs | Jun-21 FTEs | Total FTEs |
|------------|-----------------------------------------------------|---------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|
| Initiative | New Initiatives | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| J00200 | Technologist Assistant-Ro | | | | | | | | | | | | | |
| | Total Productive | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 |
| | Total Non-Productive | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 |
| | JobCode Total | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 |
| | Double click to hide details | | | | | | | | | | | | | |
| J00200 | Technologist Assistant-Ro | Effective FTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Current Paid FTEs | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 |
| | Program Additions | Fixed | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Position Changes | Fixed | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Fixed/Volume Spread Variance | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total Paid FTEs | | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 |
| | Regular | | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 | 0.40 |
| | Overtime | FTEAlloc | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 | 0.02 |
| | Education | Global | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Lump Sum Payout | | | | | | | | | | | | | |
| | Technologist Assistant - Total Productive | | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 | 0.42 |
| | Paid Time Off using YTD | FTEAlloc | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 | 0.03 |
| | Double Click to Insert New Pay Type | | | | | | | | | | | | | |
| | Technologist Assistant | | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 | 0.45 |
| | Accrued PTO rate from Empl_List | | | | | | | | | | | | | |
| | Calendar YTD for Retirement calc | | | | | | | | | | | | | |

3. In the **Month-Year FTEs** columns (columns S-AD), make adjustments, as needed.

NOTE: The spread methods available are configured by your organization.

4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Adding contract labor

To add contract labor:

1. Navigate to the contract labor job code.

JobCode

27200 - EMC Radiology - MRI (JobCode)

| Job Code | | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs - Projected Using Actual | | | Dollars | | | No |
|------------|------------------------------------------|--------------|------------|----------|------------|-------------------------------|------------|-------------------|----------------|-------------------|----------------|----|
| | | | | | | FY 2020 Budget | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| JStat | Dept Primary Statistic | | | | | | 17,282 | 17,094 | 34,282 | | | |
| | Departmental Total | | | | | 0.00 | 7.79 | 36.08 | 26.24 | 658,462 | 1,508,825 | |
| | Total Program Additions | | | | | | | 0.00 | 0.00 | | 0 | |
| | Total Position Changes | | | | | | | 0.00 | 0.00 | | 0 | |
| | Total Productive FTEs | | | | | 0.00 | 6.98 | 34.90 | 23.77 | | 1,330,501 | |
| | Total Non-Productive FTEs | | | | | 0.00 | 0.81 | 1.18 | 2.46 | | 178,324 | |
| JTargetAdj | Fixed Adjustment to Target | | | | | | | (0.46) | (0.08) | (8,393) | (4,132) | |
| JTargetAdj | Variable Productive Adjustment to Target | | | | | | | 25.31 | 3.60 | 456,861 | 203,665 | |
| J09999 | Contract Labor | 24.30 | 24.30 | 24.30 | | 0.00 | 0.19 | 0.19 | 0.00 | 3,233 | 0 | |
| J09999 | Contract Labor - Category 2 | 24.30 | 24.30 | 24.30 | | 0.00 | 0.19 | 0.19 | 0.00 | 3,233 | 0 | |
| Initiative | New Initiatives | | | | | | | | 0.00 | | 0 | |

2. In the **Current Rate** column (column G), enter the hourly rate for the contract labor.
3. In the **Start Rate** column (column H), enter the starting rate.
4. In the **Month-Month Projected (FTEs)** column (column M), enter the projected FTE value.
5. In the **Month-Year FTEs** columns (columns S-AD), enter the FTE spread across months.
6. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Adding a new pay type for a job code

To add a new pay type for a job code:

1. In the job code in which to add the new employee, double-click **Double click to show details**.

JobCode
27200 - EMC Radiology - MRI (JobCode)

| Job Code | | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs - Projected Using Actual | | | Dollars | | | Notes |
|------------|--------------------------------|--------------|------------|----------|------------|-------------------------------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | FY 2020 Budget | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| Initiative | New Initiatives | | | | | | | | 0.00 | | | 0 |
| J00200 | Technologist Assistant-Ro | | | | | | | | | | | |
| | Total Productive | | | | | 0.00 | 0.42 | 0.42 | 0.42 | 2,220 | 6,687 | |
| | Total Non-Productive | | | | | 0.00 | 0.03 | 0.03 | 0.03 | 136 | 409 | |
| | JobCode Total | | | | | 0.00 | 0.45 | 0.45 | 0.45 | 2,356 | 7,096 | |
| | ↓ Double click to show details | | | | | | | | | | | |

2. Double-click **Double Click to Insert New Pay Type**.

JobCode
27200 - EMC Radiology - MRI (JobCode)

| Job Code | | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs - Projected Using Actual | | | Dollars | | | Notes |
|----------|-------------------------------------------|--------------|------------|----------|------------|-------------------------------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | FY 2020 Budget | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| J00200 | Technologist Assistant-Ro | | | | | | | | | | | |
| | Total Productive | | | | | 0.00 | 0.42 | 0.42 | 0.42 | 2,220 | 6,687 | |
| | Total Non-Productive | | | | | 0.00 | 0.03 | 0.03 | 0.03 | 136 | 409 | |
| | JobCode Total | | | | | 0.00 | 0.45 | 0.45 | 0.45 | 2,356 | 7,096 | |
| | ↑ Double click to hide details | | | | | | | | | | | |
| J00200 | Technologist Assistant-Ro | | | | 0.00 | Fixed | | | | | | |
| | Current Paid FTEs | | | | | 0.00 | 0.45 | 0.45 | 0.45 | | | |
| | Program Additions | | \$7.43 | | | | | 0.00 | 0.00 | | | |
| | Position Changes | | \$7.43 | | | | | 0.00 | 0.00 | | | |
| | Fixed/Volume Spread Variance | | | | | | | | 0.00 | | | |
| | Total Paid FTEs | | | | | 0.00 | 0.45 | 0.45 | 0.45 | | | |
| | Regular | Base | \$7.21 | \$7.43 | \$7.65 | 89.8% | 0.00 | 0.40 | 0.40 | 0.40 | 2,070 | 6,235 |
| | Overtime | 150.0% | \$10.81 | \$11.14 | \$11.47 | 4.3% | 0.00 | 0.02 | 0.02 | 0.02 | 150 | 452 |
| | Education | 100.0% | \$7.21 | \$7.43 | \$7.65 | 0.0% | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 |
| | Lump Sum Payout | | | | | | | | | | 0 | 0 |
| | Technologist Assistant - Total Productive | | | | | 94.1% | 0.00 | 0.42 | 0.42 | 0.42 | 2,220 | 6,687 |
| | Paid Time Off using YTD | 100.0% | \$7.21 | \$7.43 | \$7.65 | 5.9% | 0.00 | 0.03 | 0.03 | 0.03 | 136 | 409 |
| | Technologist Assistant | | | | | 100.0% | 0.00 | 0.45 | 0.45 | 0.45 | 2,356 | 7,096 |
| | Accrued PTO rate from Empl_List | | \$7.21 | \$7.43 | \$7.65 | 8.5% | | | | | | 0 |
| | Calendar YTD for Retirement calc | | | | | | | | | | | |
| | Double Click to Insert New Pay Type | | | | | | | | | | | |

3. From the **Insert Calc Method(s)** in sheet **Employee** dialog, select one of the following calc methods, and click **OK**:

NOTE: The dialog includes fields that are not enabled at this time.

- **Add New AvgPer Paid Hr PayType** - Calculates other non-FTE related pay based on the relationship to paid hours in the job code block. Monthly spread will be based on the spread of paid hours.
- **Add New AvgPer Prod Hr PayType** - Calculates other non-FTE related pay based on the relationship to productive hours in the job code block. Monthly spread will be based on the spread of productive hours.
- **Add New Input Monthly PayType** - Calculates other non-FTE related pay by typing in the monthly totals.

4. Do the following based on the calc method you selected in step 3:

| Calc Method | Steps |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Add New AvgPer Paid Hr PayType | a. In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK . |
| Add New AvgPer Prod Hr PayType | b. In the Start Rate column (column H), enter the hourly start rate. c. In the Notes column (column Q), enter comments, as needed. d. Repeat steps a-c for each pay type to add. e. When you finish making changes, in the budget file Navigation panel, click Save Budget . |
| Add New Input Monthly PayType | a. In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK . b. In the Month-Month Projected (Dollars) column (column O), enter the projected dollars. c. In the monthly budget (columns AT-BE), enter values for the applicable months. d. In the Notes column (column Q), enter comments, as needed. e. Repeat steps a-d for each pay type to add. f. When you finish making changes, in the budget file Navigation panel, click Save Budget . |

► Adding a new job code to a department

NOTE: If you accidentally add a duplicate job code, see the [Removing duplicate job codes](#) section below for instructions on how to remove it.

To add a new job code to a department:

1. Navigate to the end of the job code listing, and double-click **Double Click to Insert New Job Code**.

JobCode

27200 - EMC Radiology - MRI (JobCode)

| Job Code | | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs - Projected Using Actual | | | Dollars | | | Notes |
|----------|----------------------------------------------------------|--------------|-----------------------------|----------|------------|-------------------------------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | FY 2020 Budget | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| | Calendar YTD for Retirement calc | | | | | | | | | | | |
| J00287 | Team Leader-MRI | | | | | | | | | | | |
| | Technical | | | | | | | | | | | |
| | Fixed | | | | | | | | | | | |
| | Total Productive | | | | | 0.00 | 0.93 | 0.93 | 0.93 | 18,381 | 55,081 | |
| | Total Non-Productive | | | | | 0.00 | 0.15 | 0.15 | 0.15 | 4,785 | 14,338 | |
| | JobCode Total | | | | | 0.00 | 1.09 | 1.09 | 1.09 | 23,165 | 69,419 | |
| | Double click to show details | | | | | | | | | | | |
| J00646 | Radiologic Technologist | | | | | | | | | | | |
| | Technical | | | | | | | | | | | |
| | Variable | | | | | | | | | | | |
| | Total Productive | | | | | 0.00 | 5.24 | 8.32 | 18.90 | 154,380 | 1,069,200 | |
| | Total Non-Productive | | | | | 0.00 | 0.63 | 1.00 | 2.28 | 23,627 | 163,577 | |
| | JobCode Total | | | | | 0.00 | 5.87 | 9.32 | 21.19 | 178,007 | 1,232,777 | |
| | Double click to show details | | | | | | | | | | | |
| | Double Click to Insert New Job Code | | | | | | | | | | | |
| | DEPT OTHER PAY | Rate Source | Avg \$5 Per Prod Hr Current | Budget | | | | | | | | |
| | Double Click to Insert New Dept Pay Type | | | | | | | | | | | |
| JDept | Total | | | | | | | | | 0 | 0 | |

- In the **Calc Method Variables** dialog, do the following, and then click **OK**:
 - In the **Select a JobCode** field, enter a job code or click **Choose Value** to select a job code.
 - In the **Select a Dept** field, enter a department or click **Choose Value** to select a department.
- To enter adjustments to allocate NYB FTEs for salary calculations, click **Double Click to Show Details**.

| | | | | | | | | | | | | |
|--------|----------------------------------------------|--|--|--|--|------|------|------|------|---|---|--|
| J00006 | Receptionist (27200.0) | | | | | | | | | | | |
| | Clerical | | | | | | | | | | | |
| | Fixed | | | | | | | | | | | |
| | Total Productive | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Total Non-Productive | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | JobCode Total | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Double click to show details | | | | | | | | | | | |

- From the details section, do any of the following:
 - Updating start rate and projected FTEs for program additions and position changes
 - Updating the allocation rate for a job code pay type
 - Updating the spread method for a job code pay type
- When you finish making changes, in the budget file Navigation panel, click **Save Budget**.

► Removing duplicate job codes

If you add a duplicate job code and save the JobCode sheet, the system will display the duplicate in the sheet. The duplicate does not save to the database, but to remove it from the sheet you will need to do one of the following:

- Rebuild the plan file.
- Manually delete the job code from the sheet, and save your changes.

► Adding a new department pay type

To add a new department pay type:

- Navigate to the bottom of the sheet, and double-click **Double Click to Insert New Dept Pay Type**.

JobCode

27200 - EMC Radiology - MRI (JobCode)

| Job Code | | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs - Projected Using Actual | | | Dollars | | | Notes |
|----------|----------------------------------------------------------|--------------|------------------------------|----------|------------|-------------------------------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | FY 2020 Budget | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| J00546 | Radiologic Technologist | | | | | | | | | | | |
| | Technical | | | | | | | | | | | |
| | Variable | | | | | | | | | | | |
| | Total Productive | | | | | 0.00 | 5.24 | 8.32 | 18.90 | 154,380 | 1,069,200 | |
| | Total Non-Productive | | | | | 0.00 | 0.63 | 1.00 | 2.28 | 23,627 | 163,577 | |
| | JobCode Total | | | | | 0.00 | 5.87 | 9.32 | 21.19 | 178,007 | 1,232,777 | |
| | Double click to show details | | | | | | | | | | | |
| J00006 | Receptionist (27200_0) | | | | | | | | | | | |
| | Clerical | | | | | | | | | | | |
| | Fixed | | | | | | | | | | | |
| | Total Productive | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Total Non-Productive | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | JobCode Total | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Double click to show details | | | | | | | | | | | |
| | Double Click to Insert New Job Code | | | | | | | | | | | |
| | DEPT OTHER PAY | Rate Source | Avg \$\$ Per Prod Hr Current | Budget | | | | | | | | |
| | Double Click to Insert New Dept Pay Type | | | | | | | | | | | |
| JDept | Total | | | | | | | | | 0 | 0 | |

- From the **Insert Calc Method(s)** in sheet **Employee** dialog, select one of the following calc methods, and click **OK**:

NOTE: The dialog includes fields that are not enabled at this time.

- Dept_AvgPerProdHr** - Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours.
- Dept_InputMonthly** - Calculates other Non-FTE related pay by inputting monthly amounts for the department.
- Dept_InputTotal** - Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month.

- Do the following based on the calc method you selected in step 2:

| Calc Method | Steps |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dept_AvgPerProdHr | <ol style="list-style-type: none"> In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK. In the Budget column (column H), enter the hourly start rate. In the Notes column (column Q), enter comments, as needed. Repeat steps a-c for each pay type to add. When you finish making changes, in the budget file Navigation panel, click Save Budget. |

| Calc Method | Steps |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dept_InputMonthly | <ol style="list-style-type: none"> In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK. In the Month-Month Projected (Dollars) column (column O), enter the projected dollars. In the Notes column (column Q), enter comments, as needed. In the monthly budget (columns AT-BE), enter values for the applicable months. Repeat steps a-d for each pay type to add. When you finish making changes, in the budget file Navigation panel, click Save Budget. |
| Dept_InputTotal | <ol style="list-style-type: none"> In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK. In the Month-Month Projected (Dollars) column (column O), enter the projected dollars. In the FY 20XX Budget (Dollars) column (column P), enter the projected budgeted dollars. In the Notes column (column Q), enter comments, as needed. Repeat steps a-d for each pay type to add. When you finish making changes, in the budget file Navigation panel, click Save Budget. |

Employee sheet

► Overview

The Employee sheet is for departments to budget at the employee level, and operates similarly to the JobCode sheet. No volume adjustments are included in the salary calculations. This sheet combines the data from the [Employee Listing](#) and Employee sheets.

Employee
19100 - EHS Accounting Operations (Employee)

| | | | | |
|-----------------------------|------------------|--------|--------|--------|
| Summary w/o New Initiatives | Total FTEs | 18.10 | 18.10 | 18.10 |
| | Target FTEs | 9.00 | 9.00 | 9.00 |
| | FTEs From Target | (9.10) | (9.10) | (9.10) |
| | PAID Hrs/Unit | 30.43 | 23.63 | 27.77 |
| | Prod % | 93.2% | 93.2% | 93.2% |

| | | | | |
|--------|--------|--------|--------|--------|
| 18.10 | 18.10 | 18.10 | 18.10 | 18.10 |
| 9.00 | 9.00 | 9.00 | 9.00 | 9.00 |
| (9.10) | (9.10) | (9.10) | (9.10) | (9.10) |
| 28.09 | 28.09 | 27.43 | 28.09 | 27.43 |
| 93.2% | 93.2% | 93.2% | 93.2% | 93.2% |

| Job Code | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes | Spread Method | FTEs | | | | | De FI |
|-------------|------------------------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|-------|---------------|--------|--------|--------|--------|--------|-------|
| | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | | | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | |
| JStat | Dept Primary Statistic | | | | | | 828 | 533 | 1359.5 | | | | | | | | | | |
| | Departmental PAID Total: | | | | | 8.00 | 18.10 | 18.10 | 18.10 | 274,793 | 866,346 | | | 18.10 | 18.10 | 18.10 | 18.10 | 18.10 | |
| | Total Float Staff | | | | | | | 1.73 | 1.73 | | 29,765 | | | 1.73 | 1.73 | 1.73 | 1.73 | 1.73 | |
| | Total Program Additions | | | | | | 0.00 | 0.00 | 0.00 | | 0 | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Position Changes | | | | | | 0.00 | 0.00 | 0.00 | | 0 | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Total Productive FTEs | | | | | 8.00 | 16.87 | 16.87 | 16.87 | | | | | 16.87 | 16.87 | 16.87 | 16.87 | 16.87 | |
| | Total Non-Productive FTEs | | | | | 0.00 | 1.23 | 1.23 | 1.23 | | | | | 1.23 | 1.23 | 1.23 | 1.23 | 1.23 | |
| J09999 | Contract Labor | \$125.00 | \$125.00 | \$125.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| JInitiative | New Initiatives | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| J00017 | Financial Accountant | | | | | | 2.15 | 2.15 | 2.15 | 36,420 | 109,141 | | | 2.15 | 2.15 | 2.15 | 2.15 | 2.15 | |
| | Total Productive | | | | | | 0.08 | 0.08 | 0.08 | 1,413 | 4,236 | | | 0.08 | 0.08 | 0.08 | 0.08 | 0.08 | |
| | Total Non-Productive | | | | | | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | | | 2.23 | 2.23 | 2.23 | 2.23 | 2.23 | |
| | JobCode Total | | | | | | | | | | | | | | | | | | |
| | Double click to show details | | | | | | | | | | | | | | | | | | |
| J00018 | Staff Accountant | | | | | | 3.46 | 3.46 | 3.46 | 43,222 | 129,524 | | | 3.46 | 3.46 | 3.46 | 3.46 | 3.46 | |
| | Total Productive | | | | | | 0.30 | 0.30 | 0.30 | 4,097 | 12,289 | | | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 | |
| | Total Non-Productive | | | | | | 3.76 | 3.76 | 3.76 | 47,313 | 147,784 | | | 3.76 | 3.76 | 3.76 | 3.76 | 3.76 | |
| | JobCode Total | | | | | | | | | | | | | | | | | | |
| | Double click to show details | | | | | | | | | | | | | | | | | | |
| J00021 | Director | | | | | | 3.30 | 3.30 | 3.30 | 100,299 | 300,542 | | | 3.30 | 3.30 | 3.30 | 3.30 | 3.30 | |
| | Total Productive | | | | | | 0.08 | 0.08 | 0.08 | 3,750 | 11,236 | | | 0.08 | 0.08 | 0.08 | 0.08 | 0.08 | |
| | Total Non-Productive | | | | | | 3.38 | 3.38 | 3.38 | 104,049 | 311,778 | | | 3.38 | 3.38 | 3.38 | 3.38 | 3.38 | |
| | JobCode Total | | | | | | | | | | | | | | | | | | |
| | Double click to show details | | | | | | | | | | | | | | | | | | |
| J00022 | Assistant Staff Accountant | | | | | | 3.46 | 3.46 | 3.46 | 37,255 | 111,643 | | | 3.46 | 3.46 | 3.46 | 3.46 | 3.46 | |
| | Total Productive | | | | | | 0.16 | 0.16 | 0.16 | 1,852 | 5,550 | | | 0.16 | 0.16 | 0.16 | 0.16 | 0.16 | |
| | Total Non-Productive | | | | | | 3.62 | 3.62 | 3.62 | 39,107 | 117,193 | | | 3.62 | 3.62 | 3.62 | 3.62 | 3.62 | |
| | JobCode Total | | | | | | | | | | | | | | | | | | |
| | Double click to show details | | | | | | | | | | | | | | | | | | |

This sheet is comprised of three main areas:

Summary

This area displays at the top of the sheet and provides an overview of the FTE totals, target, and FTEs from the budget target. It also shows you the paid hours and the productive percentage. This provides a quick and easy way to ensure that your numbers are on track without having to dive into the details.

Employee
19100 - EHS Accounting Operations (Employee)

| | | | | |
|-----------------------------|------------------|--------|--------|--------|
| Summary w/o New Initiatives | Total FTEs | 18.10 | 18.10 | 18.10 |
| | Target FTEs | 9.00 | 9.00 | 9.00 |
| | FTEs From Target | (9.10) | (9.10) | (9.10) |
| | PAID Hrs/Unit | 30.43 | 23.63 | 27.77 |
| | Prod % | 93.2% | 93.2% | 93.2% |

| Job Code | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes |
|-------------|---------------------------------------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|---------------------|
| | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| JStat | Dept Primary Statistic | | | | | | 828 | 533 | 1359.5 | | | |
| | Departmental PAID Total: | | | | | 8.00 | 18.10 | 18.10 | 18.10 | 274,793 | 866,346 | |
| | Total Float Staff | | | | | | | 1.73 | 1.73 | | 29,765 | |
| | Total Program Additions | | | | | | 0.00 | 0.00 | 0.00 | | 0 | |
| | Total Position Changes | | | | | | 0.00 | 0.00 | 0.00 | | 0 | |
| | Total Productive FTEs | | | | | 8.00 | 16.87 | 16.87 | 16.87 | | | |
| | Total Non-Productive FTEs | | | | | 0.00 | 1.23 | 1.23 | 1.23 | | | |
| J09999 | Contract Labor | \$125.00 | \$125.00 | \$125.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| JInitiative | New Initiatives | | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| J00017 | Financial Accountant | | | | | | 2.15 | 2.15 | 2.15 | 36,420 | 109,141 | |
| | Total Productive | | | | | | 0.08 | 0.08 | 0.08 | 1,413 | 4,236 | |
| | Total Non-Productive | | | | | | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | |
| | JobCode Total | | | | | | | | | | | |
| | Double click to hide details | | | | | | | | | | | |
| | McClendon, Mary E. | 17863 | \$24.37 | \$24.37 | \$24.37 | 1.00 | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | Input Comments Here |
| | Double Click to Insert New Employee | | \$24.37 | \$24.37 | \$24.37 | 0.00 | 0.00 | 0.00 | 0.00 | | 0 | |
| | Float Staff / Inactive Employees | | \$24.37 | \$24.37 | \$24.37 | | | 0.00 | 0.00 | | 0 | |
| | Program Additions | | \$24.37 | \$24.37 | \$24.37 | | | 0.00 | 0.00 | | 0 | |
| | Position Changes | | \$24.37 | \$24.37 | \$24.37 | | | 0.00 | 0.00 | | 0 | |
| | Financial Accountant - Total Scheduled Paid | | | | | 1.00 | 2.23 | 2.23 | 2.23 | | 113,377 | |

Employee

19100 - EHS Accounting Operations (Employee)

| | | | | |
|-----------------------------|------------------|--------|--------|--------|
| Summary w/o New Initiatives | Total FTEs | 18.10 | 18.10 | 18.10 |
| | Target FTEs | 9.00 | 9.00 | 9.00 |
| | FTEs From Target | (9.10) | (9.10) | (9.10) |
| | PAID Hrs/Unit | 30.43 | 23.63 | 27.77 |
| | Prod % | 93.2% | 93.2% | 93.2% |

| Job Code | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes |
|-------------|----------------------------------------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| JStat | Dept Primary Statistic | | | | | | 828 | 533 | 1359.5 | | | |
| | Departmental PAID Total: | | | | | 8.00 | 18.10 | 18.10 | 18.10 | 274,793 | 866,346 | |
| | Total Float Staff | | | | | | | 1.73 | 1.73 | | 29,765 | |
| | Total Program Additions | | | | | | | 0.00 | 0.00 | | 0 | |
| | Total Position Changes | | | | | | | 0.00 | 0.00 | | 0 | |
| | Total Productive FTEs | | | | | 8.00 | 16.87 | 16.87 | 16.87 | | | |
| | Total Non-Productive FTEs | | | | | 0.00 | 1.23 | 1.23 | 1.23 | | | |
| J09999 | Contract Labor | \$125.00 | \$125.00 | \$125.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| JInitiative | New Initiatives | | | | | | | | 0.00 | | 0 | |
| J00017 | Financial Accountant | | | | | | 2.15 | 2.15 | 2.15 | 36,420 | 109,141 | |
| | Total Productive | | | | | | 0.08 | 0.08 | 0.08 | 1,413 | 4,236 | |
| | Total Non-Productive | | | | | | | | | | | |
| | JobCode Total | | | | | | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | |
| | Double click to show details | | | | | | | | | | | |

To view the job code details, double-click the **Double click to show details** cell. From this expanded section you can view specific details about the job code as well as a list of all the employees assigned the job code.

| | | | | |
|-----------------------------|------------------|--------|--------|--------|
| Summary w/o New Initiatives | Total FTEs | 18.10 | 18.10 | 18.10 |
| | Target FTEs | 9.00 | 9.00 | 9.00 |
| | FTEs From Target | (9.10) | (9.10) | (9.10) |
| | PAID Hrs/Unit | 30.43 | 23.63 | 27.77 |
| | Prod % | 93.2% | 93.2% | 93.2% |

| Job Code | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes |
|-------------|-----------------------------------------------------|--------------|------------|----------|------------|---------------|------------|-------------------|----------------|-------------------|----------------|---------------------|
| | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| JInitiative | New Initiatives | | | | | | | | 0.00 | | 0 | |
| J00017 | Financial Accountant | | | | | | 2.15 | 2.15 | 2.15 | 36,420 | 109,141 | |
| | Total Productive | | | | | | 0.08 | 0.08 | 0.08 | 1,413 | 4,236 | |
| | Total Non-Productive | | | | | | | | | | | |
| | JobCode Total | | | | | | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | |
| | Double click to hide details | | | | | | | | | | | |
| | McClendon, Mary E. | 17863 | \$24.37 | \$24.37 | \$24.37 | 1.00 | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | Input Comments Here |
| | Double Click to Insert New Employee | | | | | | | | | | | |
| | Float Staff / Inactive Employees | | \$24.37 | \$24.37 | \$24.37 | 0.00 | 0.00 | 0.00 | 0.00 | | 0 | |
| | Program Additions | | \$24.37 | \$24.37 | \$24.37 | | | 0.00 | 0.00 | | 0 | |
| | Position Changes | | \$24.37 | \$24.37 | \$24.37 | | | 0.00 | 0.00 | | 0 | |
| | Financial Accountant - Total Scheduled Paid | | | | | 1.00 | 2.23 | 2.23 | 2.23 | | 113,377 | |
| | Regular | History | \$24.37 | \$24.37 | \$24.37 | 96.3% | 2.15 | 2.15 | 2.15 | 36,420 | 109,141 | |
| | Overtime | 2 | \$36.55 | \$36.55 | \$36.56 | 0.0% | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Education | 1 | \$24.37 | \$24.37 | \$24.37 | 0.0% | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Lump Sum Payout | | | | | | | | | | 0 | |
| | Financial Accountant - Total Productive | | | | | 96.3% | 1.00 | 2.15 | 2.15 | 36,420 | 109,141 | |
| | Paid Time Off using YTD | 1 | \$24.37 | \$24.37 | \$24.37 | 3.7% | 0.08 | 0.08 | 0.08 | 1,413 | 4,236 | |
| | Call Pay Week 2 | PHCAL2 | \$0.00 | \$0.00 | \$0.00 | \$5/Paid Hr | | | | 0 | 0 | Input Comments Here |
| | Call Pay | P0020 | \$0.00 | \$0.00 | \$0.00 | \$5/Prod Hr | | | | 0 | 0 | Input Comments Here |
| | Regular | P0001 | | | | Input Monthly | | | | 0 | 0 | Input Comments Here |
| | Paid Time Off | P0004 | | | | Input Monthly | | | | 0 | 0 | Input Comments Here |
| | Double Click to Insert New Pay Type | | | | | | | | | | | |
| J00017 | Financial Accountant | | | | | 100.0% | 1.00 | 2.23 | 2.23 | 37,834 | 113,377 | |

Keep in mind the following:

- Non-FTE-related pay categories are added during the interface process within the job code block and use a dollars-per-productive-hour or input monthly methodology.
- You can make monthly adjustments to FTEs to model staging of staffing changes.

- For contract labor, you must enter requests for contract labor FTEs. No default to YTD is made.

IMPORTANT: If you add a new calc method to a labor method sheet (such as adding new job code pay type) and you do not include any calculated hours and dollars, then the calc method will not be included the next time the budget plan file is rebuilt.

► Sheet columns

The following table provides descriptions for the columns in this sheet:

| Column Name | Column Letter | Description |
|----------------------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Code | A | The job code identification number number (using Jobcode.KHABgtCode). |
| Employee ID | F | The identification number of the employee. |
| Current Rate | G | The hourly rate as of the start of the budget process. |
| Start Rate | H | The hourly rate as of the start of the new budget year. This includes any salary increases expected to occur in the remainder of the current year. |
| End Rate | I | The hourly rate as of the end of the budget process. This includes all salary increases through the end of the budget year. This is calculated using the last month of the budget as this would contain the effective rate of all merit & market adjustments. |
| Alloc Rate | J | Calculated based upon YTD actual % of total FTE. You can make adjustments to allocate NYB FTEs for salary calculations. |
| Sched | K | Scheduled FTEs from the labor master file or CYB FTEs depending on the configuration option chosen in the Budget Configuration Assumptions driver file. |
| YTD Actual | L | Year-to-date FTEs from the Payroll26 database. |
| <i>Month-Month</i> Projected (FTEs) | M | Projected FTEs for the remaining months of the current fiscal year. Initial FTE allocation is the same as YTD. |
| FY20XX Budget (FTEs) | N | Starting point matches projected FTEs. You can make monthly adjustments the <i>Month-Year</i> FTEs columns (columns S-AD). |
| <i>Month-Month</i> Projected (Dollars) | O | Projected dollars for the remaining months of the current fiscal year. |

| Column Name | Column Letter | Description |
|----------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FY20XX Budget (Dollars) | P | Projected dollars for the budget year. |
| Notes | Q | Enter comments for the line item, as needed. |
| Spread Method | R | Select a spread method for the pay type, as needed. |
| <i>Month-Year</i> FTEs | S-AD | Enter a percentage of each FTE factor to the total factor. For example, let's say that the FTE factor for month one is 177 divided by the FTE factor for the year of 2080 or 2086. It usually ranges around 8% or so per month. NOTE: Not all pay types allow you to update the spread amount. |
| <i>Month-Year</i> Hours | AG-AS | Hours spread across months, including total budgeted hours. |
| <i>Month-Year</i> Dollars | AT-BF | Dollars spread across months, including total budgeted dollars. |
| <i>Month-Year</i> FICA | BH-BT | FICA spread across months, including total budgeted FICA. |
| Projected FICA | BW | Total projected FICA amount. |
| <i>Month-Month</i> Hours | BX | Total budgeted hours for the remaining months of the fiscal year. |
| <i>Month-Month</i> Dollars | BY | Total budgeted dollars for the remaining months of the fiscal year. |

The following sections include instructions on performing specific actions in this sheet.

► Updating projected and budgeted FTE for an employee

To update projected and budgeted FTE for an employee:

1. Navigate to the job code assigned to the employee, and double-click **Double click to show details**.

Employee
19100 - EHS Accounting Operations (Employee)

| Job Code | | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes |
|-------------|----------------------|-------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| JInitiative | New Initiatives | | | | | | | | | 0.00 | | 0 | |
| J00017 | Financial Accountant | | | | | | | | | | | | |
| | Total Productive | | | | | | | 2.15 | 2.15 | 2.15 | 36,420 | 109,141 | |
| | Total Non-Productive | | | | | | | 0.08 | 0.08 | 0.08 | 1,413 | 4,236 | |
| | JobCode Total | | | | | | | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | |

↓ Double click to show details

2. In the **Month-Month Projected** (column M) and **FY 20XX Budget** (column n) columns, update the FTE values for the employee, as needed.

Employee
19100 - EHS Accounting Operations (Employee)

| Job Code | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes |
|-------------------------------------|-------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|---------------------|
| | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| Total Productive | | | | | | | 2.15 | 2.15 | 2.15 | 36,420 | 109,141 | |
| Total Non-Productive | | | | | | | 0.08 | 0.08 | 0.08 | 1,413 | 4,236 | |
| JobCode Total | | | | | | | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | |
| Double click to hide details | | | | | | | | | | | | |
| McClendon, Mary E. | 17863 | \$24.37 | \$24.37 | \$24.37 | | 1.00 | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | Input Comments Here |
| Double Click to Insert New Employee | | | | | | | | | | | | |
| Float Staff / Inactive Employees | | \$24.37 | \$24.37 | \$24.37 | | 0.00 | 0.00 | 0.00 | 0.00 | | 0 | |
| Program Additions | | \$24.37 | \$24.37 | \$24.37 | | | | 0.00 | 0.00 | | 0 | |
| Position Changes | | \$24.37 | \$24.37 | \$24.37 | | | | 0.00 | 0.00 | | 0 | |

3. In the **Notes** column (column Q), enter comments, as needed.
4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Updating projected FTEs for float staff/inactive employees, program additions, and position changes

To update projected FTEs for float staff/inactive employees, program additions, and position changes:

1. Navigate to the job code, and double-click **Double click to show details**.

Employee
19100 - EHS Accounting Operations (Employee)

| Job Code | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes |
|------------------------------|----------------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| Initiative | New Initiatives | | | | | | | | 0.00 | | 0 | |
| J00017 | Financial Accountant | | | | | | | | | | | |
| | Total Productive | | | | | | 2.15 | 2.15 | 2.15 | 36,420 | 109,141 | |
| | Total Non-Productive | | | | | | 0.08 | 0.08 | 0.08 | 1,413 | 4,236 | |
| | JobCode Total | | | | | | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | |
| Double click to show details | | | | | | | | | | | | |

2. In the **Month-Month Projected** column (column M) for the Float Staff/Inactive Employees, Program Additions, and Position Changes line items, as needed.

Employee
19100 - EHS Accounting Operations (Employee)

| Job Code | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes |
|---------------------------------------------|----------------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|---------------------|
| | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| Total Non-Productive | | | | | | | 0.59 | 0.59 | 0.59 | 5,505 | 16,497 | |
| JobCode Total | | | | | | | 5.10 | 5.10 | 5.10 | 46,499 | 139,344 | |
| Double click to hide details | | | | | | | | | | | | |
| Hayes, Patricia A. | 12628 | \$13.05 | \$13.05 | \$13.05 | | 1.00 | 1.68 | 1.68 | 1.68 | 15,282 | 45,795 | Input Comments Here |
| Joyce, Laquita K. | 13712 | \$13.58 | \$13.58 | \$13.58 | | 1.00 | 1.73 | 1.73 | 1.73 | 16,329 | 48,932 | Input Comments Here |
| Lee, Michele B. | 21272 | \$12.85 | \$12.85 | \$12.85 | | 1.00 | 1.69 | 1.69 | 1.69 | 15,152 | 45,405 | Input Comments Here |
| Double Click to Insert New Employee | | | | | | | | | | | | |
| Float Staff / Inactive Employees | | \$13.16 | \$13.16 | \$13.16 | | 0.00 | 0.00 | 0.00 | 0.00 | | 0 | |
| Program Additions | | \$13.16 | \$13.16 | \$13.16 | | | | 0.00 | 0.00 | | 0 | |
| Position Changes | | \$13.16 | \$13.16 | \$13.16 | | | | 0.00 | 0.00 | | 0 | |
| Accounting Assistant - Total Scheduled Paid | | | | | | | | | | | | |
| Regular | History | \$13.16 | \$13.16 | \$13.16 | 87.0% | | 4.44 | 4.44 | 4.44 | 40,690 | 121,937 | |
| Overtime | 2 | \$6.48 | \$6.48 | \$6.48 | 1.3% | | 0.07 | 0.07 | 0.07 | 304 | 910 | |
| Education | 1 | \$13.16 | \$13.16 | \$13.16 | 0.0% | | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| Lump Sum Payout | | | | | | | | | | 0 | 0 | |
| Accounting Assistant - Total Productive | | | | | | | | | | | | |
| Paid Time Off using YTD | 1 | \$13.16 | \$13.16 | \$13.16 | 11.6% | | 0.59 | 0.59 | 0.59 | 5,445 | 16,317 | |
| Holiday Premium | | \$30.00 | \$30.00 | \$30.00 | | | | | | 60 | 180 | Input Comments Here |
| Double Click to Insert New Pay Type | | | | | | | | | | | | |
| J00723 | Accounting Assistant | | | | 100.0% | 3.00 | 5.10 | 5.10 | 5.10 | 46,499 | 139,344 | |

3. In the **Notes** column (column Q), enter comments, as needed.
4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Updating the allocation rate for a job code pay type

To update the allocation rate for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

| Employee 19100 - EHS Accounting Operations (Employee) | | | | | | | | | | | | | |
|----------------------------------------------------------|----------------------------------------------|-------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|-------|
| Job Code | | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes |
| | | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| J00018 | Staff Accountant | | | | | | | | | | | | |
| | Total Productive | | | | | | | 3.46 | 3.46 | 3.46 | 43,222 | 129,524 | |
| | Total Non-Productive | | | | | | | 0.30 | 0.30 | 0.30 | 4,091 | 12,260 | |
| | JobCode Total | | | | | | | 3.76 | 3.76 | 3.76 | 47,313 | 141,784 | |
| | Double click to show details | | | | | | | | | | | | |

2. In the **Alloc Rate** column (column J), enter a percentage for each line item, as needed.

| Employee 19100 - EHS Accounting Operations (Employee) | | | | | | | | | | | | | |
|----------------------------------------------------------|-----------------------------------------------------|-------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|---------------------|
| Job Code | | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes |
| | | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| J00018 | Staff Accountant | | | | | | | | | | | | |
| | Total Productive | | | | | | | 3.46 | 3.46 | 3.46 | 43,222 | 129,524 | |
| | Total Non-Productive | | | | | | | 0.30 | 0.30 | 0.30 | 4,091 | 12,260 | |
| | JobCode Total | | | | | | | 3.76 | 3.76 | 3.76 | 47,313 | 141,784 | |
| | Double click to hide details | | | | | | | | | | | | |
| | Bridewell, Jan L. | 24828 | \$19.30 | \$19.30 | \$19.30 | | 1.00 | 2.03 | 2.03 | 2.03 | 27,314 | 81,853 | Input Comments Here |
| | Double Click to Insert New Employee | | | | | | | | | | | | |
| | Float Staff / Inactive Employees | | \$8.27 | \$8.27 | \$8.27 | | 0.00 | 1.73 | 1.73 | 1.73 | | 29,765 | |
| | Program Additions | | \$19.30 | \$19.30 | \$19.30 | | | 0.00 | 0.00 | 0.00 | | 0 | |
| | Position Changes | | \$19.30 | \$19.30 | \$19.30 | | | 0.00 | 0.00 | 0.00 | | 0 | |
| | Staff Accountant - Total Scheduled Paid | | | | | | 1.00 | 3.76 | 3.76 | 3.76 | | 111,618 | |
| | Regular | History | \$17.97 | \$17.97 | \$17.97 | 91.9% | | 3.46 | 3.46 | 3.46 | 43,222 | 129,524 | |
| | Overtime | 2 | \$26.96 | \$26.96 | \$26.96 | 0.0% | | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Education | 1 | \$17.97 | \$17.97 | \$17.97 | 0.0% | | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Lump Sum Payout | | | | | | | | | | 0 | 0 | |
| | Staff Accountant - Total Productive | | | | | 91.9% | 1.00 | 3.46 | 3.46 | 3.46 | 43,222 | 129,524 | |
| | Paid Time Off using YTD | 1 | \$19.30 | \$19.30 | \$19.30 | 8.1% | | 0.30 | 0.30 | 0.30 | 4,091 | 12,260 | |
| | Double Click to Insert New Pay Type | | | | | | | | | | | | |
| J00018 | Staff Accountant | | | | | 100.0% | 1.00 | 3.76 | 3.76 | 3.76 | 47,313 | 141,784 | |

3. In the **Notes** column (column Q), enter comments, as needed.
4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Updating the spread method for a job code pay type

To update the spread method for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details**.

| Employee 19100 - EHS Accounting Operations (Employee) | | | | | | | | | | | | | |
|----------------------------------------------------------|----------------------------------------------|-------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|-------|
| Job Code | | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes |
| | | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| J00723 | Accounting Assistant | | | | | | | | | | | | |
| | Total Productive | | | | | | | 4.51 | 4.51 | 4.51 | 40,994 | 122,848 | |
| | Total Non-Productive | | | | | | | 0.59 | 0.59 | 0.59 | 5,505 | 16,497 | |
| | JobCode Total | | | | | | | 5.10 | 5.10 | 5.10 | 46,499 | 139,344 | |
| | Double click to show details | | | | | | | | | | | | |

2. From the **Spread Method** column (column R), select the spread method to use.

Employee

19100 - EHS Accounting Operations (Employee)

| Job Code | Spread Method | Jul-20 FTEs | Aug-20 FTEs | Sep-20 FTEs | Oct-20 FTEs | Nov-20 FTEs | Dec-20 FTEs | Jan-21 FTEs | Feb-21 FTEs | Mar-21 FTEs | Apr-21 FTEs | May-21 FTEs | Jun-21 FTEs | T F |
|----------|-----------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----|
| J00723 | Accounting Assistant | | | | | | | | | | | | | |
| | Total Productive | 4.51 | 4.51 | 4.51 | 4.51 | 4.51 | 4.51 | 4.51 | 4.51 | 4.51 | 4.51 | 4.51 | 4.51 | |
| | Total Non-Productive | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | |
| | JobCode Total | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | |
| | Double click to hide details | | | | | | | | | | | | | |
| | Hayes, Patricia A. | 1.68 | 1.68 | 1.68 | 1.68 | 1.68 | 1.68 | 1.68 | 1.68 | 1.68 | 1.68 | 1.68 | 1.68 | |
| | Joyce, Laquita K. | 1.73 | 1.73 | 1.73 | 1.73 | 1.73 | 1.73 | 1.73 | 1.73 | 1.73 | 1.73 | 1.73 | 1.73 | |
| | Lee, Michele B. | 1.69 | 1.69 | 1.69 | 1.69 | 1.69 | 1.69 | 1.69 | 1.69 | 1.69 | 1.69 | 1.69 | 1.69 | |
| | Employee Name | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Double Click to Insert New Employee | | | | | | | | | | | | | |
| | Float Staff / Inactive Employees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Program Additions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Position Changes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Accounting Assistant - Total Schedule | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | |
| | Regular | 4.44 | 4.44 | 4.44 | 4.44 | 4.44 | 4.44 | 4.44 | 4.44 | 4.44 | 4.44 | 4.44 | 4.44 | |
| | Overtime | FTEAlloc | 0.07 | 0.07 | 0.07 | 0.07 | 0.07 | 0.07 | 0.07 | 0.07 | 0.07 | 0.07 | 0.07 | |
| | Education | FTEAlloc | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Lump Sum Payout | | | | | | | | | | | | | |
| | Accounting Assistant - Total Productive | 4.51 | 4.51 | 4.51 | 4.51 | 4.51 | 4.51 | 4.51 | 4.51 | 4.51 | 4.51 | 4.51 | 4.51 | |
| | Paid Time Off using YTD | FTEAlloc | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | 0.59 | |
| | Holiday Premium | | | | | | | | | | | | | |
| | Double Click to Insert New Pay Type | | | | | | | | | | | | | |
| J00723 | Accounting Assistant | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | 5.10 | |

3. In the **Month-Year FTEs** columns (columns S-AD), make adjustments, as needed.

NOTE: The spread methods available are configured by your organization.

4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Adding a new employee

To add a new employee:

1. Navigate to the job code to add the new employee, double-click **Double click to show details**.

Employee

19100 - EHS Accounting Operations (Employee)

| Job Code | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes |
|------------|------------------------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| Initiative | New Initiatives | | | | | | | | 0.00 | | 0 | |
| J00017 | Financial Accountant | | | | | | | | | | | |
| | Total Productive | | | | | | 2.15 | 2.15 | 2.15 | 36,420 | 109,141 | |
| | Total Non-Productive | | | | | | 0.08 | 0.08 | 0.08 | 1,413 | 4,236 | |
| | JobCode Total | | | | | | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | |
| | Double click to show details | | | | | | | | | | | |

2. Double-click **Double Click to Insert New Employee**.

Employee

19100 - EHS Accounting Operations (Employee)

| Job Code | | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes |
|----------|---------------------------------------------|-------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|----------------------------------|
| | | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| | Total Productive | | | | | | | 2.15 | 2.15 | 2.15 | 36,420 | 109,141 | |
| | Total Non-Productive | | | | | | | 0.08 | 0.08 | 0.08 | 1,413 | 4,236 | |
| | JobCode Total | | | | | | | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | |
| | Double click to hide details | | | | | | | | | | | | |
| | Mcclendon, Mary E. | 17863 | \$24.37 | \$24.37 | \$24.37 | | 1.00 | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | Input Comments Here |
| | | 1910012600 | \$0.00 | \$0.00 | \$0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | New position approved and s Sep. |
| | Double Click to Insert New Employee | | | | | | | | | | | | |
| | Float Staff / inactive Employees | | \$24.37 | \$24.37 | \$24.37 | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Program Additions | | \$24.37 | \$24.37 | \$24.37 | | | | 0.00 | 0.00 | 0 | 0 | |
| | Position Changes | | \$24.37 | \$24.37 | \$24.37 | | | | 0.00 | 0.00 | 0 | 0 | |
| | Financial Accountant - Total Scheduled Paid | | | | | | 1.00 | 2.23 | 2.23 | 2.23 | | 113,377 | |
| | Regular | History | \$24.37 | \$24.37 | \$24.37 | 96.3% | | 2.15 | 2.15 | 2.15 | 36,420 | 109,141 | |
| | Overtime | 2 | \$36.55 | \$36.55 | \$36.56 | 0.0% | | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Education | 1 | \$24.37 | \$24.37 | \$24.37 | 0.0% | | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Lump Sum Payout | | | | | | | | | | 0 | 0 | |
| | Financial Accountant - Total Productive | | | | | 96.3% | 1.00 | 2.15 | 2.15 | 2.15 | 36,420 | 109,141 | |
| | Paid Time Off using YTD | 1 | \$24.37 | \$24.37 | \$24.37 | 3.7% | | 0.08 | 0.08 | 0.08 | 1,413 | 4,236 | |
| | Double Click to Insert New Pay Type | | | | | | | | | | | | |
| J00017 | Financial Accountant | | | | | 100.0% | 1.00 | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | |

3. Enter information in the following columns, as needed:

- Employee Name (column E)
- Employee ID (column F)
- Current Rate (column G)
- Start Rate (column H)
- *Month-Month* Projected (FTE) (column M)
- Notes (column Q)
- *Month-Month* FTE columns (columns S-AD)

4. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Adding contract labor

To add contract labor:

1. Navigate to the contract labor job code.

Employee

19100 - EHS Accounting Operations (Employee)

| | | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes | |
|-------------|---------------------------|-------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|-------|--|
| | | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | | |
| JStat | Dept Primary Statistic | | | | | | | 828 | 533 | 1359.5 | | | | |
| | Departmental PAID Total: | | | | | | 8.00 | 18.10 | 18.10 | 18.10 | 274,793 | 866,346 | | |
| | Total Float Staff | | | | | | | | 1.73 | 1.73 | | 29,765 | | |
| | Total Program Additions | | | | | | | | 0.00 | 0.00 | | 0 | | |
| | Total Position Changes | | | | | | | | 0.00 | 0.00 | | 0 | | |
| | Total Productive FTEs | | | | | | 8.00 | 16.87 | 16.87 | 16.87 | | | | |
| | Total Non-Productive FTEs | | | | | | 0.00 | 1.23 | 1.23 | 1.23 | | | | |
| J09999 | Contract Labor | \$125.00 | \$125.00 | \$125.00 | | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | | |
| JInitiative | New Initiatives | | | | | | | | | 0.00 | | 0 | | |

2. In the **Current Rate** column (column G), enter the hourly rate for the contract labor.
3. In the **Start Rate** column (column H), enter the starting rate.
4. In the ***Month-Month* Projected (FTEs)** column (column M), enter the projected FTE value.
5. In the ***Month-Year* FTEs** columns (columns S-AD), enter the FTE spread across months.

6. After making your changes, in the budget file Navigation panel, click **Save Budget**.

► Adding a new pay type for a job code

To add a new pay type for a job code:

1. In the job code in which to add the new employee, double-click **Double click to show details**.

Employee
19100 - EHS Accounting Operations (Employee)

| Job Code | | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes |
|------------|------------------------------|-------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| Initiative | New Initiatives | | | | | | | | | 0.00 | | 0 | |
| J00017 | Financial Accountant | | | | | | | | | | | | |
| | Total Productive | | | | | | | 2.15 | 2.15 | 2.15 | 36,420 | 109,141 | |
| | Total Non-Productive | | | | | | | 0.08 | 0.08 | 0.08 | 1,413 | 4,236 | |
| | JobCode Total | | | | | | | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | |
| | Double click to show details | | | | | | | | | | | | |

2. Double-click **Double Click to Insert New Pay Type**.

Employee

19100 - EHS Accounting Operations (Employee)

| Job Code | | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes |
|----------|---------------------------------------------|-------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|-----------------------------------|
| | | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| | Total Productive | | | | | | | 2.15 | 2.15 | 2.15 | 36,420 | 109,141 | |
| | Total Non-Productive | | | | | | | 0.08 | 0.08 | 0.08 | 1,413 | 4,236 | |
| | JobCode Total | | | | | | | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | |
| | Double click to hide details | | | | | | | | | | | | |
| | McClendon, Mary E. | 17863 | \$24.37 | \$24.37 | \$24.37 | | 1.00 | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | Input Comments Here |
| | | 1910012600 | \$0.00 | \$0.00 | \$0.00 | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | New position approved and st Sep. |
| | Double Click to Insert New Employee | | | | | | | | | | | | |
| | Float Staff / inactive Employees | | \$24.37 | \$24.37 | \$24.37 | | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Program Additions | | \$24.37 | \$24.37 | \$24.37 | | | | 0.00 | 0.00 | 0 | 0 | |
| | Position Changes | | \$24.37 | \$24.37 | \$24.37 | | | | 0.00 | 0.00 | 0 | 0 | |
| | Financial Accountant - Total Scheduled Paid | | | | | | 1.00 | 2.23 | 2.23 | 2.23 | | 113,377 | |
| | Regular | History | \$24.37 | \$24.37 | \$24.37 | 96.3% | | 2.15 | 2.15 | 2.15 | 36,420 | 109,141 | |
| | Overtime | 2 | \$36.55 | \$36.55 | \$36.56 | 0.0% | | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Education | 1 | \$24.37 | \$24.37 | \$24.37 | 0.0% | | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Lump Sum Payout | | | | | | | | | | 0 | 0 | |
| | Financial Accountant - Total Productive | | | | | 96.3% | 1.00 | 2.15 | 2.15 | 2.15 | 36,420 | 109,141 | |
| | Paid Time Off using YTD | 1 | \$24.37 | \$24.37 | \$24.37 | 3.7% | | 0.08 | 0.08 | 0.08 | 1,413 | 4,236 | |
| | Double Click to Insert New Pay Type | | | | | | | | | | | | |
| J00017 | Financial Accountant | | | | | 100.0% | 1.00 | 2.23 | 2.23 | 2.23 | 37,834 | 113,377 | |

3. From the **Insert Calc Method(s)** in sheet **Employee** dialog, select one of the following calc methods, and click **OK**:

- **Add New AvgPer Paid Hr PayType** - Calculates other non-FTE related pay based on the relationship to paid hours in the job code block. Monthly spread will be based on the spread of paid hours.
- **Add New AvgPer Prod Hr PayType** - Calculates other non-FTE related pay based on the relationship to productive hours in the job code block. Monthly spread will be based on the spread of productive hours.
- **Add New Input Monthly PayType** - Calculates other non-FTE related pay by typing in the monthly totals.

4. Do the following based on the calc method you selected in step 3:

| Calc Method | Steps |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Add New AvgPer Paid Hr PayType | a. In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK . |
| Add New AvgPer Prod Hr PayType | b. In the Start Rate column (column H), enter the hourly start rate. c. In the Notes column (column Q), enter comments, as needed. d. Repeat steps a-c for each pay type to add. e. When you finish making changes, in the budget file Navigation panel, click Save Budget . |
| Add New Input Monthly PayType | a. In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK . b. In the Month-Month Projected (Dollars) column (column O), enter the projected dollars. c. In the Notes column (column Q), enter comments, as needed. d. In the monthly budget (columns AT-BE), enter values for the applicable months. e. Repeat steps a-d for each pay type to add. f. When you finish making changes, in the budget file Navigation panel, click Save Budget . |

► Adding a new job code to a department

To add a new job code to a department:

1. Navigate to the end of the job code listing, and double-click **Double Click to Insert New Job Code**.

Employee

19100 - EHS Accounting Operations (Employee)

| Job Code | | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes |
|----------|-----------------------------------------------------|-------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| | Total Productive | | | | | | 3.30 | 3.30 | 3.30 | 100,290 | 300,542 | | |
| | Total Non-Productive | | | | | | 0.08 | 0.08 | 0.08 | 3,750 | 11,236 | | |
| | JobCode Total | | | | | | 3.38 | 3.38 | 3.38 | 104,040 | 311,778 | | |
| | Double click to show details | | | | | | | | | | | | |
| J00022 | Assistant Staff Accountant | | | | | | | | | | | | |
| | Total Productive | | | | | | 3.46 | 3.46 | 3.46 | 37,255 | 111,643 | | |
| | Total Non-Productive | | | | | | 0.16 | 0.16 | 0.16 | 1,852 | 5,550 | | |
| | JobCode Total | | | | | | 3.62 | 3.62 | 3.62 | 39,107 | 117,193 | | |
| | Double click to show details | | | | | | | | | | | | |
| J00723 | Accounting Assistant | | | | | | | | | | | | |
| | Total Productive | | | | | | 4.51 | 4.51 | 4.51 | 40,994 | 122,848 | | |
| | Total Non-Productive | | | | | | 0.59 | 0.59 | 0.59 | 5,505 | 16,497 | | |
| | JobCode Total | | | | | | 5.10 | 5.10 | 5.10 | 46,499 | 139,344 | | |
| | Double click to show details | | | | | | | | | | | | |
| | Double Click to Insert New Job Code | | | | | | | | | | | | |

2. In the **Calc Method Variables** dialog, enter a job code or click **Choose Value** to select a job code,

and then click **OK**.

- To enter adjustments to allocate NYB FTEs for salary calculations, click **Double Click to Show Details**.

Employee
19100 - EHS Accounting Operations (Employee)

| Job Code | | Employee ID | Current Rate | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes |
|----------|------------------------------|-------------|--------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|-------|
| | | | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | |
| | Double click to show details | | | | | | | | | | | | |
| J00022 | Assistant Staff Accountant | | | | | | | | | | | | |
| | Total Productive | | | | | | | 3.46 | 3.46 | 3.46 | 37,255 | 111,643 | |
| | Total Non-Productive | | | | | | | 0.16 | 0.16 | 0.16 | 1,852 | 5,550 | |
| | JobCode Total | | | | | | | 3.62 | 3.62 | 3.62 | 39,107 | 117,193 | |
| | Double click to show details | | | | | | | | | | | | |
| J00723 | Accounting Assistant | | | | | | | | | | | | |
| | Total Productive | | | | | | | 4.51 | 4.51 | 4.51 | 40,994 | 122,848 | |
| | Total Non-Productive | | | | | | | 0.59 | 0.59 | 0.59 | 5,505 | 16,497 | |
| | JobCode Total | | | | | | | 5.10 | 5.10 | 5.10 | 46,499 | 139,344 | |
| | Double click to show details | | | | | | | | | | | | |
| J00006 | Receptionist (19100_0) | | | | | | | | | | | | |
| | Total Productive | | | | | | | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Total Non-Productive | | | | | | | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | JobCode Total | | | | | | | 0.00 | 0.00 | 0.00 | 0 | 0 | |
| | Double click to show details | | | | | | | | | | | | |

- From the details section, do any of the following:
 - Add a new pay type for a job code
 - Update the spread method for a job code pay type
 - Update the allocation rate for a job code pay type
 - Update projected FTEs for float staff/inactive employees, program additions, and position change
 - Add a new employee
 - Update projected and budgeted FTE for an employee
- When you finish making changes, in the budget file Navigation panel, click **Save Budget**.

► Adding a new department pay type

To add a new department pay type:

- Navigate to the bottom of the sheet, and double-click **Double Click to Insert New Dept Pay Type**.

Employee
19100 - EHS Accounting Operations (Employee)

| Job Code | | Start Rate | End Rate | Alloc Rate | FTEs | | | Dollars | | | Notes | Spread Method | Jul-21 FTEs |
|----------|------------------------------------------|------------|----------|------------|-------|------------|-------------------|----------------|-------------------|----------------|-------|---------------|-------------|
| | | | | | Sched | YTD Actual | Mar-Jun Projected | FY 2021 Budget | Mar-Jun Projected | FY 2021 Budget | | | |
| | Double Click to Insert New Pay Type | | | | | | | | | | | | |
| J00017 | Financial Accountant | | | 100.0% | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0 | | | |
| | Double Click to Insert New Job Code | | | | | | | | | | | | |
| | DEPT OTHER PAY | Budget | | | | | | | | | | | |
| JDept | Double Click to Insert New Dept Pay Type | | | | | | | | 0 | 0 | | | |
| | Total | | | | | | | | | | | | |

- From the **Insert Calc Method(s)** in sheet **Employee** dialog, select one of the following calc methods, and click **OK**:

NOTE: The dialog includes fields that are not enabled at this time.

- **Dept_AvgPerProdHr** - Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours.
- **Dept_InputMonthly** - Calculates other Non-FTE related pay by inputting monthly amounts for the department.
- **Dept_InputTotal** - Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month.

3. Do the following based on the calc method you selected in step 2:

| Calc Method | Steps |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dept_AvgPerProdHr | <ol style="list-style-type: none">In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.In the Budget column (column H), enter the hourly start rate.In the Notes column (column Q), enter comments, as needed.Repeat steps a-c for each pay type to add.When you finish making changes, in the budget file Navigation panel, click Save Budget. |
| Dept_InputMonthly | <ol style="list-style-type: none">In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.In the Month-Month Projected (Dollars) column (column O), enter the projected dollars.In the Notes column (column Q), enter comments, as needed.In the monthly budget (columns AT-BE), enter values for the applicable months.Repeat steps a-d for each pay type to add.When you finish making changes, in the budget file Navigation panel, click Save Budget. |

| Calc Method | Steps |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dept_InputTotal | <p>a. In the Calc Method Variables dialog, enter a pay type or click Choose Value to select a pay type, and then click OK.</p> <p>b. In the Month-Month Projected (Dollars) column (column O), enter the projected dollars.</p> <p>c. In the FY 20XX Budget (Dollars) column (column P), enter the projected budgeted dollars.</p> <p>d. In the Notes column (column Q), enter comments, as needed.</p> <p>e. Repeat steps a-d for each pay type to add.</p> <p>f. When you finish making changes, in the budget file Navigation panel, click Save Budget.</p> |

Staffing sheet

► Overview

This sheet allows 24/7 departments to prepare the budget by shift/day of the week, such as a nursing department, cafeteria, lab, or security. This sheet is comprised of three main areas:

Staffing Summary

This area displays at the top of the sheet and provides an overview of the total hours for productive and target, the FTEs from target, the paid hours per unit, and the productive percentage. It also shows the trending of FTEs over time with LYA, YTD, and budgeted. This provides a quick and easy way to ensure that your numbers are on track without having to dive into the details.

Staffing Summary without New Initiatives

YTD

NYB

PROD Hrs/Unit

21.71

36.24

Target Hrs/Unit

21.50

21.00

FTEs From Target

(0.83)

(61.92)

PAID Hrs/Unit

23.77

39.69

Prod %

91.3%

91.3%

FTEs

LVA

YTD

Mar-Jun

NYB

YTD

NYB

Total Hrs/UOS

LVA

YTD

NYB

Regular

51.9

67.4

67.4

117.6

Fixed FTEs

11.5

11.5

Regular

22.584

18.887

31.705

Overtime

5.9

7.8

7.8

13.0

Variable FTE

73.3

135.8

Overtime

2.490

2.177

3.516

Education/Orient

1.7

2.3

2.3

3.8

Total FTEs

84.8

147.2

Education/Orient

0.725

0.649

1.020

Productive

61.6

77.4

77.4

134.4

Productive

25.799

21.713

36.241

Non-Productive

6.0

7.3

7.3

12.8

Non-Productive

2.505

2.897

3.448

Total

67.5

84.8

84.8

147.2

Total

28.304

23.720

39.690

Staffing

26340 - EMC CCU (Staffing)

J09999 Contract Labor

Enter Agency FTEs <=

0.00

0.00

0.00

0.00

Hrly Rate<=

\$125.00

\$250.00

\$500.00

J09999 Contract Labor - Category 2 Initiative

Enter Agency FTEs <=

0.00

0.00

0.00

0.00

Hrly Rate<=

\$250.00

\$500.00

\$500.00

J09191

Shift RN (26340.0)

MON

TUES

WED

THU

FRI

SAT

SUN

34.51

34.51

34.51

34.51

34.51

34.51

34.51

Total Productive

100.767

13.01

16.45

16.45

48.31

0.91

7.17

4.61

13.02

0

(102.57)

(104.60)

(99.11)

(112.43)

Total Non-Productive

10.109

5.98

1.65

1.65

4.85

0.09

0.79

0.46

1.31

0

130.43

132.90

131.13

142.82

JobCode Total

110.877

18.99

18.10

18.10

53.16

1.00

7.96

5.07

14.33

0

27.86

28.30

32.02

30.38

J09191

Shift RN (26340.0)

Input Worked FTEs per Normal Work Week

Weekly

MON

TUES

WED

THU

FRI

SAT

SUN

34.51

34.51

34.51

34.51

34.51

34.51

34.51

ANNUAL PAID HOURS

89,113

15.18

14.54

14.55

42.73

80.4%

6.36

4.08

11.52

\$26.49

\$26.58

\$27.06

\$28.56

Regular

9,674

1.59

1.58

1.58

4.64

8.7%

0.66

0.44

1.25

\$37.85

\$38.38

\$41.38

\$43.69

Overtime

1,980

0.35

0.32

0.32

0.95

1.8%

0.14

0.09

0.26

\$22.25

\$23.14

\$29.34

\$30.97

Education

Department Statistics

The first line item in the sheet displays the primary department statistics, which include LYA, YTD, and budgeted hours as well as the total department hours and dollars over months.

► Sheet columns

The following table provides descriptions for the columns in this sheet:

| Column Name | Column Letter | Description |
|---------------------------|---------------|-----------------------------------------------------------------------------------|
| LYA | N | Values from Last Year Actuals |
| YTD | O | Values for Year To Date |
| <i>Month-Month</i> | P | Values for the months for Remaining Projection |
| NYB | Q | Values for the annual New Years Budget |
| Job Code | AA | The identification number associated with the job code (using Jobcode.KHABgtCode) |
| Pay Type | AB | The pay type associated with the job code (using Paytype.Staffing) |
| Pay Type Description | AC | A description of the pay type |
| Current Rate | AD | The current pay rate for the pay type |
| Begin Rate | AE | The beginning pay rate for the pay type |
| Year End Rate | AF | The pay rate for the pay type at the end of the year |
| <i>Month-Year</i> Hours | AG-AR | Total hours for each month of the year |
| Total Hours | AS | The sum of the total hours |
| <i>Month-Year</i> Dollars | AT-BE | Total dollars for each month of the year |
| Total Dollars | BF | The sum of the total dollars |

► Updating the number of days to staff in a week

To update the number of days to staff in a week:

1. In the **Days Staffed/Week** field, type the number of days to staff in a week.
 - Selecting 7 will allocate FTEs in the grid to all seven days of the week.
 - Selecting 5 will allocate FTEs in the grid to only Mon-Fri columns.

| | | | | | | | | | | | | | |
|--------------------------------------------------------------------------------|--|-----------------|-----------------|-----------------|-----------------|-----------------|----------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------|
| Staffing 26340 - EMC CCU (Staffing) | | Feb-21 Hours | Mar-21 Hours | Apr-21 Hours | May-21 Hours | Jun-21 Hours | Total Hours | Jul-20 Dollars | Aug-20 Dollars | Sep-20 Dollars | Oct-20 Dollars | Nov-20 Dollars | De Do |
| <input type="text" value="7"/> Days Staffed/Week Dept Primary Statistic | | 645 | 645 | 645 | 645 | 645 | 7,738 | | | | | | |
| J09999 Contract Labor | | 25,271 | 25,669 | 25,537 | 25,669 | 25,537 | 307,102 | 656,270 | 643,044 | 672,345 | 662,013 | 672,345 | 675,231 |
| J09999 Contract Labor - Category 2 | | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| JInitiative | | 0 | 0 | 0 | 0 | 0 | 0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

2. After making your changes, in the budget file Navigation panel, click **Save Budget**.

The shift grid provides a visual representation of a full 24-hour clock. You can enter all your FTEs in a specific row or you can split them up by time of day. While most organizations simply enter all their hours in the Day part of the grid, you may want to enter hours in another part of the day if there is a premium pay rate for those FTEs in the budget.

1. Navigate to the job code, and double-click **Double click to show details.**

2. In the job code title row, from the drop-down, select the shift to assign to the job code.

3. Next to the shift drop-down, from the Fixed/Variable drop-down, select one of the following:

[illegible]

- Axiom Budgeting | 292

4. In the shift grid, enter the FTE hours for each day of the work week.

| J00191 | | Staff RN (26340_0) | | 8 Hour Shift | | 19 Variable | |
|----------------------------------------|-------|--------------------|-------|--------------|-------|-------------------|-------|
| Input Worked FTEs per Normal Work Week | | | | Weekly | | | |
| Shift | MON | TUES | WED | THU | FRI | SAT | SUN |
| Day | 34.51 | 34.51 | 34.51 | 34.51 | 34.51 | 34.51 | 34.51 |
| Evening | | | | | | | |
| Night | | | | | | | |
| Total | 34.51 | 34.51 | 34.51 | 34.51 | 34.51 | 34.51 | 34.51 |
| | | | | Hrs | | | |
| | | | | 1933 | | ANNUAL PAID HOURS | |
| | | | | 0 | | Regular | |
| | | | | 0 | | Overtime | |
| | | | | 1933 | | Education | |

5. After you make your changes, in the budget file Navigation panel, click **Save Budget**.

- ▶ Updating the allocation rate for a job code pay type

To update the allocation rate for a job code pay type:

1. Navigate to the job code, and double-click **Double click to show details.**

Staffing

26340 - EMC CCU (Staffing)

| | | | | | | | | | | LYA | YTD | Mar-Jun | NYB | | | | | |
|------------------------------------------------|-----------------------------|------------------------|-------|-------|-------|-------|-------|----------------------|---------|-------|-------|---------|-------|------|------|------|-------|---|
| 7 | Days Staffed /Week | Dept Primary Statistic | | | | | | | 4,964 | 4,964 | 2,483 | 7,738 | | | | | | |
| J09999 | Contract Labor | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | |
| J09999 | Contract Labor - Category 2 | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | |
| JInitiative | | | | | | | | From Initiatives | | 0.00 | | | | | | | | |
| J00191 | Staff RN (26340.0) | | | | | | | | | | | | | | | | | |
| Shift | MON | TUES | WED | THU | FRI | SAT | SUN | | | | | | | | | | | |
| Day | 34.51 | 34.51 | 34.51 | 34.51 | 34.51 | 34.51 | 34.51 | Total Productive | 100.767 | 13.01 | 16.45 | 16.45 | 48.31 | 0.91 | 7.17 | 4.61 | 13.02 | 0 |
| Evening | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | Total Non-Productive | 10.109 | 5.98 | 1.65 | 1.65 | 4.85 | 0.09 | 0.79 | 0.46 | 1.31 | 0 |
| Night | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | JobCode Total | 110.877 | 18.99 | 18.10 | 18.10 | 53.16 | 1.00 | 7.96 | 5.07 | 14.33 | 0 |
| Total | 34.51 | 34.51 | 34.51 | 34.51 | 34.51 | 34.51 | 34.51 | | | | | | | | | | | |
| ⬇ Double click to show details | | | | | | | | | | | | | | | | | | |

2. In the **Allocation %** column (column R), enter the allocation percentage for each pay type, as needed.

[illegible]

3. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

- ▶ Updating the pay type values for a job code

To update the pay type values for a job code:

1. Navigate to the job code, and double-click **Double click to show details.**

- **Global** - Define your own percentage. For example, you may want to use this for a special project where you know there will be a higher use of overtime over the next three months for this project. You can use this option to reflect this in your budget.
- **History** - Percentage determined over a rolling 12 months (i.e. Percentage of month one to total, month two to total, etc.)
- **Prod Hours** - Percentage based on productive hours per month to total.
- **Paid Hours** - Percentage based on the paid hours per month to total.
- **Even** - Spread evenly across each month.

- ▶ Adding contract labor

1. Navigate to the contract labor job code.

2. In the **Month-Month** column (column O), type the total hours for the months.
3. In the **NYB** column (column P), type the total hours for the next year's budget.
4. In the **Hrly Rate** cells (column Y and Z), type the hourly rate for current year and for next year's budget.
5. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

To add a new job code:

2. In the **Select Job Code** field, type a job code or click **Choose Value** to select one, and click **OK**.
3. Do the following:

- Update the shift values
- Update the allocation rate
- Update the pay type values for non FTE, if needed
- Wage rate for Regular pay for the new job code can be pre-populated if the “Mid” wage rate from the Labor Rates driver is filled out. Otherwise, a rate can be manually entered in the “Current Rate” column (note blue cell for Regular in the image below).
- You can also enter the starting month of the added FTE (if parital year) in the “Start” and “End” section (note blue cells below for “Start” and “End”).

4. After you finish making changes, in the budget file Navigation panel, click **Save Budget**.

► Adding a new department pay type

To add a new department pay type:

1. Navigate to the bottom of the job code list, and double-click **Double Click to Insert New Dept Pay Type**.

The screenshot shows a budget sheet for 'Staffing' (26340 - EMC CCU (Staffing)). It features a table with columns for 'LYA', 'YTD', 'Mar-Jun', and 'NYB' under the heading 'ANNUAL PAID Dollars'. A red box highlights the 'Double Click to Insert New Dept Pay Type' button, with an arrow pointing to it. The table also includes a 'Total' row at the bottom.

2. In the **Insert Calc Method(s)** in sheet **Staffing** dialog, click **OK**.
3. In the **Select Pay Type** field, type a pay type or click **Choose Value** to select one, and click **OK**.
4. In the **Month-Month Dollars** column (column P), enter the dollars for the pay type.
5. After you finish making your changes, in the budget file Navigation panel, click **Save Budget**.

Labor Standard by ADC Setup sheet

► Overview

This sheet is designed for nursing departments to prepare an Average Daily Census (ADC) budget and staffing levels by job class. The ADC worksheet models nursing staffing ratios by ADC level by job class level.

IMPORTANT: All positions have to be budgeted in this sheet if you are going to use this labor method.

The sheet is comprised of three main areas:

ADC Table

The ADC Table allows you to set the staffing ratio for a job class. You can configure up to 15 job classes. The staffing ratio determines the number of staff needed per patient. For example, if the RN staffing ratio is 5:1, then for census levels 1-5, one nurse would be required. At census levels 6-10, two nurses would be required.

NOTE: The Fixed/Variable settings and the ratio values may be configured for the department using the [Budget Labor ADC Config driver](#). The system applies the setup from this driver to the ADC sheet (starting in column W) in the plan file. The ADC staffing grid builds out based on the staffing ratios entered for each job class set up in the [Budget Assumptions driver](#).

| Labor Standard | | | | | | | | | | | | | | |
|----------------------------------------------------------------------------|---------------------|--------------|--------------------|--------------------|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 26610 - EMC 6A (JobCode) ADC Table (Standard / Shift 1) ; Shift Hours = 12 | | | | | | | | | | | | | | |
| Average Daily Census | RN Staffing | LPN Staffing | Technical Staffing | Assistant Staffing | Clerical Staffing | Unused Staffing | Unused Staffing | Unused Staffing | Unused Staffing | Unused Staffing | Unused Staffing | Unused Staffing | Unused Staffing | Unused Staffing |
| SUMMARY | | | | | | | | | | | | | | |
| Patient Days | Fixed/Variable | Variable | Fixed | Variable | Variable | Fixed w/Replac | Fixed | Fixed w/Replac | Fixed w/Replac | Fixed w/Replac | Fixed w/Replac | Fixed w/Replac | Fixed w/Replac | Fixed w/Replac |
| Days in Month | | 6 | 4 | 24 | 24 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Average Daily Census | Jobclass | RN | LPN | Technical | Assistant | Clerical | Unused | Unused | Unused | Unused | Unused | Unused | Unused | Unused |
| FTEs | | | | | | | | | | | | | | |
| Prod FTEs | Total Hrs | 34,407.08 | 5,439.71 | 2,083.56 | 19,574.64 | 6,103.68 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Paid FTEs | Total Productive | 31,207.70 | 4,942.65 | 1,821.56 | 17,587.57 | 5,429.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Variance | Non Productive | 3,199.38 | 517.06 | 262.01 | 1,987.07 | 674.26 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Productive FTEs | Historic Non Prod % | 9.30% | 9.47% | 12.57% | 10.15% | 11.05% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Non-Productive FTEs | | | | | | | | | | | | | | |
| Total FTEs | | | | | | | | | | | | | | |

Calculated Staffing Grid

The staffing grid is used to calculate job class specific budget FTEs. There is a section for each job class that displays the results of these calculations (starting in column F). All calculations are then transferred to the JobCode tab and allocated to each job code based on relative historical FTEs within each job class. There is a row for non-productive time for each job class, which defaults to values based off of the history for each job class, but you can change them, if desired. The productive and non-productive hours are transferred to the JobCode sheet and distributed to each job code using the YTD historical distribution.

Labor Standard

26610 - EMC 6A (JobCode) ADC Table (Standard / Shift 1) ; Shift Hours = 12

| | Average Daily Census | RN Staffing | LPN Staffing | Technical Staffing | Assistant Staffing | Clerical Staffing |
|----------------------------|----------------------------------------------------------|----------------|-----------------|-----------------------|-----------------------|----------------------|
| SUMMARY | | | | | | |
| Patient Days | Fixed/Variable | Variable | Fixed | Variable | Variable | Fixed w/Replac.F |
| Days in Month | | 6 | 4 | 24 | 24 | 1 |
| Average Daily Census | Jobclass | RN | LPN | Technical | Assistant | Clerical |
| FTEs | | | | | | |
| Prod FTEs | Total Hrs | 34,407.08 | 5,459.71 | 2,083.56 | 19,574.64 | 6,103.68 |
| Paid FTEs | Total Productive | 31,207.70 | 4,942.65 | 1,821.56 | 17,587.57 | 5,429.43 |
| Variance | Non Productive | 3,199.38 | 517.06 | 262.01 | 1,987.07 | 674.26 |
| Productive FTEs | Historic Non Prod % | 9.30% | 9.47% | 12.57% | 10.15% | 11.05% |
| Non-Productive FTEs | | | | | | |
| Total FTEs | | | | | | |
| JOBCLASS DATA | CALCULATED STAFFING GRID | | | | | |
| RN | ADC Table (Standard / Shift 1) ; Shift Hours = 12 | | | | | |
| Historic Non Prod % | | | | | | |
| Budget Non Prod % | | | | | | |
| Target from matrix > | | | | | | |
| Target Shift 2 > | | | | | | |
| Unused | 0 | 0 | 4 | 0 | 0 | 1 |
| Productive FTE | 1 | 1 | 4 | 1 | 1 | 1 |
| Non Productive FTE | 2 | 1 | 4 | 1 | 1 | 1 |
| Total FTE | 3 | 1 | 4 | 1 | 1 | 1 |
| Productive Hours | 4 | 1 | 4 | 1 | 1 | 1 |
| Non-Productive Hours | 5 | 1 | 4 | 1 | 1 | 1 |
| Total Hours | 6 | 1 | 4 | 1 | 1 | 1 |
| Budget | 7 | 2 | 4 | 1 | 1 | 1 |
| Productive FTE | 8 | 2 | 4 | 1 | 1 | 1 |
| Non Productive FTE | 9 | 2 | 4 | 1 | 1 | 1 |

Summary

The Summary section at the top of the ADC sheet that shows the following:

- The Patient Days for projection and for each budget month. Average Daily Cencus (ADC) values are also presented.
- FTE information for the department by productive and non-productive.
- FTE differences between the JobCode tab and ADC tab for the department.

Labor Standard by ADC Setup

26610 - EMC 6A (JobCode ADC)

| | Mar-Jun Projected | Jul-20 Budget | Aug-20 Budget | Sep-20 Budget | Oct-20 Budget | Nov-20 Budget | Dec-20 Budget | Jan-21 Budget | Feb-21 Budget | Mar-21 Budget | Apr-21 Budget | May-21 Budget | Jun-21 Budget | Total Budget |
|----------------------|----------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|
| SUMMARY | | | | | | | | | | | | | | |
| Patient Days | 3,509 | 1,350 | 1,372 | 1,338 | 1,381 | 1,344 | 1,214 | 1,297 | 1,310 | 0 | 0 | 0 | 0 | 10,606 |
| Days in Month | 122 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 |
| Average Daily Census | 29.00 | 44.00 | 44.00 | 45.00 | 45.00 | 45.00 | 39.00 | 42.00 | 47.00 | 0.00 | 0.00 | 0.00 | 0.00 | 29.00 |
| FTEs | | | | | | | | | | | | | | |
| Prod FTEs | 37.76 | 48.20 | 48.20 | 48.20 | 48.20 | 48.20 | 44.00 | 46.10 | 48.20 | 2.00 | 2.00 | 2.00 | 2.00 | 32.22 |
| Paid FTEs | 42.13 | 53.36 | 53.50 | 54.61 | 55.18 | 52.73 | 47.98 | 50.57 | 52.01 | 2.00 | 2.00 | 2.00 | 2.00 | 35.61 |
| Variance | | | | | | | | | | | | | | |
| Productive FTEs | 0.00 | 0.76 | 0.59 | 0.27 | 0.13 | 0.11 | 0.07 | 0.14 | 0.01 | 0.00 | 0.00 | 0.00 | 0.00 | 0.18 |
| Non-Productive FTEs | 0.00 | (0.76) | (0.59) | (0.27) | (0.13) | (0.11) | (0.07) | (0.14) | (0.01) | 0.00 | 0.00 | 0.00 | 0.00 | (0.18) |
| Total FTEs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

NOTE: You can only use this feature with the JobCode tab. It is not configured to work with the Staffing or Employee tabs. If the historical hours are zero for the defined JobClass, then JobClass will not populate a section or the section title will remain unused.

The following sections include instructions on performing specific actions in this sheet.

► Setting the staffing ratio/paid FTEs for a job class

Setting the staffing ratio/paid FTEs for a job class:

1. Navigate to the ADC Table section of the sheet (starting at column W).

NOTE: If your organization has already added these values from the Budget Assumptions driver, then you may not need to modify. Your system administrator will provide direction, as needed.

| Labor Standard | | | | | | | | | | | | | | |
|---------------------------------------------------------------------------|----------------------|-------------|--------------|--------------------|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 26610 - EMC 6A (JobCode) ADC Table (Standard / Shift 1): Shift Hours = 12 | | | | | | | | | | | | | | |
| | Average Daily Census | RN Staffing | LPN Staffing | Technical Staffing | Assistant Staffing | Clerical Staffing | Unused Staffing | Unused Staffing | Unused Staffing | Unused Staffing | Unused Staffing | Unused Staffing | Unused Staffing | Unused Staffing |
| SUMMARY | | | | | | | | | | | | | | |
| Patient Days | Fixed/Variable | Variable | Fixed | Variable | Variable | Fixed w/Replac Fixed | Fixed w/Replac Fixed | Fixed w/Replac Fixed | Fixed w/Replac Fixed | Fixed w/Replac Fixed | Fixed w/Replac Fixed | Fixed w/Replac Fixed | Fixed w/Replac Fixed | Fixed w/Replac Fixed |
| Days in Month | | 6 | 4 | 24 | 24 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Average Daily Census | Jobclass | RN | LPN | Technical | Assistant | Clerical | Unused | Unused | Unused | Unused | Unused | Unused | Unused | Unused |
| FTEs | | | | | | | | | | | | | | |
| Prod FTEs | Total Hrs | 34,407.08 | 5,459.71 | 2,083.56 | 19,574.64 | 6,103.68 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Paid FTEs | Total Productive | 31,207.70 | 4,942.65 | 1,821.56 | 17,587.97 | 5,429.43 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Variance | Non Productive | 3,199.38 | 517.06 | 262.01 | 1,987.07 | 674.26 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Productive FTEs | Historic Non Prod % | 9.30% | 9.47% | 12.57% | 10.15% | 11.05% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Non-Productive FTEs | | | | | | | | | | | | | | |
| Total FTEs | | | | | | | | | | | | | | |

2. In the **Fixed/Variable** row, select one of the following from the drop-downs:
 - **Fixed** - The input is the Total Paid FTEs. Non-productive hours are allocated based on the allocation percentage. This means that no matter how many Average Daily Census days are calculated in the Summary section, the number of employees will always remain fixed to the number you enter in the Jobclass row (step 3 below).
 - **Variable** - The input is the Staffing Ratio. Non-productive hours are added to productive based upon the allocation percentage. This means that the number of people in this job class will fluctuate based on the Average Daily Census days, so the more ADC days the more employees are required.
 - **Fixed w/ Replacement** - Similar to fixed, the input is the Total Paid FTEs. Non-productive hours are added to the total based on the allocation percentage. The difference is that the number of employees can be split across job codes in a job class.
3. In the **Jobclass** row, complete the following, depending on the staffing ratio type you selected in step 2:
 - **Fixed** - Type the true number of FTEs required. In the following example, four LPN FTEs are required - regardless of patient census.

Labor Standard

26610 - EMC 6A (JobCode) ADC Table (Standard / Shift 1) ; Shift Hours = 12

| | Average Daily Census | RN Staffing | LPN Staffing | Technical Staffing | Assistant Staffing | Clerical Staffing | Unused Staffing |
|----------------------|-------------------------|----------------|-----------------|-----------------------|-----------------------|----------------------|--------------------|
| SUMMARY | | | | | | | |
| Patient Days | Fixed/Variable | Variable | Fixed | Variable | Variable | Fixed w/Replac | Fixed |
| Days in Month | | 6 | 4 | 24 | 24 | 1 | 1 |
| Average Daily Census | Jobclass | RN | LPN | Technical | Assistant | Clerical | Unused |
| FTEs | | | | | | | |
| Prod FTEs | Total Hrs | 34,407.08 | 5,459.71 | 2,083.56 | 19,574.64 | 6,103.68 | 0.00 |
| Paid FTEs | Total Productive | 31,207.70 | 4,942.65 | 1,821.56 | 17,587.57 | 5,429.43 | 0.00 |
| Variance | Non Productive | 3,199.38 | 517.06 | 262.01 | 1,987.07 | 674.26 | 0.00 |
| Productive FTEs | Historic Non Prod % | 9.30% | 9.47% | 12.57% | 10.15% | 11.05% | 0.00% |
| Non-Productive FTEs | | | | | | | |
| Total FTEs | | | | | | | |

- **Variable** - Type the number of patients the FTE can care for. In the following example, one RN FTE can care for up to six patients. If more than one RN job code exists on the Jobcode tab, the FTE value will be allocated to each occurrence of an RN job code

Labor Standard

26610 - EMC 6A (JobCode) ADC Table (Standard / Shift 1) ; Shift Hours = 12

| | Average Daily Census | RN Staffing | LPN Staffing | Technical Staffing | Assistant Staffing | Clerical Staffing | Unused Staffing |
|----------------------|-------------------------|----------------|-----------------|-----------------------|-----------------------|----------------------|--------------------|
| SUMMARY | | | | | | | |
| Patient Days | Fixed/Variable | Variable | Fixed | Variable | Variable | Fixed w/Replac | Fixed |
| Days in Month | | 6 | 4 | 24 | 24 | 1 | 1 |
| Average Daily Census | Jobclass | RN | LPN | Technical | Assistant | Clerical | Unused |
| FTEs | | | | | | | |
| Prod FTEs | Total Hrs | 34,407.08 | 5,459.71 | 2,083.56 | 19,574.64 | 6,103.68 | 0.00 |
| Paid FTEs | Total Productive | 31,207.70 | 4,942.65 | 1,821.56 | 17,587.57 | 5,429.43 | 0.00 |
| Variance | Non Productive | 3,199.38 | 517.06 | 262.01 | 1,987.07 | 674.26 | 0.00 |
| Productive FTEs | Historic Non Prod % | 9.30% | 9.47% | 12.57% | 10.15% | 11.05% | 0.00% |
| Non-Productive FTEs | | | | | | | |
| Total FTEs | | | | | | | |

- **Fixed w/ Replacement** - Type the true number of FTEs required - regardless of patient census. In the following example, only one clerical job class is required for each patient, but those hours can be split among multiple job codes in the clerical job class.

Labor Standard

26610 - EMC 6A (JobCode) ADC Table (Standard / Shift 1) ; Shift Hours = 12

| | Average Daily Census | RN Staffing | LPN Staffing | Technical Staffing | Assistant Staffing | Clerical Staffing | Unused Staffing |
|----------------------|-------------------------|----------------|-----------------|-----------------------|-----------------------|----------------------|--------------------|
| SUMMARY | | | | | | | |
| Patient Days | Fixed/Variable | Variable | Fixed | Variable | Variable | Fixed w/Replac | Fixed |
| Days in Month | | 6 | 4 | 24 | 24 | 1 | 1 |
| Average Daily Census | Jobclass | RN | LPN | Technical | Assistant | Clerical | Unused |
| FTEs | | | | | | | |
| Prod FTEs | Total Hrs | 34,407.08 | 5,459.71 | 2,083.56 | 19,574.64 | 6,103.68 | 0.00 |
| Paid FTEs | Total Productive | 31,207.70 | 4,942.65 | 1,821.56 | 17,587.57 | 5,429.43 | 0.00 |
| Variance | Non Productive | 3,199.38 | 517.06 | 262.01 | 1,987.07 | 674.26 | 0.00 |
| Productive FTEs | Historic Non Prod % | 9.30% | 9.47% | 12.57% | 10.15% | 11.05% | 0.00% |
| Non-Productive FTEs | | | | | | | |
| Total FTEs | | | | | | | |

- To update the budgeted non-productive percentage for a job class, navigate to a job class, and in the Budget Non Prod % row, enter the percentage value for each month, as needed.

NOTE: Using Jobcode ADC will require that you use the payroll utility that accrues biweekly to monthly so that the historical productive and non productive hours can be used in the plan file for JobcodeADC.

- After making your changes, in the budget file Navigation panel, click **Save Budget**.

- Review the Jobclass data on the ADC grid. This will present several data points such as productive and non productive FTE and hours that will be transferred to the Jobcode tab.

In the following example for the RN jobclass, 20.36 total budget FTEs were calculated from the ADC staffing grid. The FTEs may vary month to month as shown below. Each month's FTEs will be transferred to the Jobcode tab.

| Labor Standard by ADC Setup | | | | | | | | | | | | | |
|------------------------------|-----------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| 26610 - EMC 6A (JobCode ADC) | | | | | | | | | | | | | |
| Paid FTEs | 47.31 | 47.32 | 47.25 | 47.92 | 48.25 | 46.35 | 46.34 | 46.20 | 47.85 | 42.70 | 42.70 | 42.70 | 45.68 |
| Variance | | | | | | | | | | | | | |
| Productive FTEs | 0.00 | 4.97 | 4.51 | 4.41 | 4.80 | 3.23 | 4.18 | 1.38 | 1.17 | 0.00 | 0.00 | 0.00 | 2.40 |
| Non-Productive FTEs | 0.00 | (4.97) | (4.51) | (4.41) | (4.80) | (3.23) | (4.18) | (1.38) | (1.17) | 0.00 | 0.00 | 0.00 | (2.40) |
| Total FTEs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| JOBCLASS DATA | | | | | | | | | | | | | |
| RN | Variable | | | | | | | | | | | | |
| Historic Non Prod % | 9.27% | 8.05% | 9.03% | 11.21% | 12.41% | 8.18% | 5.70% | 10.98% | 8.33% | 0.00% | 0.00% | 0.00% | 0.00% |
| Budget Non Prod % | 9.27% | 8.05% | 9.03% | 11.21% | 12.41% | 8.18% | 5.70% | 10.98% | 8.33% | 0.00% | 0.00% | 0.00% | 0.00% |
| Target from matrix > | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 6.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Target Shift 2 > | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Unused | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Productive FTE | 18.95 | 18.90 | 18.90 | 18.90 | 18.90 | 18.90 | 18.90 | 18.90 | 21.00 | 18.90 | 18.90 | 18.90 | 19.06 |
| Non Productive FTE | 1.94 | 1.65 | 1.88 | 2.39 | 2.68 | 1.68 | 1.14 | 2.33 | 1.91 | 0.00 | 0.00 | 0.00 | 1.30 |
| Total FTE | 20.89 | 20.55 | 20.78 | 21.29 | 21.58 | 20.58 | 20.04 | 21.23 | 22.91 | 18.90 | 18.90 | 18.90 | 20.36 |
| Productive Hours | 13,176.00 | 3,348.00 | 3,348.00 | 3,240.00 | 3,348.00 | 3,240.00 | 3,348.00 | 3,348.00 | 3,360.00 | 3,348.00 | 3,240.00 | 3,348.00 | 39,756.00 |
| Non-Productive Hours | 1,345.55 | 293.09 | 332.48 | 408.91 | 474.48 | 288.60 | 202.29 | 412.94 | 305.52 | 0.00 | 0.00 | 0.00 | 2,718.29 |
| Total Hours | 14,521.55 | 3,641.09 | 3,680.48 | 3,648.91 | 3,822.48 | 3,528.60 | 3,550.29 | 3,760.94 | 3,665.52 | 3,348.00 | 3,240.00 | 3,348.00 | 42,474.29 |
| Budget | | | | | | | | | | | | | |
| Productive FTE | 18.95 | 18.90 | 18.90 | 18.90 | 18.90 | 18.90 | 18.90 | 18.90 | 21.00 | 18.90 | 18.90 | 18.90 | 19.06 |
| Non Productive FTE | 1.94 | 1.65 | 1.88 | 2.39 | 2.68 | 1.68 | 1.14 | 2.33 | 1.91 | 0.00 | 0.00 | 0.00 | 1.30 |
| Total FTE | 20.89 | 20.55 | 20.78 | 21.29 | 21.58 | 20.58 | 20.04 | 21.23 | 22.91 | 18.90 | 18.90 | 18.90 | 20.36 |
| Difference | | | | | | | | | | | | | |
| Productive FTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Non Productive FTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total FTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| JOBCODE | | | |
|------------------------------|------------------|--------|-------|
| 26610 - EMC 6A (JobCode ADC) | | | |
| | PROD Hrs/Unit | 8.761 | 7.760 |
| | Target Hrs/Unit | 7.760 | 7.760 |
| | FTEs From Target | (5.07) | 0.00 |
| | PAID Hrs/Unit | 9.721 | 8.728 |
| | Prod % | 90.1% | 88.9% |

| | | FTEs - Projected Using Actual | | | | | | Dollars | | | |
|----------|--------------------------------------------|-------------------------------|------------|----------|------------|---------------|------------|-------------------|----------------|-----------------------|----------------|
| Job Code | | Current Rate | Start Rate | End Rate | Alloc Rate | Sched | YTD Actual | Mar-Jun Projected | FY 2019 Budget | Mar-Jun Projected | FY 2019 Budget |
| J00191 | Staff RN (26610_60100) | | | | 0.00 | Variable | 60.0% | 3.75 | 3.75 | Worked Hours Per Unit | |
| | Current Paid FTEs | | | | | 0.00 | 25.07 | 20.89 | 20.36 | | |
| | Program Additions | | \$26.53 | \$28.66 | | | | 0.00 | 0.00 | | |
| | Position Changes | \$25.64 | \$26.53 | \$28.66 | | | | 0.00 | 0.00 | | |
| | Total Paid FTEs | | | | | 0.00 | 25.07 | 20.89 | 20.36 | | |
| | Regular | History | \$25.64 | \$26.53 | \$28.66 | 83.4% | 20.92 | 17.43 | 17.57 | 321,480 | 1,019,987 |
| | Overtime | 150.0% | \$40.42 | \$41.83 | \$45.18 | 6.2% | 1.55 | 1.29 | 1.26 | 37,625 | 115,310 |
| | Education | 100.0% | \$25.58 | \$26.48 | \$28.60 | 1.1% | 0.28 | 0.23 | 0.22 | 4,247 | 13,025 |
| | Lump Sum Payout | | | | | | | | | 0 | 0 |
| | Staff RN - Total Productive | | | | | 90.7% | 0.00 | 22.75 | 18.95 | 19.06 | 363,352 |
| | Paid Time Off using YTD | 100.0% | \$25.64 | \$26.53 | \$28.66 | 9.3% | 2.32 | 1.94 | 1.30 | 35,702 | 74,678 |
| | Additional Pay | P0030 | | | | Input Monthly | | | | 1,285 | 3,843 |
| | Incentive Pay | P0054 | | | | Input Monthly | | | | 293 | 875 |
| | Bonus | P0061 | | | | Input Monthly | | | | 1,625 | 4,863 |
| | Critical Shift | P0062 | \$0.55 | \$0.55 | \$0.55 | \$/Prod Hr | | | | 7,256 | 21,894 |
| | Holiday Premium | PHOL | \$6,644 | \$5,536 | \$5,521 | \$/Holiday | | | | 11,072 | 33,125 |
| | Double Click to Insert New Pay Type | | | | | | | | | | |
| | Staff RN | | | | | 100.0% | 0.00 | 25.07 | 20.89 | 20.36 | 420,584 |
| | Earned Paid Time Off | | \$25.64 | \$26.53 | \$28.66 | 0.0% | | | | | 0 |

JOB CODE
26610 - EMC 6A (JobCode ADC)

| | | | | | | | | | | | | | |
|--------|-------|-------|-------|-------|-------|-------|--------|--------|--------|--------|--------|--------|--------|
| 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 |
| 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 |
| (0.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (0.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9.592 | 9.476 | 9.618 | 9.791 | 9.056 | 9.476 | 8.769 | 8.600 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 | 7.680 |
| 80.1% | 81.1% | 79.8% | 78.4% | 84.8% | 81.1% | 87.6% | 89.3% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |

| Job Code | Spread Method | Jul-18 FTEs | Aug-18 FTEs | Sep-18 FTEs | Oct-18 FTEs | Nov-18 FTEs | Dec-18 FTEs | Jan-19 FTEs | Feb-19 FTEs | Mar-19 FTEs | Apr-19 FTEs | May-19 FTEs | Jun-19 FTEs | Total FTEs |
|----------|--------------------------------------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| J00191 | Staff RN (26610_60100) | | | | | | | | | | | | | |
| | Current Paid FTEs | 20.55 | 20.78 | 21.29 | 21.58 | 20.58 | 20.04 | 21.23 | 22.91 | 18.90 | 18.90 | 18.90 | 18.90 | 20.36 |
| | Program Additions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Position Changes | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total Paid FTEs | 20.55 | 20.78 | 21.29 | 21.58 | 20.58 | 20.04 | 21.23 | 22.91 | 18.90 | 18.90 | 18.90 | 18.90 | 20.36 |
| | Regular | 17.40 | 17.39 | 17.36 | 17.34 | 17.40 | 17.43 | 17.36 | 19.36 | 17.50 | 17.50 | 17.50 | 17.50 | 17.57 |
| | Overtime | FTEAlloc 1.27 | 1.29 | 1.32 | 1.34 | 1.27 | 1.24 | 1.31 | 1.42 | 1.17 | 1.17 | 1.17 | 1.17 | 1.26 |
| | Education | Global 0.22 | 0.22 | 0.22 | 0.22 | 0.22 | 0.22 | 0.22 | 0.22 | 0.22 | 0.22 | 0.22 | 0.22 | 0.22 |
| | Lump Sum Payout | | | | | | | | | | | | | |
| | Staff RN - Total Productive | 18.90 | 18.90 | 18.90 | 18.90 | 18.90 | 18.90 | 18.90 | 21.00 | 18.90 | 18.90 | 18.90 | 18.90 | 19.06 |
| | Paid Time Off using YTD | FTEAlloc 1.65 | 1.88 | 2.39 | 2.68 | 1.68 | 1.14 | 2.33 | 1.91 | 0.00 | 0.00 | 0.00 | 0.00 | 1.30 |
| | Additional Pay | | | | | | | | | | | | | |
| | Incentive Pay | | | | | | | | | | | | | |
| | Bonus | | | | | | | | | | | | | |
| | Critical Shift | | | | | | | | | | | | | |
| | Holiday Premium | | | | | | | | | | | | | |
| | Double Click to Insert New Pay Type | | | | | | | | | | | | | |
| | Staff RN | 20.55 | 20.78 | 21.29 | 21.58 | 20.58 | 20.04 | 21.23 | 22.91 | 18.90 | 18.90 | 18.90 | 18.90 | 20.36 |

ProviderComp sheet

NOTE: This sheet displays only if your organization has purchased the Provider module.

The ProviderComp sheet displays the selected calc methods for provider compensation, which you can change in the [Budget Provider Assumptions](#) driver (if you have Administrator role privileges).

NOTE: Provider Volume data carries over from the Provider Summary or Provider Detail sheet.

You can automatically change compensation models at a set point during the budget year. To accomplish this, designate the Primary and Secondary Comp Models for each provider in the Budget Provider Assumptions plan file, along with the Comp Model Change month. To keep the same Comp Model throughout the year, select the same Comp Model for both the primary and secondary options.

SALARY BUDGET - Physician

101020 - EMA Internal Medicine (Provider Summary)

| Job Code | Current Rate | Budget Start Rate | Budget Eff Month | FTE Alloc Rate | FY 2017 Budget FTEs | YTD Actual FTEs | Mar-Jun Projected FTEs | FY 2018 Budget FTEs | FY 2017 Projected Dollars | FY 2018 Budget Dollars | Comments | Jul-2018 FTEs | Aug-2018 FTEs |
|-------------------------------------------|--------------|-------------------|------------------|----------------|------------------------------------------------|-----------------|------------------------|---------------------|---------------------------|------------------------|--------------------|---------------|---------------|
| Department Total Without Benefits | | | | | | | | | | | | | |
| | | | | | 0.00 | 5.00 | 5.00 | 5.00 | \$1,357,450 | \$1,484,405 | | 5.00 | 5.00 |
| J00655 Physician - Meenan, David M.DO | | | | | Dept: EMA Internal Medicine (Provider Summary) | | | | | | Employee ID: 15416 | | |
| Provider Volume | WRVU | | | | Provider Tab | 0.00 | 1,918.82 | 1,081.18 | 3,000.00 | 3,100.00 | | 258.33 | 258.33 |
| Productive - Comp Rate | | | | | | | | | \$150,000 | \$156,550 | | | |
| Base Compensation | | | | | Primary Comp Model: CompRate | | | | \$150,000 | \$156,550 | | | |
| Base Salary / WRVU | | | | | Secondary Comp Model: None | | | | \$50.00 | \$50.50 | | | |
| Productive Hours Spread > | FTE | 0 | 0 | 100.00% | | 1.00 | 1.00 | 1.00 | \$150,000 | \$156,550 | | 1.00 | 1.00 |
| Paid Time Off | | | | 0.00% | | 0.00 | 0.00 | 0.00 | \$0 | \$0 | | 0.00 | 0.00 |
| Base Salary | | \$16.73 | \$16.73 | | | 1.00 | 1.00 | 1.00 | \$150,000 | \$156,550 | | 1.00 | 1.00 |
| Other Additional Pay | | | | | Input Monthly | | | | 6,039 | 6,039 | | | |
| Holiday Premium | | | | | | | | | | | | | |
| Double Click to Insert New Pay Type | | | | | | | | | | | | | |
| Total Benefits | | | | | | | | | \$35,333 | \$40,652 | | | |
| Total - Physician - Meenan, David M.DO | | | | | | 1.00 | 1.00 | 1.00 | \$277,158 | \$306,028 | | 1.00 | 1.00 |
| Earned Paid Time Off | | | | | | | | | | | | | |
| J00655 Physician - Seraman, Katherine MD | | | | | Dept: EMA Internal Medicine (Provider Summary) | | | | | | Employee ID: 16768 | | |
| Provider Volume | WRVU | | | | Provider Tab | 0.00 | 3,383.72 | 1,716.28 | 5,100.00 | 5,200.00 | | 433.33 | 433.33 |
| Productive - Comp3Tier | | | | | | | | | \$225,825 | \$232,600 | | | |
| Base Compensation | | | | | Primary Comp Model: Comp3Tier | | | | \$225,825 | \$232,600 | | | |
| Base Salary / WRVU | | | | | Secondary Comp Model: None | | | | \$44.28 | \$44.73 | | | |
| Productive Hours Spread > | FTE | 0 | 0 | 100.00% | | 1.00 | 1.00 | 1.00 | \$225,825 | \$232,600 | | 1.00 | 1.00 |
| Paid Time Off | | | | 0.00% | | 0.00 | 0.00 | 0.00 | \$0 | \$0 | | 0.00 | 0.00 |
| Base Salary | | \$58.56 | \$58.56 | | | 1.00 | 1.00 | 1.00 | \$225,825 | \$232,600 | | 1.00 | 1.00 |
| Other Additional Pay | | | | | Input Monthly | | | | 11,749 | 11,749 | | | |
| Holiday Premium | | | | | | | | | | | | | |
| Double Click to Insert New Pay Type | | | | | | | | | | | | | |
| Total Benefits | | | | | | | | | \$36,515 | \$41,729 | | | |
| Total - Physician - Seraman, Katherine MD | | | | | | 1.00 | 1.00 | 1.00 | \$359,875 | \$388,863 | | 1.00 | 1.00 |

IMPORTANT: Any changes made to the provider's FTE value on this tab will affect the values for that provider in the [Provider Detail](#) tab. For instructions, see [Updating detail provider values from the Stat_Rev tab](#).

Expense sheet

► Overview

The Expense sheet is where you review and adjust the current year projection and next year's budget for Expenses and Paid Hours. The Expense tab also captures data calculated on other budget tabs for paid hours, salaries, and detail accounts.

The categories include:

- **Salaries** – All salary and contract labor accounts (Acct.BudgetType='Salaries'). Most salary calculations are done on the Labor tabs – JobCode, Staffing, or Employee. The Labor Calc Method is used to summarize the salary dollars from the defined labor tab (JobCode, Staffing, Employee, JobCode ADC).
- **Benefits** – All benefit accounts, if accounted for at the department level (Acct.BudgetType='Benefits'). FICA is calculated at the JobCode level on the Labor tabs.
If FICA is not budgeted at the department level, there is the option to use the Monthly FICA by Dept report to summarize total FICA and add it to the Benefits department budget plan file.
- **Supplies** – All medical and other supply expense accounts (Acct.BudgetType='Supplies'). Usually budgeted on a rate-per-unit basis using the Variable calc method.

- **Other Expenses** – All other expenses, excluding Bad Debt (Acct.BudgetType='OtherExp'). Calc methods are usually Fixed, Detail, Depreciation, or GlobalExpense.
- **Paid Hours** – All labor and contract labor hours accounts (Acct.BudgetType='PaidHours'). Inputs for hours are done on the Labor tabs – JobCode, Staffing or Employee. The Hours calc method is used to summarize the paid hours.

NOTE: Be sure to provide comments in any comment field flagged red.

Expense

26340 - EMC CCU (Staffing)

| Acct | FY 2019 Actual | FY 2020 Budget | Feb YTD Actual | Mar-Jun Projected | Manager Input | FY 2020 Projected | FY 2020 /Unit | Global Adjust | % Adjust | Amt Adjust | FY 2021 /Unit | FY 2021 Budget | Budget Method | Proj-Bud Variance Amt | % |
|---------------------------------------|----------------|----------------|----------------|-------------------|---------------|-------------------|---------------|---------------|----------|------------|---------------|----------------|------------------------------|-----------------------|----------|
| Dept Primary Statistic | 4,964 | 7,738 | 4,964 | 2,483 | 0 | 7,447 | | | | | | 7,738 | Adult Patient Days | | |
| Salaries | | | | | | | | | | | | | | | |
| 60100 Salaries - Regular | 689,437 | 3,032,072 | 689,437 | 66,524 | | 755,960 | 101.51 | | | | 34.78 | 269,133 | Staffing | 486,827 | 64.4% |
| 60110 Salaries - Overtime | 85,911 | 409,371 | 85,911 | 48,882 | | 134,793 | 18.10 | | | | 55.86 | 432,190 | Staffing | (297,397) | (220.6%) |
| 60120 Salaries - Non-Productive | 71,858 | 0 | 71,858 | 36,935 | | 108,793 | 14.61 | | | | 40.45 | 312,958 | Staffing | (204,165) | (187.7%) |
| 60100 Salaries - Regular | 1,443,256 | 0 | 1,443,256 | 38,501 | | 1,481,757 | 196.97 | | | | 21.70 | 167,902 | Staffing | 1,313,855 | 88.7% |
| 60110 Salaries - Overtime | 239,952 | 0 | 239,952 | 133,481 | | 373,433 | 50.15 | | | | 73.95 | 572,177 | Staffing | (198,744) | (53.2%) |
| 60120 Salaries - Non-Productive | 218,041 | 0 | 218,041 | 74,959 | | 292,999 | 39.34 | | | | 41.64 | 322,163 | Staffing | (29,164) | (10.0%) |
| Double Click to Insert New Salary | | | | | | | | | | | | | | | |
| Total - Salaries | 2,748,454 | 3,441,443 | 2,748,454 | 399,282 | 0 | 3,147,736 | 422.69 | | | 0 | 268 | 2,076,523 | | 1,071,212 | 34.0% |
| Benefits | | | | | | | | | | | | | | | |
| 61100 Employee Annuity | 32,298 | 133,150 | 32,298 | 5,808 | 0 | 38,106 | 0.04 | 3.0% | | | 3.93% | 39,233 | Percent of Salaries | (1,127) | (3.0%) |
| 61200 Medical Insurance | 58,318 | 229,617 | 58,318 | 4,989 | | 63,307 | 3,447.45 | 3.0% | | | 3,498.89 | 41,339 | Rate Per FTE | 21,968 | 34.7% |
| 61220 Group Term Life | 1,221 | 4,962 | 1,221 | 220 | 0 | 1,441 | 0.00 | 0.0% | | | 0.14% | 1,462 | Percent of Salaries | (21) | (1.5%) |
| 61230 Disability Insurance | 3,993 | 32,937 | 3,993 | 724 | | 4,717 | 500.00 | | | | 500.00 | 5,907 | Rate Per FTE,Fixed | (1,190) | (25.2%) |
| 61300 PICA - Social Security | 63,046 | 286,562 | 63,046 | 38,051 | | 101,097 | 13.58 | | | | 36.73 | 284,167 | PICA Per Staffing | (183,070) | (181.1%) |
| 61510 Employee Benefits - PDO | 16,424 | 51,622 | 16,424 | 2,285 | 0 | 18,709 | 0.02 | | | | 1.50% | 15,214 | Percent of Salaries,FixedPct | 3,495 | 18.7% |
| 61100 Employee Annuity | 38,817 | 0 | 38,817 | 5,042 | | 43,859 | 0.02 | 3.0% | | | 2.10% | 22,013 | Percent of Salaries | 21,846 | 49.8% |
| 61200 Medical Insurance | 126,543 | 884,310 | 126,543 | 13,861 | | 140,404 | 3,180.19 | 3.0% | | | 3,227.65 | 57,470 | Rate Per FTE | 82,934 | 59.1% |
| 61220 Group Term Life | 2,292 | 0 | 2,292 | 298 | 0 | 2,589 | 0.00 | 0.0% | | | 0.12% | 1,280 | Percent of Salaries | 1,309 | 50.6% |
| 61230 Disability Insurance | 6,509 | 137,507 | 6,509 | 2,179 | | 8,688 | 500.00 | | | | 500.00 | 8,903 | Rate Per FTE,Fixed | (215) | (2.5%) |
| 61300 PICA - Social Security | 140,052 | 0 | 140,052 | 85,376 | | 225,429 | 30.27 | | | | 42.03 | 325,180 | PICA Per Staffing | (99,751) | (44.2%) |
| 61510 Employee Benefits - PDO | 16,479 | 0 | 16,479 | 3,704 | 0 | 20,183 | 0.02 | | | | 1.50% | 15,934 | Percent of Salaries,FixedPct | 4,249 | 21.1% |
| Double Click to Insert New Benefit | | | | | | | | | | | | | | | |
| Total - Benefits | 505,992 | 1,760,667 | 505,992 | 162,536 | 0 | 668,528 | 89.77 | | | 0 | 106 | 818,102 | | (149,573) | (22.4%) |
| Supplies | | | | | | | | | | | | | | | |
| 62100 Supplies - General | 5,971 | 9,679 | 5,971 | 2,986 | 0 | 8,957 | 1.20 | 4.0% | 0.0% | 0 | 1.25 | 9,679 | Variable | (722) | (8.1%) |
| 62103 Supplies - Uniforms | 266 | 415 | 266 | 133 | 0 | 399 | 0.05 | 4.0% | 0.0% | 0 | 0.05 | 415 | Fixed-Even | (16) | (4.0%) |
| 62130 Supplies - Med Surg Nonbillable | 8,030 | 12,829 | 8,030 | 4,016 | 0 | 12,046 | 1.62 | 2.5% | 0.0% | 0 | 1.66 | 12,829 | Variable | (783) | (6.5%) |
| 62140 Supplies - Med Surg Billable | 415 | 663 | 415 | 207 | 0 | 622 | 0.08 | 2.5% | 0.0% | 0 | 0.09 | 663 | Variable | (40) | (6.5%) |
| 62320 Supplies - Food/Catering | 735 | 1,118 | 735 | 373 | 0 | 1,108 | 0.15 | | | | 0.14 | 1,108 | Input Monthly | 0 | 0.0% |
| 62100 Supplies - General | 10,624 | 17,223 | 10,624 | 5,314 | 0 | 15,938 | 2.14 | 4.0% | 0.0% | 0 | 2.23 | 17,223 | Variable | (1,284) | (8.1%) |
| 62103 Supplies - Uniforms | 609 | 952 | 609 | 305 | 0 | 914 | 0.12 | 4.0% | 0.0% | 0 | 0.12 | 951 | Fixed-Even | (37) | (4.0%) |
| 62130 Supplies - Med Surg Nonbillable | 37,771 | 60,346 | 37,771 | 18,893 | 0 | 56,664 | 7.61 | 2.5% | 0.0% | 0 | 7.80 | 60,346 | Variable | (3,683) | (6.5%) |

► Drilling to detail

You can drill from an account on the Expense tab (this tab only) to GL Transactions detail. To activate this feature, open the [Budget Configuration driver](#). In the **Expense Transaction Drilling, On or Off** row, select Yes or No to turn on the drill. This is not budget group-specific so the election is for all plan files.

Global Budget Workbook Configuration Settings

| Global Setup | Two Years Ago | Last Year | Current Bud | YTD | ProjCalc | ProjAdj | ProjTtl | BudTtl | BudPrelim | Bud_Target |
|----------------------------------------------------------------|---------------|-----------|-------------|-----|----------|---------|---------|-------------|-----------|------------|
| Dept Dimension Grouping Code to be used for Global Assignments | | | | | | | | BudgetGroup | | |
| Use KHACMDimGrp? | | | | | | | | Yes | | |
| Activate Red Flag Popup? | | | | | | | | No | | |
| Expense Transaction Drilling, On or Off? | | | | | | | | On | | |
| Dept Column Width? | | | | | | | | 0 | | |
| Acct Column Width? | | | | | | | | 15 | | |
| Allow Manual Refresh of AQs? | | | | | | | | Off | | |

From the **Expense** tab, select the account desired, and drill on it from the year-to-date column. There are three ways to drill on the account:

- On the **Main** ribbon tab, select **Drill > JE Detail**.
- From value on the **Expense** tab, right-click the year-to-date value, and select **Drill > JE Drill**.
- Double-click the selected row.

| Acct | FY 2019 Actual | FY 2020 Budget | Feb YTD Actual | Mar-Jun Projected | Manager Input | FY 2020 Projected |
|---------------------------------|----------------|----------------|----------------|-------------------|---------------|-------------------|
| Dept Primary Statistic | 4,964 | 7,738 | 4,964 | 2,483 | 0 | 7,4 |
| Expenses | | | | | | |
| Salaries | | | | | | |
| 60100 Salaries - Regular | 689,437 | 3,032,072 | 689,437 | 66,524 | | 755,9 |
| 60110 Salaries - Overtime | 85,911 | 409,371 | 85,911 | 48,882 | | 134,7 |
| 60120 Salaries - Non-Productive | 71,858 | 0 | 71,858 | 36,935 | | 108,7 |
| 60100 Salaries - Regular | 1,443,256 | 0 | 1,443,256 | 38,501 | | 1,481,7 |
| 60110 Salaries - Overtime | 239,952 | 0 | 239,952 | 133,481 | | 373,4 |
| 60120 Salaries - Non-Productive | 218,041 | 0 | 218,041 | 74,959 | | 292,9 |
| Total - Salaries | 2,748,454 | 3,441,443 | 2,748,454 | 399,282 | 0 | 3,147,7 |

To close the drill to detail report, double-click **Return to Report** or close the drill report tab.

► Adjusting supply percentage and amount for Next Year Budget

To adjust supply percentage and amount:

1. Navigate to the Supply section of the sheet.
2. In the supply line item, do any of the following to adjust for NYB:
 - In the % **Adjust** column (column O), type the percentage amount.
 - In the **Amt Adjust** column (column O), type the dollar amount.
3. After you finish making your changes, in the **Main** ribbon tab, click **Save**.

► Inserting a new expense line item

You can add new expense line items to individual sections, including:

- Salaries
- Benefits
- Supplies
- Other expenses
- Paid hours

The system adds the line by inserting the appropriate calc method into the sheet. The following table lists the available calc methods used by the corresponding section in the sheet:

| Calc Method | Description | Sheet Section |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Add Detail - Input Monthly | Use this to insert a row to populate an individual month. | Other Expenses |
| Add Detail - Input Total | Use this to insert a row to enter an annual amount, and then decide how to spread it. | Other Expenses |
| Add New Detail | Zero-based expense calculations. Inputs are done on the Detail sheet in the budget plan file. | <ul style="list-style-type: none"> • Benefits • Supplies • Other Expenses |
| Add New Hours | Use this new labor calc method to add a new hours account to the Expense sheet. | Paid Hours |
| Add New Input Monthly | Month-by-month input. Use this calc method only when adding a new account. | <ul style="list-style-type: none"> • Salaries • Benefits • Supplies • Other Expenses • Paid Hours |
| Add New Labor | Use this new labor calc method to add a new labor account to the Expense sheet. | Salaries |
| Add New Variable | Calculates based on the relationship to key statistics. As there is no history when inserting as new, use the Amt Adjust (column P) to enter a value. If a projection value is desired, enter a value in Manager Input (Column J). | <ul style="list-style-type: none"> • Salaries • Benefits • Supplies • Other Expenses • Paid Hours |
| Fixed | Use this fixed methodology and select how you want to spread. | <ul style="list-style-type: none"> • Salaries • Benefits • Supplies • Other Expenses • Paid Hours |
| PctOfSalaries_FixedPct | Calculates a designated fixed percent from Budget Expense Adjustment Driver file, Budget Expense Assumptions, based on the relationship to salaries. Monthly spread will be based on the spread of salaries. | Benefits |
| RatePerFTE_Fixed | Allows you to define the fixed dollar amount per FTE in Budget Expense Adjustment Driver file to apply globally to benefit accounts. | Benefits |

To insert a new expense line item:

1. Navigate to the section to add the new line item.
2. Double-click the **Double Click to Insert...** cell.

Expense
19100 - EHS Accounting Operations (Employee)

| Acct | FY 2019 Actual | FY 2020 Budget | Feb YTD Actual | Mar-Jun Projected | Manager Input | FY 2020 Projected | FY 2020 /Unit | G A |
|------------------------------------------|-------------------|-------------------|-------------------|----------------------|------------------|----------------------|------------------|--------|
| Dept Primary Statistic | 365 | 365 | 828 | 533 | 0 | 1,361 | | |
| Expenses | | | | | | | | |
| Salaries | | | | | | | | |
| 60100 Salaries - Regular | 216,724 | 332,896 | 216,724 | 60 | | 216,784 | 159.28 | |
| 60110 Salaries - Overtime | 1,004 | 1,615 | 1,004 | 539 | | 1,543 | 1.13 | |
| 60120 Salaries - Non-Productive | 24,810 | 34,499 | 24,810 | 27,330 | | 52,141 | 38.31 | |
| 60900 Salaries - Emp Incentive | 0 | 3,644 | 0 | 1,216 | | 1,216 | 0.89 | |
| Double Click to Insert New Salary | | | | | | | | |
| Total - Salaries | 242,539 | 372,655 | 242,539 | 29,145 | 0 | 271,684 | 199.62 | |

3. In the **Insert Calc Method(s)** in sheet **Expense** dialog, select the calc method to insert, and click **OK**.

NOTE: If the line only uses or your organization is only licensed for one type of calc method, this dialog will not display. The system will open the Calc Methods Variable dialog instead.

4. In the **Calc Methods Variable** dialog, enter or select the account and department number, and click **OK**.
5. Enter the appropriate values in the blue cells, as needed.
6. After making your changes, in the **Main** ribbon tab, click **Save**.

Provider Detail and Provider Summary sheets

NOTE: This tab only displays if your organization purchased the Provider module license.

There are two sheets available that include provider level information: Provider Summary and Provider Detail.

Provider statistics are computed using historical relationships. Provider volumes are computed using today's Encounters per Production Day and adjusted for next year's Available Production Days.

IMPORTANT: Because the tab is rebuildable, any changes made in the Provider data tables *after* the plan file is built will be automatically updated in the plan file. These changes are commonly referred to as prior period adjustments, which will be reflected in the YTD columns in the tab.

To view a list of Provider calc methods, click one of the following:

- [Expense sheet calc methods](#)

- Provider sheet calc methods
- Stat_Rev sheet calc methods

► Provider Summary sheets

This sheet provides a summary of the totals at the department and individual provider level.

PROVIDER VOLUME SUMMARY
101100 - EMA Pediatrics (ProviderSummary)

| Provider | Dept | | FY 2019 Actual | Jun YTD Actual | Jul-Dec Projected | Manager Input | FY 2020 Projected | FY 2020 /Unit | Global Adjust | % Adjust | Amt Adjust | FY 2021 /Unit | FY 2021 Budget | Budget Method | Proj-Bud Variance Amt | % | Red Flag | Comments |
|----------|--------|---------------------------|-------------------|-------------------|----------------------|------------------|----------------------|------------------|------------------|-------------|---------------|------------------|-------------------|------------------|-----------------------------|----------|-------------|------------------------|
| | | Global Provider Driver | | | | | | | | | | | | | | | | |
| | | Worked Days | 261 | 173 | 87 | | 260 | | | | | | 0 | Provider Driver | (260) | (100.0%) | | Global Provider Driver |
| | | Summary Department Totals | | | | | | | | | | | | | | | | |
| | | FTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | 0.00 | | | | | | |
| | | Net Production Days | 0 | 0 | 0 | 0 | 0 | | | | | 0 | | | 0 | 0.0% | | |
| | | Total WRVU | 0 | 0 | 0 | 0 | 0 | | | | | 0 | | | 0 | 0.0% | | |
| | | Total Worked RVUs | 0 | 0 | 0 | 0 | 0 | | | | | 0 | | | 0 | 0.0% | | |
| | | Total RVUs | 0 | 0 | 0 | 0 | 0 | | | | | 0 | | | 0 | 0.0% | | |
| | | Total Procedure Counts | 0 | 0 | 0 | 0 | 0 | | | | | 0 | | | 0 | 0.0% | | |
| | | Total Gross Charges | 0 | 0 | 0 | 0 | 0 | | | | | 0 | | | 0 | 0.0% | | |
| | | Total Payments | 0 | 0 | 0 | 0 | 0 | | | | | 0 | | | 0 | 0.0% | | |
| | | WRVU Per Prod Day | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | 0.00 | | | 0 | 0.0% | | |
| | | RVUs per WRVU | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | 0.00 | | | 0 | 0.0% | | |
| | | Worked RVUs per WRVU | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | 0.00 | | | 0 | 0.0% | | |
| D1186 | 101100 | Macaulay, Kelly M. MD | | | | | | EmpID: | 14624 | | | | | | | | | |
| | | Relative Availability | 0.00 | 0.00 | 0.00 | | 0.00 | | | | | 0.00 | | | | | | |
| | | WRVU | 0 | 0 | 0 | | 0 | | | | | 0 | | | 0 | 0.0% | | |
| | | Volume | 0 | 0 | 0 | | 0 | 0.000 | | 0.00% | 0.00 | 0.000 | 0 | | 0 | 0.0% | | |
| | | Gross Charges | 0 | 0 | 0 | | 0 | 0.000 | | 0.0% | 0.0% | 0 | 0.000 | 0 | 0 | 0.0% | | |
| | | Encounter | 0 | 0 | 0 | | 0 | 0.000 | | 0.0% | 0.0% | 0.000 | 0 | 0.000 | 0 | 0.0% | | |
| D21030 | 101100 | Suarez, Elliot D. MD | | | | | | EmpID: | 18195 | | | | | | | | | |
| | | Relative Availability | 0.00 | 0.00 | 0.00 | | 0.00 | | | | | 0.00 | | | | | | |
| | | WRVU | 0 | 0 | 0 | | 0 | | | | | 0 | | | 0 | 0.0% | | |
| | | Volume | 0 | 0 | 0 | | 0 | 0.000 | | 0.00% | 0.00 | 0.000 | 0 | | 0 | 0.0% | | |
| | | Gross Charges | 0 | 0 | 0 | | 0 | 0.000 | | 0.0% | 0.0% | 0 | 0.000 | 0 | 0 | 0.0% | | |
| | | Encounter | 0 | 0 | 0 | | 0 | 0.000 | | 0.0% | 0.0% | 0.000 | 0 | 0.000 | 0 | 0.0% | | |
| D59902 | 101100 | Sarr, Michelle M. MD | | | | | | EmpID: | 18410 | | | | | | | | | |
| | | Relative Availability | 0.00 | 0.00 | 0.00 | | 0.00 | | | | | 0.00 | | | | | | |
| | | WRVU | 0 | 0 | 0 | | 0 | | | | | 0 | | | 0 | 0.0% | | |
| | | Volume | 0 | 0 | 0 | | 0 | 0.000 | | 0.00% | 0.00 | 0.000 | 0 | | 0 | 0.0% | | |
| | | Gross Charges | 0 | 0 | 0 | | 0 | 0.000 | | 0.0% | 0.0% | 0 | 0.000 | 0 | 0 | 0.0% | | |
| | | Encounter | 0 | 0 | 0 | | 0 | 0.000 | | 0.0% | 0.0% | 0.000 | 0 | 0.000 | 0 | 0.0% | | |
| D79928 | 101100 | Agrin-Silva, Rachel MD | | | | | | EmpID: | 19704 | | | | | | | | | |

► Provider Detail sheet

This sheet shows summary subtotal information for each provider, but you can also access the details for each provider by using the Click-to-Expand feature.

PROVIDER VOLUME DETAIL
101010 - EMA Internal Medicine (Provider Detail)

| Provider | Dept | | FY 2019 Actual | Jun YTD Actual | Jul-Dec Projected | Manager Input | FY 2020 Projected | FY 2020 /Unit | Global Adjust | % Adjust | Amt Adjust | FY 2021 /Unit | FY 2021 Budget | Budget Method | Proj-Bud Variance Amt | % | Red Flag | Comments |
|----------|--------|----------------------------------------------------------|-------------------|-------------------|----------------------|------------------|----------------------|------------------|------------------|-------------|---------------|------------------|-------------------|------------------|-----------------------------|----------|-------------|------------------------|
| | | Global Provider Driver | | | | | | | | | | | | | | | | |
| | | Worked Days | 261 | 173 | 87 | | 260 | | | | | | 0 | Provider Driver | (260) | (100.0%) | | Global Provider Driver |
| | | Summary Department Totals | | | | | | | | | | | | | | | | |
| | | FTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | 0.00 | | | | | | |
| | | Net Production Days | 8,874 | 5,882 | 2,958 | 0 | 8,840 | | | | | 0 | | | (8,840) | (100.0%) | | |
| | | Total WRVU | 0 | 45,382 | 22,814 | 0 | 68,196 | | | | | 0 | | | (68,196) | (100.0%) | | |
| | | Total Worked RVUs | 0 | 0 | 0 | 0 | 0 | | | | | 0 | | | 0 | 0.0% | | |
| | | Total RVUs | 0 | 93,044 | 46,766 | 0 | 139,810 | | | | | 0 | | | (139,810) | (100.0%) | | |
| | | Total Procedure Counts | 0 | 34,559 | 17,376 | 0 | 51,935 | | | | | 0 | | | (51,935) | (100.0%) | | |
| | | Total Gross Charges | 0 | 10,166,348 | 5,111,148 | 0 | 15,277,496 | | | | | 0 | | | (15,277,496) | (100.0%) | | |
| | | Total Payments | 0 | 0 | 0 | 0 | 0 | | | | | 0 | | | 0 | 0.0% | | |
| | | WRVU Per Prod Day | 0.00 | 7.72 | 7.71 | 0.00 | 7.71 | | | | | 0.00 | | | (8) | (100.0%) | | |
| | | RVUs per WRVU | 0.00 | 2.05 | 2.05 | 0.00 | 2.05 | | | | | 0.00 | | | (2) | (100.0%) | | |
| | | Worked RVUs per WRVU | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | 0.00 | | | 0 | 0.0% | | |
| | | Double-click to expand/collapse all provider detail rows | | | | | | | | | | | | | | | | |
| | | Double-click to collapse/expand Provider detail | | | | | | | | | | | | | | | | |
| | | Double-click to collapse/refresh Provider summaries | | | | | | | | | | | | | | | | |
| D12221 | 101010 | Quintan, Maria L. MD | | | | | | EmpID: | 19452 | | | | | | | | | |
| D12221 | 101010 | Relative Availability | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 | | | | | 0.00 | | | | | | |
| D12221 | 101010 | Total - WRVU | 0 | 1,119 | 562 | 0 | 1,681 | | | | | 0 | | | 0 | 0.0% | | |
| D12221 | 101010 | Total - Procedure Counts | 0 | 804 | 403 | 0 | 1,207 | | | | | 0 | | | 0 | 0.0% | | |
| D12221 | 101010 | Total - Gross Charges | 0 | 268,793 | 134,781 | 0 | 403,574 | | | | | 0 | | | 0 | 0.0% | | |
| D12221 | 101010 | Total - RVUs | 0 | 2,300 | 1,156 | 0 | 3,456 | | | | | 0 | | | 0 | 0.0% | | |
| D12221 | 101010 | Total - Encounter | 0 | 779 | 391 | 0 | 1,170 | | | | | 0 | | | 0 | 0.0% | | |
| | | Double-click to show detail | | | | | | | | | | | | | | | | |
| D14201 | 101010 | Racemack, Susan M. MD | | | | | | EmpID: | 20532 | | | | | | | | | |
| D14201 | 101010 | Relative Availability | 1.0 | | | | 1.00 | | | | | 0.00 | | | | | | |
| D14201 | 101010 | Total - WRVU | 0 | | | | 1,306 | | | | | 0 | | | 0 | 0.0% | | |
| D14201 | 101010 | Total - Procedure Counts | 0 | | | | 963 | | | | | 0 | | | 0 | 0.0% | | |
| D14201 | 101010 | Total - Gross Charges | 0 | 198,309 | 99,675 | 0 | 297,984 | | | | | 0 | | | 0 | 0.0% | | |
| D14201 | 101010 | Total - RVUs | 0 | 1,786 | 898 | 0 | 2,684 | | | | | 0 | | | 0 | 0.0% | | |
| D14201 | 101010 | Total - Encounter | 0 | 599 | 301 | 0 | 900 | | | | | 0 | | | 0 | 0.0% | | |
| | | Double-click to show detail | | | | | | | | | | | | | | | | |

The Click-to-Expand feature expands the rows and inserts the calc method that includes the provider detail information such as WRVUs, gross charges, RVUs, encounters, and so on. You can simply scan and review the summary information for each provider without having to sort through multiple lines of details to view the information you need, and if necessary, expand the details and manage only those providers that need it.

TIP: When you save the file, the system will remember which providers you have expanded the detail rows for that day. Let's say you expanded the detail rows for five providers and saved your changes, when you open the file later, the detail lines will still display for those five providers. When the plan file processes that evening, however, the system will collapse all of the detail rows so that the tab opens faster.

PROVIDER VOLUME DETAIL 101010 - EMA Internal Medicine (Provider Detail)

| | FY 2019 Actual | Jun YTD Actual | Jul-Dec Projected | Manager Input | FY 2020 Projected | FY 2020 /Unit | Global Adjust | % Adjust | Amt Adjust | FY 2021 /Unit | FY 2021 Budget | Budget Method | Proj-Bud Variance Amt | % | Red Flag | Comments |
|------------------------------------------------------------|-------------------|-------------------|----------------------|------------------|----------------------|------------------|------------------|-------------|---------------|------------------|-------------------|----------------------------------------------------------------|-----------------------------|-----------|-------------|------------------------|
| Global Provider Driver | | | | | | | | | | | | | | | | |
| Worked Days | 261 | 173 | 87 | | 260 | | | | | | 0 | Provider Driver | (260) | (100.0%) | | Global Provider Driver |
| Summary Department Totals | | | | | | | | | | | | | | | | |
| FTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | 0.00 | | | | | | |
| Net Production Days | 8,874 | 5,882 | 2,998 | 0 | 8,840 | | | | | 0 | | | (8,840) | (100.0%) | | |
| Total WRVU | 0 | 45,382 | 22,814 | 0 | 68,196 | | | | | 0 | | | (68,196) | (100.0%) | | |
| Total Worked RVUs | 0 | 0 | 0 | 0 | 0 | | | | | 0 | | | 0 | 0.0% | | |
| Total RVUs | 0 | 93,044 | 46,766 | 0 | 139,810 | | | | | 0 | | | (139,810) | (100.0%) | | |
| Total Procedure Counts | 0 | 34,338 | 17,376 | 0 | 51,935 | | | | | 0 | | | (51,935) | (100.0%) | | |
| Total Gross Charges | 0 | | | | 79,496 | | | | | 0 | | | (79,496) | (100.0%) | | |
| Total Payments | 0 | | | | 0 | | | | | 0 | | | 0 | 0.0% | | |
| WRVU Per Prod Day | 0.00 | | | | 7.71 | | | | | 0.00 | | | | | | |
| RVUs per WRVU | 0.00 | | | | 2.05 | | | | | 0.00 | | | | | | |
| Worked RVUs per WRVU | 0.00 | | | | 0.00 | | | | | 0.00 | | | | | | |
| Double-click to collapse/expand Provider detail | | | | | | | | | | | | | | | | |
| Double-click to collapse/refresh Provider summaries | | | | | | | | | | | | | | | | |
| Chapman, Richard A MD | | | | | EmpID: 17279 | | | | | | | | | | | |
| Double-click to hide detail | | | | | | | | | | | | | | | | |
| Relative Availability | 1.00 | 1.00 | 1.00 | | 1.00 | | | | | 1.00 | | | | | | |
| Production Days | 261 | 173 | 87 | | 260 | | | | | 0 | | | | | | |
| Adjustment-Production Days | | | | | 0 | | | | | 0 | | | | | | |
| Net Production Days | 261 | 173 | 87 | | 260 | | | | | 0 | | | | | | |
| Seasonality Factor | | | 1.00 | | | | | | | | | | | | | |
| WRVU | 0 | 649 | 326 | 0 | 975 | | | | | 0 | | | | | | |
| WRVU Per WRVU | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | 0.00 | | | | | | |
| RVU Per WRVU | 0.00 | 2.04 | 2.03 | 0.00 | 2.04 | | | | | 0.00 | | | | | | |
| WRVU per Prod Day | 0.00 | 3.75 | 3.75 | 0.00 | 3.75 | | | | | 0.00 | | | | | | |
| WRVU | | | | | | | | | | | | | | | | |
| Professional Svc-Office-Est Patient,Capitation,Office | 0 | 310 | 156 | 0 | 466 | 1.794 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Net Production Days | (466) | (100.0%) | | |
| Professional Svc-Office-Est Patient,Fee For Service,Office | 0 | 316 | 159 | 0 | 475 | 1.828 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Net Production Days | (475) | (100.0%) | | |
| Professional Svc-Office-New Patient,Capitation,Office | 0 | 12 | 6 | 0 | 18 | 0.068 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Net Production Days | (18) | (100.0%) | | |
| Professional Svc-Office-New Patient,Fee For Service,Office | 0 | 9 | 5 | 0 | 14 | 0.055 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Net Production Days | (14) | (100.0%) | | |
| Surgical Services,Capitation,Office | 0 | 1 | 0 | 0 | 1 | 0.003 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Net Production Days | (1) | (100.0%) | | |
| Surgical Services,Fee For Service,Office | 0 | 1 | 0 | 0 | 1 | 0.003 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Net Production Days | (1) | (100.0%) | | |
| Double-click to insert New WRVU | | | | | | | | | | | | | | | | |
| Total - WRVU | 0 | 649 | 326 | 0 | 975 | 3.751 | | | | 0 | | | (975) | (100.00%) | | |
| Procedure Counts | | | | | | | | | | | | | | | | |
| Lab Testing Services,Capitation,Office | 0 | 18 | 9 | 0 | 27 | 0.028 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per WRVU | (27) | (100.0%) | | |
| Lab Testing Services,Fee For Service,Office | 0 | 15 | 8 | 0 | 23 | 0.024 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per WRVU | (23) | (100.0%) | | |
| Professional Svc-Office-Est Patient,Capitation,Office | 0 | 211 | 106 | 0 | 317 | 0.680 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Professional Svc-Office-Est Patient,Capitation,Office | (317) | (100.0%) | | |
| Professional Svc-Office-Est Patient,Fee For Service,Office | 0 | 214 | 108 | 0 | 322 | 0.677 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Professional Svc-Office-Est Patient,Fee For Service,Office | (322) | (100.0%) | | |
| Professional Svc-Office-New Patient,Capitation,Office | 0 | 5 | 3 | 0 | 8 | 0.041 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Professional Svc-Office-New Patient,Capitation,Office | (8) | (100.0%) | | |
| Professional Svc-Office-New Patient,Fee For Service,Office | 0 | 4 | 2 | 0 | 6 | 0.018 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Professional Svc-Office-New Patient,Fee For Service,Office | (6) | (100.0%) | | |
| Surgical Services,Capitation,Office | 0 | 1 | 0 | 0 | 1 | 1.888 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Surgical Services,Capitation,Office | (1) | (100.0%) | | |
| Surgical Services,Fee For Service,Office | 0 | 2 | 0 | 0 | 2 | 2.492 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Surgical Services,Fee For Service,Office | (2) | (100.0%) | | |
| Double-click to insert New Procedure | | | | | | | | | | | | | | | | |
| Total - Procedure Counts | 0 | 470 | 236 | 0 | 706 | 0.724 | | | | 0 | | | (706) | (100.00%) | | |
| Gross Charges | | | | | | | | | | | | | | | | |
| Lab Testing Services,Fee For Service,Office | 0 | 570 | 286 | 0 | 857 | 0.878 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Lab Testing Services,Fee For Service,Office | (857) | (100.0%) | | |
| Professional Svc-Office-Est Patient,Hybrid,Office | 0 | 141,263 | 70,924 | 0 | 212,187 | 217.559 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Professional Svc-Office-Est Patient,Hybrid,Office | (212,187) | (100.0%) | | |
| Professional Svc-Office-New Patient,Fee For Service,Office | 0 | 4,767 | 2,551 | 0 | 7,317 | 150.162 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Professional Svc-Office-New Patient,Fee For Service,Office | (7,317) | (100.0%) | | |
| Surgical Services,Fee For Service,Office | 0 | 614 | 0 | 0 | 614 | 765.172 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Surgical Services,Fee For Service,Office | (614) | (100.0%) | | |
| Double-click to insert New Revenue | | | | | | | | | | | | | | | | |
| Total - Gross Charges | 0 | 147,214 | 73,761 | 0 | 220,975 | 226.569 | | | | 0 | | | (220,975) | (100.00%) | | |
| RVUs | | | | | | | | | | | | | | | | |
| Lab Testing Services,Capitation,Office | 0 | 3 | 2 | 0 | 5 | 0.007 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Total - Procedure Counts | (5) | (100.0%) | | |
| Lab Testing Services,Fee For Service,Office | 0 | 3 | 1 | 0 | 4 | 0.005 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Total - Procedure Counts | (4) | (100.0%) | | |
| Professional Svc-Office-Est Patient,Capitation,Office | 0 | 630 | 317 | 0 | 947 | 2.031 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Professional Svc-Office-Est Patient,Capitation,Office | (947) | (100.0%) | | |
| Professional Svc-Office-Est Patient,Fee For Service,Office | 0 | 641 | 322 | 0 | 963 | 2.025 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Professional Svc-Office-Est Patient,Fee For Service,Office | (963) | (100.0%) | | |
| Professional Svc-Office-New Patient,Capitation,Office | 0 | 22 | 11 | 0 | 33 | 1.867 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Professional Svc-Office-New Patient,Capitation,Office | (33) | (100.0%) | | |
| Professional Svc-Office-New Patient,Fee For Service,Office | 0 | 18 | 10 | 0 | 28 | 1.937 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Professional Svc-Office-New Patient,Fee For Service,Office | (28) | (100.0%) | | |
| Surgical Services,Capitation,Office | 0 | 3 | 0 | 0 | 3 | 4.684 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Surgical Services,Capitation,Office | (3) | (100.0%) | | |
| Surgical Services,Fee For Service,Office | 0 | 2 | 0 | 0 | 2 | 2.968 | 0.0% | 0.0% | 0.00 | 0.000 | 0 | Per Surgical Services,Fee For Service,Office | (2) | (100.0%) | | |

IMPORTANT: The Summary Department Totals section at the top of the tab will not update values until you save changes to the workbook.

► Updating detail provider values from the Stat_Rev tab

Any changes made to the provider's FTE value on the [ProviderComp](#) sheet will affect the values for that provider in the Provider Detail sheet. To see that result within your session, double-click the **Double click to collapse/refresh Provider summaries** cell to refresh the data; otherwise, the nightly recalculation process will update it automatically.

| PROVIDER VOLUME DETAIL | | | | | | | | | | | | |
|-----------------------------------------------------|-------------------|-------------------|----------------------|------------------|----------------------|------------------|------------------|-------------|---------------|------------------|-------------------|--|
| 101010 - EMA Internal Medicine (Provider Detail) | | | | | | | | | | | | |
| | FY 2019 Actual | Jun YTD Actual | Jul-Dec Projected | Manager Input | FY 2020 Projected | FY 2020 /Unit | Global Adjust | % Adjust | Amt Adjust | FY 2021 /Unit | FY 2021 Budget | |
| Global Provider Driver | | | | | | | | | | | | |
| Worked Days | 261 | 173 | 87 | | 260 | | | | | | 0 | |
| Summary Department Totals | | | | | | | | | | | | |
| FTE | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | 0.00 | |
| Net Production Days | 8,874 | 5,882 | 2,958 | 0 | 8,840 | | | | | | 0 | |
| Total WRVU | 0 | 45,382 | 22,814 | 0 | 68,196 | | | | | | 0 | |
| Total Worked RVUs | 0 | 0 | 0 | 0 | 0 | | | | | | 0 | |
| Total RVUs | 0 | 93,044 | 46,766 | 0 | 139,810 | | | | | | 0 | |
| Total Procedure Counts | 0 | 34,559 | 17,376 | 0 | 51,935 | | | | | | 0 | |
| Total Gross Charges | 0 | 10,168,348 | 5,111,148 | 0 | 15,279,496 | | | | | | 0 | |
| Total Payments | 0 | 0 | 0 | 0 | 0 | | | | | | 0 | |
| WRVU Per Prod Day | 0.00 | 7.72 | 7.71 | 0.00 | 7.71 | | | | | | 0.00 | |
| RVUs per WRVU | 0.00 | 2.05 | 2.05 | 0.00 | 2.05 | | | | | | 0.00 | |
| Worked RVUs per WRVU | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | 0.00 | |
| Double click to collapse/expand Provider detail | | | | | | | | | | | | |
| Double click to collapse/refresh Provider summaries | | | | | | | | | | | | |
| Champion, Richard A. MD | | | | | | EmpID: | 17279 | | | | | |
| Double click to hide detail | | | | | | | | | | | | |
| Relative Availability | 1.00 | 1.00 | 1.00 | | 1.00 | | | | | | 1.00 | |
| Production Days | 261 | 173 | 87 | | 260 | | | | | | 0 | |
| Adjustment-Production Days | | | 0 | | 0 | | | | | | 0 | |
| Net Production Days | 261 | 173 | 87 | | 260 | | | | | | 0 | |

New Initiatives sheet

► Overview

This sheet allows you to budget for new projects that are outside of your organization or department's normal operations. The budgets for each new initiative save to unique Initiative IDs so that you can analyze the new initiative budget separately from the ongoing operating budget. For each project to budget, use the Initiatives tab to enter the project's monthly budget values. There is also a comments section.

To create an initiative, double-click **Double Click to Insert New Initiative**. The **Insert Calc-Method(s) in sheet Initiatives** dialog displays.

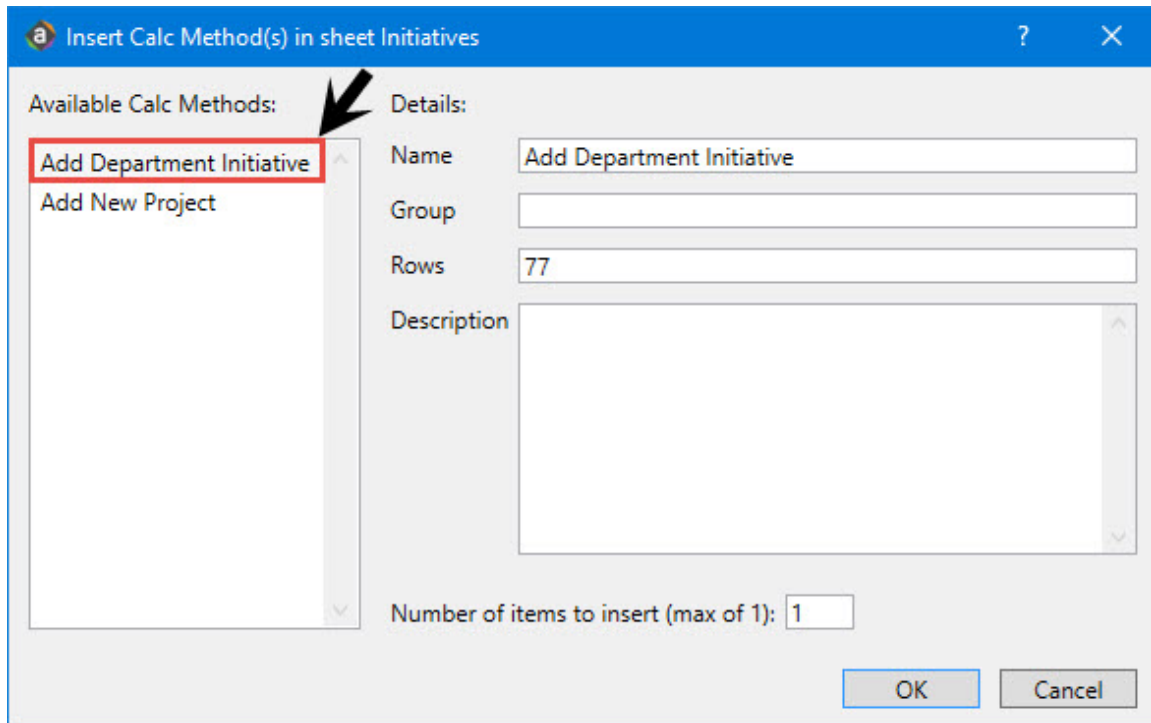
You can create one of two types of initiatives: department or system.

► Adding a department initiative

A department initiative is a project that applies only to a single department.

To add a department initiative:

1. Double-click **Add Department Initiative** to create an outline for adding detailed information for department-wide initiatives.



The screenshot shows a dialog box titled "Insert Calc Method(s) in sheet Initiatives". On the left, under "Available Calc Methods:", there is a list with two items: "Add Department Initiative" (highlighted with a red box and an arrow) and "Add New Project". On the right, under "Details:", there are four fields: "Name" (containing "Add Department Initiative"), "Group" (empty), "Rows" (containing "77"), and "Description" (a large empty text area). At the bottom, there is a field "Number of items to insert (max of 1):" with the value "1". The "OK" and "Cancel" buttons are at the bottom right.

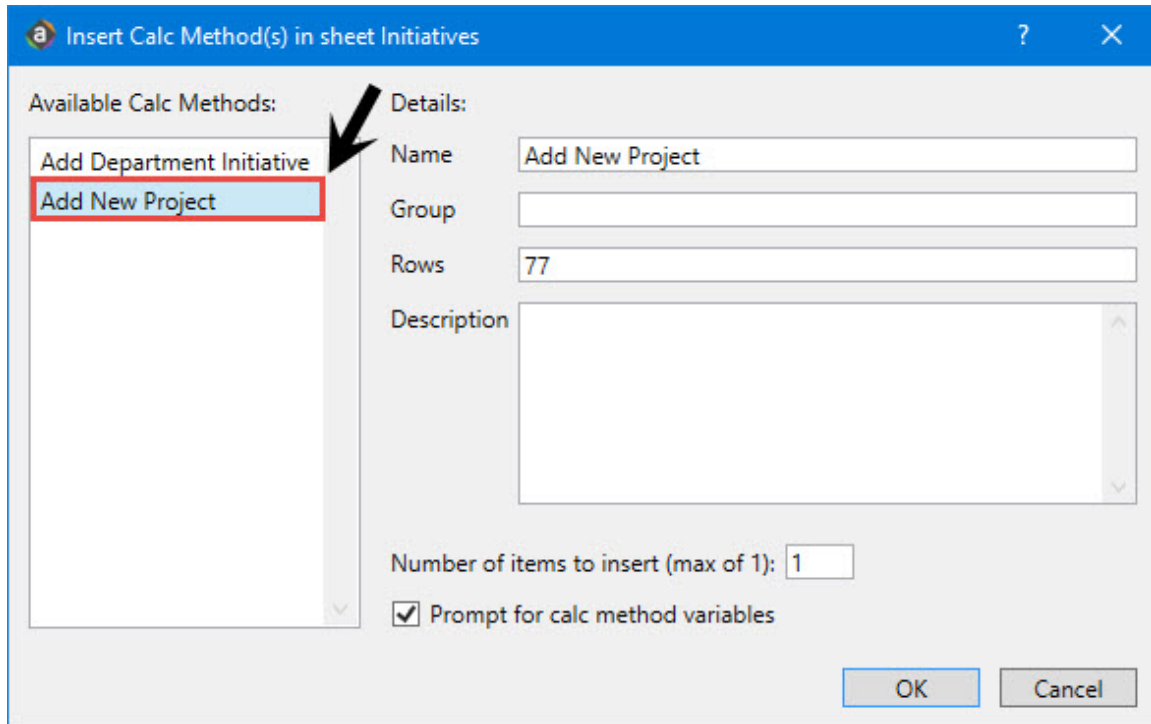
2. In the **Insert Description Here** cell, enter information to describe your initiative.
3. At the top of the screen, from the drop-down, select one of the following:
 - To include the initiative for the next year budget amounts in the database, select **Approve**.
 - To exclude the initiative from the next year budget amounts in the database, select **Exclude**
4. Update the blue cells with the budget data for the initiative, as needed. You can also add rows for new items related to the initiative by double-clicking the appropriate row.
5. After you finish making changes, in the **Main** ribbon tab, click **Save**.

► **Adding a system initiative**

A system initiative is a project that applies to multiple departments in your organization.

To add a system initiative:

1. Double-click **Add Project Initiative** for a single project.



2. In the **Calc Method Variables** dialog, click **Choose Value**.
3. In the **Choose Value** dialog, select the project, and click **OK**.
4. In the **Calc Method Variables** dialog, click **OK**.
5. The project list is created by you. Each project is pre-defined to **Approve** or **Exclude**.
 - **Approve** saves data related to an initiative to the Financial data source for each department with a budget for the initiative. Approved initiatives would subsequently be included in any Budget Income Statement reports.
 - **Exclude** saves the data from New Initiatives to the NYBDetail data source. Excluded initiatives will not be included in any Budget Income Statement reports, but separate New Initiatives reports can be run to summarize the totals for each initiative.
6. In the **Main** ribbon tab, click **Refresh Data** to populate the initiative with data.

NOTE: This assumes that your Axiom Budgeting administrator has instituted the New Initiatives utility.

7. Update the blue cells with the budget data for the initiative, as needed. You can also add rows for new items related to the initiative by double-clicking the appropriate row.
8. After you finish making changes, in the **Main** ribbon tab, click **Save**.

Operating Plan sheet

► Overview

This sheet helps you clarify strategic budget objectives before making updates to a budget. It presents a questionnaire that lists the department's objectives and describe how any changes to the budget will support each objective. For example, you can use this for a SWAT analysis approach or whatever is most meaningful to your organization. The purpose of the planning questions is to capture higher level, salient points within the plan file to facilitate a discussion with the budget stakeholders such as department directors or vice presidents. You can review the questions with others by opening the plan file directly or running the [Budget Plan Questions report](#).

NOTE: The questions that display are determined and set up by your organization. If you have Administrator privileges, you can add or edit them in the [Budget Assumptions driver](#), as needed.

| EHS-Operating Plan | |
|----------------------------------------------|-------------------------------------------------------------------|
| 19100 - EHS Accounting Operations (Employee) | |
| | EHS-Objectives |
| 101 | |
| 102 | |
| 103 | |
| 104 | |
| 105 | |
| | Double Click to Insert New Planning Lines |
| | EHS-Risk Factors |
| 201 | |
| 202 | |
| 203 | |
| 204 | |
| 205 | |
| | Double Click to Insert New Planning Lines |
| | EHS-Factors That May Aid In Accomplishing The Objectives |
| 301 | |
| 302 | |
| 303 | |
| 304 | |
| 305 | |
| | Double Click to Insert New Planning Lines |
| | EHS-Provide Any Operational Factors That Will Not Occur Next Year |
| 401 | |
| 402 | |
| 403 | |
| 404 | |
| 405 | |
| | Double Click to Insert New Planning Lines |
| | EHS-Provide Any New Operational Factors That May Occur Next Year |
| 501 | |
| 502 | |
| 503 | |
| 504 | |
| 505 | |
| | Double Click to Insert New Planning Lines |

► Completing plan questions

To complete plan questions:

1. In this tab, do any of the following:
 - Answer the questions by entering content in as many rows as needed.

NOTE: The content in the rows do not wrap, meaning that once you get to the end of the row, you need to continue entering content in the next row.

- To add a line, double-click **Double Click to Insert New Planning Lines**.
2. After you finish making changes, in the **Main** ribbon tab, click **Save**.

Department History sheet

► Overview

This sheet is a report that allows you to reference the historical spending trends for up to the last 18 months. This report is useful to keep open as you work on your budget. The reports is segmented into the following areas for statistics, revenue, expenses, and hours:

- **Last Year Actual** - Includes values posted for over the last year.

| Department History | | Last Year Actual | | | | | | | | | |
|----------------------------------------------|----------------------------------|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--|
| 19100 - EHS Accounting Operations (Employee) | | Jul-18 | Aug-18 | Sep-18 | Oct-18 | Nov-18 | Dec-18 | Jan-19 | Feb-19 | Mar-19 | |
| Acct | | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual | |
| Key Department Statistics | | | | | | | | | | | |
| 100 | Patient Days | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 300 | Calendar Days | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | |
| | Total Statistics | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | |
| Other Non-Key Statistics | | | | | | | | | | | |
| | Total - Other Non-Key Statistics | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Revenue | | | | | | | | | | | |
| Inpatient Revenue | | | | | | | | | | | |
| | Total - Inpatient Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Outpatient Revenue | | | | | | | | | | | |
| | Total - Outpatient Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Other Patient Revenue | | | | | | | | | | | |
| | Total - Other Patient Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Revenue Allowances | | | | | | | | | | | |
| | Total - Revenue Allowances | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Other Revenue | | | | | | | | | | | |
| 58000 | Department Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Total - Other Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Total Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

- **Current Year Actual** - Includes values posted for YTD.

Department History

19100 - EHS Accounting Operations (Employee)

| | | Current Year Actual | | | | | | |
|----------------------------------|----------------------------------|---------------------|------------------|------------------|------------------|------------------|------------------|----------------|
| Acct | | Jul-19 Actual | Aug-19 Actual | Sep-19 Actual | Oct-19 Actual | Nov-19 Actual | Dec-19 Actual | YTD FY 2020 |
| Key Department Statistics | | | | | | | | |
| 100 | Patient Days | 96 | 53 | 60 | 71 | 84 | 75 | 439 |
| 300 | Calendar Days | 31 | 31 | 30 | 31 | 30 | 31 | 184 |
| | Total Statistics: | 127 | 84 | 90 | 102 | 114 | 106 | 623 |
| Other Non-Key Statistics | | | | | | | | |
| | Total - Other Non-Key Statistics | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Revenue | | | | | | | | |
| Inpatient Revenue | | | | | | | | |
| | Total - Inpatient Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Outpatient Revenue | | | | | | | | |
| | Total - Outpatient Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Patient Revenue | | | | | | | | |
| | Total - Other Patient Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Revenue Allowances | | | | | | | | |
| | Total - Revenue Allowances | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Revenue | | | | | | | | |
| 58000 | Department Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total - Other Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Expenses | | | | | | | | |
| Salaries | | | | | | | | |
| 60100 | Salaries - Regular | 26,577 | 27,725 | 27,753 | 25,944 | 24,733 | 25,290 | 158,022 |
| 60110 | Salaries - Overtime | 54 | 234 | 141 | 213 | (18) | 125 | 748 |
| 60120 | Salaries - Non-Productive | 2,741 | 2,867 | 4,146 | 3,773 | 6,401 | 2,580 | 22,508 |
| 60900 | Salaries - Emp Incentive | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total - Salaries | 29,372 | 30,826 | 32,040 | 29,930 | 31,115 | 27,995 | 181,278 |

- **Department History used for Monthly Spreads** - Includes a combination of YTD values plus the actuals from the previous year to form a full 12 months of data. In the following example, the actuals are posted through February 2019. In the Monthly Spreads section, the actuals are copied from July through February. But, for the missing months that have no actuals yet, the system copies the data from Last Year Actual and enters them for the missing months. In this example, the March through June actuals are copied from the same months in the Last Year Actual section.

TIP: Before you begin entering budget values, look for anomalies or holes in the Last Year Actual and Current Year Actual values that do not make sense or cannot be explained - especially if you intend to use this section. Make sure to resolve any data issues before you start creating a new budget for the next budget year or select an alternate spread option.

| Department History | | Department History used for Monthly Spreads | | | | | | | | | | | |
|----------------------------------------------|--|---------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 19100 - EHS Accounting Operations (Employee) | | Jul-19 Actual | Aug-19 Actual | Sep-19 Actual | Oct-19 Actual | Nov-19 Actual | Dec-19 Actual | Jan-19 Actual | Feb-19 Actual | Mar-19 Actual | Apr-19 Actual | May-19 Actual | Jun-19 Actual |
| Key Department Statistics | | | | | | | | | | | | | |
| 100 Patient Days | | 96 | 53 | 60 | 71 | 84 | 75 | 0 | 0 | 0 | 0 | 0 | 0 |
| 300 Calendar Days | | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 |
| Total Statistics | | 127 | 84 | 90 | 102 | 114 | 106 | 31 | 28 | 31 | 30 | 31 | 30 |
| Other Non-Key Statistics | | | | | | | | | | | | | |
| Total - Other Non-Key Statistics | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Revenue | | | | | | | | | | | | | |
| Inpatient Revenue | | | | | | | | | | | | | |
| Total - Inpatient Revenue | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Outpatient Revenue | | | | | | | | | | | | | |
| Total - Outpatient Revenue | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Patient Revenue | | | | | | | | | | | | | |
| Total - Other Patient Revenue | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Revenue Allowances | | | | | | | | | | | | | |
| Total - Revenue Allowances | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Revenue | | | | | | | | | | | | | |
| 58000 Department Income | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total - Other Revenue | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Revenue | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Expenses | | | | | | | | | | | | | |
| Salaries | | | | | | | | | | | | | |
| 60100 Salaries - Regular | | 26,577 | 27,725 | 27,753 | 25,944 | 24,733 | 25,290 | 29,870 | 28,832 | 0 | 0 | 0 | 0 |
| 60110 Salaries - Overtime | | 54 | 234 | 141 | 213 | (18) | 125 | 203 | 53 | 0 | 0 | 0 | 0 |
| 60120 Salaries - Non-Productive | | 2,741 | 2,867 | 4,146 | 3,773 | 6,401 | 2,580 | 986 | 1,316 | 0 | 0 | 0 | 0 |
| 60900 Salaries - Emp Incentive | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total - Salaries | | 29,372 | 30,826 | 32,040 | 29,930 | 31,115 | 27,995 | 31,059 | 30,201 | 0 | 0 | 0 | 0 |

The system uses this combination of actuals and historical values to determine how to spread budgeted expenses across an account. So, if a department spends more money at the beginning of a fiscal year and adds a \$10,000 expense to the budget, the system will automatically apply more of that expense to the beginning of the year than at the end.

TIP: The same historical information is also available in the Expense sheet at the expense line level. For more information, see [Viewing historical values for expenses](#).

Viewing and managing file attachments for a plan file

► Overview

In a budget plan file, you can attach supporting files to help support your budgeting process. For example, you may want to attach various supporting information about the spending requests or capital projects, and have that information easily reviewable along with the plan file itself.

If you have read/write access to a plan file, then you can add and delete attachments as well as view attachments. If you have read-only access to a plan file, then you can only view existing attachments.

► Managing file attachments

Using the **Manage Attachments** dialog, you can add, delete, and view attachments for a plan file.

- **Adding a file attachment:** Click **Upload Attachment**, and then navigate to the file that you want to add as an attachment. The file will be imported into the Axiom Budgeting database and associated with the plan file.
- **Deleting a file attachment:** Select the file, and then click **Delete**. The file is deleted from the Axiom Budgeting database and will no longer be available as an attachment.
- **Renaming a file attachment:** To rename a file attachment, right-click the attachment and then click **Rename**. The name becomes editable and you can type your changes.
- **Editing the attachment description:** To define or edit the description for the file attachment, select the file and then click **Edit Description**.
- **Opening a file attachment:** Select the file, and then click **Open** (or you can double-click the file).

If the attachment is an Excel-compatible file that opens within the Axiom Budgeting session, it will open with read/write access. You can edit the file and save changes if desired.

If the attachment is a Word file or a PowerPoint file, then it opens in its native program with read/write access if the corresponding Axiom Budgeting add-in is already installed (or if it is successfully installed when the file is opened). You can edit the file and save changes by using the add-in.

If the Word or PowerPoint add-in is not installed, or if the file is some other file type, then you cannot edit and save the file directly. If you need to edit one of these files, you should save a copy of the file locally and make your edits. You can then delete the existing file attachment in the Axiom Budgeting database, and upload your edited copy.

Saving budget plan files

Data resides in the budget plan file, which is not written back to the Axiom database until you save the budget. When saving a budget, Axiom Budgeting verifies and validates the spreadsheet, saves the file, and saves the information to the Axiom database.

Depending on how your system is configured, the system may require you to enter comments when a line item exceeds a defined threshold in the Stat_Rev and Expense tabs before saving the plan file. A message will display above the Comments column header, informing you of the number of variances to address. A red flag icon displays in the Red Flag column. After you enter variance comments, you can save the plan file.

The order of saving budget plan files is left to right. This means that if required variances are needed, the notification on save displays first on the Stat_Rev tab. After all Stat_Rev required variances are met, the user saves again. If required variances also exist on the Expense tab, another save notification prompts the user for comments on the Expense tab.

| FY 2018 /Unit | Global Adjust | % Adjust | Amt Adjust | FY 2019 /Unit | FY 2019 Budget | Budget Method | Bud-Proj Variance Amt | % | Red Flag | Comments | Oct-18 Budget |
|---------------|---------------|----------|------------|---------------|----------------|-------------------------|-----------------------|-------|----------|----------|---------------|
| | | | | | 365 | Default Statistic | 0 | 0.0% | | | 31 |
| 32.26 | 0.0% | | 10,000 | 59.65 | 21,774 | Per Calendar Days | 10,000 | 84.9% | | | 1,849 |
| 0.00 | 0.0% | | 0 | 0.00 | 0 | Per Calendar Days | 0 | 0.0% | | | 0 |
| 0.00 | 0.0% | | 0 | 0.00 | 0 | Per Key Total Statistic | 0 | 0.0% | | | 0 |
| 0.00 | 0.0% | | 0 | 0.00 | 0 | Per Key Total Statistic | 0 | 0.0% | | | 0 |
| 7.21 | 0.0% | | 0 | 7.21 | 156,947 | Per Key IP Statistic | 72,080 | 84.9% | ⚠ | | 13,328 |
| 7.21 | | | 0 | 7.21 | 156,947 | | 72,080 | 84.9% | | | 13,328 |

To save a budget plan file

In the Navigation panel, double-click **Save Budget - Advance when complete**.

NOTE: You can use the Save button in the ribbon tab, but when you close the budget plan file, the system may prompt you to save again.

If your organization uses Axiom process management, then the system displays a message asking if you want to advance the plan file for review and approval process.

Calc methods

► Employee sheet

For instructions on using this sheet, click [here](#).

| Calc Method | Type | Description |
|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JobCode | Interface | Sets up initial JobCode block on the Employee tab during the interface process. Do not use when adding blocks to the JobCode tab. |
| AvgPerPaidHr | Interface | Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours. |
| AvgPerProdHr | Interface | Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours. |

| Calc Method | Type | Description |
|----------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dept_ AvgPerProdHr | Interface | Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level. |
| Dept_ InputMonthly | Interface | Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc method to budget labor dollars at a department level and not a JobCode level. |
| Dept_ InputTotal | Interface | Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month. Only use this calc method to budget labor dollars at a department level and not a JobCode level. |
| Employee | Interface | Inserts a new employee into a JobCode block. You can input FTEs and hourly rate. The default hourly rate comes from Mid Rate column in the Budget Labor Limits driver Budget Labor Limits driver. |
| Holiday | Interface | Calculate salary dollars based on YTD holiday pay and spreads by the listed holiday months in the Budget Labor Configuration driver Budget Labor Configuration driver. |
| Input_ Monthly | Interface | Calculates other Non-FTE related pay by typing in the monthly totals. Add New JobCode 22 Lines New Sets up a new JobCode block on the Employee tab. This calc method allows you to enter FTEs and hourly rate for each labor category. The default value for Input_Monthly is the current year projected. |
| Add New AvgPer Paid Hr PayType | New | Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours. This calc method is only used when adding a new pay type. |
| Add New AvgPer Prod Hr PayType | New | Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours. This calc method is only used when adding a new pay type. |
| Add New Input Monthly PayType | New | Calculates other Non-FTE related pay by typing in the monthly totals. This calc method is only used when adding a new paytype. |

► Expense sheet

For instructions on using this sheet, click [here](#).

| Calc Method | Type | Description |
|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Depreciation | Interface | Pushes depreciation calculations to the budget plan file from List Driver file, Budget Expense Assumptions. The end-user cannot change the totals or the spread in the budget plan files. Only users with administrative rights can update the calculations. |
| Detail | Interface | Zero-based expense calculations. Inputs are done on the Expense tab in the budget plan file. |
| Detail_CYB_History | Interface | This calc method is not selectable. If you have selected the option to bring the current year budgeted detail (budgeted last year) into accounts using the "Detail" calc method, the system uses Detail_CYB_History to hold those interfaced lines from the current year budget. |
| FICA | Interface | Transfers FICA expense from the designated labor tab (JobCode, Staffing, Employee, Provider) to the Expense tab. |
| Fixed_Days | Interface | Allows changes to the projected year as well as budget. This calc method uses calendar days as its default spread option. Users choose the monthly spread from the drop-down. |
| Fixed_Even | Interface | Allows changes to the projected year as well as budget. This calc method uses an even monthly spread as its default spread option. Users choose the monthly spread from the drop-down. |
| Fixed_History | Interface | Allows changes to the projected year as well as budget. This calc method uses history as its default spread option. Users choose the monthly spread from the drop-down. |
| Fixed_Stats | Interface | Interface Allows changes to the projected year as well as budget. This calc method uses the key statistic monthly spread as its default spread option. Users choose the monthly spread from the drop-down. |
| Fixed_WorkDays | Interface | Allows changes to the projected year as well as budget. This calc method uses worked days as its default spread option. Users choose the monthly spread from the drop-down. |

| Calc Method | Type | Description |
|-------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GlobalAmt | Interface | Pushes expense calculations to the budget plan file from List Driver file, Budget Expense Assumptions. An end-user cannot change the totals or the spread in the Budget Plan files. Only users with administrative rights can update the calculations. |
| GlobalExpense | Interface | Pushes expense calculations to the budget plan file from List Driver file, Budget Expense Assumptions. An end-user cannot change the totals or the spread in the Budget Plan files. Only users with administrative rights can update the calculations. |
| Hours | Interface | Transfers hours from the designated labor tab (JobCode, Staffing, Employee, Provider) to the expense tab. |
| InputMonthly | Interface | Month-by-month input. |
| Labor | Interface | Transfers salary dollars from the designated labor tab (JobCode, Staffing, Employee, Provider) to the Expense tab. |
| NoBudget | Interface | Brings in historical values into the budget plan file, but the budget for next year will be zero, and cannot be changed. |
| GlobalData | Interface | This calc method allows the administrator to create configurable budget relationships for calculating NYB amounts for the Expense tab only. The GlobalData calc method is similar to GlobalExpense but allows you to use up to four configurable tabs in Global Data Assumptions. Has to be setup in the Global Data Assumptions Driver file. |
| PctofGrossRevenue | Interface | Uses the historical percentage of the account to gross revenue from the Stat_Rev tab. |
| PctofSalaries_Rolling12 | Interface | Calculates based on the relationship to salaries using Rolling12 instead of YTD. Monthly spread will be based on the spread of salaries. |
| PctofNetRevenue | Interface | Calculates based on the relationship to net revenue. Monthly spread will be based on the spread of net revenue. |

| Calc Method | Type | Description |
|------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GlobalSum | Interface | This calc method allows you to budget for an account at a percentage of the total of specific other account(s) on the Stat_Rev tab within the same plan file. |
| PctofSalaries | Interface | Calculates based on the relationship to salaries. Monthly spread will be based on the spread of salaries. |
| PctofSalaries_FixedPct | Interface | Calculates a designated fixed percent from List Driver file, Budget Expense Assumptions, based on the relationship to salaries. Monthly spread will be based on the spread of salaries. |
| RatePerFTE | Interface | Calculates based on the relationship to FTEs. Monthly spread will be based on the spread of FTEs. |
| RatePerFTE_Fixed | Interface | Allows you to define the fixed dollar amount in List Driver file, Budget Expense Assumptions, per FTE to apply globally to benefit accounts. |
| Variable | Interface | Calculates based on the relationship to key statistics. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget. |
| Variable_Stat | Interface | Calculates based on the relationship to a user-chosen statistic that is listed on the Stat_Rev tab. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget. |
| Add New Detail | New | Zero-based expense calculations. Inputs are done on the Detail sheet in the budget plan file. |
| Add New Fixed | New | Allows changes to the projected year as well as budget. Monthly spread is chosen by the user from a drop down box selection. Choose the spread methodology from the drop-down. This Calc Method is only used when adding a new account. |
| Add New Input Monthly | New | Month-by-month input. Use this calc method only when adding a new account. |

| Calc Method | Type | Description |
|------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Add New Variable | New | Calculates based on the relationship to key statistics. A dollars-per-key statistic rate is calculated based on YTD history, and is used to calculate the projection and budget. This calc method is only used when adding a new account. |
| Add New Labor | New | Use this new labor calc method to add a new labor account to the Expense sheet. |
| Add New Hours | New | Use this new labor calc method to add a new hours account to the Expense sheet. |

Provider Version Only

If your organization purchased the Provider module license, you have access to the following additional calc methods:

| Calc Method | Type | Description |
|--------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ProviderComp | Interface | Transfers Salary calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables. |
| ProviderLaborComp | Interface | Transfers Salary calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables. |
| ProviderCompFICA | Interface | Transfers FICA calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables. |
| ProviderLaborFICA | Interface | Transfers FICA calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables. |
| ProviderCompHours | Interface | Transfers Hours calculations from the ProviderComp sheet to the Expense sheet to save in the Financial Data Tables. |
| ProviderLaborHours | Interface | Transfers Hours calculations from the ProviderComp and designated labor sheet (JobCode, Staffing, Employee) sheet to the Expense sheet to save in the Financial Data Tables. |

| Calc Method | Type | Description |
|----------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------|
| ProviderCompOther | Interface | Transfers other labor calculations from the ProviderComp sheet to the Expense sheet to be saved in the Financial Data Tables. |
| Add New ProviderLaborComp | New | Use this new labor calc method to add a new labor account to the Expense sheet for Providers. |
| Add New ProviderLaborHours | New | Use this new labor calc method when necessary to add a new hours account to the Expense sheet for Providers. |

► JobCode sheet

For instructions on using this sheet, click [here](#).

| Calc Method | Type | Description |
|-----------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JobCode | Interface | Sets up initial JobCode block on the JobCode sheet during the interface process. Do not use when adding blocks to the JobCode tab. |
| AvgPerPaidHr | Interface | Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours. |
| AvgPerProdHr | Interface | Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours. |
| Dept_ AvgPerProdHr | Interface | Calculates other Non-FTE related pay based on the relationship to productive hours in the department. Monthly spread will be based on the spread of productive hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level. |
| Dept_ InputMonthly | Interface | Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc method to budget labor dollars at a department level and not a JobCode level. |
| Dept_InputTotal | Interface | Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month. Only use this calc method to budget labor dollars at a department level and not a JobCode level. |

| Calc Method | Type | Description |
|--------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Holiday | Interface | Calculates salary dollars based on YTD holiday pay and spreads by the listed holiday months in the Budget Labor Configuration driver Budget Labor Configuration driver. |
| Input_Monthly | Interface | Calculate other Non-FTE related pay by typing in the monthly totals. The default value for Input_Monthly is the current year projected. |
| Add New JobCode | New | Sets up a new JobCode block on the JobCode sheet. This calc method allows the input of FTEs and hourly rate for each labor category. The default hourly rate comes from the Mid Rate column in the Budget Labor Limits driver Budget Labor Limits driver. |
| Add New AvgPer Paid Hr PayType | New | Calculate other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours. This calc method is only used when adding a new pay type. |
| Add New AvgPer Prod Hr PayType | New | Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours. This calc method is only used when adding a new pay type. |
| Add New Input Monthly PayType | New | Calculates other Non-FTE related pay by typing in the monthly totals. This calc method is only used when adding a new paytype. |

► Provider sheet

For instructions on using this sheet, click [here](#).

| Calc Method | Type | Description |
|----------------|-----------|------------------------------------------------------------------------------------------|
| FinancialClass | Interface | Inserts financial class data to use during the initial interface process. |
| Provider | Interface | Sets up the Provider Block to use during the initial interface process. |
| Revenue | Interface | Inserts revenue data to use during the initial interface process to insert revenue data. |
| RVU | Interface | Inserts RVU data to use during the initial interface process. |

| Calc Method | Type | Description |
|-----------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------|
| Statistic | Interface | Inserts Procedure/Statistic data to use during the initial interface process. |
| WRVU | Interface | Inserts WRVU data to use during the initial interface process. |
| Add New Encounter | New | Inserts additional Encounter/Visit lines, if needed, after the initial interface is complete. |
| Add New FinancialClass | New | Inserts additional Financial Class lines, if needed, after the initial interface is complete. |
| Add New Procedure | New | Inserts additional Procedure lines, if needed, after the initial interface is complete. |
| Add New Provider | New | Inserts a new Provider Block. |
| Add New Revenue | New | Inserts additional Revenue lines, if needed, after the initial interface is complete. |
| Add New RVU | New | Inserts additional RVU lines, if needed, after the initial interface is complete. |
| Add New WRVU | New | Inserts additional WRVU lines, if needed, after the initial interface is complete. |
| Copy From Existing Provider | New | Inserts a new Provider Block and allows the statistical history from an existing Provider to copy into the new Provider block. |

► Staffing sheet

For instructions on using this sheet, click [here](#).

| Calc Method | Type | Description |
|--------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| JobCode | Interface | Sets up initial JobCode block on the Staffing tab during the interface process. Do not use when adding blocks to the Staffing tab. |
| AvgPerPaidHr | Interface | Calculates other Non-FTE related pay based on the relationship to paid hours in the JobCode block. Monthly spread will be based on the spread of paid hours. |
| AvgPerProdHr | Interface | Calculates other Non-FTE related pay based on the relationship to productive hours in the JobCode block. Monthly spread will be based on the spread of productive hours. |

| Calc Method | Type | Description |
|----------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DeptAvgPerPaidHr | Interface | Calculate other Non-FTE related pay based on the relationship to paid hours in the department. Monthly spread will be based on the spread of paid hours. Only use this calc method to budget labor dollars at a department level and not a JobCode level. |
| Dept_ InputMonthly | Interface | Calculates other Non-FTE related pay by inputting monthly amounts for the department. Only use this calc method to budget labor dollars at a department level and not a JobCode level. |
| Dept_InputTotal | Interface | Calculates other Non-FTE related pay by typing in a total for the department. Monthly spread will be spread evenly by month. Only use this calc method to budget labor dollars at a department level and not a JobCode level. |
| Holiday | Interface | Calculates salary dollars based on YTD holiday pay and spreads by the listed holiday months in the Budget Labor Configuration driver Budget Labor Configuration driver. |
| Input_Monthly | Interface | Calculates other Non-FTE related pay by typing in the monthly totals. The default value for Input_Monthly is the current year projected. |
| Input_Total | Interface | Calculates other Non-FTE related pay by typing in the total dollars. The monthly spread will be spread evenly. |
| Add New JobCode | New | Sets up a new JobCode block on the Staffing tab. This calc method allows the input of FTEs and hourly rate for each labor category. The default hourly rate comes from the Mid Rate column in the Budget Labor Limits driver Budget Labor Limits driver. |
| Add New Input Monthly PayType | New | Calculates other Non-FTE related pay by typing in the monthly totals. This Calc Method is only used when adding a new pay type. |
| Add New Input Total PayType | New | Calculates other Non-FTE related pay by typing in the total dollars. The monthly spread will be even. This calc method is only used when adding a new pay type. The FTEs from Target should have no variance for a budget to be acceptable. |

► Stat_Rev (Statistics and Revenue) sheet

For instructions on using this sheet, click [here](#).

| Calc Method | Description |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Allowance | Calculate deductions based on a percentage of gross revenue. |
| BadDebt | Calculate bad debt based on a percentage of gross revenue. |
| Detail | Zeros base revenue calculations. |
| FixedRevenue | Allows changes to the projected year as well as budget. Usually used for other operating revenue accounts. Select the monthly spread from the drop-down. |
| GlobalRevenue | Pushes revenue or deduction calculations to the budget plan file from Budget Assumptions. End users cannot change the totals or the spread in the budget plan files. Only users with administrative rights can update the calculations. |
| GlobalSum | This SPM allows you to budget for an account at a percentage of the total of specific other account(s) on the Stat_Rev tab within the same workbook. |
| InputMonthly | Month by month input. |
| IP_Per_Unit | This revenue calc method is now an independent calculation of IP revenue by account using the historical revenue per unit. |
| IP_Payor | Calculates the total IP revenue, and then allocates it based on the historical percentages by payor. Only use this calc method if the GL gross revenue account structure is by payor. |
| OP_Per_Unit | This revenue calc method is now an independent calculation of OP revenue by account using the historical revenue per unit. |
| OP_Payor | This calc method calculates the total IP revenue, and then allocates it based on the historical percentages by payor. Use this calc method only if the GL gross revenue account structure is by payor. |
| Oth_Per_Unit | This revenue calc method is now an independent calculation of Other Patient revenue by account using the historical revenue per unit. |
| Oth_Payor | This calc method calculates the total IP revenue, and then allocates it based on the historical percentages by payor. Only use this calc method if the GL gross revenue account structure is by payor. |
| NoBudget | Brings in historical values into the budget plan file, but the budget for next year will be zero, and cannot be changed. |
| Statistic | Calculates projected and budget key statistics. |
| Statistic_Oth | Calculates projected and budget non-key statistics based on their relationship to the key statistic. |

| Calc Method | Description |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Revenue_Stat | This revenue calc method allows you to define the statistic account from the Stat_Rev tab to use as the basis of the per unit calculation and the multiplier for the budget. For example, there may be an Other Department statistic in the OR for implant cases that should be used to drive the Revenue-Implant account. |
| Add New Detail | Zero-based expense calculations when adding a new account. Inputs are done on the Detail tab in the budget plan file. |
| Add New Fixed Revenue | Use this new revenue calc method to add a new Fixed Revenue account to the Stat_Rev tab. |
| Add New Input Monthly | Use this new revenue or statistic calc method to add a new account to the Stat_Rev tab. |
| Add New Statistic | Use this new statistic calc method to add a new key statistic account to the Stat_Rev tab. |
| Add New Statistic_Oth | Use this new statistic calc method to add a new Other Statistic account to the Stat_Rev tab. |

Provider Version Only

If your organization purchased the Provider module license, you have access to the following additional calc methods:

| Calc Method | Description |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------|
| ProviderRev | Transfers Revenue calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables. |
| ProviderStat | Transfers Statistic calculations from the Provider Summary/Provider Detail tab to the Stat_Rev tab to save to the Financial Data tables. |

| Calc Method | Description |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ProviderComp | <p>Transfers Salary calculations from the Provider tab to the Stat_Rev tab to save to the Financial Data tables.</p> <p>NOTE: Provider Light Version Only: Calc Methods – Stat_Rev Sheet</p> <p>If your organization has purchased the Provider module, you can access the following additional calc methods if using the Provider Light.</p> <ul style="list-style-type: none"> • Provider_Simple_Rev – Transfers Revenue calculations from the Provider Simple Rev tab to the Stat_Rev tab to save to the Financial Data Tables. If your GL structure has multiple revenue accounts for Provider revenue, then apply the calculation method Provider_Simple_Rev to each revenue account. • Provider_Simple_Stat – Transfers Statistic calculations from the Provider Simple Rev tab to the Stat_Rev tab to save to the Financial Data Tables. Assign this to the key statistic you are using as your driver stat on the Provider tab. For example, when using WRVU as your Driver stat, add Provider_Simple_Stat to the GL acct on the ACCT dimension table for WRVUs. |

Budgeting health plans

The HealthPlan Operations utility allows your organization to calculate revenues and expenses based on [Membership Per Member Per Month \(PMPM\)](#) calculations, which you can then use to determine the profitability of each health plan and/or insurance product.



TIP: The ability to determine profitability depends on the data provided by your organization. The more revenue and expense data you enter into the system, the closer you can get to a true margin ratio.

This utility is primarily for Axiom Budgeting administrators and/or finance liaisons of health plan companies and their key stakeholders.

The following list and image describe the different areas and functions of the utility:

- a. **Key Results Summary** - Summarizes the results of all the health plans included in the utility.
- b. **Insurance Plans** - Displays a list of all the health plans and their key metrics for members as well as the PMPM rates for revenue and expenses. The system calculates historical PMPM values for historical periods such as Last Year Actual and Year-to-Date. Projection and monthly budget values are calculated based on members multiplied by the PMPM rate for revenues and expenses.

The header bar for each entity/department displays the entity and department number, the insurance plan product, and the location. For each entity/department, the system shows the number of covered members, the revenue, and the expenses.

- c. **Annual Comparison and Budget** - The first half of the sheet displays the Annual Comparison section, which shows values for the current year, including the current fiscal year budget, YTD actuals, and projected actuals and next year budget. The other half of the sheet is the Budget section, which shows the monthly and total budgeted values for the next fiscal year.
- d. **Expand/Contract entity/department rows** - By default, the list of entities/departments is expanded, but you can double-click  to expand or double-click  to contract it. After you save your changes, the system remembers this setting the next time you open the driver.

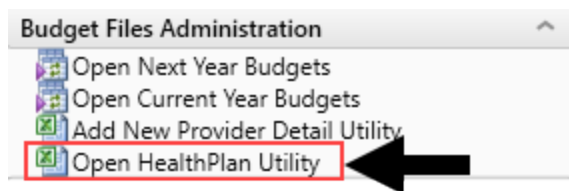
HealthPlan Operations

| | | | | Annual Comparison | | | | | | |
|-----------------------------|------|----------------|----------|-------------------|-------------------|-------------------|----------------|------------|------------|--------------|
| Entity | Dept | Insurance Plan | Location | Dec YTD Actual | Jan-Jun Projected | FY 2020 Projected | FY 2021 Budget | Variance | Variance % | Comments |
| Key Results Summary | | | | 2,187,097 | 2,295,140 | 4,482,237 | 4,662,107 | 179,870 | 4.0% | |
| Covered Members | | | | | | | | | | |
| Premium Revenue | | | | 579,306,119 | 609,529,076 | 1,168,835,195 | 1,237,972,472 | 49,137,277 | 4.1% | |
| Medical Expenses | | | | 336,311,123 | 353,789,683 | 690,100,806 | 720,120,504 | 30,019,698 | 4.4% | |
| Expense (PMPM) | | | | 153.77 | 154.15 | 153.96 | 154.46 | 166.90 | 108.4% | |
| Percent Change (PMPM) | | | | | | | | | | |
| Medical Expense Ratio (MER) | | | | 58.1% | 58.0% | 58.0% | 58.2% | 61.1% | 105.2% | |
| 2 27200 AARP HOSP | | | | | | | | | | |
| Covered Members | | | | | | | | | | |
| HP_Members | | | | 519,773 | 586,067 | 1,105,840 | 1,183,855 | 78,015 | 7.1% | Test Comment |
| Total Covered Members | | | | 519,773 | 586,067 | 1,105,840 | 1,183,855 | 78,015 | 7.1% | |
| Enrollment Trend | | | | | | | | | | |
| Revenue | | | | | | | | | | |
| HP_Revenue (PMPM) | | | | 295.00 | 295.00 | 295.00 | 295.00 | 0.00 | 0.0% | |
| HP_Revenue | | | | 153,333,031 | 172,889,706 | 326,222,737 | 349,237,206 | 23,014,469 | 7.1% | |
| Total Revenue | | | | 153,333,031 | 172,889,706 | 326,222,737 | 349,237,206 | 23,014,469 | 7.1% | |
| Expenses | | | | | | | | | | |
| HP_DrugME (PMPM) | | | | 45.00 | 45.00 | 45.00 | 45.00 | 0.00 | 0.0% | |
| HP_DrugME | | | | 23,389,784 | 26,373,006 | 49,762,790 | 53,273,472 | 3,510,682 | 7.1% | |
| HP_HospME (PMPM) | | | | 125.00 | 125.00 | 125.00 | 125.00 | 0.00 | 0.0% | |
| HP_HospME | | | | 64,971,623 | 73,258,350 | 138,229,973 | 147,981,867 | 9,751,894 | 7.1% | |
| HP_OutPTME (PMPM) | | | | - | - | - | - | - | 0.0% | |
| HP_OutPTME | | | | - | - | - | - | - | 0.0% | |
| Total Expenses | | | | 88,361,408 | 99,631,356 | 187,992,764 | 201,255,339 | 13,262,575 | 7.1% | |
| Margin | | | | 64,971,623 | 73,258,350 | 138,229,973 | 147,981,867 | 9,751,894 | 7.1% | |
| Margin Percentage | | | | 57.6% | 57.6% | 57.6% | 57.6% | 0.0% | 0.0% | |

IMPORTANT: The utility does not allow your organization to enter any health plan data containing patient identifying information.

To budget health and insurance plans:

1. In the **Bud Admin** task pane, in the **Budget Files Administration** section, double-click **Open HealthPlan Utility**.



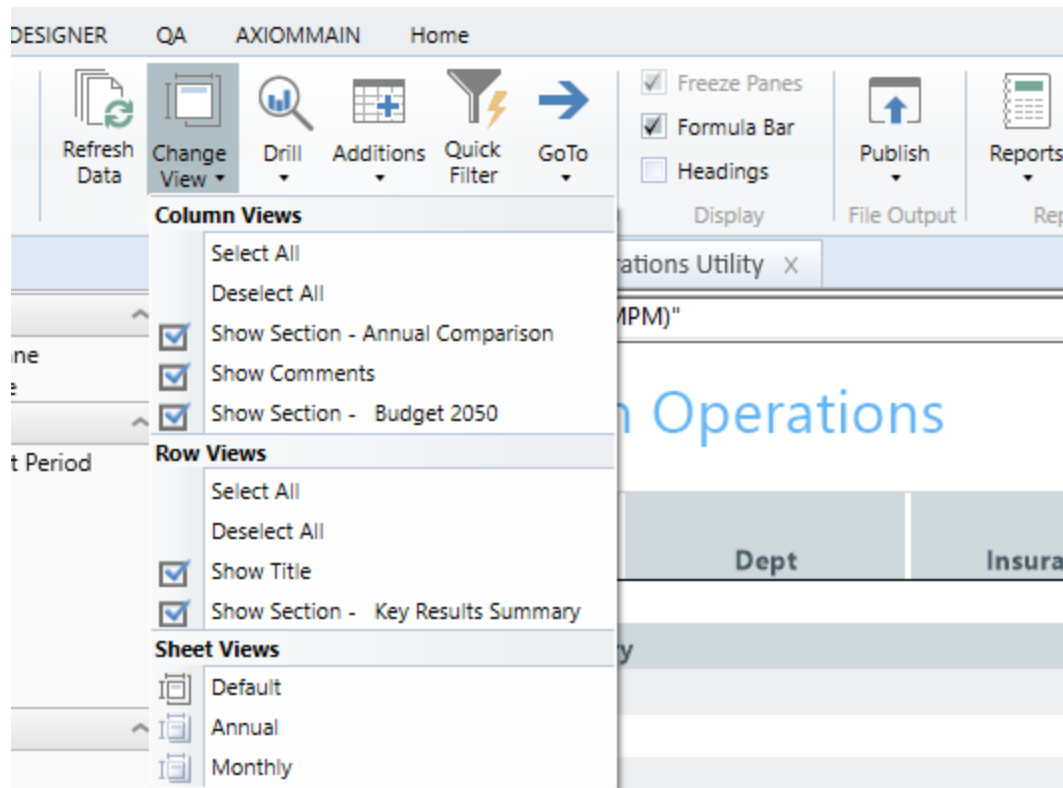
2. In the **Refresh Variables** dialog, do any of the following to filter the list of records that display in the utility, and click OK:
 - In the **Filter by ENTITY** field, enter or select one or more entities.

- In the **Filter by DEPT.KHABgtMap** field, enter or select one or more departments.
 - To include all entities and departments, leave the fields blank.
3. To enter details for a line item, in the **Comments** column, type information in the blue cells for the appropriate line item.

NOTE: The information in the HealthPlan Operations utility is controlled by a series of dimension tables and drivers. See the [Managing utility information](#) section below on how to update information and calculations in the utility.

► Using different views

The system provides several different ways to view the sheet information. In the **Main** ribbon tab, click **Change View**.



The following table provides a description of the different options.

Column views

| View | Description |
|------------|----------------------------------------------------------|
| Select All | Show all Annual Comparison, Comments, and Budget columns |

| View | Description |
|----------------------------------|----------------------------------------------------------|
| Deselect All | Hide all Annual Comparison, Comments, and Budget columns |
| Show Section - Annual Comparison | Hide or show the Annual Comparison columns |
| Show Comments | Hide or show only the Comments column |
| Show Section - Budget | Hide or show only the Budget columns |

Row views

| View | Description |
|------------------------------------|------------------------------------------------------------------------|
| Select All | Show both the HealthPlan Operations title and Key Results Summary Area |
| Deselect All | Hide both the HealthPlan Operations title and Key Results Summary area |
| Show Title | Hide or show the HealthPlan Operations title |
| Show Section - Key Results Summary | Hide or show the Key Results Summary area |

Sheet views

| View | Description |
|---------|------------------------------------------------------------------------|
| Default | Show both the Annual Comparison, Comments, and Budget rows and columns |
| Annual | Show only the Annual Comparison and Comments rows and columns |
| Monthly | Show only the Comments and Budget row and columns |

► Managing utility information

The information that displays in the utility comes from several different sources. The following table lists where to update information, as needed:

NOTE: To update dimensions specific for health plan budgeting, see [Updating dimensions for health plan budgeting](#).

| Location | Description |
|--------------------|--------------------------------------------|
| LOCATION dimension | Add or edit department locations. |
| INSCODE dimension | Add or edit healthcare or insurance plans. |

| Location | Description |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DATATYPE dimension | Assign budget types to plan revenue and expense streams. |
| ACT_HP_20XX table | Add or edit plans and the corresponding actual account data. |
| Membership Enrollment Trend driver | Enter enrollment percentages for each health plan or insurance product offered by your organization. The purpose of this driver is to determine the membership trend of each product. The trend percentages are then used in the Membership Per Member Per Month (PMPM) driver to adjust the membership statistics. |
| Membership Per Member Per Month driver | Review member lives, revenue PMPM, and expense PMPM for each health plan. |

► Printing the HealthPlan Operations utility

Axiom Budgeting allows you to save the Annual or Monthly version of the HealthPlan Operations utility as a PDF.

To print the HealthPlan Operations utility:

1. [Open the HealthPlan Operations Utility.](#)
2. In the **Main** ribbon tab, click **Publish > Print > Print This Sheet**.
3. In the **Print Sheet** dialog, do any of the following:
 - **Print Details** - Click the **View/Edit** link to edit print view options, scaling, and header/footer information.
 - **Print Preview** - Click the **Print Preview** link to view a preview of the report.
4. Next to the sheet name, click the check box for the report to print, and click **Print**.

Working with Reports

Reports use Axiom file functionality to bring in data from the database, and if desired, to save data back to the database. You can use any Axiom file feature in a report except calc method libraries.

Report files, unlike other Axiom files, are not associated with any file group. You can bring in data from any table. For example, if you have two file groups that are configured to save data back to two different tables (or to different columns in the same table), you can use a report to compare the data.

► Report structure

Axiom reports are free-format. When you create a new report, you can use various query options to bring data anywhere into the report, and you can use spreadsheet functionality to format the report and calculate values such as subtotals and percentages.

Reports can have any number of sheets. Each sheet can be configured to bring in data from the database, and, if desired, save data back to the database. If you want to use an Axiom query on a sheet, or save data to the database from a sheet, that sheet must be configured on the Control Sheet. Other Axiom file functionality, such as Axiom functions or GoTo bookmarks, do not require the sheet to be configured on the Control Sheet.

► Reports Library

Report files are stored in the Axiom Software database. To make it easy to access and organize reports, Axiom Software supports a virtual folder structure known as the Reports Library.

Each report is assigned to a folder in the Reports Library. When you open reports, you can navigate through the Reports Library structure to quickly locate the report that you want to open.

The Reports Library is managed by using Axiom Explorer. If you are an administrator, or if you have Administer Axiom Explorer rights, then you can use Axiom Explorer to create report folders, move reports between folders, and delete existing reports.

You can also save reports outside of the Axiom Software database—for example, to your local computer or to a network folder. In this case the file is considered to be a non-managed file. It is recommended to maintain all reports as managed files unless you have a compelling reason to use a non-managed file.

► Report output and distribution

In addition to the standard output options for Axiom files—such as the ability to take a snapshot of an Axiom file—report files can use the File Processing feature.

Using file processing, you can refresh a report file and perform output and distribution actions such as saving a snapshot copy of the file, emailing a snapshot copy of a file, or exporting data to a CSV/TXT file. You can process the file "as is," or perform Multipass processing on the file, where the file is processed multiple times using a unique filter for each pass.

► Saving data to the database

In addition to viewing data, you can also use reports to calculate data and save data back to the database. In certain circumstances, it may be more appropriate to use a report to save data rather than plan files or driver files. If a report file has been configured to save to the database, you can use the Save button in the File Options group to save data.

Contact Kaufman Hall Support if you are unsure about the best way to manage a certain set of data.

Budgeting reports

Axiom Budgeting 2021.3 comes with a variety of standard budget reports, organized within the following folders and subfolders.

TIP: In some reports, you can drill down to specific data to view how the values were calculated. For more information, see [Drilling data: Using Drill Down](#).

► Budgeting Analysis reports

The following reports allow you to view general budget data. For examples of these reports, see [Analysis reports](#).

| Report | Description |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Account Analysis | Use to analyze the proposed budget compared to last year actual, current year budget, and current year projected for an individual account by department. Comments entered into the budget plan files also show on the report to assist with the analysis. |
| Budget FTE Comparison | Use to analyze the proposed budget for FTE compared to last year actual, current year budget, year-to-date actual, and current year projected by department. |

| Report | Description |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Key Statistics By Department | Use to view highlighted key statistic trends across multiple fiscal years. |
| Budget Per Unit Analysis | Use to analyze per-unit amounts by comparing the current year projection to next year's budget for Patient Revenue, Salaries, Supplies, and Other Expenses. |
| Budget Plan Questions | Use to report on inputs from the Plan tab in plan files. |
| Budget Red Flag Analysis | Use to review the comments and explanations for accounts flagged in the budget plan files because they exceeded the defined red-flag threshold. The report shows year-to-date actual and current year projection compared to the proposed budget request. The report also includes fields for the adjustments and comments posted from the budget workbook for each account. |
| Budget Salary Comparison | Use to analyze salary variances for the proposed budget compared to the current year projection. The report also includes prior year and current year actual history to use for comparison. |
| Budget Salary Rate Analysis | Use to analyze departmental average hourly-rate variances in the proposed budget. The report shows prior year and current year actual history and projection compared to the new budget. The variance is broken out into two different categories—FTE and Rate Effect. |
| Budget Summary by Department | Use to analyze total-expense variances by department, comparing the proposed budget to the current-year projection. The report shows prior-year actual, current-year actual, and current-year budget history. |
| Budget Threshold Analysis | Use to analyze account categories by applying a low and high threshold for variances. Historical data for last-year actual and current-year budget are also included. |
| Budget Workbook Changes for CYB and NYB | Use to view highlighted areas where users made inputs in the yellow cells in budget plan files. |

► Budgeting Statement reports

The following reports are designed for budget analysis. For examples of these reports, see [Statement reports](#).

| Report | Description |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Income Detail | Use to analyze the proposed budget-by-income statement category compared to last-year actual, current-year budget, current-year projected, year-to-date actual, and current-year annualized. Each category shows all values for all accounts in that category. |
| Budget Income Financial Plan | Use to view annuals income statement comparisons across multiple scenarios. |
| Budget Income Scenarios | Use to analyze the proposed budget by FSDetail category compared to the Baseline Budget, NYBScenario1, and NYBScenario2. BudScenario1 and BudScenario2 are fields in the database used to store the results of different sets of driver files. You can use this report to compare passes of the budget (BudPass1, BudPass2). |
| Budget Income Summary | Use to summarize the proposed budget by FSDetail category compared to last-year actual, current-year budget, current-year annualized, and current-year projected. |
| Budget Monthly Dept P&L | Use to review the monthly spread by account for the proposed budget by Budget Type category for an individual department. This report is often used to provide the department manager with a final copy of their month-by-month budget. |

► Initiative Analysis reports

The following reports are designed for budget analysis of new initiatives. For examples of these reports, see [Initiative Analysis reports](#).

| Report | Description |
|------------------------------------------|-----------------------------------------------------------------------------|
| Budget Income Summary-Initiative | Use to review new initiatives by Income Statement category. |
| Budget Income Summary-Initiative Monthly | Use to review new initiatives by Income Statement category by month. |
| Income Statement by Initiative ID | Use to review new initiatives side-by-side for multiple initiatives. |
| Initiative Summary | Use to review new initiatives by department by category, with monthly FTEs. |

► Payroll Analysis reports

The following reports are designed for payroll budget analysis. For examples of these reports, see [Payroll Analysis reports](#).

| Report | Description |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FTE Additions and Changes by JobCode | Use to review the FTE summary by department by JobCode, highlighting changes made to the projected year and budget in the plan files. |
| FTEs by Department | Use to review the FTE summary by department, including prior-year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget. |
| FTEs by Department by JobCode | Use to review FTE report by department by job code, including prior-year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget. |
| FTEs by JobCode | Use to review the FTE report by job code, including prior-year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget. |
| Monthly FICA by Department | Use to show monthly total FICA expense by department for both current-year projected and next-year budget. Monthly expense shows for next-year budget. Designed for use by clients who budget FICA in a central department or to review the overall monthly spread of FICA expense. |
| Monthly FTE Target Variance by Department | Use to review a department summary of the FTE variance by month for next year's budget to the department target. |
| Monthly FTEs by Department | Use to review a department summary of total FTEs by month for next year's budget. Designed to be used to review the monthly spread of total FTEs as well as by department. |
| NYB Hours and Dollars by Employee | Use to review hours and dollars by employee, job code, paytype, and department. To use this report, the department must use the employee labor option in plan files. |
| Worked Hours Per Unit by Department by JobCode | Use to compare the projected and NY Budget by Provider to the current year by selected DataType. |

► Provider Budget Analysis reports (optional feature)

The following reports are designed for physician analysis. For examples of these reports, see [Running Provider Budget Analysis reports](#).

NOTE: You can also find these same reports in the **Financial Reporting section > Financial Reporting > Provider Analysis**.

| Report | Description |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current Period vs Previous Comparison | Use to compare current period vs previous period information by provider as well as last year actual. You can select the data type to analyze in the report. |
| Current Period vs Previous Comparison_CPT | Use to compare current period vs previous period information by CPT or CPT Summary category and last year actual. You can select the data type to analyze in the report. |
| CY Actual vs Budget Comparison | Use to compare current period and year-to-date actual vs budget information by provider and last year actual. You can select the data type to analyze in the report. |
| CY Actual vs Budget Comparison_CPT | Use to compare current period and year-to-date actual vs budget information by CPT or CPT Summary code and last year actual. You can select the data type to analyze in the report. |
| NY Budget Comparison | Use to compare current year projections with next year's budget. |
| NY Budget Comparison_CPT | Use to compare current year projections with next year's budget by CPT or CPT Summary category. |
| Provider Key Indicators By Month | Use to compare month-by-month values for last year, current year, and target by data type. |
| Provider Key Indicators By Month_Rolling 12 | Use to compare month-by-month values for the most recent 12 months by data type. |
| Provider Revenue Per Encounter | Use to compare the current month to the prior three-month average for different years for revenue per encounter. |
| Provider Revenue Per RVU | Use to compare the current month to the prior three-month average for different years for revenue per RVU. |
| Provider Revenue Per WRVU | Use to compare the current month to the prior three-month average for different years for revenue per WRVU. |

| Report | Description |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provider Volume by Specialty | Use to compare actual vs budget volume by data type for the current period and year-to-date, subtotaed by provider specialty. |
| Provider Volume by Specialty_ Monthly | Use to show monthly totals by provider, for a chosen data type and year, subtotaed by provider specialty. |
| Provider Compensation Benchmark | Use to compare the proposed budget salary to a salary target for each provider. The target is factored for the budget FTE. |
| Provider Compensation Comparison | Use to compare the calculated budget salary under each of the available compensation methods, by provider, to evaluate the cost of moving providers to another model or standardizing the compensation model. There is also a comparison of the current year vs proposed budget salary cost per work RVU to test if the compensation is changing +/- the Hold Harmless percentage. |

► Provider Budget Compensation reports (optional feature)

The following reports are designed for payroll/provider budget analysis. For examples of these reports, see .

| Report | Description |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Provider Compensation Benchmark | Use to compare the proposed budget salary to a salary target for each provider. The target is factored for the budget FTE. |
| Provider Compensation Comparison | Use to compare the calculated budget salary under each of the available compensation methods, by provider, to evaluate the cost of moving providers to another model or standardizing the compensation model. |

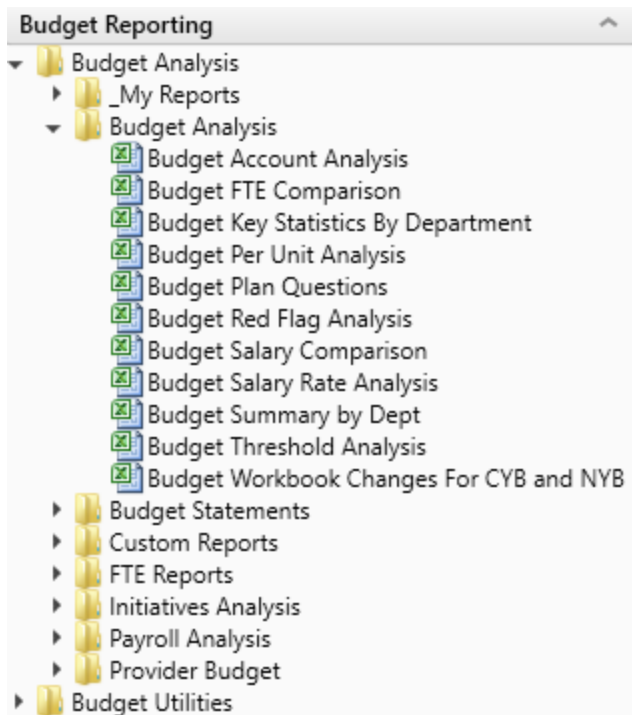
Analysis reports

These reports are designed for budget analysis.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Budget Analysis**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Analysis > Budget Analysis**.



► Budget Income Detail

Use to analyze the proposed budget compared to last year actual, current year budget, and current year projected for an individual account by department. Comments entered into the budget plan files also show on the report to assist with the analysis.

Budget Account Analysis

KHA Health

For The Budget Year 2018

Account 60100- Salaries - Regular

| Dept Description | 2016 Last Yr Actual | 2017 Current Yr Budget | 2017 Current Yr Projected | 2018 Proposed Budget | Projected Yr Variance | Projected Var % | Comments |
|--------------------------------------------|---------------------------|------------------------------|---------------------------------|----------------------------|--------------------------|--------------------|----------|
| 10000 EHS Business Development | 16,577 | 0 | 0 | 0 | 0 | 0.00% | |
| 17840 EPG Sports Medicine | 240,262 | 190,381 | 196,604 | 211,461 | (14,857) | (7.56%) | |
| 17880 EPG Phys Clinic-Occ Hlth Midtown | 505,175 | 409,225 | 550,629 | 791,511 | (240,882) | (43.75%) | |
| 17885 EPG Phys Clinic-Occ Hlth/West | 366,469 | 635,492 | 556,668 | 771,926 | (215,258) | (38.67%) | |
| 17891 EPG Phys Clinic-Uptown | 815,199 | 1,074,381 | 1,319,837 | 1,448,578 | (128,741) | (9.75%) | |
| 17895 EPG Phys Clinic-West | 287,349 | 180,000 | 39,003 | 185,500 | (146,917) | (376.69%) | |
| 19000 EHS Trust | 2,484,722 | 4,530,968 | 2,337,303 | 2,562,407 | (225,105) | (9.63%) | |
| 19060 EHS Corporate Communications | 330,245 | 384,192 | 314,784 | 323,277 | (8,494) | (2.70%) | |
| 19080 EHS Teleservices | 218,988 | 227,883 | 231,861 | 240,994 | (9,133) | (3.94%) | |
| 19100 EHS Accounting Operations (Employee) | 392,554 | 333,424 | 329,009 | 347,728 | (16,719) | (5.69%) | |
| 19105 EHS Payroll | 41,428 | 116,193 | 113,168 | 119,629 | (6,461) | (5.71%) | |
| 19110 EHS Administrative Finance | 156,170 | 162,710 | 188,024 | 240,354 | (52,330) | (27.83%) | |
| 19150 EHS Information Services | 1,091,056 | 1,113,324 | 1,127,213 | 1,174,863 | (47,649) | (4.23%) | |
| 19160 EHS Audit Services | 67,855 | 56,692 | 51,506 | 55,419 | (3,914) | (7.60%) | |
| 19170 EHS Medical Information Network | 510,105 | 551,946 | 656,475 | 678,020 | (21,545) | (3.28%) | |
| 19185 EHS Corporate Health Services | 160,259 | 167,207 | 155,270 | 160,895 | (5,626) | (3.62%) | |
| 19220 EHS Human Resources | 409,116 | 445,360 | 449,144 | 465,855 | (16,711) | (3.72%) | |
| 19250 EHS Performance Improvement | 70,682 | 78,076 | 63,502 | 70,102 | (6,600) | (10.39%) | |
| 19370 EHS Risk Management And Safety | 137,053 | 142,729 | 150,760 | 158,423 | (7,663) | (5.08%) | |

► Budget FTE Comparison

Use to analyze the proposed budget for FTE compared to last year actual, current year budget, year-to-date actual, and current year projected by department.

Paid FTE Comparison

KHA Health

For The Budget Year 2018

| Dept | Description | 2016 Actual FTEs | 2017 Budget FTEs | 2017 YTD FTEs | 2017 Projected FTEs | Projected YTD Variance | 2018 Budget FTEs | Projected Budget Variance | Variance Percent |
|-------|--------------------------------------|------------------------|------------------------|---------------------|---------------------------|------------------------------|------------------------|---------------------------------|---------------------|
| 10000 | EHS Balance Sheet | 0.71 | 1.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| 17840 | EHS Sports Medicine | 7.04 | 6.85 | 6.84 | 6.83 | (0.01) | 6.80 | 0.02 | 0.4% |
| 17880 | EPG Phys Clinic-North | 6.12 | 7.23 | 6.71 | 10.22 | 3.51 | 10.91 | (0.69) | (6.7%) |
| 17885 | EPG Phys Clinic-East | 1.99 | 3.97 | 3.39 | 5.47 | 2.09 | 5.76 | (0.29) | (5.3%) |
| 17891 | EPG Phys Clinic-South | 3.56 | 4.06 | 4.04 | 4.04 | 0.01 | 4.05 | (0.01) | (0.2%) |
| 17895 | EPG Phys Clinic-West | 1.79 | 0.00 | 1.01 | 1.01 | (0.00) | 1.00 | 0.00 | 0.3% |
| 19000 | EHS Administration | 25.89 | 23.60 | 26.81 | 26.65 | (0.17) | 26.32 | 0.33 | 1.2% |
| 19060 | EHS Corporate Communications | 8.68 | 10.04 | 8.32 | 8.30 | (0.01) | 8.27 | 0.03 | 0.4% |
| 19080 | EHS Teleservices | 5.86 | 6.25 | 6.17 | 6.16 | (0.01) | 6.14 | 0.02 | 0.3% |
| 19100 | EHS Accounting Operations (Employee) | 11.07 | 10.13 | 9.15 | 9.14 | (0.02) | 9.10 | 0.03 | 0.4% |
| 19105 | EHS Payroll | 0.97 | 3.04 | 3.08 | 3.08 | (0.00) | 3.07 | 0.01 | 0.3% |
| 19110 | EHS Administrative Finance | 3.30 | 3.41 | 3.34 | 4.22 | 0.88 | 4.33 | (0.11) | (2.5%) |
| 19150 | EHS Information Services | 22.90 | 17.63 | 23.23 | 23.14 | (0.09) | 22.96 | 0.18 | 0.8% |

► Budget Key Statistics By Department

Use to view highlighted key statistic trends across multiple fiscal years.

Key Statistic Summary

KHA Health

For The Budget Year 2018

| Department | Name | Statistic Name | 2016 Actual | 2017 Budget | 2017 YTD | 2017 Annualized | 2017 Projected | 2018 Budget | Projection Variance | Budget Variance |
|------------|--------------------------------------|----------------|----------------|----------------|-------------|--------------------|-------------------|----------------|------------------------|--------------------|
| 10000 | EHS Balance Sheet | Calendar Days | 8,395 | 5,589 | 5,589 | 8,384 | 0 | 0 | 8,384 | 0 |
| 17840 | EHS Sports Medicine | Calendar Days | 365 | 243 | 243 | 365 | 365 | 364 | 0 | 1 |
| 17880 | EPG Phys Clinic-North | Calendar Days | 1,095 | 729 | 729 | 1,094 | 1,096 | 1,134 | (3) | (38) |
| 17885 | EPG Phys Clinic-East | Calendar Days | 730 | 486 | 486 | 729 | 730 | 755 | (1) | (25) |
| 17891 | EPG Phys Clinic-South | Calendar Days | 730 | 486 | 486 | 729 | 729 | 727 | 0 | 2 |
| 17895 | EPG Phys Clinic-West | Calendar Days | 365 | 243 | 243 | 365 | 365 | 364 | 0 | 1 |
| 19000 | EHS Administration | Calendar Days | 1,096 | 729 | 729 | 1,094 | 729 | 727 | 365 | 2 |
| 19060 | EHS Corporate Communications | Calendar Days | 365 | 243 | 243 | 365 | 365 | 364 | 0 | 1 |
| 19080 | EHS Teleservices | Calendar Days | 365 | 243 | 243 | 365 | 365 | 364 | 0 | 1 |
| 19100 | EHS Accounting Operations (Employee) | Calendar Days | 365 | 243 | 243 | 365 | 365 | 365 | (1) | 0 |
| 19105 | EHS Payroll | Calendar Days | 365 | 243 | 243 | 365 | 365 | 364 | 0 | 1 |
| 19110 | EHS Administrative Finance | Calendar Days | 365 | 243 | 243 | 365 | 365 | 366 | (1) | (1) |
| 19150 | EHS Information Services | Calendar Days | 365 | 243 | 243 | 365 | 365 | 364 | 0 | 1 |
| 19160 | EHS Audit Services | Calendar Days | 365 | 243 | 243 | 365 | 365 | 364 | 0 | 1 |
| 19170 | EHS Medical Information Network | Calendar Days | 365 | 243 | 243 | 365 | 365 | 364 | 0 | 1 |

► Budget Per Unit Analysis

Use to analyze per-unit amounts by comparing the current year projection to next year's budget for Patient Revenue, Salaries, Supplies, and Other Expenses.

BUDGET PER UNIT ANALYSIS

KHA Health
For The Budget Year 2018

| Dept | Description | KeyStatDesc | Projected KeyStat | Budget KeyStat | Patient Revenue | | | Salaries | | | Supplies | | | Other Expense | | |
|-------|--------------------------------------|---------------|----------------------|-------------------|-------------------|----------------|----------|-------------------|----------------|----------|-------------------|----------------|----------|-------------------|----------------|----------|
| | | | | | 2017 Projected | 2018 Budget | Variance | 2017 Projected | 2018 Budget | Variance | 2017 Projected | 2018 Budget | Variance | 2017 Projected | 2018 Budget | Variance |
| 17840 | EHS Sports Medicine | Calendar Days | 365 | 364 | 0.00 | 0.00 | 0.00% | 687.46 | 728.64 | 5.99% | 6.44 | 6.44 | (0.00%) | 206.38 | 206.95 | 0.27% |
| 17880 | EPG Phys Clinic-North | Calendar Days | 1,096 | 1,134 | 1,097.49 | 1,097.49 | 0.00% | 591.87 | 794.62 | 34.25% | 51.18 | 53.21 | 3.97% | 1,104.32 | 101.58 | (90.80%) |
| 17885 | EPG Phys Clinic-East | Calendar Days | 730 | 755 | 1,064.69 | 1,064.69 | 0.00% | 887.72 | 1,146.87 | 29.19% | 80.93 | 84.17 | 4.00% | 1,123.81 | 180.40 | (83.95%) |
| 17891 | EPG Phys Clinic-South | Calendar Days | 729 | 727 | 3,495.93 | 3,495.93 | (0.00%) | 1,911.11 | 2,123.70 | 11.12% | 0.09 | 0.09 | 0.00% | 2,517.97 | 2,489.39 | (1.13%) |
| 17895 | EPG Phys Clinic-West | Calendar Days | 365 | 364 | 140.27 | 140.27 | 0.00% | 152.53 | 548.26 | 259.45% | 0.00 | 0.00 | 0.00% | 831.59 | 833.58 | 0.24% |
| 19000 | EHS Administration | Calendar Days | 729 | 727 | 0.00 | 0.00 | 0.00% | 8,349.48 | 5,308.77 | (36.42%) | 463.57 | 463.57 | 0.00% | (24,332.61) | (28,417.34) | 19.81% |
| 19060 | EHS Corporate Communications | Calendar Days | 365 | 364 | 0.00 | 0.00 | 0.00% | 1,163.59 | 1,211.64 | 4.13% | 73.03 | 73.03 | 0.00% | 5,066.51 | 5,074.35 | 0.15% |
| 19080 | EHS Telephones | Calendar Days | 365 | 364 | 0.00 | 0.00 | 0.00% | 846.31 | 924.51 | 9.24% | 25.31 | 25.31 | 0.00% | 84.60 | 74.49 | (11.95%) |
| 19100 | EHS Accounting Operations (Employee) | Calendar Days | 365 | 365 | 0.00 | 0.00 | 0.00% | 1,359.40 | 1,532.06 | 12.70% | 42.92 | 44.64 | 4.00% | 105.78 | 106.80 | 0.96% |
| 19105 | EHS Payroll | Calendar Days | 365 | 364 | 0.00 | 0.00 | 0.00% | 509.83 | 609.61 | 19.57% | 38.03 | 38.03 | 0.00% | 78.74 | 78.95 | 0.27% |
| 19110 | EHS Administrative Finance | Calendar Days | 365 | 366 | 0.00 | 0.00 | 0.00% | 715.15 | 884.78 | 23.72% | 11.75 | 12.22 | 4.00% | 210.16 | 9.30 | (95.57%) |
| 19150 | EHS Information Services | Calendar Days | 365 | 364 | 0.00 | 0.00 | 0.00% | 4,283.55 | 4,449.91 | 4.37% | 185.25 | 185.25 | 0.00% | 12,149.78 | 12,183.06 | 0.27% |
| 19160 | EHS Audit Services | Calendar Days | 365 | 364 | 0.00 | 0.00 | 0.00% | 212.71 | 219.14 | 3.03% | 0.51 | 0.51 | 0.00% | 19.39 | 19.44 | 0.27% |
| 19170 | EHS Medical Information Network | Calendar Days | 365 | 364 | 0.00 | 0.00 | 0.00% | 2,547.34 | 2,613.92 | 2.61% | 59.90 | 59.90 | 0.00% | 950.39 | 845.59 | (11.03%) |
| 19185 | EHS Corporate Health Services | Calendar Days | 365 | 364 | 0.00 | 0.00 | 0.00% | 571.95 | 598.04 | 4.56% | 12.53 | 12.53 | 0.00% | 173.87 | 156.97 | (9.72%) |
| 19220 | EHS Human Resources | Calendar Days | 365 | 364 | 0.00 | 0.00 | 0.00% | 1,646.54 | 1,688.34 | 2.54% | 44.11 | 44.11 | 0.00% | 1,093.65 | 1,083.31 | (0.93%) |
| 19250 | EHS Performance Improvement | Calendar Days | 365 | 364 | 0.00 | 0.00 | 0.00% | 283.48 | 304.89 | 7.55% | 0.56 | 0.56 | 0.00% | 254.41 | 255.10 | 0.27% |

Budget Plan Questions

Use to report on inputs from the Plan tab in plan files.

Budget Plan Questions

KHA Health

| Dept | Description | Item Number | Objectives | Risk Factors | Factors That May Aid In Accomplishing The Objectives | Provide Any Operational Factors That Will Not Occur Next Year | Provide Any New Operational Factors That May Occur Next Year | Quality Improvement Plan | Labor Productivity Plan |
|-------|-------------------------------|-------------|-------------------------------------------|----------------------------|----------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------|--------------------------|-------------------------|
| 27200 | BMC Radiology - MRI (isoCode) | | 1. To develop a budget that meets all the | Unknown contract rates for | Managing FTE's and keeping labor in line with our strict | None that I am aware | Increased hiring of physicians and opening multiple clinics | Implementing a LEAN | |

Budget Red Flag Analysis

Use to review the comments and explanations for accounts flagged in the budget plan files because they exceeded the defined red-flag threshold. The report shows year-to-date actual and current year projection compared to the proposed budget request. The report also includes fields for the adjustments and comments posted from the budget workbook for each account.

Budget Red Flag Analysis

KHA Health

For The Budget Year 2018

| Department | Description | Account | Description | Last Yr Actual | Current Yr Budget | YTD Actual | Current Yr Projection Calculated | Current Yr Projection Adjustments | Proposed Current Yr Projection | Budget Percentage Adjustments | Budget Amount Adjustments | Proposed Budget | Variance |
|------------|-----------------------|---------|---------------------------|-------------------|----------------------|---------------|-------------------------------------|--------------------------------------|-----------------------------------|----------------------------------|------------------------------|--------------------|-------------|
| 17840 | EHS Sports Medicine | 60100 | Salaries - Regular | 240,262 | 190,381 | 127,487 | 68,117 | 0 | 196,604 | 0.00% | 0 | 211,481 | (14,857) _ |
| 17840 | EHS Sports Medicine | 60120 | Salaries - Non-Productive | 8,378 | 21,152 | 4,256 | 1,577 | 0 | 7,832 | 0.00% | 0 | 4,823 | 3,008 _ |
| 17880 | EPG Phys Clinic-North | 60100 | Salaries - Regular | 505,175 | 409,225 | 296,993 | 258,036 | 0 | 550,629 | 0.00% | 0 | 791,511 | (240,882) _ |
| 17880 | EPG Phys Clinic-North | 60120 | Salaries - Non-Productive | 52,331 | 45,470 | 12,883 | 9,308 | 0 | 22,191 | 0.00% | 0 | 28,735 | (6,184) _ |
| 17880 | EPG Phys Clinic-North | 61200 | Medical - Insurance | 20,458 | 23,400 | 18,046 | 9,964 | 0 | 28,011 | 0.00% | 0 | 11 | 27,999 _ |
| 17880 | EPG Phys Clinic-North | 61230 | Disability Insurance | 3,495 | 3,690 | 1,959 | 1,082 | 0 | 3,041 | 0.00% | 0 | 11 | 3,030 _ |
| 17880 | EPG Phys Clinic-North | 61300 | FICA - Social Security | 31,689 | 31,715 | 19,700 | 23,173 | 0 | 42,874 | 0.00% | 0 | 51,512 | (8,638) _ |
| 17880 | EPG Phys Clinic-North | 61510 | Employee Benefits - PGO | 10,846 | 2,755 | (13,741) | 5,239 | 0 | (8,502) | 0.00% | 0 | 14,450 | (24,952) _ |
| 17885 | EPG Phys Clinic-East | 60100 | Salaries - Regular | 366,469 | 635,482 | 301,912 | 254,737 | 0 | 556,668 | 0.00% | 0 | 771,506 | (215,258) _ |
| 17885 | EPG Phys Clinic-East | 60120 | Medical - Insurance | 13,354 | 70,609 | 22,106 | 4,050 | 0 | 26,155 | 0.00% | 0 | 12,331 | 13,825 _ |
| 17885 | EPG Phys Clinic-East | 61200 | Medical - Insurance | 15,660 | 31,188 | 14,860 | 8,035 | 0 | 22,896 | 0.00% | 0 | 6 | 22,890 _ |
| 17885 | EPG Phys Clinic-East | 61300 | FICA - Social Security | 16,662 | 49,909 | 17,794 | 18,995 | 0 | 36,739 | 0.00% | 0 | 44,328 | (7,569) _ |
| 17885 | EPG Phys Clinic-East | 61510 | Employee Benefits - PGO | 14,803 | 2,793 | (11,150) | 10,087 | 0 | (1,046) | 0.00% | 0 | 31,482 | (20,549) _ |
| 17891 | EPG Phys Clinic-South | 60100 | Salaries - Regular | 815,199 | 1,074,381 | 841,090 | 478,747 | 0 | 1,319,837 | 0.00% | 0 | 1,448,578 | (128,741) _ |
| 17891 | EPG Phys Clinic-South | 61200 | Medical - Insurance | 28,829 | 44,871 | 24,790 | 14,110 | 0 | 38,900 | 0.00% | 0 | 42,695 | (3,794) _ |
| 17891 | EPG Phys Clinic-South | 61300 | FICA - Social Security | 35,669 | 53,289 | 35,543 | (8,616) | 0 | 28,927 | 0.00% | 0 | 46,603 | (17,676) _ |
| 17895 | EPG Phys Clinic-West | 60100 | Salaries - Regular | 287,349 | 180,000 | (21,328) | 60,331 | 0 | 39,003 | 0.00% | 0 | 185,920 | (146,917) _ |
| 17895 | EPG Phys Clinic-West | 61300 | FICA - Social Security | 33,654 | 0 | (2,667) | 16,513 | 0 | 13,846 | 0.00% | 0 | 9,206 | 4,640 _ |
| 19000 | EHS Administration | 60100 | Salaries - Regular | 2,484,722 | 4,530,960 | 1,407,524 | 898,379 | 0 | 2,337,303 | 0.00% | 0 | 2,562,407 | (225,103) _ |
| 19000 | EHS Administration | 60120 | Salaries - Non-Productive | 459,650 | 502,065 | 90,868 | 22,300 | 0 | 113,368 | 0.00% | 0 | 68,755 | 44,613 _ |
| 19000 | EHS Administration | 60900 | Salaries - Emp Incentive | 2,300,000 | 0 | 1,802,000 | 0 | 0 | 1,802,000 | 0.00% | 0 | 0 | 1,802,000 _ |
| 19000 | EHS Administration | 61100 | Employee Annuity | 65,315 | (30,712) | (35,807) | 10,743 | 0 | (25,064) | 0.00% | 0 | 32,797 | (57,861) _ |
| 19000 | EHS Administration | 61200 | Medical Insurance | 390,670 | 544,696 | 213,431 | 54,394 | 0 | 287,825 | 0.00% | 0 | 186,053 | 101,771 _ |
| 19000 | EHS Administration | 61230 | Group Term Life | 4,270 | 4,116 | 7349 | 1,879 | 0 | 8,222 | 0.00% | 0 | 5,717 | 3,505 _ |
| 19000 | EHS Administration | 61240 | WV Insurance | 726,646 | 666,494 | 486,437 | 124,488 | 0 | 612,943 | 0.00% | 0 | 380,039 | 232,911 _ |

Budget Salary Comparison

Use to analyze salary variances for the proposed budget compared to the current year projection. The report also includes expense prior year and current year actual history to use for comparison.

Budget Salary Comparison

KHA Health

For The Budget Year 2018

| Dept | Description | 2016 Actual Dollars | 2017 YTD Dollars | 2017 Annualized Dollars | 2017 Projected Dollars | Proj-Annual Variance | 2018 Budget Dollars | Bud-Proj Variance Dollars | Variance Percent |
|-------|--------------------------------------|------------------------|---------------------|----------------------------|---------------------------|-------------------------|------------------------|------------------------------|---------------------|
| 10000 | EHS Balance Sheet | 19,169 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| 17840 | EHS Sports Medicine | 248,640 | 133,742 | 200,614 | 204,436 | (3,823) | 216,286 | (11,850) | (5.8%) |
| 17880 | EPG Phys Clinic-North | 559,957 | 306,967 | 460,450 | 577,441 | (116,991) | 824,539 | (247,098) | (42.8%) Re |
| 17885 | EPG Phys Clinic-East | 379,823 | 324,017 | 486,026 | 582,824 | (96,798) | 784,257 | (201,433) | (34.6%) Re |
| 17891 | EPG Phys Clinic-South | 1,180,783 | 841,090 | 1,261,635 | 1,319,837 | (58,202) | 1,448,578 | (128,741) | (9.8%) |
| 17895 | EPG Phys Clinic-West | 592,240 | (21,328) | (31,992) | 39,003 | (70,995) | 185,920 | (146,917) | (376.7%) Re |
| 19000 | EHS Administration | 5,267,636 | 3,399,715 | 5,099,573 | 4,266,153 | 833,420 | 2,645,049 | 1,621,104 | 38.0% Re |
| 19060 | EHS Corporate Communications | 368,300 | 228,571 | 342,857 | 346,026 | (3,169) | 359,589 | (13,563) | (3.9%) |
| 19080 | EHS Teleservices | 242,225 | 169,606 | 254,410 | 256,434 | (2,024) | 268,092 | (11,658) | (4.5%) |
| 19100 | EHS Accounting Operations (Employee) | 444,908 | 242,539 | 363,808 | 367,013 | (3,205) | 385,357 | (18,344) | (5.0%) |
| 19105 | EHS Payroll | 47,376 | 91,440 | 137,160 | 137,955 | (796) | 141,767 | (3,811) | (2.8%) |
| 19110 | EHS Administrative Finance | 168,661 | 129,105 | 193,657 | 214,735 | (21,078) | 264,147 | (49,411) | (23.0%) Re |
| 19150 | EHS Information Services | 1,287,747 | 881,753 | 1,322,630 | 1,317,374 | 5,256 | 1,336,095 | (18,721) | (1.4%) |
| 19160 | EHS Audit Services | 81,859 | 43,043 | 64,565 | 64,501 | 64 | 66,288 | (1,788) | (2.8%) |
| 19170 | EHS Medical Information Network | 571,221 | 482,058 | 723,086 | 724,213 | (1,127) | 740,956 | (16,742) | (2.3%) |
| 19185 | EHS Corporate Health Services | 177,978 | 118,175 | 177,263 | 178,169 | (906) | 184,006 | (5,837) | (3.3%) |
| 19220 | EHS Human Resources | 451,303 | 333,219 | 499,828 | 499,493 | 335 | 508,533 | (9,040) | (1.8%) |
| 19250 | EHS Performance Improvement | 82,276 | 55,393 | 83,090 | 85,135 | (2,045) | 90,650 | (5,515) | (6.5%) |

Budget Salary Rate Analysis

Use to analyze departmental average hourly-rate variances in the proposed budget. The report shows prior year and current year actual history and projection compared to the new budget. The variance is broken out into two different categories—FTE and Rate Effect.

Budget Salary Rate Analysis

KHA Health

For The Period Ending February 28, 2017

| Dept | Description | Last Year Avg Rate | Current Avg Rate | Projected Avg Rate | Budget Avg Rate | Proj-Current % Var | Bud-Current % Var | Bud-Proj % Var | FTE Efficiency | FTE Rate Effect | Total Bud-Proj Variance |
|-------|--------------------------------------|-----------------------|---------------------|-----------------------|--------------------|-----------------------|----------------------|-------------------|-------------------|--------------------|----------------------------|
| 10000 | EHS Balance Sheet | \$13.13 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% | 0.00% | \$0 | \$0 | \$0 |
| 17840 | EHS Sports Medicine | \$20.29 | \$17.25 | \$17.64 | \$18.71 | 2.28% | 6.51% | 6.08% | (8970) | \$15,201 | \$14,230 |
| 17880 | EPG Phys Clinic-North | \$49.29 | \$36.15 | \$30.52 | \$38.72 | (15.58%) | 9.88% | 30.16% | \$46,754 | \$28,707 | \$265,553 |
| 17885 | EPG Phys Clinic-East | \$103.52 | \$74.52 | \$59.94 | \$72.28 | (23.80%) | (3.04%) | 28.81% | \$43,437 | \$63,808 | \$227,085 |
| 17891 | EPG Phys Clinic-South | \$187.97 | \$141.86 | \$103.69 | \$103.17 | (23.7%) | 13.17% | 10.51% | \$1,794 | \$142,319 | \$115,113 |
| 17895 | EPG Phys Clinic-West | \$170.82 | \$142.12 | \$26.58 | \$95.55 | (263.89%) | (888.48%) | 298.45% | (1540) | \$143,850 | \$143,354 |
| 19000 | EHS Administration | \$136.21 | \$128.31 | \$109.81 | \$70.50 | (14.41%) | (45.03%) | (35.80%) | (548,395) | (52,152,023) | (52,200,318) |
| 19060 | EHS Corporate Communications | \$24.22 | \$24.24 | \$24.55 | \$25.59 | 1.32% | 5.80% | 4.23% | (51,626) | \$17,872 | \$16,242 |
| 19080 | EHS Teleservices | \$24.08 | \$23.21 | \$24.08 | \$26.31 | 3.76% | 13.36% | 9.25% | (9940) | \$28,447 | \$27,503 |
| 19100 | EHS Accounting Operations (Employee) | \$22.59 | \$23.41 | \$26.11 | \$28.53 | 11.50% | 26.11% | 13.10% | (51,962) | \$64,702 | \$62,789 |
| 19105 | EHS Payroll | \$25.19 | \$26.37 | \$20.05 | \$34.74 | 10.15% | 31.73% | 19.35% | (3632) | \$36,294 | \$35,662 |
| 19110 | EHS Administrative Finance | \$33.96 | \$33.68 | \$26.75 | \$35.09 | (15.67%) | 6.87% | 21.60% | \$7,990 | \$36,197 | \$44,186 |
| 19150 | EHS Information Services | \$17.64 | \$31.76 | \$32.29 | \$33.87 | 1.66% | 6.63% | 4.90% | (512,541) | \$75,401 | \$62,910 |
| 19160 | EHS Audit Services | \$30.79 | \$36.37 | \$36.45 | \$37.57 | 0.21% | 3.28% | 3.06% | (5247) | \$2,387 | \$2,120 |
| 19170 | EHS Medical Information Network | \$24.11 | \$28.53 | \$28.57 | \$28.14 | 0.17% | 2.17% | 2.00% | \$3,099 | \$18,627 | \$21,726 |
| 19185 | EHS Corporate Health Services | \$20.58 | \$20.78 | \$21.01 | \$22.00 | 1.10% | 5.88% | 4.75% | (5890) | \$8,810 | \$8,870 |
| 19220 | EHS Human Resources | \$23.89 | \$25.71 | \$26.04 | \$26.75 | 1.28% | 4.06% | 2.74% | (52,870) | \$18,354 | \$15,479 |
| 19250 | EHS Performance Improvement | \$23.34 | \$23.25 | \$24.14 | \$25.87 | 3.80% | 11.69% | 7.91% | (5350) | \$7,833 | \$7,475 |
| 19170 | EHS Risk Management And Safety | \$26.62 | \$26.82 | \$26.40 | \$33.62 | 5.14% | 11.57% | 11.57% | (8330) | \$22,399 | \$22,166 |
| 20000 | EMC Balance Sheet | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% | 0.00% | 0.00% | \$0 | \$0 | \$0 |
| 26100 | EMC Nursing Administration | \$27.70 | \$28.31 | \$28.66 | \$30.62 | 1.17% | 4.46% | 3.25% | (54,523) | \$38,880 | \$35,337 |
| 26140 | EMC Emergency Room (ED) | \$27.26 | \$25.53 | \$28.02 | \$27.63 | 1.91% | 8.24% | 6.21% | \$100,948 | \$243,664 | \$344,612 |
| 26200 | EMC CVS | \$27.34 | \$27.46 | \$27.83 | \$28.88 | 1.34% | 5.17% | 3.79% | (51,560) | \$51,611 | \$16,045 |
| 26310 | EMC 3 East | \$20.23 | \$21.94 | \$22.36 | \$23.61 | 1.90% | 7.61% | 5.62% | (517,960) | \$191,070 | \$133,110 |
| 26320 | EMC 2 West | \$21.47 | \$21.50 | \$21.39 | \$21.25 | (0.47%) | (1.14%) | (0.67%) | \$2,527 | (57,420) | (54,893) |
| 26340 | EMC CCU (Staffing) | \$27.55 | \$28.95 | \$27.67 | \$31.45 | 5.96% | 8.64% | 2.57% | \$265,069 | \$42,596 | \$312,666 |
| 26350 | EMC ICU | \$26.29 | \$26.86 | \$26.95 | \$27.51 | 0.32% | 2.42% | 2.09% | (54,022) | \$70,796 | \$19,818 |
| 26430 | EMC West Baby Nursery | \$27.84 | \$30.08 | \$30.86 | \$32.96 | 2.61% | 9.58% | 6.79% | (54,072) | \$19,980 | \$11,512 |
| 26440 | EMC Mother/Baby | \$21.77 | \$22.12 | \$22.39 | \$23.20 | 1.21% | 4.90% | 3.64% | \$68,917 | \$82,886 | \$191,803 |
| 26450 | EMC NICU | \$30.25 | \$33.30 | \$32.72 | \$32.33 | (1.72%) | (2.91%) | (1.22%) | \$934,702 | (541,822) | \$892,880 |

Budget Summary by Department

Use to analyze total-expense variances by department, comparing the proposed budget to the current-year projection. The report shows prior-year actual, current-year actual, and current-year budget history.

Budget Total Expense Summary by Dept

KHA Health

For The Period Ending February 28, 2017

| Dept | Description | Actual 2016 | Budget 2017 | YTD-Actual 2017 | Annualized 2017 | Projected 2017 | Budget 2018 | Projection Variance | Annualized Variance |
|-------|--------------------------------------|----------------|----------------|--------------------|--------------------|-------------------|----------------|------------------------|------------------------|
| 10000 | EHS Balance Sheet | 18,110,306 | 20,830,204 | 12,870,231 | 19,305,347 | 0 | 0 | 0 | 19,305,347 |
| 17840 | EHS Sports Medicine | 354,659 | 323,216 | 212,155 | 318,233 | 328,154 | 342,434 | (14,280) | (24,202) |
| 17880 | EPG Phys Clinic-North | 1,838,384 | 1,923,628 | 1,184,414 | 1,776,621 | 1,915,123 | 1,076,625 | 838,498 | 699,997 |
| 17885 | EPG Phys Clinic-East | 1,484,700 | 2,460,228 | 982,150 | 1,473,225 | 1,527,497 | 1,065,635 | 461,861 | 407,589 |
| 17891 | EPG Phys Clinic-South | 2,890,503 | 3,297,572 | 2,147,569 | 3,221,353 | 3,228,860 | 3,353,821 | (124,961) | (132,468) |
| 17895 | EPG Phys Clinic-West | 1,469,122 | 266,184 | 36,047 | 54,070 | 358,709 | 502,305 | (143,597) | (448,235) |
| 19000 | EHS Administration | (4,411,667) | (15,164,945) | (9,197,180) | (13,795,770) | (11,459,565) | (17,190,111) | 5,730,546 | 3,394,341 |
| 19060 | EHS Corporate Communications | 2,696,540 | 2,708,568 | 1,527,548 | 2,291,322 | 2,297,491 | 2,311,529 | (14,038) | (20,207) |
| 19080 | EHS Teleservices | 334,730 | 333,813 | 225,614 | 338,421 | 348,542 | 372,342 | (23,800) | (33,921) |
| 19100 | EHS Accounting Operations (Employee) | 588,070 | 511,024 | 332,663 | 498,995 | 550,457 | 614,475 | (64,018) | (115,480) |
| 19105 | EHS Payroll | 89,662 | 165,921 | 130,931 | 196,396 | 228,391 | 264,119 | (35,728) | (67,723) |
| 19110 | EHS Administrative Finance | 231,492 | 234,914 | 209,069 | 313,603 | 342,024 | 331,705 | 10,318 | (18,102) |
| 19150 | EHS Information Services | 6,110,175 | 6,341,677 | 4,162,540 | 6,243,809 | 6,050,183 | 6,113,496 | (63,312) | 130,314 |
| 19160 | EHS Audit Services | 103,039 | 81,642 | 56,494 | 84,741 | 84,786 | 86,913 | (2,127) | (2,171) |
| 19170 | EHS Medical Information Network | 1,012,980 | 1,023,163 | 845,733 | 1,268,600 | 1,296,758 | 1,279,319 | 17,439 | (10,719) |

Budget Threshold Analysis

Use to analyze account categories by applying a low and high threshold for variances. Historical data for last-year actual and current-year budget are also included.

Budget Threshold Report

KHA Health

For The Budget Year 2018

| Acct.FSSummary = 'E_Salaries' AND INITIATIVEID.INITIATIVEID = 1 | | | | | Last Year | Current | Current | Proposed | | |
|-----------------------------------------------------------------|--------------------------------------|-------|---------|--------------------|-----------|-----------|------------|-----------|-----------|----------|
| DEPT | Description | Acct | Type | Account | Actual | Budget | Projection | Budget | Variance | Var % |
| 17840 | EHS Sports Medicine | 60100 | Expense | Salaries - Regular | 240,262 | 190,381 | 196,604 | 211,461 | (14,857) | (7.6%) |
| 17880 | EPG Phys Clinic-North | 60100 | Expense | Salaries - Regular | 505,175 | 409,225 | 550,629 | 791,511 | (240,882) | (48.7%) |
| 17885 | EPG Phys Clinic-East | 60100 | Expense | Salaries - Regular | 366,469 | 635,492 | 556,668 | 771,926 | (215,258) | (38.7%) |
| 17891 | EPG Phys Clinic-South | 60100 | Expense | Salaries - Regular | 815,199 | 1,074,381 | 1,319,837 | 1,448,578 | (128,741) | (9.8%) |
| 17895 | EPG Phys Clinic-West | 60100 | Expense | Salaries - Regular | 287,349 | 180,000 | 39,003 | 185,920 | (146,917) | (376.7%) |
| 19000 | EHS Administration | 60100 | Expense | Salaries - Regular | 2,484,722 | 4,530,968 | 2,337,303 | 2,562,407 | (225,105) | (9.6%) |
| 19060 | EHS Corporate Communications | 60100 | Expense | Salaries - Regular | 330,245 | 384,192 | 314,784 | 323,277 | (8,494) | (2.7%) |
| 19080 | EHS Teleservices | 60100 | Expense | Salaries - Regular | 218,988 | 227,883 | 231,861 | 240,994 | (9,133) | (3.9%) |
| 19100 | EHS Accounting Operations (Employee) | 60100 | Expense | Salaries - Regular | 392,554 | 333,424 | 329,009 | 347,728 | (18,719) | (5.7%) |
| 19105 | EHS Payroll | 60100 | Expense | Salaries - Regular | 41,428 | 116,193 | 113,168 | 119,629 | (6,461) | (5.7%) |
| 19110 | EHS Administrative Finance | 60100 | Expense | Salaries - Regular | 156,170 | 162,710 | 188,024 | 240,354 | (52,330) | (27.8%) |
| 19150 | EHS Information Services | 60100 | Expense | Salaries - Regular | 1,091,056 | 1,113,324 | 1,127,213 | 1,174,863 | (47,649) | (4.2%) |
| 19160 | EHS Audit Services | 60100 | Expense | Salaries - Regular | 67,855 | 56,692 | 51,506 | 55,419 | (3,914) | (7.6%) |
| 19170 | EHS Medical Information Network | 60100 | Expense | Salaries - Regular | 510,105 | 551,946 | 656,475 | 678,020 | (21,545) | (3.3%) |

Changes to Projection and Budget from Workbook

KHA Health

For The Budget Year 2018

User Selection: 17840 - EHS Sports Medicine

| Dept | Description | Acct | Description | Last Yr Actual | Current Yr Budget | YTD Actual | Current Yr Projection Calculated | Current Yr Projection Adjustments | Proposed Current Yr Projection | Budget Percentage Adjustments | Budget Amount Adjustments | Proposed Budget | Variance |
|--------------|---------------------|-------|---------------------------|-------------------|----------------------|----------------|----------------------------------------|-----------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|--------------------|-----------------|
| 17840 | EHS Sports Medicine | 60100 | Salaries - Regular | 240,262 | 190,381 | 127,487 | 69,117 | 0 | 196,604 | 0.00% | 0 | 211,461 | (14,857) _ |
| 17840 | EHS Sports Medicine | 60110 | Salaries - Overtime | 2 | (68) | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 |
| 17840 | EHS Sports Medicine | 60120 | Salaries - Non-Productive | 8,376 | 21,152 | 6,256 | 1,577 | 0 | 7,832 | 0.00% | 0 | 4,825 | 3,008 _ |
| 17840 | EHS Sports Medicine | 61100 | Employee Annuity | 4,445 | 4,330 | 2,060 | 1,089 | 0 | 3,149 | 0.00% | 0 | 3,331 | (183) _ |
| 17840 | EHS Sports Medicine | 61200 | Medical Insurance | 14,712 | 21,128 | 14,156 | 7,483 | 0 | 21,639 | 0.00% | 0 | 22,893 | (1,254) _ |
| 17840 | EHS Sports Medicine | 61220 | Group Term Life | 283 | 206 | 170 | 90 | 0 | 259 | 0.00% | 0 | 274 | (15) _ |
| 17840 | EHS Sports Medicine | 61230 | Disability Insurance | 555 | 456 | 499 | 264 | 0 | 762 | 0.00% | 0 | 806 | (44) _ |
| 17840 | EHS Sports Medicine | 61300 | FICA - Social Security | 18,673 | 18,273 | 9,846 | 6,019 | 0 | 15,865 | 0.00% | 0 | 16,546 | (681) _ |
| 17840 | EHS Sports Medicine | 61510 | Employee Benefits - PDO | 10,684 | 9,686 | 2,924 | 1,546 | 0 | 4,469 | 0.00% | 0 | 4,728 | (259) _ |
| 17840 | EHS Sports Medicine | 62100 | Supplies - General | 1,727 | 3,466 | 1,566 | 783 | 0 | 2,349 | 0.00% | 0 | 2,342 | 6 _ |
| 17840 | EHS Sports Medicine | 63140 | Fees - Other | 50,000 | 50,004 | 25,000 | 16,667 | 0 | 41,667 | 0.00% | 0 | 41,667 | 0 _ |
| 17840 | EHS Sports Medicine | 64100 | Repairs | 0 | 0 | 731 | 365 | 0 | 1,096 | 0.00% | 0 | 1,096 | 0 _ |
| 17840 | EHS Sports Medicine | 66200 | Telephone | 2,593 | 2,642 | 1,078 | 810 | 0 | 1,888 | 0.00% | 0 | 1,888 | 0 _ |
| 17840 | EHS Sports Medicine | 69100 | Travel - General | 24,728 | 0 | 18,973 | 9,487 | 0 | 28,460 | 0.00% | 0 | 28,460 | 0 _ |
| 17840 | EHS Sports Medicine | 69120 | Institutes And Education | 424 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 |
| 17840 | EHS Sports Medicine | 69200 | Dues And Subscriptions | 212 | 1,560 | 1,410 | 705 | 0 | 2,115 | 0.00% | 0 | 2,115 | 0 _ |
| 17840 | EHS Sports Medicine | 69950 | Rebates/Repayments | (23,309) | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 |
| 17840 | EHS Sports Medicine | 71100 | Depreciation - Equipment | 294 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 |
| Total | | | | 354,659 | 323,216 | 212,155 | 115,999 | 0 | 328,154 | | 0 | 342,434 | (14,280) |

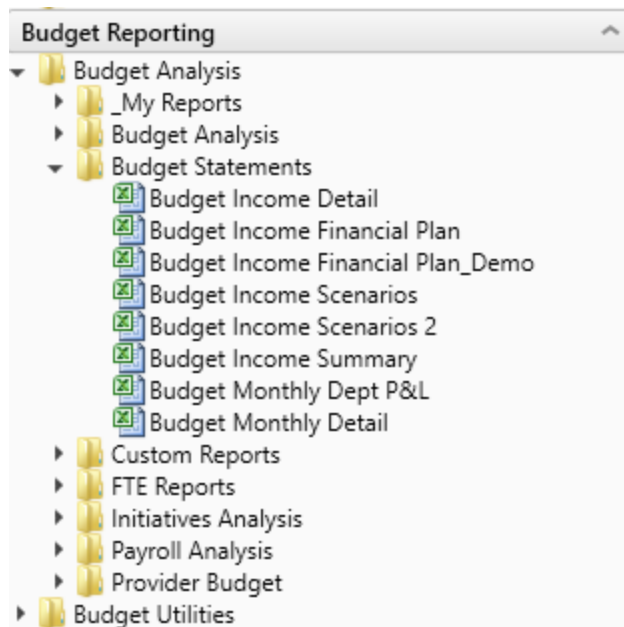
Statement reports

These reports are designed for budget analysis.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Budget Statements**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Analysis > Budget Statements**.



► Budget Income Detail

Use to analyze the proposed budget-by-income statement category compared to last-year actual, current-year budget, current-year projected, year-to-date actual, and current-year annualized. Each category shows all values for all accounts in that category.

Budget Income Statement Detail

KHA Health
For The Budget Year 2018

| Account Description | Last Year Actual | Current Year Budget | Current Year Projected | Current Year YTD | Current Year Annualized | Next Year Budget | Projected Yr Variance | Projected Var % | CY Budget Var % |
|---------------------------------|------------------|---------------------|------------------------|------------------|-------------------------|------------------|-----------------------|-----------------|-----------------|
| Patient Revenue | | | | | | | | | |
| Inpatient Gross Revenue | | | | | | | | | |
| 31100 IP - Medicare | 162,981,910 | 208,824,028 | 182,863,552 | 128,359,839 | 192,539,759 | 202,886,142 | 20,022,590 | 10.9% | (2.8%) |
| 31200 IP - Medicaid | 17,977,136 | 17,709,210 | 26,879,734 | 17,848,976 | 26,773,465 | 31,431,317 | 4,551,583 | 16.9% | 77.5% |
| 31300 IP - Blue Cross | 38,281,648 | 40,042,068 | 44,348,749 | 30,112,259 | 45,168,388 | 49,992,055 | 5,643,306 | 12.7% | 24.8% |
| 31400 IP - Commercial | 26,029,597 | 27,492,443 | 27,702,313 | 18,445,594 | 27,668,391 | 31,609,190 | 3,906,877 | 14.1% | 15.0% |
| 31500 IP - HMO/PPD | 26,079,948 | 28,571,460 | 35,296,863 | 23,698,845 | 35,548,268 | 40,627,037 | 5,330,174 | 15.1% | 42.2% |
| 31600 IP - Self Pay | 10,480,702 | 12,950,129 | 11,551,346 | 7,696,295 | 11,544,443 | 12,827,413 | 1,276,067 | 11.0% | (0.9%) |
| 31900 IP - Other | 6,953,203 | 7,354,915 | 6,632,373 | 4,770,996 | 7,156,493 | 7,332,626 | 700,253 | 10.6% | (0.3%) |
| Total - Inpatient Gross Revenue | 288,784,145 | 342,944,253 | 335,274,930 | 230,932,805 | 346,399,207 | 376,705,781 | 41,430,850 | 12.4% | 9.8% |
| Outpatient Gross Revenue | | | | | | | | | |
| 32100 OP - Medicare | 40,846,364 | 56,540,399 | 51,866,330 | 33,161,687 | 49,742,530 | 53,282,248 | 1,415,918 | 2.7% | (5.8%) |
| 32200 OP - Medicaid | 5,925,935 | 6,419,968 | 8,205,569 | 5,172,631 | 7,758,947 | 8,415,279 | 209,710 | 2.6% | 31.1% |
| 32300 OP - Blue Cross | 23,597,634 | 27,153,138 | 30,161,525 | 19,478,880 | 29,218,320 | 30,994,695 | 833,171 | 2.8% | 14.1% |
| 32400 OP - Commercial | 12,592,272 | 15,301,982 | 13,802,622 | 8,905,033 | 13,357,550 | 14,272,665 | 470,043 | 3.4% | (6.7%) |
| 32500 OP - HMO/PPD | 16,909,578 | 19,349,478 | 22,681,532 | 14,455,339 | 21,683,009 | 23,164,881 | 483,349 | 2.1% | 19.7% |
| 32600 OP - Self Pay | 4,046,034 | 4,343,943 | 4,209,594 | 2,648,411 | 3,972,617 | 4,250,748 | 41,154 | 1.0% | (2.1%) |
| 32900 OP - Other | 9,850,831 | 10,310,334 | 7,503,058 | 6,145,973 | 9,218,960 | 7,640,117 | 137,059 | 1.8% | (25.9%) |
| 33100 ER - Medicare | 3,913,778 | 5,648,664 | 5,288,277 | 3,148,003 | 4,722,005 | 4,708,590 | (579,688) | (11.0%) | (16.6%) |

► Budget Income Financial Plan

Use to view annuals income statement comparisons across multiple scenarios.

| Budget Financial Plan Comparison | | | | | |
|-------------------------------------------------------|--------------------|--------------------|--------------------|---------------------|------------------------|
| KHA Health For The Period Ending February 28, 2018 | | | | | |
| | 2018 YTD | 2018 Annualized | 2019 Budget | 2019 Financial Plan | Variance From Fin Plan |
| Patient Revenue | | | | | |
| Inpatient | 233,128,493 | 349,692,740 | 375,735,914 | 338,317,596 | 37,418,318 |
| Outpatient | 103,399,882 | 155,099,822 | 161,733,994 | 157,028,658 | 4,705,337 |
| Other Patient Revenue | 152,686,491 | 229,029,737 | 30,914,548 | 10,970,890 | 19,943,659 |
| Total Patient Revenue | 489,214,866 | 733,822,300 | 568,384,457 | 506,317,144 | 62,067,313 |
| Deductions From Revenue | | | | | |
| Charity Services | 8,102,525 | 12,153,788 | 13,174,773 | 12,869,194 | (305,579) |
| Contractual Allowances | 254,098,679 | 381,148,019 | 386,805,888 | 228,433,970 | (158,371,918) |
| Other Discounts | 3,214,134 | 4,821,201 | 14,287,420 | 3,684,166 | (10,603,254) |
| Bad Debt | 8,259,384 | 12,389,076 | 12,302,915 | 14,353,757 | 2,050,842 |
| Total Deductions | 273,674,723 | 410,512,084 | 426,570,995 | 259,341,087 | (167,229,908) |
| Net Patient Revenue | 215,540,144 | 323,310,216 | 141,813,462 | 246,976,057 | (105,162,595) |
| Other Operating Revenue | 52,975,338 | 79,463,007 | 33,627,953 | 22,652,593 | 10,975,360 |
| Total Operating Revenue | 268,515,482 | 402,773,223 | 175,441,415 | 269,628,650 | (94,187,235) |
| Operating Expenses | | | | | |
| Salaries & Wages | 98,240,683 | 147,361,024 | 112,732,435 | 102,285,737 | (10,446,697) |
| Benefits | 23,882,796 | 35,824,194 | 25,526,936 | 18,506,244 | (7,020,692) |
| Contract Labor | 1,493,126 | 2,239,690 | 1,299,143 | 116,719 | (1,182,424) |

► Budget Income Scenarios

Use to analyze the proposed budget by FSDetail category compared to the Baseline Budget, NYBScenario1, and NYBScenario2. BudScenario1 and BudScenario2 are fields in the database used to store the results of different sets of driver files. You can use this report to compare passes of the budget

(BudPass1, BudPass2).

Budget Scenario Comparison

KHA Health
For The Budget Year 2018

| | 2018 Prelim | 2018 Scenario1 | 2018 Scenario2 | 2018 Proposed Budget |
|--------------------------------|--------------------|-------------------|-------------------|-------------------------|
| Patient Revenue | | | | |
| Outpatient | 162,504,583 | 0 | 0 | 161,734,874 |
| Other Patient Revenue | 38,481,190 | 0 | 0 | 19,056,130 |
| Total Patient Revenue | 477,973,687 | 0 | 0 | 557,496,784 |
| Deductions From Revenue | | | | |
| Charity Services | 11,951,014 | 0 | 0 | 13,166,784 |
| Contractual Allowances | 252,286,182 | 0 | 0 | 375,327,650 |
| Other Discounts | 4,686,891 | 0 | 0 | 5,168,035 |
| Bad Debt | 11,196,438 | 0 | 0 | 12,192,382 |
| Total Deductions | 280,120,526 | 0 | 0 | 405,854,851 |
| Net Patient Revenue | 197,853,162 | 0 | 0 | 151,641,933 |
| Other Operating Revenue | 33,088,047 | 0 | 0 | 33,623,053 |
| Total Operating Revenue | 230,941,209 | 0 | 0 | 185,264,986 |

Budget Income Summary

Use to summarize the proposed budget by FSDetail category compared to last-year actual, current-year budget, current-year annualized, and current-year projected.

Budget Income Summary

KHA Health
For The Budget Year 2018

| | Last Yr Actual | Current Yr Budget | Current Yr YTD | Current Yr Annualized | Current Yr Projected | Proposed Budget | Projected Yr Variance | Projected Var % | CY Budget Var % |
|--------------------------------|--------------------|----------------------|--------------------|--------------------------|-------------------------|--------------------|--------------------------|--------------------|--------------------|
| Patient Revenue | | | | | | | | | |
| Inpatient | 288,784,145 | 342,944,253 | 230,932,805 | 346,399,207 | 335,274,930 | 376,705,781 | 41,430,850 | 12.4% | 9.8% |
| Outpatient | 130,210,589 | 158,762,584 | 103,344,156 | 155,016,235 | 160,638,834 | 161,734,874 | 1,096,040 | 0.7% | 1.9% |
| Other Patient | 231,241,865 | 227,939,308 | 152,686,491 | 229,029,737 | 38,421,390 | 19,056,130 | (19,365,260) | (50.4%) | (91.6%) |
| Total Patient Revenue | 650,236,598 | 729,646,146 | 486,963,453 | 730,445,179 | 534,335,154 | 557,496,784 | 23,161,630 | 4.3% | (23.6%) |
| Deductions From Revenue | | | | | | | | | |
| Charity Services | 10,945,089 | 13,102,222 | 8,102,525 | 12,153,788 | 11,951,290 | 13,166,784 | (1,215,494) | (10.2%) | (0.5%) |
| Deductions From Revenue | 315,061,954 | 354,583,898 | 245,372,927 | 368,059,390 | 350,094,164 | 375,327,650 | (25,233,487) | (7.2%) | (5.9%) |
| Other Discounts | 5,393,471 | 12,844,577 | 3,214,134 | 4,821,201 | 4,686,999 | 5,168,035 | (481,036) | (10.3%) | 59.8% |
| Bad Debt | 11,722,981 | 15,645,038 | 8,259,384 | 12,389,076 | 11,196,692 | 12,192,382 | (995,689) | (8.9%) | 22.1% |
| Total Deductions From Revenue | 343,123,495 | 396,175,735 | 264,948,970 | 397,423,455 | 377,929,145 | 405,854,851 | (27,925,706) | (7.4%) | (2.4%) |
| Net Patient Revenue | 307,113,103 | 333,470,411 | 222,014,483 | 333,021,724 | 156,406,009 | 151,641,933 | (4,764,077) | (3.0%) | (54.5%) |
| Other Operating Revenue | 91,537,493 | 81,462,542 | 52,975,338 | 79,463,007 | 32,251,632 | 33,623,053 | 1,371,421 | 4.3% | (58.7%) |
| Total Operating Revenue | 398,650,596 | 414,932,953 | 274,989,820 | 412,484,730 | 188,657,641 | 185,264,986 | (3,392,655) | (1.8%) | (55.4%) |

Budget Monthly Dept P&L

Use to review the monthly spread by account for the proposed budget by Budget Type category for an individual department. This report is often used to provide the department manager with a final copy of their month-by-month budget.

Monthly Departmental Budget Report

KHA Health

For The Budget Year 2018

17840 - EHS Sports Medicine

Acct Description

| | July | August | September | October | November | December | January | February | March | April | May | June | Total |
|---------------------------------|--------|--------|-----------|---------|----------|----------|---------|----------|--------|--------|--------|--------|---------|
| Statistics | | | | | | | | | | | | | |
| 300 Calendar Days | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 364 |
| Total Statistics | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 364 |
| Expenses | | | | | | | | | | | | | |
| Salaries | | | | | | | | | | | | | |
| 60100 Salaries - Regular | 17,660 | 17,758 | 17,206 | 17,790 | 17,309 | 17,982 | 17,982 | 16,342 | 17,982 | 17,611 | 18,289 | 17,679 | 211,461 |
| 60120 Salaries - Non-Productive | 402 | 404 | 391 | 404 | 396 | 411 | 411 | 371 | 411 | 401 | 418 | 404 | 4,825 |
| Total Salaries | 18,062 | 18,162 | 17,597 | 18,194 | 17,705 | 18,393 | 18,393 | 16,713 | 18,393 | 18,012 | 18,707 | 18,084 | 216,286 |
| Benefits | | | | | | | | | | | | | |
| 61100 Employee Annuity | 278 | 280 | 271 | 280 | 273 | 283 | 283 | 256 | 283 | 277 | 288 | 279 | 3,331 |
| 61200 Medical Insurance | 1,912 | 1,922 | 1,863 | 1,925 | 1,874 | 1,947 | 1,947 | 1,758 | 1,947 | 1,906 | 1,978 | 1,914 | 22,893 |
| 61220 Group Term Life | 23 | 23 | 22 | 23 | 22 | 23 | 23 | 21 | 23 | 23 | 24 | 23 | 274 |
| 61230 Disability Insurance | 67 | 68 | 66 | 68 | 66 | 69 | 69 | 62 | 69 | 67 | 70 | 67 | 806 |
| 61300 FICA - Social Security | 1,382 | 1,389 | 1,346 | 1,391 | 1,354 | 1,407 | 1,407 | 1,271 | 1,407 | 1,378 | 1,430 | 1,383 | 16,546 |
| 61510 Employee Benefits - PBO | 395 | 397 | 385 | 398 | 387 | 402 | 402 | 363 | 402 | 394 | 409 | 395 | 4,728 |
| Total Benefits | 4,057 | 4,079 | 3,952 | 4,084 | 3,977 | 4,131 | 4,131 | 3,731 | 4,131 | 4,046 | 4,187 | 4,062 | 48,579 |
| Supplies | | | | | | | | | | | | | |
| 62100 Supplies - General | 199 | 199 | 193 | 199 | 193 | 199 | 199 | 180 | 199 | 193 | 199 | 193 | 2,342 |
| Total Supplies | 199 | 199 | 193 | 199 | 193 | 199 | 199 | 180 | 199 | 193 | 199 | 193 | 2,342 |

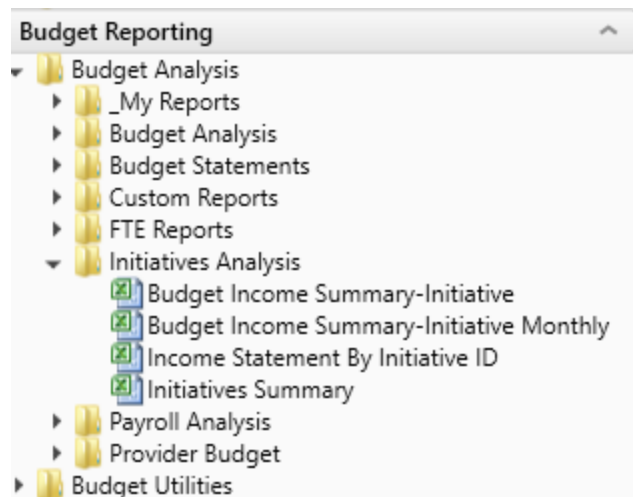
Initiative Analysis reports

These reports are designed for budget analysis of new initiatives.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Initiatives Analysis**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Analysis > Initiatives Analysis**.



► Budget Income Summary - Initiative

Use to review new initiatives by Income Statement category.

Budget Income Summary-Initiative Review

KHA Health
For The Budget Year 2018

Initiative ID: 2
Description: New MRI Machine
Initiative Status: Approve

| | Proposed Budget |
|--------------------------------------------------------|-----------------|
| Patient Revenue | |
| Inpatient | 1,200,000 |
| Total Patient Revenue | 1,200,000 |
| Deductions From Revenue | |
| Deductions From Revenue | 720,000 |
| Total Deductions From Revenue | 720,000 |
| Net Patient Revenue | 480,000 |
| Total Operating Revenue | 480,000 |
| Operating Expenses | |
| Salaries & Wages | 114,714 |
| Benefits | 15,711 |
| Medical Supplies | 60,000 |
| Other Supplies | 13,200 |
| Depreciation and Amortization | 49,560 |
| Total Operating Expenses | 253,186 |
| Excess of Revenue Over Expenses from Operations | 226,814 |
| Excess of Revenue Over Expenses | 226,814 |

► Budget Income Summary - Initiative Monthly

Use to review new initiatives by Income Statement category by month.

Budget Income Summary-Initiative Review-Monthly

KHA Health

For The Budget Year 2018

Initiative ID: 2
Description: New MRI Machine
Initiative Status: Approve

| | Jul-2017 Budget | Aug-2017 Budget | Sep-2017 Budget | Oct-2017 Budget | Nov-2017 Budget | Dec-2017 Budget | Jan-2018 Budget |
|--------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Patient Revenue | | | | | | | |
| Inpatient | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Total Patient Revenue | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Deductions From Revenue | | | | | | | |
| Deductions From Revenue | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| Total Deductions From Revenue | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| Net Patient Revenue | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| Total Operating Revenue | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| Operating Expenses | | | | | | | |
| Salaries & Wages | 9,743 | 9,743 | 9,429 | 9,743 | 9,429 | 9,743 | 9,743 |
| Benefits | 1,332 | 1,332 | 1,293 | 1,332 | 1,293 | 1,332 | 1,332 |
| Medical Supplies | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Other Supplies | 1,100 | 1,100 | 1,100 | 1,100 | 1,100 | 1,100 | 1,100 |
| Depreciation and Amortization | 4,130 | 4,130 | 4,130 | 4,130 | 4,130 | 4,130 | 4,130 |
| Total Operating Expenses | 21,305 | 21,305 | 20,951 | 21,305 | 20,951 | 21,305 | 21,305 |
| Excess of Revenue Over Expenses from Operations | 18,695 | 18,695 | 19,049 | 18,695 | 19,049 | 18,695 | 18,695 |
| Excess of Revenue Over Expenses | 18,695 | 18,695 | 19,049 | 18,695 | 19,049 | 18,695 | 18,695 |

► Income Statement by Initiative ID

Use to review new initiatives side-by-side for multiple initiatives.

Income Summary By Initiative ID

KHA Health

For The Budget Year 2018

| | Approve | | | |
|--------------------------------------------------------|-----------------|---------------------|-------------------|------------------|
| | New MRI Machine | Initiative TOTAL | Approved TOTAL | Exclude TOTAL |
| InitiativeID: InitiativeID IN (2) | | | | |
| Patient Revenue | | | | |
| Inpatient | 1,200,000 | 1,200,000 | 1,200,000 | 0 |
| Total Patient Revenue | 1,200,000 | 1,200,000 | 1,200,000 | 0 |
| Deductions From Revenue | | | | |
| Deductions From Revenue | 720,000 | 720,000 | 720,000 | 0 |
| Total Deductions From Revenue | 720,000 | 720,000 | 720,000 | 0 |
| Net Patient Revenue | 480,000 | 480,000 | 480,000 | 0 |
| Total Operating Revenue | 480,000 | 480,000 | 480,000 | 0 |
| Operating Expenses | | | | |
| Salaries & Wages | 114,714 | 114,714 | 114,714 | 0 |
| Benefits | 15,711 | 15,711 | 15,711 | 0 |
| Medical Supplies | 60,000 | 60,000 | 60,000 | 0 |
| Other Supplies | 13,200 | 13,200 | 13,200 | 0 |
| Depreciation and Amortization | 49,560 | 49,560 | 49,560 | 0 |
| Total Operating Expenses | 253,186 | 253,186 | 253,186 | 0 |
| Excess of Revenue Over Expenses from Operations | 226,814 | 226,814 | 226,814 | 0 |
| Excess of Revenue Over Expenses | 226,814 | 226,814 | 226,814 | 0 |

► Initiative Summary

Use to review new initiatives by department by category, with monthly FTEs.

Initiatives Summary

KHA Health

For The Budget Year 2018

| Initiative ID | RecordID | Department | Department Description | Initiative Description | Volume | FTEs | Patient Revenue | Salaries | Supplies | Other Expenses | Jul-2017 FTEs | Aug-2017 FTEs | Sep-2017 FTEs |
|---------------|----------|------------|--------------------------------------------------------|------------------------|--------|------|-----------------|----------|----------|----------------|---------------|---------------|---------------|
| 2 | 0 | 27200 | EMC Radiology - MRI (JobCode) | New MRI Machine | 1,200 | 2.01 | 1,200,000 | 130,426 | 73,200 | 49,560 | 2.01 | 2.01 | 2.01 |
| 4 | 0 | 101020 | EMA Internal Medicine (Provider Summ New IM Physicians | | 3,990 | 1.50 | 698,250 | 290,655 | 18,000 | 0 | 0.00 | 0.00 | 0.00 |
| Total | | | | | | 3.51 | 1,898,250 | 421,081 | 91,200 | 49,560 | 2.01 | 2.01 | 2.01 |

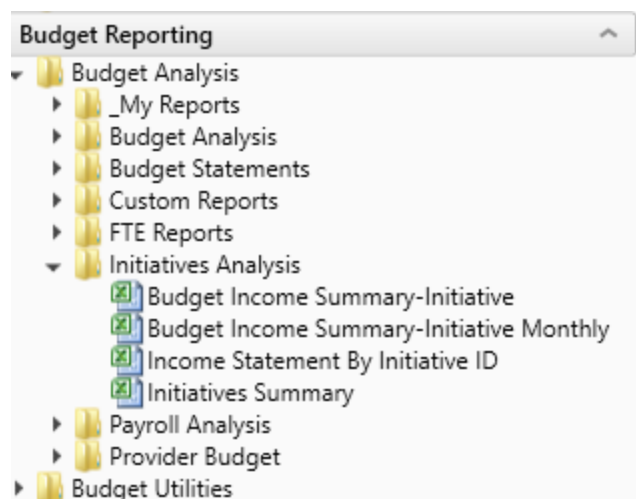
Initiative Analysis reports

These reports are designed for budget analysis of new initiatives.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Initiatives Analysis**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Analysis > Initiatives Analysis**.



► Budget Income Summary - Initiative

Use to review new initiatives by Income Statement category.

Budget Income Summary-Initiative Review

KHA Health
For The Budget Year 2018

Initiative ID: 2
Description: New MRI Machine
Initiative Status: Approve

| | Proposed Budget |
|--------------------------------------------------------|-----------------|
| Patient Revenue | |
| Inpatient | 1,200,000 |
| Total Patient Revenue | 1,200,000 |
| Deductions From Revenue | |
| Deductions From Revenue | 720,000 |
| Total Deductions From Revenue | 720,000 |
| Net Patient Revenue | 480,000 |
| Total Operating Revenue | 480,000 |
| Operating Expenses | |
| Salaries & Wages | 114,714 |
| Benefits | 15,711 |
| Medical Supplies | 60,000 |
| Other Supplies | 13,200 |
| Depreciation and Amortization | 49,560 |
| Total Operating Expenses | 253,186 |
| Excess of Revenue Over Expenses from Operations | 226,814 |
| Excess of Revenue Over Expenses | 226,814 |

► Budget Income Summary - Initiative Monthly

Use to review new initiatives by Income Statement category by month.

Budget Income Summary-Initiative Review-Monthly

KHA Health
For The Budget Year 2018

Initiative ID: 2
Description: New MRI Machine
Initiative Status: Approve

| | Jul-2017 Budget | Aug-2017 Budget | Sep-2017 Budget | Oct-2017 Budget | Nov-2017 Budget | Dec-2017 Budget | Jan-2018 Budget |
|--------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Patient Revenue | | | | | | | |
| Inpatient | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Total Patient Revenue | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Deductions From Revenue | | | | | | | |
| Deductions From Revenue | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| Total Deductions From Revenue | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| Net Patient Revenue | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| Total Operating Revenue | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| Operating Expenses | | | | | | | |
| Salaries & Wages | 9,743 | 9,743 | 9,429 | 9,743 | 9,429 | 9,743 | 9,743 |
| Benefits | 1,332 | 1,332 | 1,293 | 1,332 | 1,293 | 1,332 | 1,332 |
| Medical Supplies | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Other Supplies | 1,100 | 1,100 | 1,100 | 1,100 | 1,100 | 1,100 | 1,100 |
| Depreciation and Amortization | 4,130 | 4,130 | 4,130 | 4,130 | 4,130 | 4,130 | 4,130 |
| Total Operating Expenses | 21,305 | 21,305 | 20,951 | 21,305 | 20,951 | 21,305 | 21,305 |
| Excess of Revenue Over Expenses from Operations | 18,695 | 18,695 | 19,049 | 18,695 | 19,049 | 18,695 | 18,695 |
| Excess of Revenue Over Expenses | 18,695 | 18,695 | 19,049 | 18,695 | 19,049 | 18,695 | 18,695 |

► Income Statement by Initiative ID

Use to review new initiatives side-by-side for multiple initiatives.

Income Summary By Initiative ID

KHA Health
For The Budget Year 2018

| | Approve | | | |
|--------------------------------------------------------|-----------------|---------------------|-------------------|------------------|
| | New MRI Machine | Initiative TOTAL | Approved TOTAL | Exclude TOTAL |
| InitiativeID: InitiativeID IN (2) | | | | |
| Patient Revenue | | | | |
| Inpatient | 1,200,000 | 1,200,000 | 1,200,000 | 0 |
| Total Patient Revenue | 1,200,000 | 1,200,000 | 1,200,000 | 0 |
| Deductions From Revenue | | | | |
| Deductions From Revenue | 720,000 | 720,000 | 720,000 | 0 |
| Total Deductions From Revenue | 720,000 | 720,000 | 720,000 | 0 |
| Net Patient Revenue | 480,000 | 480,000 | 480,000 | 0 |
| Total Operating Revenue | 480,000 | 480,000 | 480,000 | 0 |
| Operating Expenses | | | | |
| Salaries & Wages | 114,714 | 114,714 | 114,714 | 0 |
| Benefits | 15,711 | 15,711 | 15,711 | 0 |
| Medical Supplies | 60,000 | 60,000 | 60,000 | 0 |
| Other Supplies | 13,200 | 13,200 | 13,200 | 0 |
| Depreciation and Amortization | 49,560 | 49,560 | 49,560 | 0 |
| Total Operating Expenses | 253,186 | 253,186 | 253,186 | 0 |
| Excess of Revenue Over Expenses from Operations | 226,814 | 226,814 | 226,814 | 0 |
| Excess of Revenue Over Expenses | 226,814 | 226,814 | 226,814 | 0 |

► Initiative Summary

Use to review new initiatives by department by category, with monthly FTEs.

Initiatives Summary
KHA Health
For The Budget Year 2018

| Initiative ID | RecordID | Department | Department Description | Initiative Description | Volume | FTEs | Patient Revenue | Salaries | Supplies | Other Expenses | Jul-2017 FTEs | Aug-2017 FTEs | Sep-2017 FTEs |
|---------------|----------|------------|--------------------------------------------------------|------------------------|--------|------|-----------------|----------|----------|----------------|---------------|---------------|---------------|
| 2 | 0 | 27200 | EMC Radiology - MRI (JobCode) | New MRI Machine | 1,200 | 2.01 | 1,200,000 | 130,426 | 73,200 | 49,560 | 2.01 | 2.01 | 2.01 |
| 4 | 0 | 101020 | EMA Internal Medicine (Provider Summ New IM Physicians | | 3,990 | 1.50 | 698,250 | 290,655 | 18,000 | 0 | 0.00 | 0.00 | 0.00 |
| Total | | | | | | 3.51 | 1,898,250 | 421,081 | 91,200 | 49,560 | 2.01 | 2.01 | 2.01 |

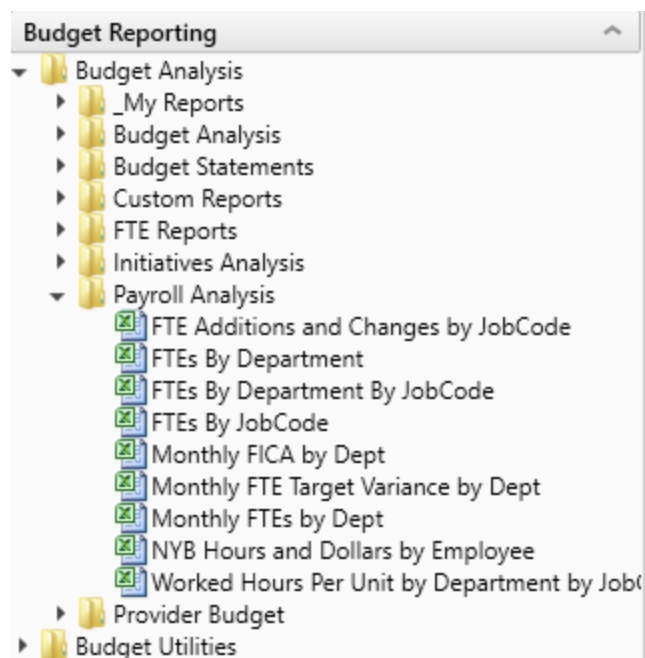
Payroll Analysis reports

These reports are designed for payroll budget analysis.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Reports\Payroll Analysis**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Analysis > Payroll Analysis**.



► FTE Additions and Changes by Jobcode

Use to review the FTE summary by department by JobCode, highlighting changes made to the projected year and budget in the plan files.

FTE Additions and Changes by JobCode

KHA Health
For The Budget Year 2018

| JobCode | Description | Department | Description | Fixed/Variable | YTD FTEs | Current Year | Program | Changes To | Total | New Year Budget | Program | Changes To | Total | Variable | Variable % |
|---------|--------------------------|------------|-----------------------------------------|-----------------|-------------|------------------------------|---------|---------------|----------------|-------------------|---------|----------------|---------------|-------------|-------------|
| | | | | From Dimensions | From Budget | Projection Program Additions | Changes | Existing FTEs | Projected FTEs | Program Additions | Changes | Projected FTEs | Budgeted FTEs | From Budget | From Budget |
| 00002 | Executive Vice President | 19000 | EHS Administration | Fixed | 9.81 | 0.00 | 0.00 | 0.00 | 9.81 | 0.00 | 0.00 | 0.00 | 9.81 | Fixed | 0.00% |
| 00002 | Executive Vice President | 19220 | EHS Human Resources | Fixed | 0.89 | 0.00 | 0.00 | 0.00 | 0.89 | 0.00 | 0.00 | 0.00 | 0.89 | Fixed | 0.00% |
| 00002 | Executive Vice President | 26700 | EMC Heat Services | Fixed | 0.89 | 0.00 | 0.00 | 0.00 | 0.89 | 0.00 | 0.00 | 0.00 | 0.89 | Fixed | 0.00% |
| 00002 | Executive Vice President | 29030 | EMC Medical Staff Services | Fixed | 0.89 | 0.00 | 0.00 | 0.00 | 0.89 | 0.00 | 0.00 | 0.00 | 0.89 | Fixed | 0.00% |
| 00005 | Receptionist-Admin | 19000 | EHS Administration | Fixed | 6.35 | 0.00 | 0.00 | 0.00 | 6.35 | 0.00 | 0.00 | (0.00) | 6.35 | Fixed | 0.00% |
| 00006 | Receptionist | 17880 | EPG Phys Clinic-North | Fixed | 1.58 | 0.00 | 0.00 | 0.00 | 1.58 | 0.00 | 0.00 | 0.00 | 1.58 | Fixed | 0.00% |
| 00006 | Receptionist | 19000 | EHS Administration | Fixed | 1.01 | 0.00 | 0.00 | 0.00 | 1.01 | 0.00 | 0.00 | 0.00 | 1.01 | Fixed | 0.00% |
| 00006 | Receptionist | 19220 | EHS Human Resources | Fixed | 0.99 | 0.00 | 0.00 | 0.00 | 0.99 | 0.00 | 0.00 | 0.00 | 0.99 | Fixed | 0.00% |
| 00006 | Receptionist | 26100 | EMC Nursing Administration | Fixed | 1.00 | 0.00 | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 0.00 | 1.00 | Fixed | 0.00% |
| 00006 | Receptionist | 27070 | EMC Pathology Support | Fixed | 0.98 | 0.00 | 0.00 | 0.00 | 0.98 | 0.00 | 0.00 | 0.00 | 0.98 | Fixed | 0.00% |
| 00006 | Receptionist | 27390 | EMC Rehab Svcs-Midtown | Fixed | 1.05 | 0.00 | 0.00 | 0.00 | 1.05 | 0.00 | 0.00 | 0.00 | 1.05 | Fixed | 0.00% |
| 00006 | Receptionist | 27391 | EMC Rehab Svcs-East | Fixed | 1.03 | 0.00 | 0.00 | 0.00 | 1.03 | 0.00 | 0.00 | 0.00 | 1.03 | Fixed | 0.00% |
| 00006 | Receptionist | 27810 | EMC Recovery Services | Fixed | 1.36 | 0.00 | 0.00 | 0.00 | 1.36 | 0.00 | 0.00 | 0.00 | 1.36 | Fixed | 0.00% |
| 00006 | Receptionist | 27810 | EMC Partial Program | Fixed | 0.98 | 0.00 | 0.00 | 0.00 | 0.98 | 0.00 | 0.00 | 0.00 | 0.98 | Fixed | 0.00% |
| 00006 | Receptionist | 29030 | EMC Medical Staff Services | Fixed | 1.01 | 0.00 | 0.00 | 0.00 | 1.01 | 0.00 | 0.00 | 0.00 | 1.01 | Fixed | 0.00% |
| 00006 | Receptionist | 101010 | EMA Internal Medicine (Provider Detail) | Fixed | 0.33 | 0.00 | 0.00 | 0.00 | 0.33 | 0.00 | 0.00 | 0.00 | 0.33 | Fixed | 0.00% |
| 00008 | Management Engineer | 19000 | EHS Administration | Fixed | 2.05 | 0.00 | 0.00 | 0.00 | 2.05 | 0.00 | 0.00 | 0.00 | 2.05 | Fixed | 0.00% |
| 00010 | President For The Trust | 19000 | EHS Administration | Fixed | 1.00 | 0.00 | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 0.00 | 1.00 | Fixed | 0.00% |
| 00012 | Architect | 19000 | EHS Administration | Fixed | 1.01 | 0.00 | 0.00 | 0.00 | 1.01 | 0.00 | 0.00 | 0.00 | 1.01 | Fixed | 0.00% |

► FTEs by Department

Use to review the FTE summary by department, including prior-year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget.

FTEs By Department

KHA Health
For The Budget Year 2018

| DEPT | Description | 2016 Actual FTEs | 2017 Budget FTEs | 2017 YTD FTEs | 2017 Projected FTEs | Projected-YTD Variance | 2018 Budget FTEs | Projected-Budget Variance | Percent |
|-------|--------------------------------------|------------------|------------------|---------------|---------------------|------------------------|------------------|---------------------------|---------|
| 17840 | EHS Sports Medicine | 7.04 | 6.85 | 6.79 | 6.79 | 0.00 | 6.80 | (0.02) | (0.3%) |
| 17880 | EPG Phys Clinic-North | 6.12 | 7.16 | 10.84 | 10.85 | (0.01) | 10.91 | (0.06) | (0.5%) |
| 17885 | EPG Phys Clinic-East | 1.99 | 3.97 | 5.73 | 5.73 | 0.00 | 5.76 | (0.03) | (0.5%) |
| 17891 | EPG Phys Clinic-South | 3.56 | 4.06 | 4.04 | 4.04 | 0.00 | 4.05 | (0.01) | (0.3%) |
| 17895 | EPG Phys Clinic-West | 1.79 | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 | (0.00) | (0.3%) |
| 19000 | EHS Administration | 25.97 | 23.60 | 26.25 | 26.25 | 0.00 | 26.32 | (0.07) | (0.3%) |
| 19060 | EHS Corporate Communications | 8.68 | 10.04 | 8.25 | 8.25 | 0.00 | 8.27 | (0.02) | (0.2%) |
| 19080 | EHS Teleservices | 5.86 | 6.25 | 6.12 | 6.12 | 0.00 | 6.14 | (0.02) | (0.3%) |
| 19100 | EHS Accounting Operations (Employee) | 11.07 | 10.13 | 10.06 | 10.06 | 0.00 | 9.10 | 0.96 | 9.5% |
| 19105 | EHS Payroll | 0.97 | 3.04 | 3.06 | 3.06 | 0.00 | 3.07 | (0.01) | (0.3%) |
| 19110 | EHS Administrative Finance | 3.30 | 3.41 | 4.30 | 4.30 | 0.00 | 4.33 | (0.02) | (0.5%) |
| 19150 | EHS Information Services | 22.90 | 17.63 | 22.90 | 22.90 | 0.00 | 22.96 | (0.06) | (0.3%) |
| 19160 | EHS Audit Services | 1.49 | 1.00 | 1.02 | 1.02 | 0.00 | 1.02 | (0.00) | (0.3%) |
| 19170 | EHS Medical Information Network | 13.58 | 21.08 | 15.63 | 15.63 | 0.00 | 15.67 | (0.04) | (0.3%) |
| 19185 | EHS Corporate Health Services | 4.84 | 5.02 | 4.74 | 4.74 | 0.00 | 4.72 | 0.02 | 0.5% |
| 19220 | EHS Human Resources | 10.70 | 11.07 | 11.00 | 11.00 | 0.00 | 11.03 | (0.03) | (0.3%) |
| 19250 | EHS Performance Improvement | 2.00 | 2.01 | 2.05 | 2.05 | 0.00 | 2.05 | (0.01) | (0.3%) |
| 19370 | EHS Risk Management And Safety | 3.07 | 3.02 | 3.13 | 3.13 | 0.00 | 3.14 | (0.01) | (0.3%) |
| 26100 | EMC Nursing Administration | 17.65 | 39.12 | 19.88 | 19.86 | 0.01 | 19.91 | (0.04) | (0.2%) |
| 26140 | EMC Emergency Room (CDM) | 62.75 | 73.47 | 69.16 | 72.92 | (3.75) | 72.51 | 0.41 | 0.6% |
| 26230 | EMC CVS | 21.54 | 23.94 | 23.62 | 23.62 | 0.00 | 23.58 | 0.05 | 0.2% |
| 26310 | EMC 3 East | 57.87 | 59.57 | 57.69 | 57.69 | 0.00 | 57.81 | (0.12) | (0.2%) |
| 26320 | EMC 3 West | 56.23 | 62.17 | 56.65 | 56.65 | 0.00 | 57.22 | (0.57) | (1.0%) |

► FTEs by Department by Jobcode

Use to review FTE report by department by job code, including prior-year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget.

FTEs By Department By JobCode

KHA Health

For The Budget Year 2018

| DEPT | Description | JobCode | Description | 2016 Actual FTEs | 2017 Budget FTEs | 2017 YTD FTEs | 2017 Projected FTEs | Projected- YTD Variance | 2018 Budget FTEs | Projected- Budget Variance | Percent |
|-------|-----------------------|---------|--------------------------|------------------------|------------------------|---------------------|---------------------------|-------------------------------|------------------------|----------------------------------|---------|
| 17840 | EHS Sports Medicine | J00287 | Team Leader | 1.05 | 1.00 | 1.01 | 1.01 | 0.00 | 1.01 | (0.00) | (0.3%) |
| 17840 | EHS Sports Medicine | J00604 | Nurse Practitioner | 0.06 | (0.00) | 0.06 | 0.06 | 0.00 | 0.06 | (0.00) | (0.3%) |
| 17840 | EHS Sports Medicine | J00785 | Athletic Trainer | 5.93 | 5.85 | 5.72 | 5.72 | 0.00 | 5.74 | (0.02) | (0.3%) |
| 17840 | EHS Sports Medicine | J00191 | Staff RN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| 17880 | EPG Phys Clinic-North | J00006 | Receptionist | 0.71 | 1.02 | 1.58 | 1.58 | 0.00 | 1.58 | (0.01) | (0.5%) |
| 17880 | EPG Phys Clinic-North | J00191 | Staff RN | 0.04 | (0.00) | 0.04 | 0.04 | (0.00) | 0.04 | (0.00) | (0.5%) |
| 17880 | EPG Phys Clinic-North | J00323 | LPN | 0.72 | 1.00 | 1.59 | 1.60 | (0.00) | 1.60 | (0.01) | (0.5%) |
| 17880 | EPG Phys Clinic-North | J00374 | Technical Assistant | 0.53 | 1.05 | 1.48 | 1.48 | (0.00) | 1.49 | (0.01) | (0.5%) |
| 17880 | EPG Phys Clinic-North | J00491 | Staff Radiologic Tech | 0.48 | 1.02 | 1.44 | 1.44 | (0.00) | 1.45 | (0.01) | (0.5%) |
| 17880 | EPG Phys Clinic-North | J00604 | Nurse Practitioner | 0.78 | 1.07 | 1.63 | 1.63 | 0.00 | 1.64 | (0.01) | (0.5%) |
| 17880 | EPG Phys Clinic-North | J00655 | Physician | 2.85 | 2.01 | 3.08 | 3.08 | 0.00 | 3.10 | (0.02) | (0.5%) |
| 17885 | EPG Phys Clinic-East | J00604 | Nurse Practitioner | 0.64 | 1.96 | 2.65 | 2.65 | 0.00 | 2.66 | (0.01) | (0.5%) |
| 17885 | EPG Phys Clinic-East | J00655 | Physician | 1.35 | 2.01 | 3.08 | 3.08 | 0.00 | 3.10 | (0.02) | (0.5%) |
| 17891 | EPG Phys Clinic-South | J00604 | Nurse Practitioner | 0.25 | 0.34 | 0.34 | 0.34 | 0.00 | 0.34 | (0.00) | (0.3%) |
| 17891 | EPG Phys Clinic-South | J00655 | Physician | 3.31 | 3.71 | 3.70 | 3.70 | 0.00 | 3.71 | (0.01) | (0.3%) |
| 17895 | EPG Phys Clinic-West | J00655 | Physician | 1.79 | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 | (0.00) | (0.3%) |
| 19000 | EHS Administration | J00002 | Executive Vice President | 9.66 | 11.04 | 9.81 | 9.81 | 0.00 | 9.83 | (0.03) | (0.3%) |
| 19000 | EHS Administration | J00005 | Receptionist-Admin | 6.06 | 6.40 | 6.35 | 6.35 | 0.00 | 6.37 | (0.02) | (0.3%) |

► FTEs by Jobcode

Use to review the FTE report by job code, including prior-year actual, current-year budget, and year-to-date actual. The proposed budget is compared to year-to-date actual as well as the current-year budget.

FTEs By JobCode

KHA Health

For The Budget Year 2018

| JobCode | Description | 2016 Actual FTEs | 2017 Budget FTEs | 2017 YTD FTEs | 2017 Projected FTEs | Projected- YTD Variance | 2018 Budget FTEs | Projected- Budget Variance | Percent |
|---------|----------------------------|------------------------|------------------------|---------------------|---------------------------|-------------------------------|------------------------|----------------------------------|-----------------------|
| J00002 | Executive Vice President | 12.01 | 14.05 | 12.47 | 12.47 | 0.00 | 12.51 | (0.03) | (0.3%) |
| J00005 | Receptionist-Admin | 6.06 | 6.40 | 6.35 | 6.35 | 0.00 | 6.37 | (0.02) | (0.3%) |
| J00006 | Receptionist | 2.30 | 2.05 | 12.17 | 12.17 | 0.00 | 12.21 | (0.04) | (0.3%) |
| J00008 | Management Engineer | 2.00 | 2.01 | 2.05 | 2.05 | 0.00 | 2.05 | (0.01) | (0.3%) |
| J00010 | President For The Trust | 1.10 | 0.00 | 1.00 | 1.00 | 0.00 | 1.00 | (0.00) | (0.3%) |
| J00012 | Architect | 0.96 | 1.04 | 1.01 | 1.01 | 0.00 | 1.01 | (0.00) | (0.3%) |
| J00013 | Hospital Services Rep | 0.96 | 0.00 | 0.68 | 0.68 | 0.00 | 0.69 | (0.00) | (0.3%) |
| J00016 | Reimbursement Director | 1.00 | 1.00 | 1.30 | 1.30 | 0.00 | 1.30 | (0.01) | (0.5%) |
| J00017 | Financial Accountant | 1.22 | 2.01 | 1.00 | 1.00 | 0.00 | 1.00 | (0.00) | (0.3%) |
| J00018 | Staff Accountant | 2.45 | 2.01 | 2.98 | 2.98 | 0.00 | 2.01 | 0.98 | 32.7% Pa |
| J00019 | Payroll Coordinator | 0.33 | 1.02 | 1.03 | 1.03 | 0.00 | 1.03 | (0.00) | (0.3%) |
| J00020 | Financial System Database | 0.94 | 1.00 | 1.00 | 1.00 | 0.00 | 1.00 | (0.00) | (0.3%) |
| J00021 | Director | 1.49 | 1.00 | 18.00 | 18.00 | 0.00 | 18.05 | (0.05) | (0.3%) |
| J00022 | Assistant Staff Accountant | 2.46 | 2.06 | 2.02 | 2.02 | 0.00 | 2.03 | (0.01) | (0.3%) |

► Monthly FICA by Department

Use to show monthly total FICA expense by department for both current-year projected and next-year budget. Monthly expense shows for next-year budget. Designed for use by clients who budget FICA in a central department or to review the overall monthly spread of FICA expense.

Monthly FICA by Dept

KHA Health
For The Budget Year 2018

| Dept | Description | Total Projected FICA | Total Budget FICA | Jul-2017 FICA | Aug-2017 FICA | Sep-2017 FICA | Oct-2017 FICA | Nov-2017 FICA | Dec-2017 FICA | Jan-2018 FICA | Feb-2018 FICA | Mar-2018 FICA | Apr-2018 FICA | May-2018 FICA | Jun-2018 FICA |
|-------|--------------------------------------|----------------------|-------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 10000 | EHS Balance Sheet | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17860 | EHS Sports Medicine | 16,389 | 16,546 | 1,382 | 1,389 | 1,346 | 1,391 | 1,354 | 1,407 | 1,407 | 1,371 | 1,407 | 1,378 | 1,405 | 1,383 |
| 17880 | EPG Phys Clinic-North | 42,874 | 51,512 | 5,267 | 4,327 | 2,466 | 2,725 | 2,531 | 2,585 | 5,388 | 5,030 | 5,356 | 5,251 | 5,365 | 5,202 |
| 17885 | EPG Phys Clinic-East | 36,759 | 44,328 | 4,325 | 1,999 | 1,935 | 1,999 | 1,935 | 1,999 | 5,125 | 4,795 | 5,125 | 4,960 | 5,125 | 5,005 |
| 17891 | EPG Phys Clinic-South | 46,049 | 46,003 | 1,890 | 1,890 | 1,844 | 1,905 | 1,844 | 1,905 | 9,387 | 8,483 | 9,435 | 4,206 | 1,938 | 1,875 |
| 17895 | EPG Phys Clinic-West | 9,097 | 9,206 | 959 | 222 | 222 | 229 | 222 | 229 | 1,208 | 1,091 | 1,208 | 1,192 | 1,232 | 1,192 |
| 19000 | EHS Administration | 152,705 | 154,540 | 16,243 | 7,650 | 7,427 | 7,683 | 7,403 | 7,462 | 17,150 | 15,507 | 17,166 | 16,746 | 17,321 | 16,762 |
| 19080 | EHS Corporate Communications | 27,182 | 27,509 | 2,306 | 2,306 | 2,232 | 2,306 | 2,232 | 2,321 | 2,321 | 2,104 | 2,345 | 2,319 | 2,397 | 2,319 |
| 19085 | EHS Telecommunications | 20,285 | 20,509 | 1,727 | 1,727 | 1,671 | 1,707 | 1,671 | 1,734 | 1,734 | 1,576 | 1,734 | 1,716 | 1,771 | 1,716 |
| 19100 | EHS Accounting Operations (Employee) | 44,805 | 28,626 | 2,483 | 2,481 | 2,405 | 2,495 | 2,433 | 2,587 | 2,530 | 2,274 | 2,538 | 2,495 | 2,539 | 2,464 |
| 19105 | EHS Payroll | 10,716 | 10,843 | 904 | 904 | 875 | 912 | 882 | 912 | 912 | 836 | 926 | 914 | 950 | 919 |
| 19110 | EHS Administrative Finance | 16,279 | 20,207 | 1,680 | 1,714 | 1,659 | 1,714 | 1,659 | 1,714 | 1,714 | 1,604 | 1,714 | 1,659 | 1,714 | 1,659 |
| 19150 | EHS Information Services | 100,987 | 102,211 | 8,551 | 8,561 | 8,301 | 8,585 | 8,323 | 8,660 | 8,661 | 7,853 | 8,695 | 8,568 | 8,869 | 8,583 |
| 19160 | EHS Audit Services | 5,011 | 5,071 | 417 | 430 | 416 | 430 | 416 | 430 | 430 | 388 | 430 | 424 | 438 | 424 |
| 19170 | EHS Medical Information Network | 56,010 | 56,683 | 4,716 | 4,716 | 4,596 | 4,774 | 4,634 | 4,791 | 4,791 | 4,338 | 4,821 | 4,781 | 4,942 | 4,783 |
| 19185 | EHS Corporate Health Services | 13,631 | 13,795 | 1,154 | 1,154 | 1,117 | 1,162 | 1,129 | 1,167 | 1,167 | 1,056 | 1,169 | 1,154 | 1,202 | 1,163 |
| 19200 | EHS Human Resources | 36,263 | 36,699 | 3,249 | 3,259 | 2,999 | 2,813 | 2,529 | 2,818 | 3,297 | 2,976 | 3,305 | 3,251 | 3,379 | 3,262 |
| 19250 | EHS Risk Management And Safety | 6,882 | 6,935 | 578 | 578 | 559 | 578 | 559 | 578 | 587 | 536 | 595 | 588 | 607 | 588 |
| 19370 | EHS Risk Management And Safety | 13,427 | 13,588 | 1,126 | 1,138 | 1,101 | 1,138 | 1,101 | 1,154 | 1,154 | 1,047 | 1,159 | 1,144 | 1,182 | 1,144 |
| 20000 | EMC Balance Sheet | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 26100 | EMC Nursing Administration | 76,887 | 77,608 | 6,542 | 6,504 | 6,371 | 6,556 | 6,394 | 6,287 | 6,635 | 5,949 | 6,595 | 6,502 | 6,772 | 6,502 |

► Monthly FTE Target Variance by Department

Use to review a department summary of the FTE variance by month for next year's budget to the department target.

Monthly FTE Variances to Target by Dept

KHA Health
For The Budget Year 2018
Summary of FTE Variances to Target by Department

| Dept | Description | July FTEs | August FTEs | September FTEs | October FTEs | November FTEs | December FTEs | January FTEs | February FTEs | March FTEs | April FTEs | May FTEs | June FTEs | Total Budget FTEs |
|-------|------------------------------------------|-----------|-------------|----------------|--------------|---------------|---------------|--------------|---------------|------------|------------|----------|-----------|-------------------|
| 26140 | EMC Emergency Room (CDM) | (3.32) | (3.32) | (3.13) | (3.32) | (3.13) | (3.34) | (3.33) | (2.69) | (3.32) | (3.13) | (3.33) | (3.13) | (3.21) |
| 26610 | EMC 6A (JobCode ADC) | (2.61) | (1.85) | (1.32) | (1.11) | (1.26) | (6.24) | (3.79) | (0.89) | (1.87) | (2.54) | (3.49) | (1.54) | (2.39) |
| 27220 | EMC Radiology - MRI (JobCode) | (0.38) | (0.38) | (0.35) | (0.38) | (0.35) | (0.38) | (0.38) | (0.28) | (0.38) | (0.35) | (0.38) | (0.35) | (0.36) |
| 27220 | EMC Radiology - Nuc Med (JobCode Target) | (0.17) | (0.16) | (0.17) | (0.15) | (0.18) | (0.15) | (0.16) | (0.18) | (0.15) | (0.16) | (0.17) | (0.18) | (0.16) |
| 27230 | EMC Radiology - Vascular Procedure | (1.14) | (1.14) | (1.14) | (1.13) | (1.16) | (1.13) | (1.14) | (1.16) | (1.13) | (1.14) | (1.15) | (1.16) | (1.14) |
| 27240 | EMC Radiology - Diagnostics | (0.94) | (0.93) | (0.94) | (0.92) | (0.95) | (0.92) | (0.93) | (0.95) | (0.92) | (0.93) | (0.94) | (0.95) | (0.93) |
| Total | | (8.56) | (7.78) | (7.04) | (7.00) | (7.02) | (12.16) | (9.73) | (6.15) | (7.77) | (8.25) | (9.45) | (7.31) | (8.21) |

► Monthly FTEs by Department

Use to review a department summary of total FTEs by month for next year's budget. Designed to be used to review the monthly spread of total FTEs as well as by department.

Monthly FTEs by Dept

KHA Health
For The Budget Year 2018
Summary of FTEs by Department

| Dept | Description | July FTEs | August FTEs | September FTEs | October FTEs | November FTEs | December FTEs | January FTEs | February FTEs | March FTEs | April FTEs | May FTEs | June FTEs | Total Budget FTEs |
|-------|--------------------------------------|-----------|-------------|----------------|--------------|---------------|---------------|--------------|---------------|------------|------------|----------|-----------|-------------------|
| 17840 | EHS Sports Medicine | 6.80 | 6.80 | 6.80 | 6.80 | 6.80 | 6.80 | 6.80 | 6.80 | 6.80 | 6.80 | 6.80 | 6.80 | 6.80 |
| 17880 | EPG Phys Clinic-North | 10.92 | 10.92 | 10.68 | 11.11 | 10.88 | 10.73 | 11.11 | 11.22 | 10.73 | 11.08 | 10.73 | 10.78 | 10.91 |
| 17885 | EPG Phys Clinic-East | 5.75 | 5.75 | 5.75 | 5.75 | 5.75 | 5.75 | 5.75 | 5.75 | 5.95 | 5.75 | 5.75 | 5.75 | 5.76 |
| 17891 | EPG Phys Clinic-South | 4.05 | 4.05 | 4.05 | 4.05 | 4.05 | 4.05 | 4.05 | 4.05 | 4.05 | 4.05 | 4.05 | 4.05 | 4.05 |
| 17895 | EPG Phys Clinic-West | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| 19000 | EHS Administration | 26.32 | 26.32 | 26.32 | 26.32 | 26.32 | 26.32 | 26.32 | 26.32 | 26.32 | 26.32 | 26.32 | 26.32 | 26.32 |
| 19080 | EHS Corporate Communications | 8.27 | 8.27 | 8.27 | 8.27 | 8.27 | 8.27 | 8.27 | 8.27 | 8.27 | 8.27 | 8.27 | 8.27 | 8.27 |
| 19080 | EHS Telecommunications | 6.14 | 6.14 | 6.14 | 6.14 | 6.14 | 6.14 | 6.14 | 6.14 | 6.14 | 6.14 | 6.14 | 6.14 | 6.14 |
| 19100 | EHS Accounting Operations (Employee) | 9.10 | 9.10 | 9.10 | 9.10 | 9.10 | 9.10 | 9.10 | 9.10 | 9.10 | 9.10 | 9.10 | 9.10 | 9.10 |
| 19105 | EHS Payroll | 3.07 | 3.07 | 3.07 | 3.07 | 3.07 | 3.07 | 3.07 | 3.07 | 3.07 | 3.07 | 3.07 | 3.07 | 3.07 |
| 19110 | EHS Administrative Finance | 4.31 | 4.31 | 4.31 | 4.31 | 4.31 | 4.31 | 4.31 | 4.47 | 4.31 | 4.31 | 4.31 | 4.31 | 4.33 |
| 19150 | EHS Information Services | 22.96 | 22.96 | 22.96 | 22.96 | 22.96 | 22.96 | 22.96 | 22.96 | 22.96 | 22.96 | 22.96 | 22.96 | 22.96 |
| 19160 | EHS Audit Services | 1.02 | 1.02 | 1.02 | 1.02 | 1.02 | 1.02 | 1.02 | 1.02 | 1.02 | 1.02 | 1.02 | 1.02 | 1.02 |
| 19170 | EHS Medical Information Network | 15.67 | 15.67 | 15.67 | 15.67 | 15.67 | 15.67 | 15.67 | 15.67 | 15.67 | 15.67 | 15.67 | 15.67 | 15.67 |
| 19185 | EHS Corporate Health Services | 4.72 | 4.72 | 4.72 | 4.72 | 4.72 | 4.72 | 4.72 | 4.72 | 4.72 | 4.72 | 4.72 | 4.72 | 4.72 |
| 19200 | EHS Human Resources | 11.03 | 11.03 | 11.03 | 11.03 | 11.03 | 11.03 | 11.03 | 11.03 | 11.03 | 11.03 | 11.03 | 11.03 | 11.03 |
| 19250 | EHS Risk Management Improvement | 2.05 | 2.05 | 2.05 | 2.05 | 2.05 | 2.05 | 2.05 | 2.05 | 2.05 | 2.05 | 2.05 | 2.05 | 2.05 |
| 19370 | EHS Risk Management And Safety | 3.14 | 3.14 | 3.14 | 3.14 | 3.14 | 3.14 | 3.14 | 3.14 | 3.14 | 3.14 | 3.14 | 3.14 | 3.14 |
| 26100 | EMC Nursing Administration | 19.91 | 19.91 | 19.91 | 19.91 | 19.91 | 19.91 | 19.91 | 19.91 | 19.91 | 19.91 | 19.91 | 19.91 | 19.91 |
| 26140 | EMC Emergency Room (CDM) | 71.20 | 71.24 | 73.53 | 71.26 | 73.54 | 70.97 | 71.11 | 76.68 | 71.23 | 73.46 | 71.13 | 73.52 | 72.51 |
| 26230 | EMC CVS | 28.35 | 18.65 | 20.68 | 22.71 | 26.28 | 23.62 | 25.42 | 22.43 | 16.17 | 26.28 | 25.42 | 26.98 | 23.58 |
| 26310 | EMC 3 East | 60.97 | 57.01 | 59.29 | 57.75 | 61.02 | 51.94 | 52.87 | 61.74 | 54.29 | 57.06 | 58.68 | 61.72 | 57.81 |
| 26320 | EMC 3 West | 58.72 | 56.53 | 56.48 | 57.50 | 60.51 | 54.29 | 55.79 | 58.97 | 54.72 | 56.81 | 56.80 | 59.85 | 57.22 |
| 26340 | EMC CCU (Staffing) | 62.46 | 53.62 | 64.36 | 59.14 | 59.03 | 57.18 | 61.72 | 59.74 | 52.88 | 57.26 | 58.53 | 62.96 | 59.05 |
| 26350 | EMC AICU | 64.63 | 53.64 | 54.92 | 59.64 | 65.92 | 60.51 | 64.45 | 62.23 | 58.41 | 56.70 | 62.20 | 62.89 | 60.50 |

► NYB Hours and Dollars by Employee

Use to review hours and dollars by employee, job code, pay type, and department. To use this report, the department must use the employee labor option in plan files.

New Year Budget By Employee

KHA Health
For The Budget Year 2018

| JobCode | Name | PayType | Name | Department | Name | Employee ID | Employee Name | Budget Hours | Budget Dollars |
|---------|----------------------------|------------|--------------------|------------|--------------------------------------|-------------|-----------------------|--------------|----------------|
| J0017 | Financial Accountant | Z_Employee | Employee Detail | 19100 | EHS Accounting Operations (Employee) | 12345 | Not Available | 2,086 | 41,923 |
| J0017 | Financial Accountant | Z_Employee | Employee Detail | 19100 | EHS Accounting Operations (Employee) | 17863 | MCCLENDON, MARY E. | 2,086 | 52,514 |
| J0018 | Staff Accountant | P0001 | Regular | 19100 | EHS Accounting Operations (Employee) | 0 | | 0 | 4,974 |
| J0018 | Staff Accountant | P0001 | Regular | 19100 | EHS Accounting Operations (Employee) | 999999999 | | 2,045 | 30,956 |
| J0018 | Staff Accountant | Z_Employee | Employee Detail | 19100 | EHS Accounting Operations (Employee) | 24828 | BRIDEWELL, JAN L. | 2,132 | 42,860 |
| J0018 | Staff Accountant | Z_Employee | Employee Detail | 19100 | EHS Accounting Operations (Employee) | 999998 | Not Available | 2,086 | 40,615 |
| J0021 | Director | P0001 | Regular | 19100 | EHS Accounting Operations (Employee) | 0 | JobCode Budget | 0 | 1,906 |
| J0021 | Director | Z_Employee | Employee Detail | 19100 | EHS Accounting Operations (Employee) | 24649 | SIMMONDS, KIMBERLY P. | 2,123 | 97,360 |
| J0022 | Assistant Staff Accountant | P0001 | Regular | 19100 | EHS Accounting Operations (Employee) | 0 | | 0 | (901) |
| J0022 | Assistant Staff Accountant | Z_Employee | Employee Detail | 19100 | EHS Accounting Operations (Employee) | 18834 | PERRITT, FRANCES L. | 2,093 | 37,654 |
| J0022 | Assistant Staff Accountant | Z_Employee | Employee Detail | 19100 | EHS Accounting Operations (Employee) | 25244 | HOLLIDAY, PATRICIA S. | 2,122 | 32,340 |
| J00723 | Accounting Assistant | P0001 | Regular | 19100 | EHS Accounting Operations (Employee) | 0 | | 0 | 504 |
| J00723 | Accounting Assistant | Z_Employee | Employee Detail | 19100 | EHS Accounting Operations (Employee) | 12628 | HAYES, PATRICIA A. | 2,108 | 28,722 |
| J00723 | Accounting Assistant | Z_Employee | Employee Detail | 19100 | EHS Accounting Operations (Employee) | 13712 | JOYCE, LAQUITA K. | 2,104 | 29,640 |
| J00723 | Accounting Assistant | Z_Employee | Employee Detail | 19100 | EHS Accounting Operations (Employee) | 21272 | LEE, MICHELE B. | 2,124 | 28,735 |
| JStat | Productivity Statistic | PSTAT | Biweekly Statistic | 19100 | EHS Accounting Operations (Employee) | 0 | Stat | 365 | 0 |
| Total | | | | | | | | 23,473 | 469,802 |

► Worked Hours Per Unit By Department by Jobcode

Use to compare the projected and NY Budget by Provider to the current year by selected DataType.

Worked Hours Per Unit of Service (WHPUOS)

KHA Health
For The Budget Year 2018

| JobCode | Description | Dept | Dept Description | Worked Hours per Unit of Service | |
|---------|----------------------------------|-------|--------------------------------------|----------------------------------|-------------|
| | | | | 2017 Actual | 2018 Budget |
| J00191 | Staff RN | 17840 | EHS Sports Medicine | 0.00 | 0.00 |
| J00006 | Receptionist/Secretary-W/C | 17880 | EPG Phys Clinic-Occ Hlth Midtown | 1.77 | 1.67 |
| J00604 | Nurse Practitioner | 17885 | EPG Phys Clinic-Occ Hlth/West | 3.81 | 5.15 |
| J00604 | Nurse Practitioner | 17891 | EPG Phys Clinic-Uptown | 1.01 | 0.98 |
| J00655 | Physician | 17895 | EPG Phys Clinic-West | 5.71 | 0.00 |
| J00002 | Executive Vice President | 19000 | EHS Administration | 18.59 | 31.59 |
| J00021 | Director-Corporate Communication | 19060 | EHS Corporate Communications | 5.45 | 5.25 |
| J00154 | Manager-Community Health | 19080 | EHS Teleservices | 4.95 | 4.60 |
| J00017 | Financial Accountant | 19100 | EHS Accounting Operations (Employee) | 5.22 | 10.20 |
| J00019 | Payroll Coordinator | 19105 | EHS Payroll | 5.17 | 5.13 |
| J00016 | Reimbursement Director | 19110 | EHS Administrative Finance | 5.15 | 5.03 |
| J00021 | Director | 19150 | EHS Information Services | 5.11 | 5.02 |
| J00021 | Director | 19160 | EHS Audit Services | 4.85 | 4.58 |
| J00021 | Director | 19170 | EHS Medical Information Network | 5.22 | 5.03 |
| J00021 | Director-Corp Health Sv | 19185 | EHS Corporate Health Services | 4.99 | 4.98 |
| J00002 | Executive Vice President | 19220 | EHS Human Resources | 5.06 | 5.74 |
| J00008 | Management Engineer | 19250 | EHS Performance Improvement | 8.90 | 8.16 |
| J00580 | Risk Manager | 19370 | EHS Risk Management And Safety | 5.06 | 4.97 |
| J00006 | Receptionist | 26100 | EMC Nursing Administration | 4.97 | 4.98 |
| J00090 | Unit Assistant | 26140 | EMC Emergency Room (CDM) | 0.07 | 0.06 |
| J00031 | Clinical Technician | 26230 | EMC CVS | 2.00 | 2.02 |
| J00031 | Clinical Technician III | 26310 | EMC 3 East | 0.39 | 0.24 |

Provider Compensation reports

Budgeting utilities

Axiom Budgeting 2021.3 comes with a variety of standard budget utilities, organized within the following folders and subfolders.

TIP: In some reports, you can drill down to specific data to view how the values were calculated. For more information, see [Drilling data: Using Drill Down](#).

► Balance Sheet and Deductions

The following utilities are designed for budget balance sheet calculation and deductions modeling to post the results to the database. For examples of these reports, see [Balance Sheet and Deductions utilities](#).

| Report | Description |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Balance Sheet and Cash Flow | Use this save-to-database report to project the balance sheet for the remainder of the current year and next year's budget by category. |
| Budget Deductions | All statistics, revenues and deductions are broken out by payer. You can make assumptions for the projection and budget in each payer section. |
| NYB_Deductions_FSDetail | Use this deductions model to project deductions using the historical relationship to gross revenue for each deduction category. |
| NYB_Deductions_FSPayor | Use this deductions model to project deductions using the historical relationship to gross revenue by payer. |

► Budget Reconciliation utilities

The following utilities are designed for budget balance sheet calculation and deductions modeling to post the results to the database. For examples of these reports, see [Reconciliation utilities](#).

| Report | Description |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Department Audit Report | Use to resolve possible mapping errors at the department level by highlighting mapping and process management inconsistencies in the DEPT dimension table before building plan files and starting process management. |

| Report | Description |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Process Management Report | Use to show what stage each budget plan file is in when using process management for budget staging. |
| Budget Workbook Reconciliation | Use to compare check totals from different columns in the budget workbooks to the summary fields in the database to make sure they are in balance. If the budgets are all in balance, then this report returns no data, which is the desired outcome of this report. |
| Global Depreciation Reconciliation Report | Use to show the variance between the budgeted depreciation accounts to the same accounts in the general ledger budget for a user-specified budget year. |
| Global Expense Reconciliation Report | Use to show the variance between the budgeted depreciation accounts to the same accounts in the general ledger budget for a user-specified budget year. |
| Global Revenue Reconciliation Report | Use to show the variance between the budgeted global revenue accounts to the same accounts in the general ledger budget for a user-specified budget year. |
| Labor Non-Matched | Use to identify the JobCode/PayType combinations that have dollars but have no FTE hours for the year. |
| New Department Utility | Use to create default records for a new department. You can save records to the Financial, Payroll, Provider, or RevUsage tables. |
| Payroll12 Hours Reconciliation | Use to highlight job codes saved in the Payroll12 data source from the budget workbooks that have hours but no dollars in the budget. |
| Payroll12 Negative Hours | Use to highlight job codes and pay types that have any negative FTEs budgeted in any month. The report returns all job codes in the database, but only the ones with the Review flag need to be investigated and changed, if necessary. |
| PayType Mapping Analysis | Use during budget set up for payroll budgeting to show what PayTypes map to which payroll budget category. |
| Reconcile NYBDetail to Financial | Reconcile values saved in NYBDetail table to those values saved in the Budget Table which could indicate that values in your budget plan files are not saving properly. |
| Reconcile Payroll12 to Financial-Dollars | Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook. |

| Report | Description |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Reconcile Payroll12 to Financial-FICA | Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook. |
| Reconcile Payroll12 to Financial-Hours | Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook. |
| Salaries Do Not Match | Use to identify accounts on the Labors tabs in the plan files that do not have history on the Expense tab and would cause a balancing mismatch. |

► Budget Setup utilities

The following utility is designed to help set up security. For examples of these reports, see [Setup utilities](#).

| Report | Description |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PayrollGLMapping | To allow mapping of GL accounts and Hours accounts different from the Jobcode dimensions table or Paytype dimensions table as a result of various combinations to match GL accounts. |

► Budget Extract from EPM utilities

The following utility is designed to extract budget data from the Axiom database. For examples of this reports, see [Extract from EPM utilities](#).

| Report | Description |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PayrollGLMapping | To allow mapping of GL accounts and Hours accounts different from the Jobcode Dimensions Table or Paytype Dimensions Table as a result of various combinations to match GL accounts. |

► Budget Provider Utilities - Reconciliation utilities

These utilities are designed to reconcile data to support physician analysis. For examples of these reports, see [Provider Reconciliation utilities](#).

| Report | Description |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Matching Provider Dept Revenue to Dept Salaries | Use to determine if there are situations where the provider revenue and salaries do not match by department. |
| Matching Provider Revenue to Salaries | Use to check the net difference between revenue and salaries by provider. |

| Report | Description |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ProviderComp JobCodes | Use to compare the coding in global assumptions to the information in the Payroll27 tables before creating budget plan files. |
| Reconcile GL Revenue to Provider | Use to reconcile the gross charges in the Financial data source to the gross charges in the Provider data source for both the current period as well as year-to-date. |
| Review Provider Data | Use to identify situations where there is revenue without matching volume in the historical data that is used for projection and budget purposes. |

► Budget Provider – Statistics utilities (optional feature)

This utility is designed to reconcile data to support physician analysis. For examples of this reports, see [Provider Statistics utilities](#).

| Report | Description |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Summarize Provider Statistics to Financial | Use this save-to-database report to summarize provider data into monthly statistics to be used in Financial data tables and reports. |

► Budget Provider – System Setup utilities

This utility is designed to reconcile data to support physician analysis. For examples of this reports, see [Provider System Setup utilities](#).

| Report | Description |
|---------------|------------------------------------------------------------------------------------|
| ProvBenchmark | This table may be used for reports to compare provider compensation to benchmarks. |

► Budget Report Batch utilities

This utility is designed to run multiple reports together. For examples of this report, see [Report Batch utilities](#).

| Report | Description |
|-------------------------------------|---------------------------------------------------------------------|
| Budget Reconciliation Reports Batch | Use to run multiple budget reconciliation reports for distribution. |

► Budget Security utilities

This utility is designed to run multiple reports together. For examples of this report, see [Security utilities](#).

| Report | Description |
|-------------------------------|----------------------------------------------------------------------------------------------------------------|
| Budget Driver Security Update | Use to update the Driver security settings and filters for Admin users who have access to update Driver files. |
| Budget Security Update | Use to update security settings and filters for all users. |

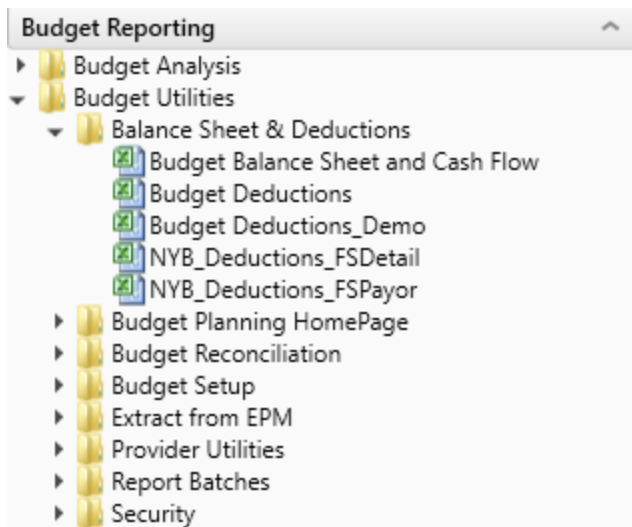
Balance Sheet and Deductions utilities

These reports are designed for budget balance sheet calculation and deductions modeling to post the results to the database.

► Accessing these utilities

The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Balance Sheet & Deductions**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, and click **Budget Utilities > Balance Sheet & Deductions**.



► Budget Balance Sheet and Cash Flow

Use this save-to-database report to project the balance sheet for the remainder of the current year and next year's budget, by category.

The Budget Balance Sheet and Cash Flow utility allows you to project the remainder of the current year and next year budget balance sheet and cash flow numbers. This utility integrates with the budgeted income statement numbers and allows for frequent updates to the budgeted balance sheet and cash flow numbers, if the income statement is updated. The utility's results save back to the database and then become available in the budget data tables and reports for budget analysis.

Balance Sheet & Cash Flow Summary

KHA Health

Period Ending February 29, 2020

| | Balance as of Jun-2018 | Balance as of Jun-2019 | Projected as of Jun-2020 | Budget as of Jun-2021 | Budget Jul-2020 | Budget Aug-2020 | Budget Sep-2020 | Budget Oct-2020 |
|-----------------------------------|---------------------------|---------------------------|-----------------------------|--------------------------|--------------------|--------------------|--------------------|--------------------|
| ASSETS | | | | | | | | |
| Current Assets: | | | | | | | | |
| Cash and Cash Equivalents | 5,029,579 | 6,156 | 675,797 | (958,640) | (935,978) | (947,728) | (943,114) | (944,699) |
| Current Assets limited as to use: | 6,236,423 | 0 | 6,236,423 | 6,236,423 | 6,236,423 | 6,236,423 | 6,236,423 | 6,236,423 |
| Net Patient Accounts Receivable | 46,387,732 | 0 | 6,827,116 | 6,077,683 | 8,346,213 | 7,190,417 | 6,859,899 | 6,612,839 |
| Third Party Settlements | 502,139 | 0 | 73,902 | 65,790 | 90,346 | 77,835 | 74,257 | 71,583 |
| Current Receivables | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Inventory | 6,775,635 | 17,362,060 | 99,898 | 75,377 | 92,017 | 85,200 | 83,724 | 82,066 |
| Prepaid Expense | 5,404,405 | 0 | 354,422 | 373,342 | 392,635 | 382,631 | 386,560 | 385,211 |
| Other Current Assets | 2,210,383 | 0 | 2,210,383 | 2,210,383 | 2,210,383 | 2,210,383 | 2,210,383 | 2,210,383 |
| Total Current Assets | 72,546,295 | 17,368,216 | 16,477,940 | 14,080,356 | 16,432,038 | 15,235,160 | 14,908,131 | 14,653,805 |
| Assets Limited as to Use | | | | | | | | |
| Trusteed Assets | 113,467,445 | 0 | 113,467,445 | 113,467,445 | 113,467,445 | 113,467,445 | 113,467,445 | 113,467,445 |
| Board Designated Investments | 1,656,662 | 0 | 32,546,324 | 29,309,556 | 9,095,383 | 11,971,491 | 13,996,847 | 15,856,496 |
| Total Assets Limited as to Use | 115,124,107 | 0 | 146,013,769 | 142,777,001 | 122,562,828 | 125,438,936 | 127,464,292 | 129,323,941 |
| Property and Equipment: | | | | | | | | |
| Net Plant Property & Equipment | 133,302,988 | 1,713,310 | 151,474,898 | 150,743,733 | 151,413,968 | 151,353,037 | 151,292,107 | 151,231,176 |
| Construction In Progress | 4,266,443 | 0 | 4,266,443 | 4,266,443 | 4,266,443 | 4,266,443 | 4,266,443 | 4,266,443 |
| Net Property and Equipment | 137,569,431 | 1,713,310 | 155,741,341 | 155,010,176 | 155,680,410 | 155,619,480 | 155,558,550 | 155,497,619 |
| Other Assets: | | | | | | | | |
| Net Financing Cost | 600,848 | 0 | 600,848 | 600,848 | 600,848 | 600,848 | 600,848 | 600,848 |
| Investments in Related Parties | 14,290,360 | 0 | 14,290,360 | 14,290,360 | 14,290,360 | 14,290,360 | 14,290,360 | 14,290,360 |
| Notes Receivable | 1,784,464 | 0 | 1,784,464 | 1,784,464 | 1,784,464 | 1,784,464 | 1,784,464 | 1,784,464 |

Running the Budget Balance Sheet and Cash Flow utility

1. [Open the report.](#)
2. In the Refresh Variables dialog, do the following, and click **OK**:
 - From the **Select 'Yes' to add New Income to Fund Balance** drop-down, select **Yes** or **No** to determine whether to add net income to the fund balance.
 - To select the default departments, where you would like the budget balance sheet numbers to be saved back to, click **Choose Value**, and select a department.
 - In the **Create a Save Tag Value** box, type a save tag (max of 100 characters). This save tag ensures that the data saving back to the database is saved with a save tag that is unique to a specific entity/group that you may want to filter this report for. It also avoids having to create multiple Balance Sheet reports for different entities/groups.
3. After the report populates, do the following:
 - At the top of the spreadsheet, make sure that the data in the Net Income row matches the balance sheet to be prepared.
 - Verify historical information for Two Years Ago, Last Year, and Current YTD all balance.
 - In the header section, review to the Balance Check row to confirm that the model is in balance.

| Method | Balance as of Jun-2017 | Balance as of Jun-2018 | Jun-2019 Actual |
|--------------------------|---------------------------|---------------------------|--------------------|
| <u>Net Income</u> | 3,445 | 12,870 | |
| <u>Total Assets</u> | 19,082 | 19,082 | |
| <u>Total Liabilities</u> | 19,082 | 19,082 | |
| | 0 | 0 | |
| <u>Cash Flow</u> | In Balance | In Balance | |

TIP: If the model appears to be out of balance, we recommend that you refresh the report and verify that the Add Net Income to Fund Balance setting was configured properly per your organization's accounting practice.

- In column AD, in the blue input cells, enter the default accounts numbers that you would like the balance sheet numbers to save back to. For example, you may choose to save back the numbers for Board Designated Investments and Other Assets to the same default asset account OR you may choose to use accounts specific to each of these categories.
- Complete the following sections of the utility, as needed:
 - Balance Sheet Assumptions** – Use this section to enter key balance sheet metrics to calculate various balance sheet numbers. Values for balance sheet categories can be adjusted or keyed in directly in the detailed schedules / inputs section.
 - Assets**
 - Liabilities and Net Assets**
 - Detailed Schedules** - Use this section to input detailed schedules for each category.
 - Statement and Cash Flows**

TIP: Enter inputs incrementally. For example, to change days in AR from 64 to 56, enter 8 and not 56.

NOTE: The Budget Balance Sheet utility is configured to always stay in balance. As a result, inputs/adjustments to Balance Sheet metrics will result in the out of balance difference being plugged to either the other assets/other liabilities section.

- To save your changes to the database, in the **Main** ribbon tab, click **Save**.

The Summary tab of the Budget Balance Sheet utility will populate with next year's budgeted balance sheet and cash flow numbers by month for budget analysis purposes.

This is a deductions modeling tool that is similar to the deductions modeling in Kaufman Hall Financial Planning. All statistics, revenues and deductions are broken out by payer. You can make assumptions for the projection and budget in each payer section. The resulting calculated values post to the database. When using this model, do not create budget workbooks for your deduction department(s).

Budget Deductions

For The Period Ending February 29, 2020

Budget Deduction Group >>>

RESET to Default Calculations

Last Saved

Info Only

FY 2020

Projected

Budget

Jul-2020

Aug-2020

Sep-2020

Oct-2020

IP Discharge % Change

Total IP Discharges - Globals

Variance-Check Total from Inputs

% Discharges by Payer

Medicare

Medicaid

Commercial

Managed Care

Self Pay

Blue Cross

Other

Total %

Discharges

0

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Monthly Totals from Global Assumptions

Revise Monthly %'s as Appropriate (Based upon FY 20 Projection)

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GL Accounts are summarized by balance sheet categories, and the resulting summary data can be posted back to the database for both the Current Year Projection and Next Year Budget as well as inclusion in all related Budget Analysis reports. If necessary, values for balance sheet categories can be adjusted or keyed in directly.

As budgets and assumptions change, simply refresh data in the Budget Balance Sheet to update and post newly computed balance sheet information for calculating metrics driven by income statement parameters (assuming the balance sheet assumptions remain unchanged).

The Budget Balance Sheet report assigns GL accounts to balance sheet categories per the FSSummary, FSDetail, and FPCode grouping columns in the ACCT dimension table.

The Balance Sheet and Cash Flow Report includes the following sections:

- **Balance Sheet Assumptions** – Key metrics used to drive various balance sheet calculations. Valid entries are listed in the Balance Sheet Assumptions Inputs section.
- **Assets**
- **Liabilities and Net Assets**
- **Detailed Schedules** – Contains rows to input detailed schedules for each category.
- **Statement of Cash Flows**

• Summary Income Statement

You can filter the report by Entity or group, as defined in dimensions by using the Quick Filter option in the Main ribbon tab. You may make adjustments to the values in any blue cells in the report. After making your changes, review the cash flow statement to make sure it balances to total cash and make sure the summaries match your expectations on the summary tab.

To run the Budget Sheet and Cash Flow report:

1. In the **Refresh Variables** dialog, do the following, and click **OK**:
 - From the **Select 'Yes' to add New Income to Fund Balance** drop-down, select **Yes** or **No** to determine whether to add net income to the fund balance.
 - To select the default departments to include in the report, click **Choose Value**, select a department, and click **OK**.
2. Add or enter information in the blue cell, as appropriate.
3. After the report populates, verify the following:
 - At the top of the spreadsheet, make sure that the data in the **Net Income** row matches the balance sheet to be prepared.
 - Historical information for **Two Years Ago**, **Last Year**, and **Current YTD** all balance.
 - In the header section, review to the **Balance Check** row to confirm that the model is in balance.

| Balance Sheet & Cash Flow (\$ in Thousands) | | | | | | |
|---------------------------------------------|-------------------|------------------------|------------------------|---------------------------|--------------------|--------------------------|
| PKG | | | | | | |
| For The Period Ending December 31, 2016 | | | | | | |
| BUD_BalSheet_CF | | | | | | |
| | Method | Balance as of Jun-2015 | Balance as of Jun-2016 | Jun-2016 through Dec-2016 | Projection Changes | Projected as of Jun-2017 |
| Net Income | Net Income | (15,955,605) | (6,705,794) | (3,827,103) | 28,805,249 | 24,978,14 |
| Total Assets | Total Assets | 377,769,927 | 386,208,482 | 385,245,369 | (14,684,042) | 370,561,32 |
| Total Liabilities & Net Assets | Total Liabilities | 357,671,574 | 363,734,959 | 364,928,568 | (14,465,594) | 350,462,97 |
| | | 20,098,353 | 22,473,523 | 20,316,801 | (218,447) | 20,098,35 |
| Balance Check | Cash Flow | Out of Balance | Out of Balance | Out of Balance | Out of Balance | Out of Balan |

NOTE: If the model appears to be out of balance, you might want to refresh the report and verify that the **Add Net Income to Fund Balance** setting was configured properly per your organization's accounting practice

4. To save your changes back to the database, in the **Main** ribbon tab, click **Save**.

Balance Sheet assumption inputs

NOTE: Enter inputs incrementally. For example, to change days in AR from 64 to 56, enter 8 and not 56.

Asset inputs (All inputs should be in whole dollars)

| | | |
|---------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Cash and cash equivalents | Computed through days of operating cash | |
| Short-term cash investments | Input Schedule | |
| Current assets limited as to use | Input Schedule | |
| Patient Accounts Receivable | Computed from Gross A\R days in gross patient receivables | Configurable sections are netted from the total calculation on the first row. |
| Physician Accounts Receivable | Input Schedule | |
| Allowance for Uncollectibles | Calculated from Net A\R Days less Gross receivables | Configurable sections are netted from the total calculation on the first row |
| Third Party Settlements | Computed from 3rd Party days in Net Patient Receivables | Configurable sections are netted from the total calculation on the first row. |
| Current Receivables | Input Schedule | |
| Supply Inventories, at cost | Computed from Days in Supply inventories | Configurable sections are netted from the total calculation on the first row. Driven by total supplies expense from the income statement |
| Prepaid Expenses | Computed from Days in Prepaid Expenses | Configurable sections are netted from the total calculation on the first row. Driven by total other expenses from the income statement |
| Other Current Assets | Input Schedule | |
| Assets Limited as to use – Trusted Assets | Input Schedule | |
| Assets Limited as to use – Board Designated Investments | Computed | |

| | | |
|------------------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| PPE – Land | Input Schedule | Net Capital Acquisitions Revaluation amount |
| PPE – Property and Equipment | Input Schedule | Net Capital Acquisitions +/- Revaluation amount |
| PPE – Accumulated Depreciation | Input Schedule | Depreciation Expense – Automatic flow from Income Statement +/- Disposals |
| PPE – Construction in Progress | Net Capital Acquisitions | +/- Revaluation amount |
| Unamortized Financing Fees | Input Schedule | |
| Amortization of existing fees | Input Schedule | |
| Investment in subsidiaries | Input Schedule | |
| Notes Receivable | Input Schedule | |
| Other Long-Term Assets | Input Schedule | Liability Inputs (All inputs should be in whole dollars) |
| Line of credit | Calculated | |
| Current maturity of long-term debt | Input Schedule | Est. current portion of long-term debt Adj of current portion of long-term debt |
| Accounts Payable | Computed from A/P days in other expenses | Configurable sections are netted from the total calculation on the first row. Driven by total other expenses from the income statement |
| Accrued Payroll | Computed from Acc Payroll days in salary expenses | Configurable sections are netted from the total calculation on the first row. Driven by total other expenses from the income statement |

| | | |
|-------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Accrued Expenses | Computed from Accrued Exp days in other expenses | Configurable sections are netted from the total calculation on the first row. Driven by total other expenses from the income statement |
| Third Party Settlements | Computed from 3rd party days in other expenses | Configurable sections are netted from the total calculation on the first row. Driven by total other expenses from the income statement |
| Other Accrued Liabilities | Input Schedule | |
| Other Long Term Liabilities 1 | Input Schedule | |
| Other Long Term Liabilities 2 | Input Schedule | |
| Long-Term Debt | Input Schedule | Net new loans Regular principal payments |

Equity inputs (All inputs should be in thousands)

| | | |
|-----------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fund Balance | Input Schedule | Net Income – Computed and included in projection if Instructions tab displays Yes to include in Fund Balance. Net Income is automatically added to fund balance for budget. |
| Temporarily restricted net assets | Input Schedule | |
| Permanently restricted net assets | Input Schedule | |

► NYB_Deductions_FSDetail

Use this deductions model to project deductions using the historical relationship to gross revenue for each deduction category. This report summarizes categories using the Acct-FSDetail column in dimensions. The resulting calculated values posts to the database. If you are using this model, do not create budget workbooks for your deduction department(s).

NYB CONTRACTUAL ALLOWANCE WORKSHEET

KHA Health
FY21 Annual Budget

| Payor | Description | Revenue Driver | Last Year | Current Budget | Current YTD | Rest of Year | Projection Adjustments | Projected | Prelim Budget | Budget Adjustments |
|---------------------------|--------------------------------|----------------|-------------|----------------|-------------|--------------|------------------------|---------------|---------------|--------------------|
| | PATIENT REVENUE By Payor | | | | | | | | | |
| Enter Payor Description>> | | | | | 172,524,693 | 10,906,097 | 0 | 183,430,790 | 33,797,364 | |
| Enter Payor Description>> | | | | | 0 | 0 | 0 | 0 | 0 | |
| Enter Payor Description>> | | | | | 0 | 0 | 0 | 0 | 0 | |
| Enter Payor Description>> | | | | | 0 | 0 | 0 | 0 | 0 | |
| Enter Payor Description>> | | | | | 0 | 0 | 0 | 0 | 0 | |
| Enter Payor Description>> | | | | | 0 | 0 | 0 | 0 | 0 | |
| Total IP | Total Inpatient Revenue | | 234,551,863 | 30,542,149 | 172,524,693 | 10,906,097 | 0 | 32,708,405 | 33,797,364 | |
| Enter Payor Description>> | | | | | 76,946,658 | 7,769,610 | 0 | 84,716,268 | 20,859,442 | |
| Enter Payor Description>> | | | | | 0 | 0 | 0 | 0 | 0 | |
| Enter Payor Description>> | | | | | 0 | 0 | 0 | 0 | 0 | |
| Enter Payor Description>> | | | | | 0 | 0 | 0 | 0 | 0 | |
| Enter Payor Description>> | | | | | 0 | 0 | 0 | 0 | 0 | |
| Enter Payor Description>> | | | | | 0 | 0 | 0 | 0 | 0 | |
| Total OP | Total Outpatient Revenue | | 106,753,460 | 16,485,554 | 76,946,658 | 7,769,610 | 0 | 24,305,533 | 20,859,442 | |
| Enter Payor Description>> | | | | | 114,607,896 | 9,268 | 0 | 114,617,164 | 24,981 | |
| Enter Payor Description>> | | | | | 0 | 0 | 0 | 0 | 0 | |
| Enter Payor Description>> | | | | | 0 | 0 | 0 | 0 | 0 | |
| Enter Payor Description>> | | | | | 0 | 0 | 0 | 0 | 0 | |
| Enter Payor Description>> | | | | | 0 | 0 | 0 | 0 | 0 | |
| Enter Payor Description>> | | | | | 0 | 0 | 0 | 0 | 0 | |
| Total Other | Total Other Patient Revenue | | 170,658,298 | 4,475,287 | 114,607,896 | 9,268 | 0 | 9,614,976 | 24,981 | |
| Total Gross | Total Patient Revenue By Payor | | 511,963,621 | 51,502,990 | 364,079,247 | 18,684,975 | 0 | 66,628,914 | 54,681,787 | |
| | Total Allowances | | 284,767,632 | 15,690,388 | 203,145,601 | 0 | 0 | 203,145,601 | 166,719,879 | |
| | Net Revenue | | 227,195,989 | 35,812,603 | 160,933,646 | 18,684,975 | 0 | (136,516,687) | (112,038,093) | |
| | | | 44.38% | 69.53% | 44.20% | 100.00% | 0.00% | (204.89%) | (204.89%) | |
| | ALLOWANCE - DETAIL | | | | | | | | | |
| Acct | Dept | CONTRACTUALS | | | | | | | | |

NYB_Deductions_FSPayor

Use this deductions model to project deductions using the historical relationship to gross revenue by payer. This report summarizes categories using the Acct-FSPayor column in dimensions. The resulting calculated values post to the database. If you are using this model, do not create budget workbooks for your deduction department(s).

NYB_Deductions_FSPayor

KHA Health
FY21 Annual Budget

| FSPayor | Description | Revenue Driver | | | | | | | | |
|--------------------|--------------------------------|------------------------------------------------------------------|----------------------|----------------|-------------|---------------|------------------------|------------|--------------------|--------------------|
| | | | Last Year | Current Budget | Current YTD | Rest of Year | Projection Adjustments | Projected | Preliminary Budget | Budget Adjustments |
| Select FSPayor >> | Double-click for FSPayor | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Select FSPayor >> | Double-click for FSPayor | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Select FSPayor >> | Double-click for FSPayor | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Select FSPayor >> | Double-click for FSPayor | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Total PATIENT REVENUE By Payor | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| | PATIENT REVENUE BY TYPE | | | | | | | | | |
| Total Inpatient | Total Inpatient Revenue | | 234,551,863 | 30,542,149 | 172,524,693 | (139,816,287) | 0 | 32,708,405 | 33,878,833 | |
| Total Outpatient | Total Outpatient Revenue | | 106,753,460 | 16,485,554 | 76,946,658 | (52,641,125) | 0 | 24,305,533 | 20,899,443 | |
| Total OtherPatient | Total Other Patient Revenue | | 170,658,298 | 4,475,287 | 114,607,896 | (104,992,920) | 0 | 9,614,976 | 25,045 | |
| Total Gross | Total Patient Revenue | | 511,963,621 | 51,502,990 | 364,079,247 | (297,450,333) | 0 | 66,628,914 | 54,603,321 | |
| | Total Allowances | | 276,409,248 | 15,653,053 | 197,589,097 | #N/A | 0 | #N/A | #N/A | |
| | Net Revenue | | 235,554,373 | 35,849,937 | 166,490,150 | #N/A | 0 | #N/A | #N/A | |
| | | | 46.01% | 69.61% | 45.73% | #N/A | 0.00% | #N/A | #N/A | |
| | ALLOWANCE - DETAIL | | | | | | | | | |
| Acct | Dept | CONTRACTUALS | | | | | | | | |
| 40000 | 101010 | Capitation Adjustment - EMA Internal Medicine (Provider Detail) | Total Gross | 6,118,207 | 15,382 | 4,126,861 | 0 | 0 | 4,126,861 | (3,382,020) |
| 40000 | 101014 | Capitation Adjustment - EMA Urgent Care Adult | Total Gross | 425,262 | 1,156 | 296,362 | 0 | 0 | 296,362 | (242,873) |
| 40000 | 101020 | Capitation Adjustment - EMA Internal Medicine (Provider Summary) | % of Patient Revenue | 6,118,207 | 1,877,039 | 4,126,861 | #N/A | 0 | #N/A | #N/A |
| 40000 | 101100 | Capitation Adjustment - EMA Pediatrics | Total Gross | 2,457,730 | 0 | 1,679,530 | 0 | 0 | 1,679,530 | (1,376,398) |
| 40000 | 101104 | Capitation Adjustment - EMA Urgent Care Pediatrics | Total Gross | 232,216 | 0 | 173,561 | 0 | 0 | 173,561 | (142,235) |
| 40000 | 101200 | Capitation Adjustment - EMA Ob/Gyn | Total Gross | 2,619,802 | 0 | 1,947,386 | 0 | 0 | 1,947,386 | (1,595,910) |
| 40000 | 101301 | Capitation Adjustment - EMA Cardiology | Total Gross | 5,351,341 | 0 | 3,518,906 | 0 | 0 | 3,518,906 | (2,883,792) |
| 40000 | 101302 | Capitation Adjustment - EMA Pulmonary | Total Gross | 318,899 | 0 | 208,396 | 0 | 0 | 208,396 | (170,702) |
| 40000 | 101303 | Capitation Adjustment - EMA Rheumatology | Total Gross | 243,856 | 0 | 161,104 | 0 | 0 | 161,104 | (132,027) |
| 40000 | 101304 | Capitation Adjustment - EMA Nephrology | Total Gross | 397,838 | 0 | 272,138 | 0 | 0 | 272,138 | (223,020) |
| 40000 | 101305 | Capitation Adjustment - EMA Dermatology | Total Gross | 906,528 | 0 | 620,210 | 0 | 0 | 620,210 | (508,270) |
| 40000 | 101306 | Capitation Adjustment - EMA Oncology | Total Gross | 15,162,748 | 0 | 10,257,478 | 0 | 0 | 10,257,478 | (8,406,146) |
| 40000 | 101307 | Capitation Adjustment - EMA Genetics | Total Gross | 65,960 | 0 | 41,748 | 0 | 0 | 41,748 | (34,213) |
| 40000 | 101308 | Capitation Adjustment - EMA Endocrinology | Total Gross | 913,885 | 0 | 614,213 | 0 | 0 | 614,213 | (503,356) |

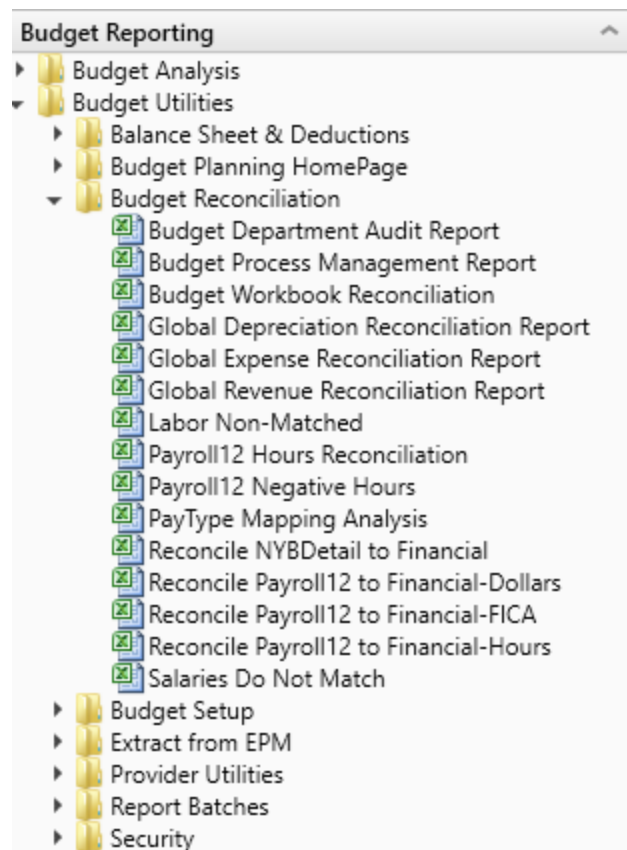
Reconciliation utilities

These utilities are designed for budget reconciliation to the database.

► Accessing these reports

The utilities listed in this section are located in `\Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation`. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Budget Reconciliation**.



► Budget Department Audit report

Use to resolve possible mapping errors at the department level by highlighting mapping and process management inconsistencies in the DEPT dimension table before building plan files and starting process management.

Department Dimension Budget Audit Report

KHA Health

[Link To Dimension Maintenance Utility \(DMU\)](#)

No. of Issues

My Dimension Security Filter-DEPT-0

ALL ISSUES SHOULD BE RESOLVED BEFORE STARTING THE BUDGET PROCESS WORK FLOW

Owner= Dept Manager
Reviewer = Director or (Skip)
Approver = V.P.

| Budgeting Department | Budget Department Description | | | Gray Format Indicates Budget Mapping to another Department. | KHABgtMap-How is this department mapped for budget | Red indicates an incorrect BudgetGroup | Template Assignment | If Template assigned, this should have a valid TPLOptions Assignment | If Template assigned, this should have a valid Labor Assignment | Only should be TRUE if Intending to budget and No configuration issues | Current YTD Revenue Activity | Current YTD Expense Activity | 0 | 82 | These Columns manage bot Each column should have a Mark with (Skip) if workflow | |
|----------------------|-------------------------------|---------------|------------------------------------------|-------------------------------------------------------------|----------------------------------------------------|----------------------------------------|---------------------|----------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------|------------------------------|------------------------------|------------------|-----------|---------------------------------------------------------------------------------|--|
| KHABgtCode Dept | Description | Original Dept | Description | KHABgtMap Dept | BudgetGroup | KHABgtTemplate | TPLOptions | LaborType | ShownList Budgeting | Cur YTD Revenue | Cur YTD Expense | Warning BudgetGroup | Warning Template | Owner | Reviewer | |
| 10000 | EHS Balance Sheet | | 10000 EHS Balance Sheet | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 0 | 0 | 0 | 0 | (Skip) | (Skip) | |
| | | | 10000 EHS Deductions from Revenue | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 0 | 0 | 0 | 0 | CCredit | (Skip) | |
| | | | 15300 EHS Other Revenue | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 190,726 | 0 | 0 | 1 | CCredit | (Skip) | |
| | | | 15400 EHS Other NonOperating Revenue | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 3,014,568 | 0 | 0 | 1 | CCredit | (Skip) | |
| | | | 17870 EHS *** Bldg-Med Office/East Hplex | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 48,623 | 290,392 | 0 | 1 | PAugusta | CJohnson | |
| | | | 17879 EPG Clinic Administration | 10000 | EPG | NoBudget | NoBudget | NoBudget | FALSE | 0 | 208,076 | 0 | 1 | EEast | (Skip) | |
| | | | 17896 EPG Phys Clinic-Peds Afterhour | 10000 | EPG | NoBudget | NoBudget | NoBudget | FALSE | 674,608 | 651,092 | 0 | 1 | EEast | (Skip) | |
| | | | 18560 EHS Rental | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 5,955,902 | 5,879,642 | 0 | 1 | SSmith | (Skip) | |
| | | | 18900 EHS Parking Lot | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 191,131 | 145,898 | 0 | 1 | SSmith | (Skip) | |
| | | | 18960 EHS Bldg-North | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 401,291 | 545,429 | 0 | 1 | PAugusta | CJohnson | |
| | | | 18970 EHS Bldg-Midtown | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 723,653 | 1,038,702 | 0 | 1 | PAugusta | CJohnson | |
| | | | 18975 EHS Bldg-Cancer Center | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 0 | 50,802 | 0 | 1 | PAugusta | CJohnson | |
| | | | 18980 EHS Bldg-South | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 1,529,207 | 1,813,990 | 0 | 1 | PAugusta | CJohnson | |
| | | | 18981 EHS Bldg-East | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 259,090 | 291,403 | 0 | 1 | PAugusta | CJohnson | |
| | | | 18982 EHS Bldg-SW | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 66,091 | 62,868 | 0 | 1 | PAugusta | CJohnson | |
| | | | 18984 EHS Bldg-ME2 | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 20,902 | 9,495 | 0 | 1 | PAugusta | CJohnson | |
| | | | 18985 EHS Bldg-Radiology | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 355,983 | 312,727 | 0 | 1 | PAugusta | CJohnson | |
| | | | 18986 EHS Bldg-Lakeside | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 211,375 | 242,774 | 0 | 1 | PAugusta | CJohnson | |
| | | | 18987 EHS Bldg-SE | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 111,639 | 269,285 | 0 | 1 | PAugusta | CJohnson | |
| | | | 18988 EHS Bldg-Uptown | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 59,876 | 14,539 | 0 | 1 | PAugusta | CJohnson | |
| | | | 18989 EHS Bldg-Downtown | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 37,963 | 19,486 | 0 | 1 | PAugusta | CJohnson | |
| | | | 18990 EHS Bldg-West | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 201,392 | 304,803 | 0 | 1 | PAugusta | CJohnson | |
| | | | 18991 EHS Bldg-NL | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 15,728 | 117,806 | 0 | 1 | PAugusta | CJohnson | |
| | | | 18992 EHS Bldg-Cancer Center | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 369,296 | 592,510 | 0 | 1 | PAugusta | CJohnson | |
| | | | 18993 EHS Bldg-NW | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 0 | 0 | 0 | 0 | PAugusta | CJohnson | |
| | | | 19070 EHS Planning | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 0 | 165 | 0 | 1 | CCredit | (Skip) | |
| | | | 19090 EHS Business Development | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 0 | 7,598 | 0 | 1 | CCredit | (Skip) | |
| | | | 19175 EHS Medicare Select Sales | 10000 | EHS | NoBudget | NoBudget | NoBudget | FALSE | 0 | 748 | 0 | 1 | CCredit | (Skip) | |
| 17840 | EHS Sports Medicine | | 17840 EHS Sports Medicine | 17840 | EHS | Master | Master | JobCode | FALSE | 0 | 212,155 | 0 | 0 | Phierbert | (Skip) | |
| 17880 | EPG Phys Clinic-North | | 17880 EPG Phys Clinic-North | 17880 | EPG | Master | Master | JobCode | FALSE | 253,904 | 426,566 | 0 | 0 | EEast | (Skip) | |
| | | | 17881 EPG Phys Clinic-Occ Hlth East | 17880 | EPG | Master | Master | JobCode | FALSE | 399,301 | 518,492 | 0 | 0 | EEast | (Skip) | |
| | | | 17883 EPG Phys Clinic-Occ Hlth Midtown | 17880 | EPG | Master | Master | JobCode | FALSE | 199,864 | 239,337 | 0 | 0 | EEast | (Skip) | |
| 17885 | EPG Phys Clinic-East | | 17885 EPG Phys Clinic-East | 17885 | EPG | Master | Master | JobCode | FALSE | 516,437 | 862,465 | 0 | 0 | EEast | (Skip) | |
| | | | 17886 EPG Phys Clinic-Occ Hlth West | 17885 | EPG | Master | Master | JobCode | FALSE | 1,000 | 119,685 | 0 | 0 | EEast | (Skip) | |
| 17891 | EPG Phys Clinic-South | | 17891 EPG Phys Clinic-South | 17891 | EPG | Master | Master | JobCode | FALSE | 1,369,241 | 1,595,913 | 0 | 0 | EEast | (Skip) | |
| | | | 17894 EPG Phys Clinic-Uptown | 17891 | EPG | Master | Master | JobCode | FALSE | 328,780 | 551,655 | 0 | 0 | EEast | (Skip) | |

Budget Process Management report

Use to show what stage each budget plan file is in when using process management for budget staging.

Budget Process Management Report

KHA Health

Budget 2018-Budget Planning Process

| Department | Description | Current Step | Current Step Name | Base Budget Build | | Budget Owner Input | | Budget Review | | Budget Approval | |
|------------|------------------------------------------|--------------|-------------------|--------------------|----------|----------------------|---------------|----------------------|---------------|----------------------|---------------|
| | | | | Step 1 Owner | Due Date | Step 2 Owner | Due Date | Step 3 Owner | Due Date | Step 4 Owner | Due |
| 19100 | EHS Accounting Operations (Employee) | 1 | Base Budget Build | Rod Nyberg,Bud Adm | 2/5/2018 | Assignment value 'D' | (no due date) | Assignment value 'C' | (no due date) | Assignment value 'H' | (no due date) |
| 26140 | EMC Emergency Room (CDM) | 1 | Base Budget Build | Rod Nyberg,Bud Adm | 2/5/2018 | Assignment value 'M' | (no due date) | <skip> | (no due date) | Assignment value 'K' | (no due date) |
| 26340 | EMC CCU (Staffing) | 1 | Base Budget Build | Rod Nyberg,Bud Adm | 2/5/2018 | Assignment value 'M' | (no due date) | Assignment value 'B' | (no due date) | Assignment value 'S' | (no due date) |
| 26610 | EMC 6A (JobCode ADC) | 1 | Base Budget Build | Rod Nyberg,Bud Adm | 2/5/2018 | Assignment value 'Y' | (no due date) | <skip> | (no due date) | Assignment value 'S' | (no due date) |
| 26611 | EMC Home Health | 1 | Base Budget Build | Rod Nyberg,Bud Adm | 2/5/2018 | Assignment value 'A' | (no due date) | Jeff Goldstein | (no due date) | Rod Nyberg | (no due date) |
| 27200 | EMC Radiology - MRI (JobCode) | 1 | Base Budget Build | Rod Nyberg,Bud Adm | 2/5/2018 | Chris Sparks | (no due date) | Assignment value 'D' | (no due date) | Assignment value 'I' | (no due date) |
| 101010 | EMA Internal Medicine (Provider Detail) | 1 | Base Budget Build | Rod Nyberg,Bud Adm | 2/5/2018 | Assignment value 'E' | (no due date) | <skip> | (no due date) | Assignment value 'D' | (no due date) |
| 101020 | EMA Internal Medicine (Provider Summary) | 1 | Base Budget Build | Rod Nyberg,Bud Adm | 2/5/2018 | Assignment value 'E' | (no due date) | <skip> | (no due date) | Assignment value 'D' | (no due date) |

Budget Workbook Reconciliation

Use to compare check totals from different columns in the budget workbooks to the summary fields in the database to make sure they are in balance. If the budgets are all in balance, then this report returns no data, which is the desired outcome of this report.

Budget Workbook Reconciliation

KHA Health

For The Budget Year 2018

| Dept | Description | Acct | Description | NYB TOTAL | NYBTtl | NYBSum | Difference 1 | Difference 2 | |
|-------|-------------------|-------|----------------------------------|--------------|--------|--------|--------------|--------------|--------|
| 10000 | EHS Balance Sheet | 11000 | General Fund Checking | 5,144,416 | 0 | 0 | 5,144,416 | 5,144,416 | Review |
| 10000 | EHS Balance Sheet | 11510 | Bond Funds 95 Issue | 6,236,423 | 0 | 0 | 6,236,422 | 6,236,422 | Review |
| 10000 | EHS Balance Sheet | 12200 | A/R Miscellaneous | 94,345,489 | 0 | 0 | 94,345,488 | 94,345,488 | Review |
| 10000 | EHS Balance Sheet | 12510 | Allow For Medicare | (45,665,335) | 0 | 0 | 45,665,334 | 45,665,334 | Review |
| 10000 | EHS Balance Sheet | 13050 | Allow For Misc A/R & N/R | 1,784,464 | 0 | 0 | 1,784,464 | 1,784,464 | Review |
| 10000 | EHS Balance Sheet | 13600 | Due From 3rd Party Payors | 526,954 | 0 | 0 | 526,954 | 526,954 | Review |
| 10000 | EHS Balance Sheet | 13901 | A/R MHS Misc | 2,210,382 | 0 | 0 | 2,210,382 | 2,210,382 | Review |
| 10000 | EHS Balance Sheet | 14000 | Inventory Central Supply | 4,732,303 | 0 | 0 | 4,732,303 | 4,732,303 | Review |
| 10000 | EHS Balance Sheet | 14505 | Prepaid Expenses | 5,838,200 | 0 | 0 | 5,838,199 | 5,838,199 | Review |
| 10000 | EHS Balance Sheet | 15000 | Wells Fargo | 113,467,445 | 0 | 0 | 113,467,445 | 113,467,445 | Review |
| 10000 | EHS Balance Sheet | 15512 | Home Health License | 679,239 | 0 | 0 | 679,238 | 679,238 | Review |
| 10000 | EHS Balance Sheet | 15530 | Reciprocal Of America | 55,346,505 | 0 | 0 | 55,346,504 | 55,346,504 | Review |
| 10000 | EHS Balance Sheet | 15533 | Memorial Medical Enterprises | 14,290,360 | 0 | 0 | 14,290,359 | 14,290,359 | Review |
| 10000 | EHS Balance Sheet | 16500 | ONCA - Bond Issuance Costs - 90B | 600,848 | 0 | 0 | 600,848 | 600,848 | Review |
| 10000 | EHS Balance Sheet | 17000 | Land | 13,706,437 | 0 | 0 | 13,706,437 | 13,706,437 | Review |
| 10000 | EHS Balance Sheet | 17300 | Buildings | 271,198,916 | 0 | 0 | 271,198,916 | 271,198,916 | Review |
| 10000 | EHS Balance Sheet | 18315 | General Re-Construction | 259,457 | 0 | 0 | 259,456 | 259,456 | Review |

► Global Depreciation Reconciliation report

Use to show the variance between the budgeted depreciation accounts to the same accounts in the general ledger budget for a user-specified budget year.

Global Depreciation Recon Report

KHA Health

Budget Year - 2017

| Dept | Description | Acct | Description | Projection | | | Budget | | | R |
|-------|--------------------------------------|-------|--------------------------|---------------------|-------|-------------|---------------------|-------|-------------|--------|
| | | | | Global Depreciation | Total | Variance | Global Depreciation | Total | Variance | |
| 10000 | EHS Balance Sheet | 71100 | Depreciation - Equipment | 5,584,633 | 0 | (5,584,633) | 5,609,764 | 0 | (5,609,764) | Review |
| 17840 | EHS Sports Medicine | 71100 | Depreciation - Equipment | 0 | 0 | 0 | 0 | 0 | 0 | |
| 17880 | EPG Phys Clinic-North | 71100 | Depreciation - Equipment | 19,674 | 0 | (19,674) | 19,762 | 0 | (19,762) | Review |
| 17885 | EPG Phys Clinic-East | 71100 | Depreciation - Equipment | 45,955 | 0 | (45,955) | 46,161 | 0 | (46,161) | Review |
| 17891 | EPG Phys Clinic-South | 71100 | Depreciation - Equipment | 38,685 | 0 | (38,685) | 38,859 | 0 | (38,859) | Review |
| 17895 | EPG Phys Clinic-West | 71100 | Depreciation - Equipment | 153 | 0 | (153) | 153 | 0 | (153) | Review |
| 19000 | EHS Administration | 71100 | Depreciation - Equipment | 130,249 | 0 | (130,249) | 130,835 | 0 | (130,835) | Review |
| 19060 | EHS Corporate Communications | 71100 | Depreciation - Equipment | 6,606 | 0 | (6,606) | 6,636 | 0 | (6,636) | Review |
| 19080 | EHS Teleservices | 71100 | Depreciation - Equipment | 5,637 | 0 | (5,637) | 5,662 | 0 | (5,662) | Review |
| 19100 | EHS Accounting Operations (Employee) | 71100 | Depreciation - Equipment | 8,587 | 0 | (8,587) | 8,626 | 0 | (8,626) | Review |
| 19105 | EHS Payroll | 71100 | Depreciation - Equipment | 3,694 | 0 | (3,694) | 3,711 | 0 | (3,711) | Review |
| 19110 | EHS Administrative Finance | 71100 | Depreciation - Equipment | 29,219 | 0 | (29,219) | 29,351 | 0 | (29,351) | Review |
| 19150 | EHS Information Services | 71100 | Depreciation - Equipment | 1,253,529 | 0 | (1,253,529) | 1,259,170 | 0 | (1,259,170) | Review |
| 19160 | EHS Audit Services | 71100 | Depreciation - Equipment | 156 | 0 | (156) | 156 | 0 | (156) | Review |
| 19170 | EHS Medical Information Network | 71100 | Depreciation - Equipment | 294,608 | 0 | (294,608) | 295,933 | 0 | (295,933) | Review |
| 19185 | EHS Corporate Health Services | 71100 | Depreciation - Equipment | 9,474 | 0 | (9,474) | 9,517 | 0 | (9,517) | Review |

► Global Expense Reconciliation report

Use to show the variance between the budgeted depreciation accounts to the same accounts in the general ledger budget for a user-specified budget year.

Global Expense Recon Report

KHA Health
Budget Year - 2017

| Dept | Description | Acct | Description | Projection | | | Budget | | | Review |
|-------|-------------------------------|-------|-------------------|----------------|-------|----------|----------------|-------|----------|--------|
| | | | | Global Expense | Total | Variance | Global Expense | Total | Variance | |
| 19000 | EHS Administration | 62199 | OMC Allocation | (9,167) | 0 | 9,167 | (27,509) | 0 | 27,509 | Review |
| 27200 | EMC Radiology - MRI (JobCode) | 62199 | OMC Allocation | 0 | 0 | 0 | 300 | 0 | (300) | |
| 26450 | EMC NICU | 63100 | Fees - Consulting | 1,944 | 0 | (1,944) | 250 | 0 | (250) | Review |
| 26770 | EMC Oncology Services | 63100 | Fees - Consulting | 14,400 | 0 | (14,400) | 0 | 0 | 0 | Review |
| 27060 | EMC Laboratory | 63100 | Fees - Consulting | 7,215 | 0 | (7,215) | 0 | 0 | 0 | Review |
| 27080 | EMC School Of Med Tech | 63100 | Fees - Consulting | 75 | 0 | (75) | 0 | 0 | 0 | Review |
| 27250 | EMC Radiation Oncology | 63100 | Fees - Consulting | 2,375 | 0 | (2,375) | 0 | 0 | 0 | Review |
| 27530 | EMC Comprehensive Wound Ctr | 63100 | Fees - Consulting | 1,975 | 0 | (1,975) | 0 | 0 | 0 | Review |
| 27640 | EMC Surgery | 63100 | Fees - Consulting | 0 | 0 | 0 | 0 | 0 | 0 | |
| 27800 | EMC Recovery Services | 63100 | Fees - Consulting | 40,332 | 0 | (40,332) | 0 | 0 | 0 | Review |
| 28420 | EMC Nutrition Center | 63100 | Fees - Consulting | 33,384 | 0 | (33,384) | 0 | 0 | 0 | Review |
| 28430 | EMC EAP | 63100 | Fees - Consulting | 5,490 | 0 | (5,490) | 0 | 0 | 0 | Review |
| 28530 | EMC Linen Services | 63100 | Fees - Consulting | 0 | 0 | 0 | 0 | 0 | 0 | |
| 29010 | EMC Marketing | 63100 | Fees - Consulting | 2,445 | 0 | (2,445) | 0 | 0 | 0 | Review |
| 29030 | EMC Medical Staff Services | 63100 | Fees - Consulting | 380 | 0 | (380) | 0 | 0 | 0 | Review |

► Global Revenue Reconciliation report

Use to show the variance between the budgeted global revenue accounts to the same accounts in the general ledger budget for a user-specified budget year.

Global Revenue Recon Report

KHA Health
Budget Year - 2018

| Dept | Description | Acct | Description | Projection | | | Budget | | |
|-------|-------------------|-------|-------------|----------------|-------|----------|----------------|-------|----------|
| | | | | Global Revenue | Total | Variance | Global Revenue | Total | Variance |
| 15300 | EHS Other Revenue | 53870 | Telephones | 0 | 6,321 | 6,321 | 0 | 6,652 | 6,652 |
| 10000 | EHS Balance Sheet | 53870 | Telephones | 2,217 | 0 | (2,217) | 2,217 | 0 | (2,217) |
| Total | | | | 2,217 | 6,321 | 4,104 | 2,217 | 6,652 | 4,434 |

► Labor Non-Matched

Use to identify the JobCode/PayType combinations that have dollars but have no FTE hours for the year. This causes a matching issue because to create a JobCode block on the labor tabs, that JobCode needs to have YTD FTE related hours. This report identifies those mismatches and posts a 1 to the NYBKHA field so that the JobCode interfaces into that labor tab.

LABOR NON-MATCHED

KHA Health
For The Budget Year 2018

| FTE | Description | JobCode Description | Non Matched? | Dept | JobCode | PayType | NYBKHA |
|-----|----------------------------------|------------------------------|--------------|-------|---------|---------|--------|
| Yes | EHS Sports Medicine | Team Leader-Athletic Trainer | | 17840 | J00785 | P0001 | 0 |
| Yes | EPG Phys Clinic-North | Physician | | 17880 | J00655 | P0001 | 0 |
| No | EPG Phys Clinic-Occ Hlth East | Physician | | 17881 | J00655 | P0001 | 0 |
| Yes | EPG Phys Clinic-Occ Hlth East | Staff RN | | 17881 | J00655 | P0001 | 0 |
| Yes | EPG Phys Clinic-Occ Hlth Midtown | Technical Assistant | | 17883 | J00604 | P0001 | 0 |
| No | EPG Phys Clinic-East | Physician | | 17885 | J00655 | P0001 | 0 |
| Yes | EPG Phys Clinic-East | Physician | | 17885 | J00655 | P0001 | 0 |
| Yes | EPG Phys Clinic-Occ Hlth/West | Nurse Practitioner | | 17886 | J00604 | P0001 | 0 |
| No | EPG Phys Clinic-South | Physician | | 17891 | J00655 | P0001 | 0 |
| Yes | EPG Phys Clinic-South | Physician | | 17891 | J00655 | P0001 | 0 |
| No | EPG Phys Clinic-Uptown | Physician | | 17894 | J00655 | P0001 | 0 |
| Yes | EPG Phys Clinic-Uptown | Physician | | 17894 | J00655 | P0001 | 0 |
| Yes | EPG Phys Clinic-West | Physician | | 17895 | J00655 | P0001 | 0 |
| Yes | EHS Administration | Receptionist-Admin | | 19000 | J00878 | P0001 | 0 |

► Payroll12 Hours Reconciliation

Use to highlight job codes saved in the Payroll12 data source from the budget workbooks that have hours but no dollars in the budget.

Payroll12 Hours Reconciliation

KHA Health
For The Budget Year 2018

| Current View: Default | | | | | | Budget | Budget | Check |
|-----------------------|-----------------------|---------|-----------------------|---------|---------------|---------------|-------------|-------|
| Dept | Description | JobCode | Description | PayType | Description | Dollars Total | Hours Total | Flag |
| 17840 | EHS Sports Medicine | J00287 | Team Leader | P0001 | Regular | 38,419 | 2,005 | |
| 17840 | EHS Sports Medicine | J00287 | Team Leader | P0004 | Paid Time Off | 1,999 | 104 | |
| 17840 | EHS Sports Medicine | J00604 | Nurse Practitioner | P0001 | Regular | 4,152 | 116 | |
| 17840 | EHS Sports Medicine | J00785 | Athletic Trainer | P0001 | Regular | 168,891 | 11,744 | |
| 17840 | EHS Sports Medicine | J00785 | Athletic Trainer | P0004 | Paid Time Off | 2,826 | 185 | |
| 17880 | EPG Phys Clinic-North | J00006 | Receptionist | P0001 | Regular | 30,665 | 2,987 | |
| 17880 | EPG Phys Clinic-North | J00006 | Receptionist | P0004 | Paid Time Off | 2,499 | 243 | |
| 17880 | EPG Phys Clinic-North | J00006 | Receptionist | POVT | Overtime | 520 | 64 | |
| 17880 | EPG Phys Clinic-North | J00191 | Staff RN | P0001 | Regular | 2,138 | 79 | |
| 17880 | EPG Phys Clinic-North | J00323 | LPN | P0001 | Regular | 40,646 | 2,604 | |
| 17880 | EPG Phys Clinic-North | J00323 | LPN | P0004 | Paid Time Off | 9,135 | 585 | |
| 17880 | EPG Phys Clinic-North | J00323 | LPN | POVT | Overtime | 1,884 | 147 | |
| 17880 | EPG Phys Clinic-North | J00374 | Technical Assistant | P0001 | Regular | 34,997 | 2,657 | |
| 17880 | EPG Phys Clinic-North | J00374 | Technical Assistant | P0004 | Paid Time Off | 3,857 | 300 | |
| 17880 | EPG Phys Clinic-North | J00374 | Technical Assistant | POVT | Overtime | 1,461 | 146 | |
| 17880 | EPG Phys Clinic-North | J00491 | Staff Radiologic Tech | P0001 | Regular | 46,984 | 2,851 | |
| 17880 | EPG Phys Clinic-North | J00491 | Staff Radiologic Tech | P0004 | Paid Time Off | 1,495 | 91 | |
| 17880 | EPG Phys Clinic-North | J00491 | Staff Radiologic Tech | POVT | Overtime | 788 | 76 | |
| 17880 | EPG Phys Clinic-North | J00604 | Nurse Practitioner | P0001 | Regular | 120,119 | 3,108 | |

► Payroll12 Negative Hours

Use to highlight job codes and pay types that have any negative FTEs budgeted in any month. The report returns all job codes in the database, but only the ones with the Review flag need to be investigated and changed, if necessary.

Payroll12 Negative Hours

KHA Health

For The Budget Year 2018

| Dept | Description | JobCode | PayType | Negative Hours | July | August | September | October | November | December | January | February | March | April | May | June | Total |
|-------|-----------------------|---------|---------|----------------|--------|--------|-----------|---------|----------|----------|---------|----------|--------|--------|--------|--------|-----------|
| | | | | | July | August | September | October | November | December | January | February | March | April | May | June | Total |
| 17840 | EHS Sports Medicine | J00287 | P0001 | | 170.25 | 170.25 | 164.76 | 170.25 | 164.76 | 170.25 | 170.25 | 153.78 | 170.25 | 164.76 | 170.25 | 164.76 | 2,004.60 |
| 17840 | EHS Sports Medicine | J00287 | P0004 | | 8.86 | 8.86 | 8.57 | 8.86 | 8.57 | 8.86 | 8.86 | 8.00 | 8.86 | 8.57 | 8.86 | 8.57 | 104.29 |
| 17840 | EHS Sports Medicine | J00604 | P0001 | | 9.84 | 9.84 | 9.52 | 9.84 | 9.52 | 9.84 | 9.84 | 8.89 | 9.84 | 9.52 | 9.84 | 9.52 | 115.87 |
| 17840 | EHS Sports Medicine | J00785 | P0001 | | 997.41 | 997.41 | 965.24 | 997.41 | 965.24 | 997.41 | 997.41 | 900.89 | 997.41 | 965.24 | 997.41 | 965.24 | 11,743.73 |
| 17840 | EHS Sports Medicine | J00785 | P0004 | | 15.75 | 15.75 | 15.24 | 15.75 | 15.24 | 15.75 | 15.75 | 14.22 | 15.75 | 15.24 | 15.75 | 15.24 | 185.40 |
| 17880 | EPG Phys Clinic-North | J00006 | P0001 | | 253.01 | 253.01 | 244.85 | 253.01 | 244.85 | 253.01 | 253.01 | 236.89 | 253.01 | 244.85 | 253.01 | 244.85 | 2,987.13 |
| 17880 | EPG Phys Clinic-North | J00006 | P0004 | | 20.62 | 20.62 | 19.96 | 20.62 | 19.96 | 20.62 | 20.62 | 19.29 | 20.62 | 19.96 | 20.62 | 19.96 | 243.47 |
| 17880 | EPG Phys Clinic-North | J00006 | POVT | | 5.46 | 5.46 | 5.29 | 5.46 | 5.29 | 5.46 | 5.46 | 5.11 | 5.46 | 5.29 | 5.46 | 5.29 | 64.50 |
| 17880 | EPG Phys Clinic-North | J00191 | P0001 | | 6.78 | 6.78 | 6.22 | 7.06 | 6.50 | 6.50 | 7.06 | 6.22 | 6.50 | 6.78 | 6.50 | 6.36 | 79.21 |
| 17880 | EPG Phys Clinic-North | J00323 | P0001 | | 222.87 | 222.87 | 203.87 | 232.57 | 213.57 | 213.57 | 232.57 | 204.27 | 213.57 | 223.27 | 213.57 | 208.72 | 2,604.08 |
| 17880 | EPG Phys Clinic-North | J00323 | P0004 | | 50.06 | 50.06 | 45.93 | 52.13 | 48.00 | 48.00 | 52.13 | 45.93 | 48.00 | 50.06 | 48.00 | 46.97 | 585.28 |
| 17880 | EPG Phys Clinic-North | J00323 | POVT | | 12.43 | 12.43 | 12.09 | 12.43 | 12.09 | 12.43 | 12.43 | 11.63 | 12.43 | 12.09 | 12.43 | 12.09 | 146.78 |
| 17880 | EPG Phys Clinic-North | J00374 | P0001 | | 227.35 | 227.35 | 207.98 | 237.24 | 217.87 | 217.87 | 237.24 | 208.38 | 217.87 | 227.35 | 217.87 | 212.93 | 2,656.51 |
| 17880 | EPG Phys Clinic-North | J00374 | P0004 | | 25.63 | 25.63 | 23.52 | 26.69 | 24.58 | 24.58 | 26.69 | 23.52 | 24.58 | 25.63 | 24.58 | 24.05 | 299.68 |
| 17880 | EPG Phys Clinic-North | J00374 | POVT | | 12.36 | 12.36 | 11.96 | 12.36 | 11.96 | 12.36 | 12.36 | 11.56 | 12.36 | 11.96 | 12.36 | 11.96 | 145.95 |
| 17880 | EPG Phys Clinic-North | J00491 | P0001 | | 243.93 | 243.93 | 223.49 | 254.26 | 233.82 | 233.82 | 254.26 | 223.70 | 233.82 | 244.14 | 233.82 | 228.65 | 2,851.00 |
| 17880 | EPG Phys Clinic-North | J00491 | P0004 | | 7.76 | 7.76 | 7.12 | 8.08 | 7.44 | 7.44 | 8.08 | 7.12 | 7.44 | 7.76 | 7.44 | 7.28 | 90.70 |
| 17880 | EPG Phys Clinic-North | J00491 | POVT | | 6.44 | 6.44 | 6.23 | 6.44 | 6.23 | 6.44 | 6.44 | 6.03 | 6.44 | 6.23 | 6.44 | 6.23 | 76.05 |
| 17880 | EPG Phys Clinic-North | J00604 | P0001 | | 263.25 | 263.25 | 254.76 | 263.25 | 254.76 | 263.25 | 263.25 | 246.26 | 263.25 | 254.76 | 263.25 | 254.76 | 3,108.03 |
| 17880 | EPG Phys Clinic-North | J00604 | P0004 | | 24.96 | 24.96 | 24.15 | 24.96 | 24.15 | 24.96 | 24.96 | 23.35 | 24.96 | 24.15 | 24.96 | 24.15 | 294.67 |
| 17880 | EPG Phys Clinic-North | J00655 | P0001 | | 546.39 | 546.39 | 528.77 | 546.39 | 528.77 | 546.39 | 546.39 | 511.14 | 546.39 | 528.77 | 546.39 | 528.77 | 6,450.95 |
| 17885 | EPG Phys Clinic-East | J00604 | P0001 | | 439.99 | 439.99 | 425.80 | 439.99 | 425.80 | 439.99 | 439.99 | 411.60 | 439.99 | 425.80 | 439.99 | 425.80 | 5,194.74 |
| 17885 | EPG Phys Clinic-East | J00604 | P0004 | | 28.58 | 28.58 | 27.66 | 28.58 | 27.66 | 28.58 | 28.58 | 26.74 | 28.58 | 27.66 | 28.58 | 27.66 | 337.49 |
| 17885 | EPG Phys Clinic-East | J00655 | P0001 | | 546.39 | 546.39 | 528.77 | 546.39 | 528.77 | 546.39 | 546.39 | 511.14 | 546.39 | 528.77 | 546.39 | 528.77 | 6,450.95 |
| 17891 | EPG Phys Clinic-South | J00604 | P0001 | | 60.46 | 60.46 | 58.51 | 60.46 | 58.51 | 60.46 | 60.46 | 54.61 | 60.46 | 58.51 | 60.46 | 58.51 | 711.89 |

► PayType Mapping Analysis

Use during budget set up for payroll budgeting to show what PayTypes map to which payroll budget category.

Paytype Mapping Analysis

KHA Health

For The Budget Year 2018

For Period Ending: February 25, 2017

| Budget Group: Budget Group: EHS | | | | | | | | | | | | | | | | | |
|---------------------------------------------------|-----------------|-----------------|----------|-----------------|-------------------|--------------|----------|-------------|-----------------|-------------|------|----------------|----------------|---------------|--------------------------|-------------------------|--------|
| PayType | Description | PayType/JobCode | LVA FTEs | Total Hours LVA | Total Dollars LVA | Avg Rate LVA | YTD FTEs | YTD HRS CVA | YTD DOLLARS CVA | AvgRate CVA | FTE? | Paytype GLAcct | Paytype HRAcct | KHAShiftLine | Acct Description | PayrollGLMapping GLAcct | HRAcct |
| Summary | | | | | | | | | | | | | | | | | |
| Prod | Productive | | 0.00 | 0 | 0 | \$0.00 | 0.00 | 0 | 0 | \$0.00 | | | | | | | |
| NonProd | NonProductive | | 0.00 | 0 | 0 | \$0.00 | 0.00 | 0 | 0 | \$0.00 | | | | | | | |
| Dollars | Dollars Only | | 0.00 | 0 | 46,524 | \$0.00 | 0.00 | 2,252 | 28,166 | \$12.51 | | | | | | | |
| Dept | Dept Level | | 0.00 | 0 | 0 | \$0.00 | 0.00 | 0 | 0 | \$0.00 | | | | | | | |
| NA | Not Included | | 0.00 | 2,759 | 116,337 | \$42.17 | 0.00 | 1,662 | 150,581 | \$90.58 | | | | | | | |
| Grand Total | | | 0.00 | 2,759 | 162,861 | \$59.03 | 0.00 | 3,914 | 178,748 | \$45.66 | | | | | | | |
| Check Total - Payroll27 | | | | 254,892 | 12,424,963 | | | 181,475 | 5,057,674 | | | | | | | | |
| Variance | | | | (252,133) | (12,262,102) | | | (177,561) | (4,878,927) | | | | | | | | |
| Other JobCode Level - Dollars | | | | | | | | | | | | | | | | | |
| P0020 | Call Pay | P0020 | 0.00 | 0 | 5,938 | \$0.00 | 0.00 | 2,194 | 3,780 | \$1.72 | No | 60100 | 0 | AvgPerFtdHr | Salaries - Regular | 0 | 0 |
| P0030 | Additional Pay | P0030 | 0.00 | 0 | 35,228 | \$0.00 | 0.00 | 0 | 21,600 | \$0.00 | No | 60900 | 0 | Input_Monthly | Salaries - Emp Incentive | 0 | 0 |
| P0039 | Recognition Pay | P0039 | 0.00 | 0 | 5,116 | \$0.00 | 0.00 | 0 | 2,516 | \$0.00 | No | 60100 | 0 | AvgPerFtdHr | Salaries - Regular | 0 | 0 |
| P0050 | Holiday Premium | P0050 | 0.00 | 0 | 241 | \$0.00 | 0.00 | 0 | 150 | \$0.00 | No | 60100 | 0 | AvgPerFtdHr | Salaries - Regular | 0 | 0 |
| PH04 | Holiday | | 0.00 | 0 | 0 | \$0.00 | 0.00 | 88 | 120 | \$1.36 | No | 60100 | 0 | Holiday | Salaries - Regular | 0 | 0 |
| Total Other JobCode Level - Dollars | | | 0.00 | 0 | 46,524 | \$0.00 | 0.00 | 2,252 | 28,166 | \$12.51 | | | | | | | |
| Not Included in Payroll Computations | | | | | | | | | | | | | | | | | |
| P0028 | PDO Cash-In | P0028 | 0.00 | 2,759 | 116,337 | \$42.17 | 0.00 | 1,662 | 48,733 | \$29.02 | No | 0 | 0 | NA | Default ACCT | 0 | 0 |
| P0056 | Gainsharing | NA | 0.00 | 0 | 0 | \$0.00 | 0.00 | 0 | 100,848 | \$0.00 | No | 0 | 0 | NA | Default ACCT | 0 | 0 |
| Total Not Included in Payroll Computations | | | 0.00 | 2,759 | 116,337 | \$42.17 | 0.00 | 1,662 | 150,581 | \$90.58 | | | | | | | |
| Grand Total | | | 0.00 | 2,759 | 162,861 | \$59.03 | 0.00 | 3,914 | 178,748 | \$45.66 | | | | | | | |

NOTE: Prior to reviewing the report, your organization needs to load and reconcile the payroll data as well as complete the Labor Configuration driver. To understand this report, the user needs to have knowledge of the Labor Configuration Driver.

Running the PayType Mapping Analysis report

Use the following instructions to run and review the report.

1. [Open the report.](#)
2. Press F9, and select the proper Refresh Variables to review based on organizational needs.
3. Review the following in the report:
 - In the top section of the report, which provides an overall summary, ensure that all the pay types are loaded and map to a specific grouping. The variance should be zero. If not, review your PAYTYPE dimension table to see what pay type is not mapped.
 - The remaining sections of the report correspond to the Labor Configuration driver set up and how the pay types are grouped/mapped in the PAYTYPE dimension table. These sections give you an overall summary of what pay types are grouped together, the overall hours and dollars, the FTE status, as well as the GL accounts if the GL is structured by pay type.
 - Review the overall groupings to make sure they are grouped as expected. The bottom section shows what is not interfaced or coming into the plan files. Confirm that these are accurate prior to beginning the budget cycle. If you need to make changes, update the PAYTYPE dimension table and rerun the report to review.

► Reconcile NYBDetail to Financial

Reconcile values saved in NYBDetail table to those values saved in the Budget Table which could indicate that values in your budget plan files are not saving properly.

RECONCILE NYBDETAIL TO FINANCIAL

KHA Health

For The Budget Year 2018

| Dept | Description | Acct | Description | NYBDetail Table | Financial Table | Difference |
|-------|-----------------------------------|-------|------------------|--------------------|--------------------|----------------|
| 26140 | EMC *** Emergency Room-Physicians | 63110 | Fees - Physician | 939,339.61 | 2,224,515.22 | (1,285,176.00) |
| 26611 | EMC Home Health | 64100 | Repairs | 2,212.29 | 1,481.54 | 731.00 |

► Reconcile Payroll12 to Financial-Dollars

Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook. It compares the dollars saved in the Payroll12 tables (Labor tab in budget plan files) to the values posted to the Financial tables (Expense tab in budget plan files). If there any variances in this report, they will need to be fixed in the budget workbook and saved to the database. The desired outcome for this report is to have zero variances.

Reconcile Payroll12 to Financial - Dollars

KHA Health
For The Budget Year

| Dept | Description | Budget Group | Per Payroll12 | Per Financial | Difference |
|-------|--------------------------------------|--------------|---------------|---------------|------------|
| 17840 | EHS Sports Medicine | EHS | 216,286 | 216,286 | 0 |
| 17880 | EPG Phys Clinic-North | EPG | 824,714 | 824,539 | 175 |
| 17885 | EPG Phys Clinic-East | EPG | 784,257 | 784,257 | 0 |
| 17891 | EPG Phys Clinic-South | EPG | 1,450,641 | 1,448,578 | 2,063 |
| 17895 | EPG Phys Clinic-West | EPG | 185,920 | 185,920 | 0 |
| 19000 | EHS Administration | EHS | 2,645,049 | 2,645,049 | 0 |
| 19060 | EHS Corporate Communications | EHS | 359,589 | 359,589 | 0 |
| 19080 | EHS Teleservices | EHS | 268,092 | 268,092 | 0 |
| 19100 | EHS Accounting Operations (Employee) | EHS | 394,913 | 385,357 | 9,556 |
| 19105 | EHS Payroll | EHS | 141,767 | 141,767 | 0 |
| 19110 | EHS Administrative Finance | EHS | 264,147 | 264,147 | 0 |
| 19150 | EHS Information Services | EHS | 1,336,095 | 1,336,095 | 0 |
| 19160 | EHS Audit Services | EHS | 66,288 | 66,288 | 0 |
| 19170 | EHS Medical Information Network | EHS | 740,956 | 740,956 | 0 |
| 19185 | EHS Corporate Health Services | EHS | 180,326 | 184,006 | (3,680) |
| 19220 | EHS Human Resources | EHS | 508,533 | 508,533 | 0 |
| 19250 | EHS Performance Improvement | EHS | 90,650 | 90,650 | 0 |
| 19370 | EHS Risk Management And Safety | EHS | 177,620 | 177,620 | 0 |
| 26100 | EMC Nursing Administration | EMC | 991,454 | 1,018,927 | (27,473) |

► Reconcile Payroll12 to Financial-FICA

Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook. It compares the FICA dollars saved in the Payroll12 tables (Labor tab in budget plan files) to the values posted to the Financial tables (Expense tab in budget plan files). If there any variances in this report, they will need to be fixed in the budget workbook and saved to the database. The desired outcome for this report is to have zero variances.

Reconcile Payroll12 to Financial - FICA

KHA Health

For The Budget Year 2018

| Dept | Description | Per Payroll12 | Per Financial | Difference |
|-------|--------------------------------------|---------------|---------------|------------|
| 17840 | EHS Sports Medicine | 16,228 | 16,546 | (318) |
| 17840 | EHS Sports Medicine | 318 | 0 | 318 |
| 17880 | EPG Phys Clinic-North | 13,546 | 51,512 | (37,966) |
| 17880 | EPG Phys Clinic-North | 27,906 | 0 | 27,906 |
| 17880 | EPG Phys Clinic-North | 10,060 | 0 | 10,060 |
| 17885 | EPG Phys Clinic-East | 28,865 | 0 | 28,865 |
| 17885 | EPG Phys Clinic-East | 15,463 | 0 | 15,463 |
| 17891 | EPG Phys Clinic-South | 44,738 | 0 | 44,738 |
| 17891 | EPG Phys Clinic-South | 1,865 | 0 | 1,865 |
| 17895 | EPG Phys Clinic-West | 9,206 | 0 | 9,206 |
| 19000 | EHS Administration | 153,236 | 154,540 | (1,304) |
| 19000 | EHS Administration | 1,304 | 0 | 1,304 |
| 19080 | EHS Teleservices | 20,509 | 20,509 | 0 |
| 19100 | EHS Accounting Operations (Employee) | 29,626 | 29,626 | 0 |
| 19150 | EHS Information Services | 102,211 | 102,211 | (0) |
| 19185 | EHS Corporate Health Services | 13,795 | 13,795 | (0) |
| 26140 | EMC Emergency Room (CDM) | (12,058) | 0 | (12,058) |
| 26230 | EMC CVS | 89,164 | 89,873 | (709) |

► Reconcile Payroll12 to Financial-Hours

Use to test the data transfer from the Labor tab to the Expense tab in the budget workbook. It compares the hours saved in the Payroll12 tables (Labor tab in budget plan files) to the values posted to the Financial tables (Expense tab in budget plan files). If there any variances in this report, they will need to be fixed in the budget workbook and saved to the database. The desired outcome for this report is to have zero variances.

Reconcile Payroll12 to Financial - Hours

KHA Health

For The Budget Year 2018

| Dept | Description | Per Payroll12 | Per Financial | Difference |
|-------|------------------------------------|---------------|---------------|------------|
| 17840 | EHS Sports Medicine | 14,154 | 14,154 | (0) |
| 19060 | EHS Corporate Communications | 17,209 | 17,209 | (0) |
| 19080 | EHS Teleservices | 12,773 | 12,773 | 0 |
| 19150 | EHS Information Services | 47,760 | 47,760 | 0 |
| 19170 | EHS Medical Information Network | 32,602 | 32,602 | 0 |
| 19185 | EHS Corporate Health Services | 9,819 | 9,880 | (61) |
| 19250 | EHS Performance Improvement | 4,268 | 4,268 | 0 |
| 19370 | EHS Risk Management And Safety | 6,537 | 6,537 | (0) |
| 26340 | EMC CCU (Staffing) | 122,819 | 61,361 | 61,457 |
| 26470 | EMC 4 East | 0 | 88,411 | (88,411) |
| 26550 | EMC PICU | 0 | 756 | (756) |
| 26780 | EMC Heart Services | 4,670 | 4,670 | (0) |
| 26790 | EMC Same Day Surgery | 50,700 | 50,862 | (162) |
| 27030 | EMC Central Supply | 28,419 | 28,419 | 0 |
| 27200 | EMC Radiology - MRI (JobCode) | 18,792 | 14,620 | 4,171 |
| 27230 | EMC Radiology - Vascular Procedure | 10,128 | 14,616 | (4,487) |
| 27240 | EMC Radiology - Diagnostics | 98,239 | 110,722 | (12,483) |
| 27250 | EMC Radiation Oncology | 31,027 | 31,051 | (23) |

► Salaries Do Not Match

Use to identify accounts on the Labors tabs in the plan files that do not have history on the Expense tab and would cause a balancing mismatch. This utility posts a 1 to the NYBKHA fields so those accounts interface in the plan files.

SALARIES DO NOT MATCH

KHA Health

For The Budget Year 2018

| PayType | Department Description | JobCode Description | PayType Description | Dept | Acct | NYBKHA |
|---------|----------------------------------|------------------------------|---------------------|-------|-------|--------|
| P0001 | EHS Sports Medicine | Team Leader-Athletic Trainer | Retroactive Pay | 17840 | 60100 | 0 |
| P0004 | EHS Sports Medicine | Team Leader-Athletic Trainer | Paid Time Off | 17840 | 60120 | 0 |
| P0001 | EPG Phys Clinic-North | Physician | Regular | 17880 | 60100 | 0 |
| P0001 | EPG Phys Clinic-Occ Hlth East | Staff RN | Regular | 17881 | 60100 | 0 |
| P0004 | EPG Phys Clinic-Occ Hlth East | Nurse Practitioner | Paid Time Off | 17881 | 60120 | 0 |
| P0054 | EPG Phys Clinic-Occ Hlth East | Physician | Incentive Pay | 17881 | 60100 | 0 |
| POVT | EPG Phys Clinic-Occ Hlth East | Receptionist/Secretary-WC | Overtime Premium | 17881 | 60110 | 0 |
| P0001 | EPG Phys Clinic-Occ Hlth Midtown | Technical Assistant | Retroactive Pay | 17883 | 60100 | 0 |
| P0004 | EPG Phys Clinic-Occ Hlth Midtown | Technical Assistant | Paid Time Off | 17883 | 60120 | 0 |
| POVT | EPG Phys Clinic-Occ Hlth Midtown | Technical Assistant | Overtime Premium | 17883 | 60110 | 0 |
| P0001 | EPG Phys Clinic-East | Physician | Retroactive Pay | 17885 | 60100 | 0 |
| P0004 | EPG Phys Clinic-East | Nurse Practitioner | Paid Time Off | 17885 | 60120 | 0 |
| P0030 | EPG Phys Clinic-East | Physician | Additional Pay | 17885 | 60900 | 1 |
| P0054 | EPG Phys Clinic-East | Physician | Incentive Pay | 17885 | 60100 | 0 |
| P0001 | EPG Phys Clinic-Occ Hlth/West | Nurse Practitioner | Regular | 17886 | 60100 | 0 |
| P0001 | EPG Phys Clinic-South | Physician | Regular | 17891 | 60100 | 0 |
| P0054 | EPG Phys Clinic-South | Physician | Incentive Pay | 17891 | 60100 | 1 |
| P0001 | EPG Phys Clinic-Uptown | Physician | Regular | 17894 | 60100 | 0 |
| P0054 | EPG Phys Clinic-Uptown | Physician | Incentive Pay | 17894 | 60100 | 1 |

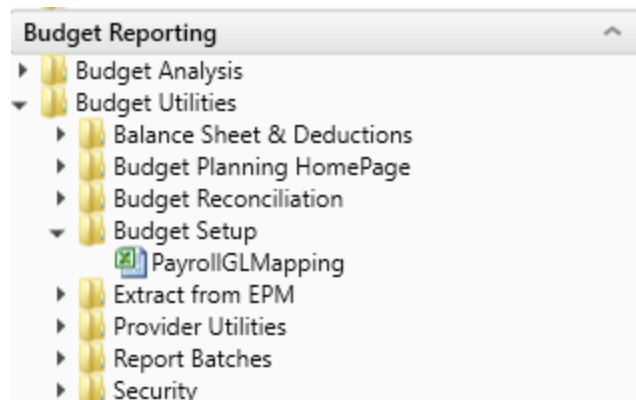
Setup utilities

These reports are designed for month-end close analysis.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Budget Set Up**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Budget Setup**.



► PayrollGLMapping

To allow mapping of GL accounts and Hours accounts different from the Jobcode Dimensions Table or Paytype Dimensions Table as a result of various combinations to match GL accounts.

| BudgetGroup | GLClass | PayType | Description | GLAcct | HrAcct | Re |
|-------------|---------|---------|-----------------|--------|--------|----|
| ALL | | | Enter GLClass & | | | |
| ALL | | | Enter GLClass & | | | |
| ALL | | | Enter GLClass & | | | |
| ALL | | | Enter GLClass & | | | |

| EMA | Medical Associates | | | BudgetGroup Exceptions | | |
|-------------|---------------------------|---------|------------------------------|-------------------------------|--------|----|
| BudgetGroup | GLClass | PayType | Description | GLAcct | HrAcct | Re |
| EMA | Physician | P0001 | EMA-Physician-Regular | 60200 | 960200 | |
| EMA | Physician | P0004 | EMA-Physician-Paid Time Off | 60200 | 960200 | |
| EMA | Physician | P0030 | EMA-Physician-Additional Pay | 60200 | 960200 | |
| EMA | MidLevel | P0001 | EMA-MidLevel-Regular | 60300 | 960300 | |
| EMA | MidLevel | P0004 | EMA-MidLevel-Paid Time Off | 60300 | 960300 | |

| CCU | CCU Budget Group | | | BudgetGroup Exceptions | | |
|-------------|-------------------------|---------|---------------------|-------------------------------|--------|----|
| BudgetGroup | GLClass | PayType | Description | GLAcct | HrAcct | Re |
| CCU | Staff | FICA | CCU-Staff- | 12345 | | |
| CCU | | | CCU-Enter GLClass & | | | |
| CCU | | | CCU-Enter GLClass & | | | |
| CCU | | | CCU-Enter GLClass & | | | |

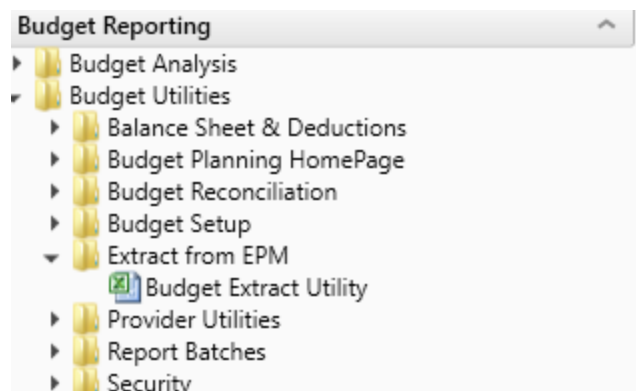
Extract from EPM utilities

These reports are designed to extract budget data from the Axiom database.

► Accessing these reports

The reports listed in this section are located in `\Axiom\Reports Library\Budgeting Utilities\Extract from EPM`. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Extract from EPM**.



► Budget Extract Utility

Use to extract budget data from Axiom EPM to upload into GL systems such as Meditech, for example.

Budget Extract Utility

Current Year: 2017

| Data from BUD | | | | | | | | | | | | | | Export to Text File | |
|---------------|-------|----|----|----|----|----|----|----|----|----|-----|-----|-----|---------------------|----------------------|
| ACCT | DEPT | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 | P10 | P11 | P12 | Save Tag | DERIVED VALUE |
| 80 | 19000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | [SAVE] | 19000.80^20170731^0 |
| | | | | | | | | | | | | | | [SAVE] | 19000.80^20170831^0 |
| | | | | | | | | | | | | | | [SAVE] | 19000.80^20170930^0 |
| | | | | | | | | | | | | | | [SAVE] | 19000.80^20171031^0 |
| | | | | | | | | | | | | | | [SAVE] | 19000.80^20171130^0 |
| | | | | | | | | | | | | | | [SAVE] | 19000.80^20171231^0 |
| | | | | | | | | | | | | | | [SAVE] | 19000.80^20180131^0 |
| | | | | | | | | | | | | | | [SAVE] | 19000.80^20180228^0 |
| | | | | | | | | | | | | | | [SAVE] | 19000.80^20180331^0 |
| | | | | | | | | | | | | | | [SAVE] | 19000.80^20180430^0 |
| 80 | 29000 | 2 | 2 | 2 | 1 | 1 | 2 | 1 | 2 | 1 | 2 | 2 | 2 | [SAVE] | 29000.80^20170731^-2 |
| | | | | | | | | | | | | | | [SAVE] | 29000.80^20170831^-2 |
| | | | | | | | | | | | | | | [SAVE] | 29000.80^20170930^-2 |
| | | | | | | | | | | | | | | [SAVE] | 29000.80^20171031^-1 |
| | | | | | | | | | | | | | | [SAVE] | 29000.80^20171130^-1 |
| | | | | | | | | | | | | | | [SAVE] | 29000.80^20171231^-2 |
| | | | | | | | | | | | | | | [SAVE] | 29000.80^20180131^-1 |
| | | | | | | | | | | | | | | [SAVE] | 29000.80^20180630^0 |

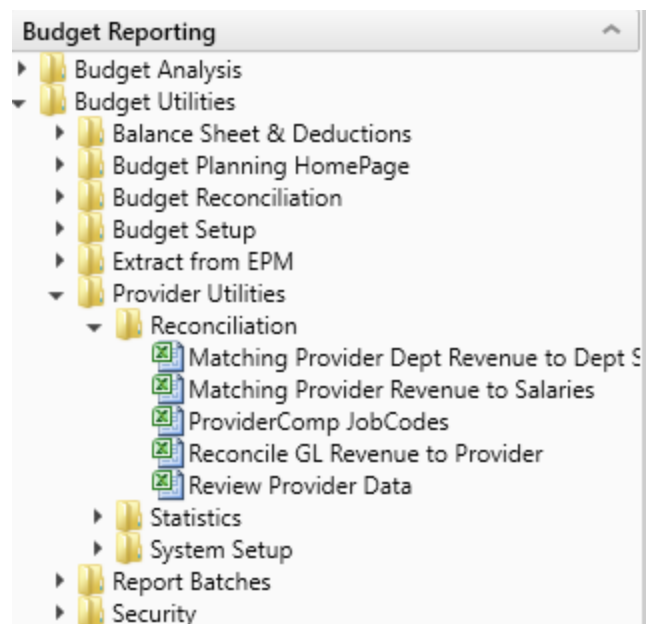
Provider Reconciliation utilities

These reports are designed Designed to reconcile data to support physician analysis.

► Accessing these utilities

The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Provider Utilities\Reconciliation**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Provider Utilities > Reconciliation**.



► Matching Provider Dept Revenue to Dept Salaries

Use to determine if there are situations where the provider revenue and salaries do not match by department.

Matching Provider Department Revenue to Department Salaries

KHA Health
For The Period Ending February 28, 2017

| | | Providers posting revenue to multiple departments | | | | | | |
|-------------|-----------------------|---------------------------------------------------|--------|----------------------------|-------------|---------------|-----------|-------|
| | | Revenue with no matching salaries | | | | | | |
| Provider ID | Provider | Employee ID | Dept | Department Description | Provider | Provider | Variance | Alert |
| | | | | | Revenue YTD | Payroll26 YTD | | |
| D10004 | Aisenberg Robert | 0 | 107060 | EMA Laboratory | 42 | 64,693 | (64,651) | |
| D1039 | Kramer Melvyn MD | 13166 | 107060 | EMA Laboratory | 42 | 0 | 42 | Re |
| D10528 | Champion Richard A MD | 17279 | 107060 | EMA Urgent Care Adult | 536,056 | 0 | 536,056 | Re |
| D1128 | Konkle Rebecca L MD | 13688 | 107060 | EMA Laboratory | 21 | 0 | 21 | Re |
| D1132 | Wang Katherine K MD | 12219 | 101309 | EMA Neurology | 1,890 | 0 | 1,890 | Re |
| D1158 | Angel Andrew MD | 14710 | 107200 | EMA Radiology Services | 2,565 | 0 | 2,565 | Re |
| D1179 | Blazar Philip MD | 0 | 101400 | EMA Surgical Specialties | 314 | 0 | 314 | Re |
| D1186 | Macaulay Kelly M MD | 14624 | 107060 | EMA Urgent Care Pediatrics | 147,473 | 0 | 147,473 | Re |
| D1188 | Slavsky Tatiana MD | 14803 | 107060 | EMA Laboratory | 105 | 0 | 105 | Re |
| D12221 | Quintin Maria L MD | 19452 | 107200 | EMA Radiology Services | 1,024,481 | 0 | 1,024,481 | Re |
| D1255 | Tremblay Laura D MD | 15139 | 107200 | EMA Radiology Services | 5,214 | 0 | 5,214 | Re |
| D13063 | Faur Adriana V MD | 16760 | 107060 | EMA Ob/Gyn | 21 | 0 | 21 | Re |
| D13092 | Osborne Dawn R | 20483 | 107200 | EMA Radiology Services | 1,368 | 0 | 1,368 | Re |
| D1317 | Soybel David I MD | 15329 | 107060 | EMA Laboratory | 79,340 | 0 | 79,340 | Re |
| D13191 | Radden Nancy F MD | 16663 | 107060 | EMA Laboratory | 63 | 0 | 63 | Re |
| D13280 | Maier Irena MD | 16695 | 107060 | EMA Laboratory | 213 | 0 | 213 | Re |
| D13296 | Gorenburg Ida P MD | 16488 | 107200 | EMA Radiology Services | 2,505 | 0 | 2,505 | Re |

► Matching Provider Revenue to Salaries

Use to check the net difference between revenue and salaries by provider.

Matching Provider Revenue To Salaries

KHA Health

For The Period Ending February 28, 2017

| Provider ID | Provider | Employee ID | Provider Revenue | Provider Payroll27 | Net |
|-------------|-------------------------|-------------|------------------|--------------------|-------------|
| | | | YTD Actual | YTD Actual | |
| D10004 | Aisenberg Robert | 0 | 42 | 1,477,431 | (1,477,389) |
| D1007 | Lord Naples Kathleen PA | 12272 | 21 | 0 | 21 |
| D1010 | Voltaire-Piou Emose PA | 11289 | 204,991 | 0 | 204,991 |
| D1039 | Kramer Melvyn MD | 13166 | 42 | 0 | 42 |
| D10528 | Champion Richard A MD | 17279 | 536,056 | 82,382 | 453,674 |
| D10540 | Falk Rodney MD | 16682 | 211,712 | 0 | 211,712 |
| D1120 | Ketty Elizabeth P CNM | 11218 | 84 | 0 | 84 |
| D1128 | Konkle Rebecca L MD | 13688 | 21 | 0 | 21 |
| D1132 | Wang Katherine K MD | 12219 | 1,890 | 0 | 1,890 |
| D1158 | Angel Andrew MD | 14710 | 2,565 | 0 | 2,565 |
| D1179 | Blazar Philip MD | 0 | 314 | 1,477,431 | (1,477,117) |
| D1186 | Macaulay Kelly M MD | 14624 | 147,473 | 47,598 | 99,875 |
| D1187 | Walsh Thomas F PA-C | 14691 | 418,543 | 0 | 418,543 |
| D1188 | Slavsky Tatiana MD | 14803 | 105 | 0 | 105 |
| D1191 | Gilbert D Scott PA | 14832 | 216,867 | 0 | 216,867 |
| D1192 | O'Donnell Brian D PA | 14628 | 172,280 | 1,842 | 170,438 |
| D12148 | Ginns Maya A NP | 16613 | 185,412 | 84,171 | 101,241 |

► ProviderComp JobCodes

Use to compare the coding in global assumptions to the information in the Payroll27 tables before creating budget plan files.

Provider Comp JobCodes

KHA Health

For The Period Ending February 28, 2017

Filtered for "MasterProvider" Template

Verify members on the ProviderList Global Assumption
Are tagged properly in the Jobcode.KHAInt Dimension

| Jobcode | Description | EMPID | EMPID Listed In ProviderList? | Jobcode.KHAInt | YTD Dollars | YTD Hours | In Provider List but NOT assigned provider | Assigned to Provider but NOT in list |
|---------|-------------------------------|-------|----------------------------------|----------------|-------------|-----------|--------------------------------------------------|--------------------------------------------|
| J00006 | Receptionist | 20820 | No | JobCode | 97,889 | 5,547 | | |
| J00021 | Director | 11064 | No | JobCode | 115,671 | 1,465 | | |
| J00031 | Clinical Technician | 20471 | No | JobCode | 128,638 | 6,492 | | |
| J00059 | Inventory Assistant | 14678 | No | JobCode | 54,245 | 3,008 | | |
| J00068 | Admin Asst/Business Ops | 21021 | No | JobCode | 327,413 | 14,170 | | |
| J00090 | Unit Clerk I | 21186 | No | JobCode | 743,919 | 50,749 | | |
| J00099 | Counselor | 14258 | No | JobCode | 49,623 | 1,172 | | |
| J00105 | Programmer/Analyst | 11558 | No | JobCode | 118,781 | 2,931 | | |
| J00110 | Dedicated Interpreter I | 16764 | No | JobCode | 45,979 | 2,175 | | |
| J00111 | Data Entry Operator/Secretary | 15742 | No | JobCode | 35,929 | 1,944 | | |
| J00156 | Manager | 10973 | No | JobCode | 69,080 | 1,465 | | |
| J00167 | Electrician | 12052 | No | JobCode | 50,280 | 1,449 | | |
| J00168 | Refrigeration/AC Mechanic | 15817 | No | JobCode | 97,023 | 3,567 | | |
| J00170 | General Mechanic | 13636 | No | JobCode | 12,747 | 1,145 | | |
| J00171 | Carpenter | 13570 | No | JobCode | 74,001 | 2,791 | | |
| J00177 | Secretary | 12516 | No | JobCode | 341 | 0 | | |
| J00191 | Staff RN | 20883 | No | JobCode | 2,672,955 | 91,138 | | |

► Reconcile GL Revenue to Provider

Use to reconcile the gross charges in the Financial data source to the gross charges in the Provider data source for both the current period as well as year-to-date.

Reconcile GL Revenue To Provider

KHA Health

For The Period Ending February 28, 2017

| Dept | Description | Financial OP | Financial Oth PT Rev | Provider Revenue | Fin vs Provider Difference | YTD | | | |
|--------|------------------------------------------|-----------------|-------------------------|---------------------|-------------------------------|-----------------|-------------------------|---------------------|-------------------------------|
| | | Financial OP | Financial Oth PT Rev | Provider Revenue | Fin vs Provider Difference | Financial OP | Financial Oth PT Rev | Provider Revenue | Fin vs Provider Difference |
| 101010 | EMA Internal Medicine (Provider Detail) | 0 | 1,596,233 | 1,596,233 | 0 | 0 | 12,869,739 | 12,869,739 | 0 |
| 101014 | EMA Urgent Care Adult | 0 | 108,762 | 90,795 | 17,967 | 0 | 900,592 | 754,914 | 145,678 |
| 101020 | EMA Internal Medicine (Provider Summary) | 0 | 1,596,233 | 258,773 | 1,337,459 | 0 | 12,869,739 | 2,748,491 | 10,121,248 |
| 101100 | EMA Pediatrics | 0 | 575,073 | 462,484 | 112,589 | 0 | 4,407,394 | 3,561,397 | 845,997 |
| 101104 | EMA Urgent Care Pediatrics | 0 | 43,895 | 39,780 | 4,115 | 0 | 443,857 | 403,630 | 40,227 |
| 101200 | EMA Ob/Gyn | 0 | 867,226 | 192,087 | 675,139 | 0 | 7,269,523 | 1,576,225 | 5,693,298 |
| 101301 | EMA Cardiology | 0 | 1,368,000 | 375,031 | 992,969 | 0 | 9,524,720 | 2,511,749 | 7,012,971 |
| 101302 | EMA Pulmonary | 0 | 72,523 | 50,973 | 21,550 | 0 | 526,769 | 336,146 | 190,623 |
| 101303 | EMA Rheumatology | 0 | 49,008 | 44,652 | 4,356 | 0 | 478,900 | 420,476 | 58,424 |
| 101304 | EMA Nephrology | 0 | 97,459 | 46,294 | 51,165 | 0 | 686,430 | 441,632 | 244,798 |
| 101305 | EMA Dermatology | 0 | 240,387 | 199,915 | 40,472 | 0 | 1,714,653 | 1,415,012 | 299,641 |
| 101306 | EMA Oncology | 0 | 3,232,553 | 355,310 | 2,877,243 | 0 | 25,648,192 | 2,787,352 | 22,860,840 |
| 101307 | EMA Genetics | 0 | 23,603 | 23,281 | 322 | 0 | 160,280 | 157,904 | 2,376 |
| 101308 | EMA Endocrinology | 0 | 268,682 | 191,951 | 76,731 | 0 | 2,037,487 | 1,439,093 | 598,394 |
| 101309 | EMA Neurology | 0 | 144,989 | 43,723 | 101,266 | 0 | 1,353,070 | 501,565 | 851,505 |

► Review Provider Data

Use to identify situations where there is revenue without matching volume in the historical data that is used for projection and budget purposes.

Review Provider Data

KHA Health
Period Ending February 28, 2017

| Dept | Description | CPT | Description | Provider | ProviderName | YTD Data Issue | CYA | | | LYA | | |
|--------|------------------------------------------|------------|--------------------------------|-----------|-------------------------|---------------------------|------------------|---------------|----------------|--------------------|-----------------|------------------|
| | | | | | | | YTD Encounter | YTD Volume | YTD Revenue | Total Encounter | Total Volume | Total Revenue |
| 101010 | EMA Internal Medicine (Provider Detail) | C99387 | Well Child, New, 12-17 Yrs Old | ZNoBudget | Zucker Charles J MD | Encounter with no Revenue | 40,769 | 0 | 0 | 59,204 | 0 | 0 |
| 101014 | EMA Urgent Care Adult | Encounters | Encounters - Office | ZNoBudget | Wilson Gary A MD | Encounter with no Revenue | 7,166 | 0 | 0 | 10,212 | 0 | 0 |
| 101020 | EMA Internal Medicine (Provider Summary) | C99387 | Well Adult/New/Over 65 Yrs Old | D14677 | Seraman Katherine MD | Encounter with no Revenue | 8,378 | 0 | 0 | 59,204 | 0 | 0 |
| 101100 | EMA Pediatrics | Encounters | Encounters - Office | ZNoBudget | Thompson Christine M MD | Encounter with no Revenue | 29,054 | 0 | 0 | 45,422 | 0 | 0 |
| 101104 | EMA Urgent Care Pediatrics | Encounters | Encounters - Office | ZNoBudget | Stanner Amy Joel MD | Encounter with no Revenue | 3,742 | 0 | 0 | 6,494 | 0 | 0 |
| 101200 | EMA Ob/Gyn | Encounters | Encounters - Office | ZNoBudget | Yadav Jyoti MD | Encounter with no Revenue | 32,364 | 0 | 0 | 45,634 | 0 | 0 |
| 101301 | EMA Cardiology | Encounters | Encounters - Office | ZNoBudget | Zorn Joseph B MD | Encounter with no Revenue | 38,512 | 0 | 0 | 60,072 | 0 | 0 |
| 101302 | EMA Pulmonary | Encounters | Encounters - Office | ZNoBudget | Schissel Scott L MD | Encounter with no Revenue | 2,140 | 0 | 0 | 2,878 | 0 | 0 |
| 101303 | EMA Rheumatology | Encounters | Encounters - Office | ZNoBudget | Sands Robert A MD | Encounter with no Revenue | 3,024 | 0 | 0 | 4,246 | 0 | 0 |
| 101304 | EMA Nephrology | Encounters | Encounters - Office | ZNoBudget | Zandi-Najed Kamriz MD | Encounter with no Revenue | 4,824 | 0 | 0 | 6,622 | 0 | 0 |
| 101305 | EMA Dermatology | Encounters | Encounters - Office | ZNoBudget | Pupo Rafael A MD | Encounter with no Revenue | 8,726 | 0 | 0 | 10,160 | 0 | 0 |
| 101306 | EMA Oncology | Encounters | Encounters - Office | ZNoBudget | Wang Hao MD | Encounter with no Revenue | 27,526 | 0 | 0 | 39,782 | 0 | 0 |
| 101307 | EMA Genetics | Encounters | Encounters - Office | DP108 | Paulek Susan P MD | Encounter with no Revenue | 574 | 0 | 0 | 766 | 0 | 0 |
| 101308 | EMA Endocrinology | Encounters | Encounters - Office | ZNoBudget | No Budget Providers | Encounter with no Revenue | 8,778 | 0 | 0 | 13,428 | 0 | 0 |
| 101309 | EMA Neurology | Encounters | Encounters - Office | ZNoBudget | Yablonski Jeffrey A MD | Encounter with no Revenue | 4,514 | 0 | 0 | 6,852 | 0 | 0 |
| 101310 | EMA Pain Program | Encounters | Encounters - Office | ZNoBudget | No Budget Providers | Encounter with no Revenue | 1,006 | 0 | 0 | 1,632 | 0 | 0 |
| 101329 | EMA Nutrition | Encounters | Encounters - Office | ZNoBudget | No Budget Providers | Encounter with no Revenue | 2,096 | 0 | 0 | 2,734 | 0 | 0 |
| 101330 | EMA Allergy | Encounters | Encounters - Office | ZNoBudget | No Budget Providers | Encounter with no Revenue | 2,556 | 0 | 0 | 3,986 | 0 | 0 |
| 101333 | EMA Gastroenterology | Encounters | Encounters - Office | ZNoBudget | Trieka Yvona M MD | Encounter with no Revenue | 6,108 | 0 | 0 | 11,368 | 0 | 0 |
| 101400 | EMA Surgical Specialties | Encounters | Encounters - Office | ZNoBudget | Williams Michael A MD | Encounter with no Revenue | 28,662 | 0 | 0 | 41,502 | 0 | 0 |
| 101401 | EMA General Surgery | Encounters | Encounters - Office | ZNoBudget | Tawa Nicholas MD | Encounter with no Revenue | 23,816 | 0 | 0 | 34,512 | 0 | 0 |
| 101408 | EMA Ophthalmology | Encounters | Encounters - Office | ZNoBudget | Wong Susan MD | Encounter with no Revenue | 30,850 | 0 | 0 | 46,956 | 0 | 0 |
| 101710 | EMA BH | Encounters | Encounters - Office | ZNoBudget | Rabe Edward F MD | Encounter with no Revenue | 14,672 | 0 | 0 | 21,154 | 0 | 0 |
| 101710 | EMA Rehab Services | Encounters | Encounters - Office | ZNoBudget | No Budget Providers | Encounter with no Revenue | 40,022 | 0 | 0 | 46,946 | 0 | 0 |
| Total | | | | | | | 369,879 | 0 | 0 | 581,776 | 0 | 0 |

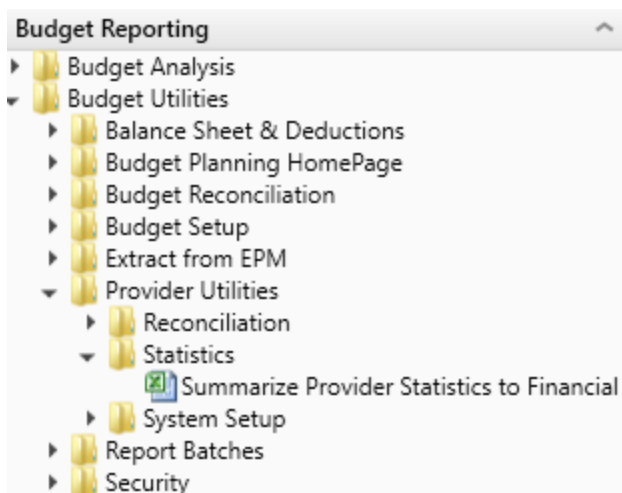
Provider Statistics utilities

These reports are designed to reconcile data to support physician analysis.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Provider Utilities\Statistics**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Provider Utilities > Statistics**.



► Summarize Provider Statistics to Financial

Use this save-to-database report to summarize provider data into monthly statistics to be used in Financial data tables and reports.

Summarize Provider Statistics To Financial

KHA Health

Summarization of CPT Data to Financial Statistics

Provider Table>> ACT_PROV_2017
Financial Table>> ACT2017
DataType>> Volume

1) Acct Number is determined by the selected grouping column in the CPT Dimension table

2) Run report single pass or multi pass to Post from the Provider table to the Financial table

| CPT | Description | GLEncAcct | Dept | July | August | September | October | November | December | January |
|--------------|--------------------------------------|-----------|--------|-------|--------|-----------|---------|----------|----------|---------|
| PROF_HOSP | Professional Svcs-Hospital | 382 | 101010 | 0 | 0 | 0 | 0 | 0 | 1 | (1) |
| PROF_HOSP | Professional Svcs-Hospital | 382 | 101014 | 0 | 0 | 4 | (1) | 0 | 0 | 0 |
| PROF_HOSP | Professional Svcs-Hospital | 382 | 101200 | 1 | 0 | 2 | 0 | 0 | 1 | 2 |
| PROF_HOSP | Professional Svcs-Hospital | 382 | 101301 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| PROF_HOSP | Professional Svcs-Hospital | 382 | 101400 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| PROF_OFC_Est | Professional Svcs-Office-Est Patient | 381 | 101010 | 4,094 | 3,993 | 4,816 | 4,230 | 4,362 | 4,483 | 4,561 |
| PROF_OFC_Est | Professional Svcs-Office-Est Patient | 381 | 101014 | 506 | 475 | 400 | 407 | 372 | 424 | 381 |
| PROF_OFC_Est | Professional Svcs-Office-Est Patient | 381 | 101020 | 894 | 1,054 | 1,068 | 970 | 1,000 | 1,102 | 1,188 |
| PROF_OFC_Est | Professional Svcs-Office-Est Patient | 381 | 101100 | 1,654 | 1,526 | 1,798 | 1,593 | 1,608 | 1,646 | 1,552 |
| PROF_OFC_Est | Professional Svcs-Office-Est Patient | 381 | 101104 | 274 | 278 | 247 | 213 | 217 | 273 | 170 |
| PROF_OFC_Est | Professional Svcs-Office-Est Patient | 381 | 101200 | 563 | 461 | 621 | 566 | 546 | 551 | 481 |
| PROF_OFC_Est | Professional Svcs-Office-Est Patient | 381 | 101301 | 448 | 408 | 470 | 435 | 440 | 538 | 444 |
| PROF_OFC_Est | Professional Svcs-Office-Est Patient | 381 | 101302 | 33 | 63 | 65 | 67 | 70 | 101 | 76 |
| PROF_OFC_Est | Professional Svcs-Office-Est Patient | 381 | 101303 | 134 | 118 | 165 | 146 | 136 | 142 | 147 |
| PROF_OFC_Est | Professional Svcs-Office-Est Patient | 381 | 101304 | 228 | 177 | 253 | 224 | 193 | 264 | 220 |
| PROF_OFC_Est | Professional Svcs-Office-Est Patient | 381 | 101305 | 350 | 288 | 344 | 378 | 309 | 207 | 319 |
| PROF_OFC_Est | Professional Svcs-Office-Est Patient | 381 | 101306 | 773 | 737 | 991 | 916 | 900 | 1,000 | 784 |
| PROF_OFC_Est | Professional Svcs-Office-Est Patient | 381 | 101307 | 4 | 6 | 6 | 2 | 6 | 4 | 6 |
| PROF_OFC_Est | Professional Svcs-Office-Est Patient | 381 | 101308 | 337 | 291 | 362 | 319 | 344 | 378 | 359 |
| PROF_OFC_Est | Professional Svcs-Office-Est Patient | 381 | 101309 | 99 | 96 | 111 | 101 | 127 | 116 | 151 |

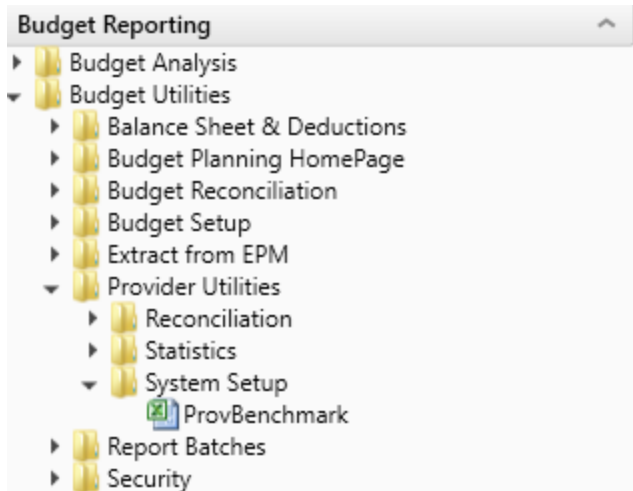
Provider System Setup utilities

This report is designed to reconcile data to support physician analysis.

► Accessing these utilities

The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Provider Utilities\System Setup**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Provider Utilities > System Setup**.



► ProvBenchmark

This table may be used for reports to compare provider compensation to benchmarks.

| Provider Benchmark | | | | | | | | | | | | |
|--------------------|--------------------------------|--------|--------|-------------|-------------|-------------|-------------|--------|--------|--------|--------|--------|
| Code | Specialty | Amount | Median | PctFile25th | PctFile60th | PctFile75th | PctFile90th | C99211 | C99212 | C99213 | C99214 | C99215 |
| Card | Cardiology: Inv-Interventional | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| Card_Inv | Cardiology: Invasive | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| Card_Non | Cardiology: Noninvasive | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| ClinPharm | Clinical Pharmacy | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| Cons | Consolidated | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| Derm | Dermatology | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| Endo | Endocrinology/Metabolism | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| ENT | Otorhinolaryngology (ENT) | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| Fprac | Family Practice (w/o OB) | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| GynOnc | Gyn/Oncologist | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| Hosp | Internal Medicine: Hospitalist | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| Intens | Intensivist | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| IM | Internal Medicine: General | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| NNP | MLP-Neonatal Nurse Pract | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| NP | MLP-Nurse Practitioner | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| PA | MLP-Physician Assistant | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| New | New Provider | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |
| OBG | OB/GYN: General | \$0.00 | 0 | 0 | 0 | 0 | 0 | 0% | 0% | 0% | 0% | 0% |

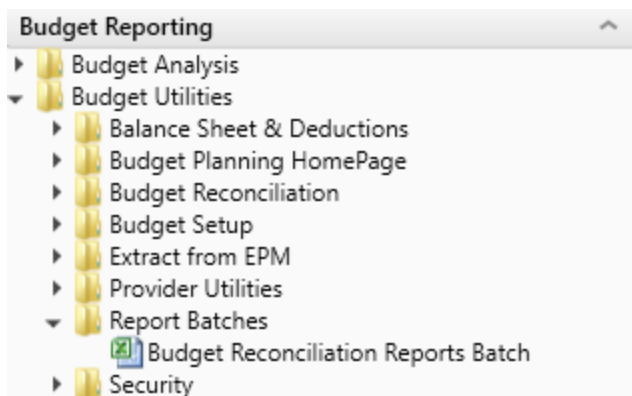
Report Batch utilities

These utilities are designed for budget reconciliation to the database.

► Accessing these reports

The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Report Batches**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Report Batches**.



► Budget Reconciliation Reports Batch

Use to run multiple budget reconciliation reports for distribution.

BATCH CONTROL SHEET

| File Path | Enabled | Process Multipass | Multipass Source Column | Multipass Data Filter |
|----------------------------------------------------------------------------------------------------------------|---------|-------------------|-------------------------|-----------------------|
| \Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Budget Workbook Reconciliation.xlsx | On | On | Dept.BudgetGroup | |
| \Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Payroll12 Hours Reconciliation.xlsx | On | On | Dept.BudgetGroup | |
| \Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Payroll12 Negative Hours.xlsx | On | On | Dept.BudgetGroup | |
| \Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Reconcile Payroll12 to Financial-Dollars.xlsx | On | On | Dept.BudgetGroup | |
| \Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Reconcile Payroll12 to Financial-Hours.xlsx | On | On | Dept.BudgetGroup | |
| \Axiom\Reports Library\Budgeting Utilities\Budget Reconciliation\Reconcile Payroll12 to Financial-FICA.xlsx | On | On | Dept.BudgetGroup | |

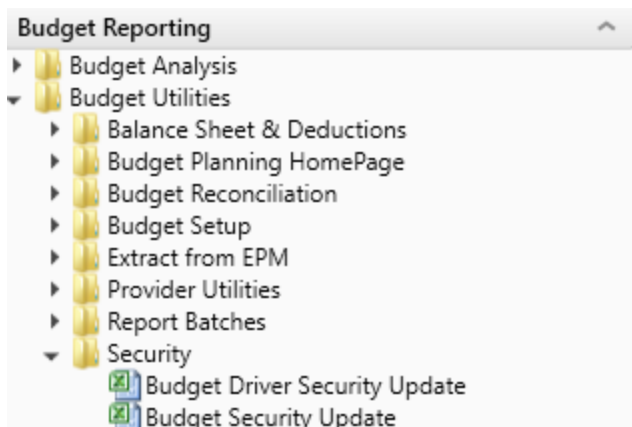
Security utilities

These reports are designed for budget balance sheet calculation and deductions modeling to post the results to the database.

► Accessing these utilities

The utilities listed in this section are located in **\Axiom\Reports Library\Budgeting Utilities\Security**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Budget Reporting** section, click **Budget Utilities > Security**.



► Budget Driver Security Update

Use to update the Driver security settings and filters for Admin users who have access to update driver files.

Budget Driver Security Setup

* Note: This utility configures Budget Admin Role users to Driver Budget Groups.

| Input | Input | Input | Input | Input | Select | Select | Select | Select | Select | Select | Select | Select | |
|-------------|--------------------------------------|-----------|----------|--------------|-----------------------------------------------------------------|------------------------|------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| LoginName | PrincipalID | FirstName | LastName | EmailAddress | Member of Global Driver Mgmt | General Budget Drivers | Admin Provider Drivers | Filtered Budget Group 1 | Filtered Budget Group 2 | Filtered Budget Group 3 | Filtered Budget Group 4 | Filtered Budget Group 5 | Filtered Budget Group 6 |
| Update | << Update Database on SAVE? | | | | Select [Process File] in the File Processing task pane to Save. | | | | | | | | |
| BP_NextYear | << Select Budget Filegroup to Update | | | | BUDGET2019 | | | | | | | | |
| No Save | admin | 1 | Admin | Admin | admin@axiomcpm.com | FALSE | No | No | | | | | |
| No Save | bpadmin | 2 | bp | admin | nella@kaufmanhall.com | FALSE | No | No | | | | | |

► Budget Security Update

Use to update security settings and filters for all users.

Budget/Mgmt Reporting Security Update v1.4

* Note: This utility only adds users to systems & roles. If you need to REMOVE a user from a system or role, You must use the Security Manager. Not this utility

| Input | Input | Input | Input | Input | Select | Only Axiom Prompt | Not this utility | Select | | | |
|--------------------|-----------------------------|-----------|----------|--------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|-----------------|-----------|---------|------------------------|
| LoginName | PrincipalID | FirstName | LastName | EmailAddress | AuthenticationType | Password | IsSyncEnabled | UserLicenseType | IsEnabled | IsAdmin | Budget Planning System |
| NO | << Update Database on SAVE? | | | | Select [SAVE] to post update the Security -or- [Process File] in the Task Pane (if you are a System Administrator) | | | | | | |
| EXISTING EPM USERS | | | | | Green [Save] indicates a change was detected and user will be updated. Detected changes are highlighted in Pink further to right | | | | | | |
| [Save] | admin | 1 | Admin | Admin | admin@axiomcpm.com | Axiom Prompt | TRUE | AxiomStaff | TRUE | TRUE | TRUE |
| | bpadmin | 2 | bp | admin | nella@kaufmanhall.com | Windows User | TRUE | Standard | TRUE | FALSE | TRUE |
| New EPM USERS | | | | | * Highlighted new users are existing users above. These highlighted users will NOT be saved to security and should be removed | | | | | | |
| | | 0 | | | | | TRUE | Standard | TRUE | FALSE | FALSE |
| | | 0 | | | | | TRUE | Standard | TRUE | FALSE | FALSE |
| | | 0 | | | | | TRUE | Standard | TRUE | FALSE | FALSE |
| | | 0 | | | | | TRUE | Standard | TRUE | FALSE | FALSE |
| | | 0 | | | | | TRUE | Standard | TRUE | FALSE | FALSE |
| | | 0 | | | | | TRUE | Standard | TRUE | FALSE | FALSE |
| | | 0 | | | | | TRUE | Standard | TRUE | FALSE | FALSE |
| | | 0 | | | | | TRUE | Standard | TRUE | FALSE | FALSE |
| | | 0 | | | | | TRUE | Standard | TRUE | FALSE | FALSE |
| | | 0 | | | | | TRUE | Standard | TRUE | FALSE | FALSE |
| | | 0 | | | | | TRUE | Standard | TRUE | FALSE | FALSE |

Financial reports

Axiom Budgeting 2021.3 comes with a variety of standard financial reports, organized within the following folders and subfolders.

TIP: In some reports, you can drill down to specific data to view how the values were calculated. For more information, see [Drilling data: Using Drill Down](#).

► Financial Analysis reports

The following reports allow you to view general budget data. For examples of these reports, see [Analysis reports](#).

| Report | Description |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Account Analysis | Use to analyze the current month- and year-to-date variances for an individual account by department. |
| Current Year Actual (CYA) Per Unit Analysis | Use to analyze year-to-date (current) per-unit amounts for Patient Revenue, Salaries, Supplies, and Other Expenses compared to current-year budget (Budget). |
| Expense Summary by Department | Use to analyze expense variances by department. |
| Key Dept Ratios | Use to analyze current month and year-to-date salary variances for an individual department. The salary variance is broken into categories for Price, Volume, and Efficiency. A summary section is also provided to show the components of the total variance. |
| Labor Price, Volume, & Efficiency Variances | Use to quickly analyze salaries to determine if the variances are related to rate or volume. |
| Labor Summary by Department | Use to analyze labor variances by department. |
| MultiYear Statistic Review | Use to show key and non-key statistical accounts for the current-year actual and budget, prior year, and two years ago. You can run this report for a single department or combined for multiple departments. It is often used to confirm that the statistical basis across different years is consistent. |
| Threshold Analysis | Use to analyze current month values compared to the average of the previous three months. You can enter a dollar threshold. After the report is populated, you can change the view to only show the departments that exceed the threshold. The purpose of this report is to show unusual activity or possible missing entries in the current month. |

► Financial Statement reports

The following reports are designed for month-end financial analysis. For examples of these reports, see [Running Financial Statement reports](#).

| Report | Description |
|-----------------------------|------------------------------------------------------------------------------------------------|
| Balance Sheet | Use to review and analyze the Balance Sheet values by FSDetail category across multiple years. |
| Balance Sheet and Cash Flow | Use to review and analyze the Balance Sheet and Cash Flow across multiple years. |

| Report | Description |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Balance Sheet By Entity | Use to show by entity for one fiscal year across the balance sheet categories in FSDetail. You can update the report to run for any fiscal year in the database. |
| Balance Sheet Detail | Use to show the detail accounts within each balance sheet category of FSDetail, showing last-year actual and current-year actual. |
| Forecast Income Summary | Use to show the Current Year Forecast by FSDetail category compared to Current Year Budget and Current Year Annualized. |
| Forecast Scenario Comparison | Use to show the Current Year To Date, Current Year Annualized compared to the Current Year Forecast and Alternate Forecast. |
| Income Statement By Entity | Use to show the Income Statement categories by entity for the current fiscal year. |
| Income Statement Detail | Use to show the detail accounts within each income statement category of FSDetail showing current-year detail and last-year actual. |
| Income Statement Multi-Year | Use to review the Income Statement totals by FSDetail category across multiple fiscal years. |
| Income Statement Projection | Use to review the Income Statement totals by FSDetail category by month. For the remaining months of the year, it projects using the current-year budget or current-year forecast, which you can then compare to the annual budget. |
| Income Statement Summary | Use to review the Income Statement totals by FSDetail category for the current period and year-to-date compared to budget and prior year. |
| Income Statement Summary-12 Month | Use to view the Income Statement totals by FSDetail category, by month. You can also update the report to process for any fiscal year in the database. |
| Income Statement Summary-Drill | Use to view review the Income Statement totals by FSDetail category for the current period and year-to-date actual compared to budget and prior year. You can drill down to the detail transactions for revenue, expense, payroll data, or show a trend for each category. |
| Provider Income Statement Summary | Use to show the Income Statement totals by FSProvider category for the current period and year-to-date compared to budget and prior year. |

► Payroll reports

The following reports are designed for bi-weekly payroll analysis. For examples of these reports, see [Payroll reports](#).

| Report | Description |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Employee Roster | Use to show employee-related information for a single department by job code. This information is used for budget-labor budgets. |
| Employee Roster – Position Control | Use to show employee-related information by job code and by employee. |
| Labor Distribution | Use to show bi-weekly paid hours and dollars by job code, employee, and pay category for a single pay period. |
| Labor Distribution Detail | Use to show hours and dollars by a department, by job code for multiple pay period, and by category of pay. |
| Overtime Alert | Use to show highlights of overtime trends by pay period and department. |
| Overtime Analysis | Use to show overtime FTE-related hours by department trended for multiple pay periods. This report is normally processed by VP or Director. |

► Provider Analysis reports (optional feature)

The following reports are designed for physician analysis.

NOTE: You can also find these same reports in the **Budget Reporting section > Provider Budget > Analysis**.

For a description of each report, see [Provider Budget reports](#).

► Report Packages

The following reports are designed for month-end or payroll electronic reporting.

Executive

For examples of these reports, see .

| Report | Description |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Variance Rollup | Use to show the current month and year-to-date Actual, Flexible, or Fixed Budget and Prior Year values by category in detail. This report can be processed at a rolled-up level by Entity, VP, Director, and so on. You can use any grouping column in dimensions for summarization. |
| Budget Variance Summary | Use to show the expense, cost-per-unit of service, and hours-per-unit of service variances for each department. This report is typically run by VP to give them a summary of the departments that have variances for the current month. |
| Cover_Executive | Use as the cover page for monthly Executive report package. You can customize this report to meet your reporting needs. |
| Dept Variance Rollup | Use to show department variances over a chosen threshold by category for revenue and expenses for the current period and year-to-date. This report also contains a monthly variance output and projection for the rest of the fiscal year. |
| Executive Monthly Package | Use to speed up report processing and distribution by running all of the individual executive reports and including them in one report package. |
| Pay Summary by Department | Use to show bi-weekly paid hours by department, by payroll summary category trended over multiple pay periods. This report is normally processed by VP but can also be processed by Director, Division, and so on. |
| Statistic Variance Summary | Use to show key statistics by department for the past four months to show statistical trends and variances. |
| Top 10 Variances | Use to show top and bottom ten department variances for salaries, supplies, and other expenses. |
| Variance Overview | Use to show monthly variances by department, by account that exceed the thresholds set by the system administrator. |

Manager

For examples of these reports, see.

| Report | Description |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AP Distribution Report (optional feature) | Use to show the monthly Accounts Payable (AP) detail by general ledger account by vendor, check number, and check date. |
| AR Distribution Report (optional feature) | Use to show the monthly Accrued Receipts (PO Received Not Invoiced) detail by vendor, PO Number, line item description, and receipt date subtotaled by general ledger account. |
| Budget Variance By Department | Use to show the current month and year-to-date actual, which are then compared to the Flexible or Fixed Budget as well as Prior Year values by category and in detail. |
| Cover_Manager | Use to generate a cover page for monthly Manager report package. You can customize this report to meet your reporting needs. |
| Dept Monthly Package | Use to run all of the individual manager reports and distribute them in one report package |
| GL Distribution Report (optional feature) | Use to show the monthly journal entry detail for each general ledger account. |
| MM Distribution Report (optional feature) | Use to show the monthly materials management issues, including the location of issue, unit of issue, unit price, quantity, and the amount subtotaled by general ledger account. |
| Pay By Employee ID | Use to show the biweekly paid hours by employee, by payroll summary category trended over multiple pay periods. |
| Pay By JobCode | Use to show the biweekly paid hours by job code, by payroll summary category trended over multiple pay periods. |
| RU Report (optional feature) | Use to show the current month and year-to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization. |
| RU Report_Budget (optional feature) | Use to show the current-month actual, budget, and year-to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization. |
| Scorecard | Use to show financial and ratio indicators for the chosen department compared to budget and trend. |

| Report | Description |
|----------------|---------------------------------------------------------------------|
| Variance Alert | Use to show accounts that exceed variance thresholds for the month. |

Package Utilities

For examples of these reports, see [Report Packages - Utilities](#).

| Report | Description |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monthly All in One VP Package | Use to automatically build a report packaging batch using the database and dimensions. You may build a batch to distribute reports based on a single dimension grouping by another dimension grouping (For example, Dept by VP, Manager by Director, etc.). |
| Monthly Manager Package | Use to package and email monthly reporting packages to managers. Each column in the report represents a recipient, with the reports listed under each person as the reports they receive in their monthly package. |
| Monthly VP Package | Use to package and email monthly reporting packages to VPs. Each column in the report represents a recipient, with the reports listed under each person as the reports they receive in their monthly package. |

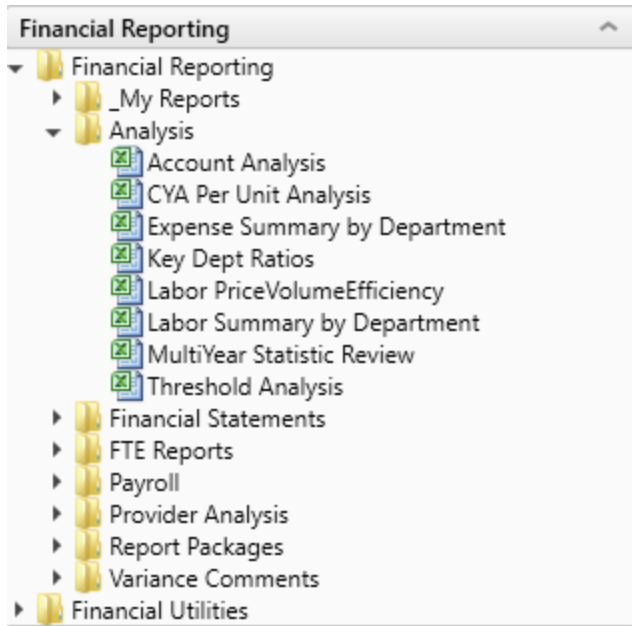
Analysis reports

These reports are designed for designed for month-end close analysis.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Analysis**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Analysis**.



► Account Analysis

Use to analyze the current month- and year-to-date variances for an individual account by department.

Account Analysis

KHA Health

For The Period Ending February 28, 2017

60100- Salaries - Regular

| Dept | Description | Current Period | | | | Year To Date | | | |
|-------|--------------------------------------|----------------|----------------|----------|-----------|--------------|------------|-----------|----------|
| | | Current Actual | Current Budget | Variance | Var % | YTD Actual | YTD Budget | Variance | Var % |
| 17840 | EHS Sports Medicine | 15,899 | 15,648 | (251) | (1.6%) | 127,487 | 126,225 | (1,262) | (1.0%) |
| 17880 | EPG Phys Clinic-North | 35,395 | 33,636 | (1,759) | (5.0%) | 290,993 | 271,322 | (19,671) | (6.8%) |
| 17885 | EPG Phys Clinic-East | 38,636 | 52,232 | 13,596 | 35.2% | 301,912 | 421,340 | 119,428 | 39.6% |
| 17891 | EPG Phys Clinic-South | 140,988 | 88,305 | (52,683) | (37.4%) | 841,090 | 712,329 | (128,761) | (15.3%) |
| 17895 | EPG Phys Clinic-West | (165) | 14,794 | 14,959 | (9067.7%) | (21,328) | 119,342 | 140,670 | (659.6%) |
| 19000 | EHS Administration | 178,403 | 497,404 | 319,001 | 178.8% | 1,497,924 | 2,754,089 | 1,256,165 | 83.9% |
| 19060 | EHS Corporate Communications | 27,721 | 31,578 | 3,857 | 13.9% | 209,220 | 254,725 | 45,505 | 21.7% |
| 19080 | EHS Teleservices | 21,408 | 18,731 | (2,677) | (12.5%) | 153,810 | 151,090 | (2,720) | (1.8%) |
| 19100 | EHS Accounting Operations (Employee) | 28,832 | 27,405 | (1,427) | (5.0%) | 216,724 | 221,065 | 4,341 | 2.0% |
| 19105 | EHS Payroll | 9,319 | 9,551 | 232 | 2.5% | 73,919 | 77,038 | 3,119 | 4.2% |
| 19110 | EHS Administrative Finance | 13,298 | 13,373 | 75 | 0.6% | 110,105 | 107,879 | (2,226) | (2.0%) |
| 19150 | EHS Information Services | 59,190 | 91,506 | 32,316 | 54.6% | 744,147 | 738,149 | (5,998) | (0.8%) |
| 19160 | EHS Audit Services | 1,903 | 4,660 | 2,757 | 144.9% | 33,567 | 37,588 | 4,021 | 12.0% |
| 19170 | EHS Medical Information Network | 92,733 | 45,366 | (47,367) | (51.1%) | 434,894 | 365,948 | (68,946) | (15.9%) |

► Current Year Actual (CYA) Per Unit Analysis

Use to analyze year-to-date (current) per-unit amounts for Patient Revenue, Salaries, Supplies, and Other Expenses compared to current-year budget (Budget).

CYA Per Unit Analysis

PKG

For The Period Ending December 31, 2016

| Dept | Description | KeyStat | Patient Revenue | | | Salaries | | | Supplies | |
|-------|------------------------------------|---------------|---------------------|---------------------|------------|---------------------|---------------------|------------|---------------------|---------------------|
| | | | Year to Date Actual | Year to Date Budget | % Variance | Year to Date Actual | Year to Date Budget | % Variance | Year to Date Actual | Year to Date Budget |
| 17840 | EHS Sports Medicine | Calendar Days | 0.00 | 0.00 | 0.00% | 663.02 | 0.00 | 0.00% | 8.51 | 0.00 |
| 17870 | EHS *** Bldg-Med Office/East Hplex | Calendar Days | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% | 0.10 | 0.00 |
| 17879 | EPG Clinic Administration | Calendar Days | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| 17880 | EPG Phys Clinic-North | Calendar Days | 1,075.99 | 0.00 | 100.00% | 327.30 | 0.00 | 0.00% | 195.26 | 0.00 |
| 17881 | EPG Phys Clinic-Occ Hlth East | Calendar Days | 1,476.28 | 0.00 | 100.00% | 646.18 | 0.00 | 0.00% | 0.00 | 0.00 |
| 17883 | EPG Phys Clinic-Occ Hlth Midtown | Calendar Days | 584.60 | 0.00 | 100.00% | 392.99 | 0.00 | 0.00% | 5.42 | 0.00 |
| 17885 | EPG Phys Clinic-East | Calendar Days | 2,129.26 | 0.00 | 100.00% | 1,326.93 | 0.00 | 0.00% | 213.22 | 0.00 |
| 17886 | EPG Phys Clinic-Occ Hlth/West | Calendar Days | 0.00 | 0.00 | 0.00% | 64.24 | 0.00 | 0.00% | 0.54 | 0.00 |
| 17891 | EPG Phys Clinic-South | Calendar Days | 5,596.57 | 0.00 | 100.00% | 2,893.70 | 0.00 | 0.00% | 0.24 | 0.00 |
| 17894 | EPG Phys Clinic-Uptown | Calendar Days | 1,310.02 | 0.00 | 100.00% | 566.21 | 0.00 | 0.00% | 0.00 | 0.00 |
| 17895 | EPG Phys Clinic-West | Calendar Days | 136.24 | 0.00 | 100.00% | (113.54) | 0.00 | 0.00% | 0.00 | 0.00 |
| 17896 | EPG Phys Clinic-Peds Afterhour | Calendar Days | 2,883.54 | 0.00 | 100.00% | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| 18560 | EHS Rental | Calendar Days | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| 18900 | EHS Parking Lot | Calendar Days | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| 18960 | EHS Bldg-North | Calendar Days | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| 18970 | EHS Bldg-Midtown | Calendar Days | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |

Expense Summary by Department

Use to analyze expense variances by department.

Expense Summary By Department for Total Expenses

PKG

Period Ending December 31, 2016

| | | | | | | FILTERED TOTALS ==> | | 35,138,486 | | 18,883,990 | |
|------------|---------------|---------------|--------|------------|----------------------------------|---------------------|------|------------------|----------------|------------|--|
| | | | | | | Total \$ | | Units of Service | | | |
| VP | Director | Manager | Entity | Department | Department Name | UOS | FLAG | ACTUAL Dollars | BUDGET Dollars | ACTUAL UOS | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17879 | EPG Clinic Administration | Calendar Days | R | 15,000 | 0 | 31 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17880 | EPG Phys Clinic-North | Calendar Days | R | 48,094 | 0 | 31 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17881 | EPG Phys Clinic-Occ Hlth East | Calendar Days | R | 72,260 | 0 | 31 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17883 | EPG Phys Clinic-Occ Hlth Midtown | Calendar Days | R | (4,627) | 0 | 31 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17885 | EPG Phys Clinic-East | Calendar Days | R | 103,099 | 0 | 31 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17886 | EPG Phys Clinic-Occ Hlth/West | Calendar Days | R | 28,650 | 0 | 31 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17891 | EPG Phys Clinic-South | Calendar Days | R | 181,261 | 0 | 31 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17894 | EPG Phys Clinic-Uptown | Calendar Days | R | 67,397 | 0 | 31 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17895 | EPG Phys Clinic-West | Calendar Days | R | (18,684) | 0 | 31 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17896 | EPG Phys Clinic-Peds Afterhour | Calendar Days | R | 90,752 | 0 | 31 | |
| Dr Johnson | Beth Crawford | Beth Crawford | 1 | 19185 | EHS Corporate Health Services | Calendar Days | R | 22,301 | 0 | 31 | |
| Dr Johnson | Dr Johnson | Dr Johnson | 2 | 27050 | EMC Hospitalist Program | Calendar Days | R | 71,559 | 0 | 31 | |
| Dr Johnson | Elsie East | Elsie East | 2 | 27760 | EMC Rural Health Clinic-SW | Calendar Days | R | 19 | 0 | 31 | |
| Dr Johnson | Elsie East | Elsie East | 2 | 27875 | EMC Rural Health Clinic-West | Calendar Days | R | 68 | 0 | 31 | |
| Dr Johnson | Elsie East | Elsie East | 2 | 27897 | EMC Seniors Clinic-Tracepoint | Calendar Days | R | 14,980 | 0 | 31 | |
| Dr Johnson | Beth Crawford | Beth Crawford | 2 | 28430 | EMC EAP | Calendar Days | R | 3,616 | 0 | 31 | |
| Dr Johnson | Ronny Evans | Ronny Evans | 2 | 29030 | EMC Medical Staff Services | Calendar Days | R | 104,545 | 0 | 31 | |

Key Dept Ratios

Use to analyze current month and year-to-date salary variances for an individual department. The salary variance is broken into categories for Price, Volume, and Efficiency. A summary section is also provided to show the components of the total variance.

Key Dept Ratios

PKG

For The Period Ending December 31, 2016

17879 - EPG Clinic Administration

| | | December | | | | Year-To-Date | |
|------------------------------------------------|---------|----------------|----------------|------------------------------|----------------|--------------|------------|
| | | Current Actual | Current Budget | Increase/(Decrease) Variance | Var % | YTD Actual | YTD Budget |
| Statistics & Hours | | | | | | | |
| Primary Statistics : | | | | | | | |
| 300 Calendar Days | KeyStat | 31 | 0 | 31 | 100.0% | 184 | 0 |
| 800100 New Initiative -Key Inpatient Statistic | KeyStat | 0 | 0 | 0 | 0.0% | 2 | 0 |
| Total Key Statistics | | 31 | 0 | 31 | 100.00% | 186 | 0 |
| Hours: | | | | | | | |
| Key Ratios | | | | | | | |
| Dollars per unit | | | | | | | |
| Other Expense per Unit | | \$483.87 | \$0.00 | (\$483.87) | 0.0% | \$920.57 | \$0.00 |
| Total Expense per Unit | | 484 | 0 | (484) | 0.00% | 921 | 0 |
| Gross Profit per Unit | | (484) | 0 | (484) | 0.0% | (921) | 0 |
| Variance Analysis | | | | | | | |
| Revenue Variance due to Volume | | | | \$0 | 0.0% | | |
| Revenue Variance due to Rate | | | | \$0 | 0.0% | | |
| Total Revenue Variance over/(under) | | | | 0 | 0.00% | | |

► Labor Price, Volume, and Efficiency Variances

Use to quickly analyze salaries to determine if the variances are related to rate or volume.

Price, Volume & Efficiency Variances

KHA Health

For The Period Ending February 28, 2018

17880- EPG Phys Clinic-North

| | | February | | | | Year-to-Date | | | | |
|-----------------------------------------------|--|------------------|---------|--------------|-------|--------------|------------------|---------|---------------|-------|
| | | Actual | Budget | Variance | Var % | Last Year | Actual | Budget | Variance | Var % |
| Key Categories: | | | | | | | | | | |
| Units of Service | | 28 | 28 | 0 | 0.0% | 28 | 243 | 243 | 0 | 0.0% |
| Hours | | 166 | 182 | 16 | 0 | 343 | 1,394 | 1,477 | 83 | 0 |
| Salaries | | 9,765 | 13,115 | 3,350 | 25.5% | 21,198 | 82,750 | 103,804 | 21,054 | 20.3% |
| Salary Variance Explanation: | | | | | | | | | | |
| Price Variance: | | | | | | | | | | |
| 1. Wage Rate Variance | | Actual | Budget | Variance | | | Actual | Budget | Variance | |
| 2. Actual Paid Hours | | \$58.93 | \$72.00 | \$13.07 | | | \$59.35 | \$70.27 | \$10.92 | |
| 3. Price Variance: | | 166 | | | | | 1,394 | | | |
| | | Favorable | | 2,166 | | | Favorable | | 15,222 | |
| Volume Variance: | | | | | | | | | | |
| 1. Units of Service Variance | | 28 | 28 | 0 | | | 243 | 243 | 0 | |
| 2. Budgeted Paid Hrs per UOS | | | 6.5 | | | | | 6.1 | | |
| 3. Labor Hours Variance due to Volume | | | | 0 | | | | | 0 | |
| 4. Budgeted Wage Rate per Hour | | | \$72.00 | | | | | \$70.27 | | |
| 5. Volume Variance | | Favorable | | 0 | | | Favorable | | 0 | |
| Efficiency Variance: | | | | | | | | | | |
| 1. Labor Hours per UOS Variance | | 5.92 | 6.51 | 0.59 | | | 5.74 | 6.08 | 0.34 | |
| 2. Actual Units of Service | | 28 | | | | | 243 | | | |
| 3. Labor Hours Variance not related to volume | | | 16 | | | | | 83 | | |
| 4. Budgeted Price Variance | | | \$72.00 | | | | | \$70.27 | | |
| 5. Efficiency Variance | | Favorable | | 1,183 | | | Favorable | | 5,833 | |
| Summary Variances: | | | | | | | | | | |
| Price | | Favorable | | 2,166 | | | Favorable | | 15,222 | |
| Volume | | Favorable | | 0 | | | Favorable | | 0 | |
| Efficiency | | Favorable | | 1,183 | | | Favorable | | 5,833 | |
| Total Wage Variance | | Favorable | | 3,350 | | | Favorable | | 21,054 | |

► Labor Summary by Department

Use to analyze labor variances by department.

Labor Analysis by Department

PKG

Period Ending August 31, 2016

| VP | Director | Manager | Entity | Department | Department Name | UOS | FLAG | Units of Service | | FTEs | |
|--------------|-----------------|-----------------|--------|------------|------------------------------------|---------------|------|-------------------|-------------------|-------------|--|
| | | | | | | | | ACTUAL Statistics | BUDGET Statistics | ACTUAL FTEs | |
| Tom Gilbert | Tom Gilbert | Susie Gentry | 1 | 10000 | EHS Balance Sheet | 0 | | 31 | 31 | 0.00 | |
| rdebruyn | Patrick Herbert | Patrick Herbert | 1 | 17840 | EHS Sports Medicine | Calendar Days | Ⓡ | 31 | 31 | 7.33 | |
| Howard Burns | Carl Johnson | Pete Augusta | 1 | 17870 | EHS *** Bldg-Med Office/East Hplex | Calendar Days | | 31 | 31 | 0.00 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17879 | EPG Clinic Administration | Calendar Days | | 31 | 31 | 0.00 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17880 | EPG Phys Clinic-North | Calendar Days | Ⓡ | 31 | 31 | 2.00 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17881 | EPG Phys Clinic-Occ Hlth East | Calendar Days | Ⓡ | 31 | 31 | 1.22 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17883 | EPG Phys Clinic-Occ Hlth Midtown | Calendar Days | Ⓡ | 31 | 31 | 3.07 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17885 | EPG Phys Clinic-East | Calendar Days | Ⓡ | 31 | 31 | 2.00 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17886 | EPG Phys Clinic-Occ Hlth/West | Calendar Days | Ⓡ | 31 | 31 | 0.00 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17891 | EPG Phys Clinic-South | Calendar Days | Ⓡ | 31 | 31 | 3.01 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17894 | EPG Phys Clinic-Uptown | Calendar Days | Ⓡ | 31 | 31 | 1.00 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17895 | EPG Phys Clinic-West | Calendar Days | Ⓡ | 31 | 31 | 2.00 | |
| Dr Johnson | Elsie East | Elsie East | 3 | 17896 | EPG Phys Clinic-Peds Afterhour | Calendar Days | | 31 | 31 | 0.00 | |

► MultiYear Statistic Review

Use to show key and non-key statistical accounts for the current-year actual and budget, prior year, and two years ago. You can run this report for a single department or combined for multiple departments. It is often used to confirm that the statistical basis across different years is consistent.

Multi Year Statistic Review

PKG

| Acct | Description | FSDetail | July | August | September | October | November | December | January | February |
|----------------------|------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Two Years Ago Actual | | | | | | | | | | |
| 70 | Calendar Days | M_BmarkAdjD | 341 | 341 | 330 | 341 | 330 | 124 | 124 | 58 |
| 100 | Patient Days | S_KeyIP | 10,816 | 10,550 | 10,777 | 10,656 | 10,804 | 9,995 | 11,115 | 10,707 |
| 101 | Admissions | S_OthStat | 1,985 | 1,928 | 1,978 | 1,948 | 1,983 | 1,838 | 2,051 | 1,968 |
| 102 | Discharges | S_OthStat | 1,985 | 1,928 | 1,978 | 1,948 | 1,983 | 1,838 | 2,051 | 1,968 |
| 105 | Nursery Days | S_KeyIP | 644 | 602 | 639 | 722 | 573 | 632 | 646 | 596 |
| 106 | Deliveries | S_KeyIP | 101 | 86 | 98 | 110 | 92 | 88 | 104 | 87 |
| 110 | OP Procedures | S_KeyOP | 118,250 | 119,421 | 117,340 | 104,106 | 121,669 | 114,439 | 108,059 | 110,986 |
| 111 | IP Units | S_KeyIP | 14,335 | 15,825 | 15,131 | 15,778 | 16,280 | 14,786 | 14,918 | 16,256 |
| 112 | IP Visits | S_KeyIP | 5,085 | 4,549 | 3,968 | 4,515 | 4,427 | 3,907 | 4,533 | 4,346 |
| 113 | IP Cases | S_KeyIP | 1,411 | 1,263 | 1,302 | 1,174 | 1,372 | 1,346 | 1,460 | 1,528 |
| 114 | IP Minutes | S_KeyIP | 99,018 | 109,537 | 96,011 | 98,922 | 90,181 | 89,623 | 93,844 | 97,532 |
| 115 | IP Meals | S_KeyIP | 107,250 | 106,247 | 131,095 | 98,425 | 105,324 | 111,305 | 121,063 | 113,575 |
| 120 | OP RVUs | S_OthStat | 1,209 | 1,434 | 1,170 | 1,055 | 1,195 | 1,145 | 1,273 | 1,309 |
| 200 | Observation Days | S_KeyOP | 487 | 470 | 383 | 409 | 325 | 322 | 358 | 317 |
| 211 | Visits | S_KeyOP | 35,412 | 34,709 | 32,943 | 32,930 | 33,618 | 33,118 | 33,413 | 33,997 |
| 212 | Visits | S_KeyOP | 19,209 | 20,204 | 19,298 | 18,728 | 20,309 | 19,699 | 20,628 | 20,938 |
| 213 | OP Cases | S_KeyOP | 10,088 | 10,236 | 9,446 | 9,870 | 12,284 | 9,238 | 10,077 | 12,090 |
| 214 | OP Minutes | S_KeyOP | 80,820 | 76,425 | 75,183 | 84,945 | 56,296 | 53,914 | 51,434 | 52,701 |
| 215 | OP Meals | S_KeyOP | 324 | 451 | 400 | 323 | 390 | 440 | 414 | 559 |
| 300 | Calendar Days | S_KeyOth | 3,813 | 3,813 | 3,690 | 3,813 | 3,690 | 3,813 | 3,813 | 3,476 |
| 305 | Laundry Pounds | S_KeyOth | 334,595 | 373,962 | 326,849 | 327,755 | 345,735 | 324,157 | 340,304 | 350,773 |
| 306 | Orders | S_KeyOth | 87,195 | 92,918 | 84,635 | 85,912 | 90,980 | 85,297 | 89,395 | 88,274 |
| 307 | Square Feet | S_KeyOth | 2,330,829 | 2,330,829 | 2,330,829 | 2,330,829 | 2,330,829 | 2,330,829 | 2,330,829 | 2,330,829 |

► Threshold Analysis

Use to analyze current month values compared to the average of the previous three month. You can enter a dollar threshold. After the report is populated, you can change the view to only show the departments that exceed the threshold. The purpose of this report is to show unusual activity or possible missing entries in the current month.

Threshold Analysis

PKG

For The Period Ending December 31, 2016

Greater than +/-

\$100

FSDetail Category: E. Salaries

| Dept | Description | Acct | Type | Account Description | Prior Mth Sep-2016 | Prior Mth Oct-2016 | Prior Mth Nov-2016 | Prior Average | Current Mth Dec-2016 |
|-------|----------------------------------|-------|---------|---------------------------|-----------------------|-----------------------|-----------------------|------------------|-------------------------|
| 17840 | EHS Sports Medicine | 60100 | Expense | Salaries - Regular | 16,452 | 15,686 | 15,719 | 15,952 | 14,803 |
| 17840 | EHS Sports Medicine | 60120 | Expense | Salaries - Non-Productive | 1,124 | 940 | 749 | 938 | 0 |
| 17880 | EPG Phys Clinic-North | 60100 | Expense | Salaries - Regular | 10,607 | 9,939 | 10,977 | 10,508 | 10,384 |
| 17881 | EPG Phys Clinic-Occ Hlth East | 60100 | Expense | Salaries - Regular | 19,121 | 18,768 | 17,241 | 18,377 | 26,487 |
| 17881 | EPG Phys Clinic-Occ Hlth East | 60120 | Expense | Salaries - Non-Productive | 0 | 879 | 0 | 879 | 0 |
| 17883 | EPG Phys Clinic-Occ Hlth Midtown | 60100 | Expense | Salaries - Regular | 18,216 | 12,948 | 12,176 | 14,446 | (21,123) |
| 17883 | EPG Phys Clinic-Occ Hlth Midtown | 60110 | Expense | Salaries - Overtime | 513 | 168 | 515 | 399 | 195 |
| 17883 | EPG Phys Clinic-Occ Hlth Midtown | 60120 | Expense | Salaries - Non-Productive | 255 | 1,376 | 2,880 | 1,504 | 1,090 |
| 17885 | EPG Phys Clinic-East | 60100 | Expense | Salaries - Regular | 29,357 | 31,480 | 32,499 | 31,112 | 29,218 |
| 17885 | EPG Phys Clinic-East | 60120 | Expense | Salaries - Non-Productive | 220 | 17,640 | 1,121 | 6,327 | 540 |
| 17886 | EPG Phys Clinic-Occ Hlth West | 60100 | Expense | Salaries - Regular | 0 | 0 | 3,294 | 3,294 | 6,750 |
| 17891 | EPG Phys Clinic-South | 60100 | Expense | Salaries - Regular | 87,618 | 83,594 | 79,988 | 83,733 | 74,795 |
| 17894 | EPG Phys Clinic-Uptown | 60100 | Expense | Salaries - Regular | 14,835 | 11,097 | 13,805 | 13,246 | 21,418 |
| 17895 | EPG Phys Clinic-West | 60100 | Expense | Salaries - Regular | (164) | 330 | 330 | 165 | (19,846) |
| 19000 | EHS Administration | 60100 | Expense | Salaries - Regular | 183,514 | 173,020 | 155,912 | 170,815 | 182,290 |
| 19000 | EHS Administration | 60110 | Expense | Salaries - Overtime | 1,575 | 782 | 1,152 | 1,170 | 923 |
| 19000 | EHS Administration | 60120 | Expense | Salaries - Non-Productive | (45,063) | 19,642 | 40,664 | 5,081 | (305) |
| 19000 | EHS Administration | 60900 | Expense | Salaries - Emp Incentive | 35,000 | 695,000 | 35,000 | 255,000 | 35,000 |
| 19050 | EHS Trust | 60100 | Expense | Salaries - Regular | 11,459 | 12,317 | 10,793 | 11,523 | 11,543 |
| 19050 | EHS Trust | 60110 | Expense | Salaries - Overtime | 8 | 40 | (5) | 14 | (1) |
| 19050 | EHS Trust | 60120 | Expense | Salaries - Non-Productive | 1,491 | 1,177 | 2,727 | 1,798 | 538 |

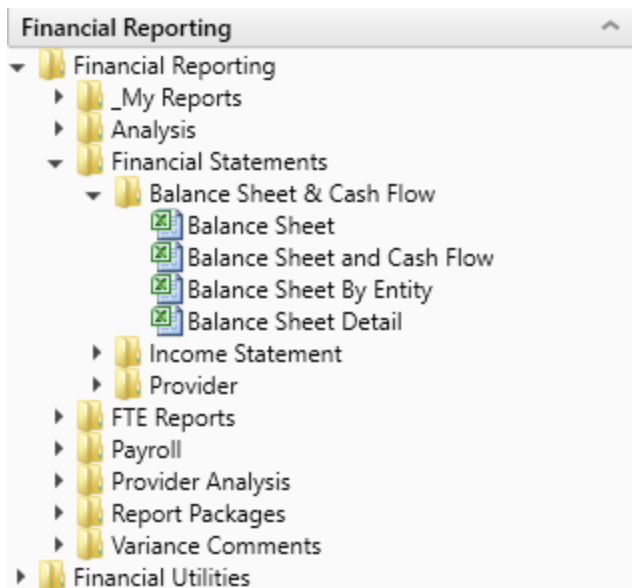
Balance Sheet and Cash Flow reports

These reports are designed for designed for month-end close analysis.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Financial Statements\Balance Sheet & Cash Flow**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Financial Statements > Balance Sheet & Cash Flow**.



► Balance Sheet

Use to review and analyze the Balance Sheet values by FSDetail category across multiple years.

| Balance Sheet KHA Health For The Period Ending February 28, 2017 <i>Net Income added to the Fund Balance</i> | | | | |
|------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|
| Yes | | | | |
| | Fiscal 2017 | Fiscal 2016 | Change | Fiscal 2015 |
| ASSETS | | | | |
| Current Assets: | | | | |
| Cash and Cash Equivalents | 4,770,122 | 5,289,842 | (519,720) | 4,974,616 |
| Short-Term Cash Investments | 258,457 | 7,551 | 251,905 | 7,097 |
| Current Assets limited as to use: | 6,236,423 | 1,583,806 | 4,652,617 | 1,488,778 |
| Patient Accounts Receivable | 87,657,110 | 73,902,309 | 13,754,801 | 63,468,176 |
| Allowance for Uncollectibles | (41,269,306) | (33,358,706) | (7,910,600) | (31,357,196) |
| Net Patient Accounts Receivable | 46,387,732 | 40,543,603 | 5,844,129 | 38,110,991 |
| Third Party Settlements | 502,139 | 1,405,417 | (903,278) | 1,321,092 |
| Current Receivables | 0 | 0 | 0 | 0 |
| Inventory | 6,775,635 | 6,647,349 | 127,686 | 6,754,506 |
| Prepaid Expense | 5,404,405 | 4,026,390 | 1,377,415 | 3,785,382 |
| Other Current Assets | 2,210,383 | 2,133,585 | 76,797 | 2,005,571 |
| Total Current Assets | 72,546,295 | 61,638,743 | 10,907,552 | 58,448,933 |
| Assets Limited as to Use: | | | | |
| Trusteed Assets | 113,467,445 | 110,203,236 | 3,264,210 | 106,235,653 |
| Board Designated Investments | 1,656,662 | 3,684,396 | (2,027,734) | 3,463,331 |
| Total Assets Limited as to Use | 115,124,107 | 113,887,631 | 1,236,476 | 109,698,984 |
| Property and Equipment: | | | | |
| Land | 13,706,437 | 13,849,658 | (143,221) | 13,018,679 |
| Property and Equipment: | 283,678,912 | 276,417,456 | 7,262,457 | 248,581,269 |
| Less: Accumulated Depreciation | (164,083,362) | (155,178,046) | (8,905,316) | (146,513,425) |
| PPE - Net of Accumulated Depreciation | 133,302,988 | 135,089,068 | (1,786,080) | 127,088,523 |
| Construction in Progress | 4,268,443 | 2,964,659 | 1,303,784 | 2,786,783 |
| Net Property and Equipment | 137,569,431 | 138,053,727 | (484,297) | 129,873,306 |
| Other Assets: | | | | |
| Unamortized Financing Fees | 600,848 | 667,339 | (66,491) | 627,305 |
| Amortization of Existing Fees | 0 | 0 | 0 | 0 |
| Investments in Related Parties | 14,290,360 | 15,233,737 | (943,377) | 14,319,718 |
| Notes Receivable | 1,784,464 | 1,727,388 | 57,276 | 1,623,525 |
| Other Long Term Assets | 679,239 | 857,883 | (178,644) | 806,407 |
| Total Other Assets | 17,354,911 | 18,486,347 | (1,131,236) | 17,376,956 |
| Total Assets | 342,594,744 | 332,866,249 | 10,528,495 | 315,397,278 |

► Balance Sheet and Cash Flow

Use to review and analyze the Balance Sheet and Cash Flow across multiple year

Balance Sheet & Cash Flow Statement

KHA Health

For The Period Ending February 28, 2017

Net Income is added to the fund Balance Yes

| | | Balance as of Jun-2015 | Balance as of Jun-2016 | Balance as of Feb-2017 | Change | Budget as of Jun-2017 |
|----------------------------------------|------------|---------------------------|---------------------------|---------------------------|--------------------|--------------------------|
| Values Expressed in 000's | | | | | | |
| Assets | | | | | | |
| Current Assets | | | | | | |
| Cash and Cash Equivalents | A_CurAsset | 4,974,616 | 5,289,842 | 4,770,122 | (519,720) | 6,108,146 |
| Short-term Cash Investments | A_CurAsset | 7,097 | 7,551 | 259,457 | 251,905 | 72,438 |
| Current Assets limited as to use | A_CurAsset | 1,488,778 | 1,583,806 | 6,236,423 | 4,652,617 | 1,800,236 |
| Patient Accounts Receivable | A_CurAsset | 69,468,176 | 73,902,309 | 87,657,118 | 13,754,809 | 74,322,097 |
| Physician Accounts Receivable | | 0 | 0 | 0 | 0 | 0 |
| Allowance for Uncollectibles | A_CurAsset | (31,357,186) | (33,358,706) | (41,269,386) | (7,910,680) | (34,101,062) |
| Net Patient Accounts Receivable | | 38,110,991 | 40,543,603 | 46,387,732 | 5,844,129 | 40,221,035 |
| Third Party Settlements | A_CurAsset | 1,321,092 | 1,405,417 | 502,139 | (903,278) | 1,768,022 |
| Current Receivables | | 0 | 0 | 0 | 0 | 0 |
| Inventory | A_CurAsset | 6,754,506 | 6,647,949 | 6,775,635 | 127,686 | 4,328,248 |
| Prepaid Expense | A_CurAsset | 3,785,382 | 4,026,990 | 5,404,405 | 1,377,415 | 3,674,788 |
| Other Current Assets | A_CurAsset | 2,005,571 | 2,133,585 | 2,210,383 | 76,797 | 2,108,317 |
| Total Current Assets | | 58,448,033 | 61,638,743 | 72,546,295 | 10,907,552 | 60,081,230 |
| Assets Limited as to Use | | | | | | |
| Trusteed Assets | A_LtAsset | 106,235,653 | 110,203,236 | 113,467,445 | 3,264,210 | 113,456,885 |
| Board Designated Investments | A_LtAsset | 3,463,331 | 3,684,396 | 1,656,662 | (2,027,734) | 2,807,866 |
| Total Assets Limited as to Use | | 109,698,984 | 113,887,631 | 115,124,107 | 1,236,476 | 116,264,751 |
| Property, Plant and Equipment | | | | | | |
| Land | A_LtAsset | 13,018,679 | 13,848,658 | 13,706,437 | (143,221) | 11,870,008 |
| Property and Equipment: | A_LtAsset | 260,581,269 | 276,417,456 | 283,679,912 | 7,262,457 | 239,354,974 |
| Less: Accumulated Depreciation | A_LtAsset | (146,513,425) | (155,178,046) | (164,083,362) | (8,905,316) | (138,445,364) |
| Construction in Progress | A_LtAsset | 2,786,783 | 2,964,659 | 4,266,443 | 1,301,784 | 13,166,928 |
| Net PP&E | | 129,873,306 | 138,053,727 | 137,569,431 | (484,297) | 125,946,546 |
| Other Assets | | | | | | |
| Unamortized Financing Fees | A_CurAsset | 627,305 | 667,339 | 600,848 | (66,491) | 767,078 |
| Amortization of Existing Fees | | 0 | 0 | 0 | 0 | 0 |
| Investments in Related Parties | A_LtAsset | 14,319,718 | 15,233,737 | 14,290,360 | (943,377) | 16,660,023 |
| Notes Receivable | A_LtAsset | 1,623,525 | 1,727,188 | 1,784,464 | 57,276 | 3,237,346 |
| Other Long Term Assets | A_LtAsset | 806,407 | 857,883 | 679,239 | (178,644) | 925,848 |
| Total Other Assets | | 17,376,956 | 18,486,147 | 17,354,911 | (1,131,236) | 21,590,295 |
| Total Assets | | 315,397,278 | 332,066,249 | 342,594,744 | 10,528,495 | 323,882,822 |

► Balance Sheet by Entity

Use to show by entity for one fiscal year across the balance sheet categories in FSDetail. You can update the report to run for any fiscal year in the database.

Balance Sheet By Entity

KHA Health

For The Period Ending February 28, 2017

Net Income is added to the Fund Balance

| ASSETS | Yes | KHH Health System | Total | Last Year | Two Years Ago |
|----------------------------------------|-----|--------------------|--------------------|--------------------|--------------------|
| Current Assets: | | | | | |
| Cash and Cash Equivalents | | 4,763,966 | 4,763,966 | 5,283,687 | 4,966,669 |
| Short-term Cash Investments | | 258,457 | 258,457 | 7,551 | 7,097 |
| Current Assets limited as to use: | | 6,236,423 | 6,236,423 | 1,583,806 | 1,488,778 |
| Patient Accounts Receivable | | 824,992 | 824,992 | 885,621 | 828,724 |
| Allowance for Uncollectibles | | (309,000) | (309,000) | (386,000) | (362,840) |
| Net Patient Accounts Receivable | | 515,992 | 515,992 | 499,621 | 465,884 |
| Third Party Settlements | | 0 | 0 | 0 | 0 |
| Current Receivables | | 0 | 0 | 0 | 0 |
| Inventories | | 0 | 0 | 74,928 | 70,432 |
| Prepaid Expense | | 5,086,342 | 5,086,342 | 3,718,370 | 3,488,700 |
| Other Current Assets | | (532,432) | (532,432) | 2,133,585 | 2,005,571 |
| Total Current Assets | | 16,259,748 | 16,259,748 | 13,298,548 | 12,493,138 |
| Assets Limited as to Use: | | | | | |
| Trusted Assets | | 113,467,445 | 113,467,445 | 110,203,236 | 106,235,653 |
| Board Designated Investments | | 1,656,662 | 1,656,662 | 3,684,396 | 3,463,331 |
| Total Assets Limited as to Use | | 115,124,107 | 115,124,107 | 113,887,631 | 109,698,984 |
| Property and Equipment: | | | | | |
| Land | | 13,706,437 | 13,706,437 | 13,849,658 | 13,088,679 |
| Property and Equipment: | | 271,198,936 | 271,198,936 | 263,936,460 | 248,800,273 |
| Less: Accumulated Depreciation | | (153,395,676) | (153,395,676) | (144,410,360) | (135,745,739) |
| PPE - Net of Accumulated Depreciation | | 131,509,697 | 131,509,697 | 133,375,758 | 126,143,213 |
| Construction in Progress | | 4,266,443 | 4,266,443 | 2,964,659 | 2,786,783 |
| Net Property and Equipment | | 135,856,121 | 135,856,121 | 136,340,417 | 128,959,996 |
| Other Assets: | | | | | |
| Unamortized Financing Fees | | 600,848 | 600,848 | 667,339 | 627,205 |
| Amortization of Existing Fees | | 0 | 0 | 0 | 0 |
| Investments in Related Parties | | 8,463,136 | 8,463,136 | 9,234,835 | 8,679,999 |
| Notes Receivable | | 1,764,948 | 1,764,948 | 1,712,813 | 1,610,011 |
| Other Long Term Assets | | 679,239 | 679,239 | 857,883 | 806,407 |
| Total Other Assets | | 11,506,171 | 11,506,171 | 12,472,070 | 11,723,722 |
| Total Assets | | 278,746,147 | 278,746,147 | 275,998,666 | 262,875,833 |

► Balance Sheet Detail

Use to show the detail accounts within each balance sheet category of FSDetail, showing last-year actual and current-year actual.

Balance Sheet Detail

KHA Health

For The Period Ending February 28, 2017

Net Income added to the Fund Balance

| Account | Yes | Fiscal | |
|----------------------------------------|-----|-----------|-----------|
| | | 2017 | 2016 |
| Current Assets | | | |
| Cash and Cash Equivalents | | | |
| 11000 General Fund Checking | | 3,461,979 | 4,072,609 |
| 11050 Credit Card | | 196,396 | 70,086 |
| 11100 Refund Account | | 213,549 | 146,172 |
| 11200 Fitness Center Checking | | 137,555 | 81,049 |
| 11212 Memorial Clinics | | 393,728 | 551,936 |
| 11220 Memorial Property Management | | 359,944 | 360,818 |
| 11400 Petty Cash MHS | | 6,972 | 7,172 |
| Total Cash and Cash Equivalents | | 4,770,122 | 5,289,842 |
| Investments, Short Term | | | |
| 11205 Trust | | 259,457 | 7,551 |
| Total Investments, Short Term | | 259,457 | 7,551 |
| Current Assets Limited as to use | | | |
| 11510 Bond Funds 95 Issue | | 3,604,143 | 1,583,806 |
| 11520 MHEBT Trust Funds | | 0 | 0 |
| 11525 Prof Liab Ins Trust | | 2,632,280 | 0 |
| Total Current Assets Limited as to use | | 6,236,423 | 1,583,806 |
| Patient Accounts Receivable | | | |

Reports in the Department Monthly Package

These reports are designed for month-end or payroll electronic reporting. For more information on setting up and configuring this report package, see [Configuring the Department Monthly Package report](#).

► AP Distribution Report (optional feature)

Use to show the monthly Accounts Payable (AP) detail by general ledger account by vendor, check number, and check date.

AP Distribution Report

KHA Health

For The Period Ending February 28, 2017

19185 - EHS Corporate Health Services

| Acct | Vendor | Vendor Name | PO Number | Item Description | Invoice Number | Invoice Date | Check Number | Check Date | Amount |
|--------------------------------|--------|-------------------------------------|-----------|--------------------|----------------|--------------|--------------|------------|----------|
| 62100 | 18900 | MS BOTTLED WATER INCORPORATED | - | 017556/1231 _ | 14 | Jan-2017 | 40008 | Feb-2017 | 49.42 |
| 62100 | 16030 | CARMICHAEL, LISA C | - | 1203-123102 _ | 1203-123102 | Jan-2017 | 40009 | Feb-2017 | 9.15 |
| 62100 | 10376 | ASAP SOFTWARE | 244525 | 2231275 244525 | 2231275 | Jan-2017 | 40010 | Feb-2017 | 738.46 |
| 62100 | 10376 | ASAP SOFTWARE | 244525 | 2231275 244525 | 2231275 | Jan-2017 | 40011 | Feb-2017 | 4.78 |
| 62100 | 19554 | SAMI | - | 516593-00 _ | 516593-00 | Jan-2017 | 40012 | Feb-2017 | 29.13 |
| 62100 | 10549 | BAREFIELD & COMPANY | 239273 | 467631-0 239273 | 467631-0 | Jan-2017 | 40013 | Feb-2017 | 275.05 |
| 62100 | 16927 | FEDERAL EXPRESS CORP | - | 4-562-63501 _ | 4-562-63501 | Jan-2017 | 40014 | Feb-2017 | 25.67 |
| 62100 | 10549 | BAREFIELD & COMPANY | - | 1496-S _ | 1496-S | Jan-2017 | 40015 | Mar-2017 | 24.74 |
| Total 62100 Supplies - General | | | | | | | | | 1,156.39 |
| 63140 | 10456 | BAPTIST MEDICAL CLINIC NORTH TOWN | RAYTHEON | NTC*54311 RAYTHEON | NTC*54311 | Jan-2017 | 40016 | Feb-2017 | 362.39 |
| 63140 | 10457 | BAPTIST OCCUPATIONAL MEDICAL CLINIC | RAYTHEON | OCC*11737 RAYTHEON | OCC*11737 | Jan-2017 | 40017 | Feb-2017 | 2,295.11 |
| Total 63140 Fees - Other | | | | | | | | | 2,657.50 |

► AR Distribution Report (optional feature)

Use to show the monthly Accrued Receipts (PO Received Not Invoiced) detail by vendor, PO Number, line item description, and receipt date subtotaled by general ledger account.

AR Distribution Report

KHA Health

For The Period Ending February 28, 2017

27210 - EMC Radiology - CT Scan

| Acct | Vendor | Vendor Name | PO Number | Item Description | Quantity | Amount |
|----------------------------------------------------|--------|------------------------------|-----------|-------------------|----------|-----------------|
| 62130 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V243595 | 540323470 V243671 | 0 | 11.38 |
| 62130 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V243695 | 540741276 V245861 | 0 | 29.60 |
| Total 62130 Supplies - Med Surg Nonbillable | | | | | | 40.98 |
| 62140 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V243795 | 540323470 V243671 | 0 | 311.17 |
| 62140 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V243895 | 540741276 V245861 | 0 | 133.57 |
| 62140 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V243995 | 540287313 240118 | 0 | 95.48 |
| 62140 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V244095 | 540322857 243695 | 0 | 670.32 |
| 62140 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V244195 | 540658305 243695 | 0 | 335.16 |
| 62140 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V244295 | 540741261 245881 | 0 | 335.16 |
| 62140 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V244395 | 540808238 246308 | 0 | 5.95 |
| 62140 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V244495 | 540892922 243695 | 0 | (335.16) |
| Total 62140 Supplies - Med Surg Billable | | | | | | 1,551.66 |

► Budget Variance By Department

Use to show the current month and year-to-date actual, which are then compared to the Flexible or Fixed Budget as well as Prior Year values by category and in detail.

Budget Variance By Department

EMC

For The Period Ending December 31, 2017

| 27200 - EMC Radiology | | | | | | | | 27200 - EMC Radiology | | | | | | | |
|----------------------------|------------------------------|-----------------|-----------------|-------------------------|-----------------|------------------|-----------------|----------------------------|------------------------------|------------------|-----------------|-------------------------|-----------------|-----------------|-----------------|
| Current Month - December | | | | Year To Date - December | | | | Current Month - December | | | | Year To Date - December | | | |
| Account Number | Account Description | Dec-2017 Actual | Actual Per Unit | Dec-2017 Budget | Budget Per Unit | Variance | Dec-2016 Actual | Account Number | Account Description | Dec-2017 Actual | Actual Per Unit | Dec-2017 Actual | Actual Per Unit | Dec-2016 Actual | Actual Per Unit |
| SUMMARY INFORMATION | | | | | | | | SUMMARY INFORMATION | | | | | | | |
| Department Volumes | | | | | | | | Department Volumes | | | | | | | |
| 8006505 | WRVUS | 3,921 | 0.00 | 3,762 | 0.00 | 159 | 2,283 | 8006505 | WRVUS | 20,834 | 0.00 | 20,834 | 0.00 | | |
| | Calendar Days | 0 | | 0 | | 0 | 0 | | Calendar Days | 0 | | 0 | | | |
| | Total Volume | 3,921 | | 3,762 | | 159 | 2,283 | | Total Volume | 20,834 | | 20,834 | | | |
| Other Statistics | | | | | | | | Other Statistics | | | | | | | |
| 8006500 | Clinic Encounters | 1,902 | 0.49 | 3,762 | 1.00 | (1,860) | 1,902 | 8006500 | Clinic Encounters | 11,592 | 0.56 | 11,592 | 0.56 | | |
| 8006520 | Appointments Kept | 1,382 | 0.35 | 2,225 | 0.59 | (843) | 1,382 | 8006520 | Appointments Kept | 8,261 | 0.40 | 8,261 | 0.40 | | |
| Revenue | | | | | | | | Revenue | | | | | | | |
| | Outpatient Revenue | 237,644 | 61 | 348,200 | 93 | (110,556) | 237,644 | | Outpatient Revenue | 1,467,371 | 70 | 1,467,371 | 70 | | |
| | Other Patient Revenue | 529,516 | 135 | 606,068 | 161 | (76,552) | 529,516 | | Other Patient Revenue | 2,644,265 | 128 | 2,644,265 | 128 | | |
| | Total Patient Revenue | 767,160 | 196 | 954,268 | 254 | (187,108) | 767,160 | | Total Patient Revenue | 4,131,635 | 198.31 | 4,131,635 | 198.31 | | |
| | Deductions | 330,305 | 84 | 372,544 | 99 | (42,239) | 330,305 | | Deductions | 1,612,894 | 77 | 1,612,894 | 77 | | |
| | Net Patient Revenue | 436,855 | 111 | 581,804 | 155 | (144,949) | 436,855 | | Net Patient Revenue | 2,518,741 | 120.89 | 2,518,741 | 120.89 | | |

The Budget Variance by Department report also shows the monthly values by category and account. It will fill in the remainder of the year with last year actual, current year budget, or forecast data to calculate a year-end projection.

Budget Variance By Department by Month

EMC

For The Period Ending December 31, 2017

Director:

Manager:

27200 - EMC Radiology

| Account Number | Account Description | Jul-2017 Actual | Aug-2017 Actual | Sep-2017 Actual | Oct-2017 Actual | Nov-2017 Actual | Dec-2017 Actual | Jan-2018 Budget | Feb-2018 Budget | Mar-2018 Budget | Apr-2018 Budget |
|-------------------------|---------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| SUMMARY INFORMATION | | | | | | | | | | | |
| Department Volumes | | | | | | | | | | | |
| 8006505 | WRVUs | 3,060 | 3,649 | 3,285 | 3,832 | 3,087 | 3,921 | 2,768 | 2,109 | 2,270 | 2,023 |
| Calendar Days | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Volume | | 3,060 | 3,649 | 3,285 | 3,832 | 3,087 | 3,921 | 2,768 | 2,109 | 2,270 | 2,023 |
| Other Statistics | | | | | | | | | | | |
| 8006500 | Clinic Encounters | 1,686 | 1,833 | 1,821 | 2,355 | 1,995 | 1,902 | 2,768 | 2,109 | 2,270 | 2,023 |
| 8006520 | Appointments Kept | 1,269 | 1,369 | 1,430 | 1,402 | 1,409 | 1,382 | 1,637 | 1,247 | 1,343 | 1,196 |
| Outpatient Revenue | | 213,259 | 268,181 | 226,484 | 269,750 | 252,052 | 237,644 | 302,114 | 246,000 | 265,046 | 251,087 |
| Other Patient Revenue | | 388,606 | 445,962 | 426,558 | 482,002 | 391,621 | 529,516 | 554,895 | 460,361 | 496,137 | 477,510 |
| Total Patient Revenue | | 601,865 | 714,143 | 653,042 | 751,752 | 643,673 | 767,160 | 857,009 | 706,361 | 761,183 | 728,597 |
| Deductions | | 369,121 | 292,839 | 212,238 | 154,373 | 254,018 | 330,305 | 334,546 | 275,739 | 297,139 | 284,419 |
| Net Patient Revenue | | 232,744 | 421,304 | 440,804 | 597,379 | 389,655 | 436,855 | 522,463 | 430,622 | 464,044 | 444,178 |
| Other Operating Revenue | | 11,520 | 12,930 | 13,890 | 13,869 | 20,222 | 14,840 | 81,407 | 81,407 | 81,407 | 81,407 |

► Cover_Manager

Use to generate a cover page for monthly Manager report package. You can customize this report to meet your reporting needs.

AR Distribution Report

KHA Health

For The Period Ending February 28, 2017

27210 - EMC Radiology - CT Scan

| Acct | Vendor | Vendor Name | PO Number | Item Description | Quantity | Amount |
|---------------------------------------------|--------|------------------------------|-----------|-------------------|----------|----------|
| 62130 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V243595 | 540323470 V243671 | 0 | 11.38 |
| 62130 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V243695 | 540741276 V245861 | 0 | 29.60 |
| Total 62130 Supplies - Med Surg Nonbillable | | | | | | 40.98 |
| 62140 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V243795 | 540323470 V243671 | 0 | 311.17 |
| 62140 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V243895 | 540741276 V245861 | 0 | 133.57 |
| 62140 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V243995 | 540287313 240118 | 0 | 95.48 |
| 62140 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V244095 | 540322857 243695 | 0 | 670.32 |
| 62140 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V244195 | 540658305 243695 | 0 | 335.16 |
| 62140 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V244295 | 540741261 245881 | 0 | 335.16 |
| 62140 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V244395 | 540808238 246308 | 0 | 5.95 |
| 62140 | 11378 | CARDINAL HEALTH (ALLEGIANCE) | V244495 | 540892922 243695 | 0 | (335.16) |
| Total 62140 Supplies - Med Surg Billable | | | | | | 1,551.66 |

► GL Distribution Report (optional feature)

Use to show the monthly journal entry detail for each general ledger account.

GL Distribution Report

KHA Health

For The Period Ending February 28, 2017

17885 - EPG Phys Clinic-East

| Acct | JE Source | JE Number | Description | JE Date | Amount |
|----------------------------------------------|-----------|-----------|----------------------|----------|----------------|
| 60100 | PA | 1440 | SALARIES PRODUCTIVE | 01/22/15 | (19,323.31) |
| 60100 | PR | 1698 | 7.29 PATTERSON BONUS | 02/06/15 | (1,113.57) |
| 60100 | PA | 1698 | 7.29 RVS SYS ACCRUAL | 02/06/15 | 3,102.40 |
| 60100 | PR | 1723 | SALARIES PRODUCTIVE | 02/07/15 | 17,468.37 |
| 60100 | PR | 1792 | SALARIES PRODUCTIVE | 02/21/15 | 17,156.40 |
| 60100 | PR | 1794 | SALARIES PRODUCTIVE | 02/21/15 | 15,931.43 |
| 60100 | PR | 1995 | 7.29 PATTERSON BONUS | 03/06/15 | 1,670.35 |
| 60100 | PR | 1996 | 7.29A CALLENDER-PDO | 03/06/15 | (642.48) |
| 60100 | PR | 1996 | 7.29A PATTERSON-PDO | 03/06/15 | (1,713.11) |
| Total 60100 Salaries - Regular | | | | | 32,536 |
| 60120 | PR | 1792 | SALARIES NONPRODUCTI | 02/21/15 | (1,235.08) |
| 60120 | PR | 1794 | SALARIES NONPRODUCTI | 02/21/15 | (1,146.91) |
| Total 60120 Salaries - Non-Productive | | | | | (2,382) |
| 61100 | PY | 1723 | PENSION EXPENSE | 02/07/15 | 116.54 |
| 61100 | PY | 1792 | PENSION EXPENSE | 02/21/15 | 116.54 |
| Total 61100 Employee Annuity | | | | | 233 |

► MM Distribution Report (optional feature)

Use to show the monthly materials management issues, including the location of issue, unit of issue, unit price, quantity, and the amount subtotaled by general ledger account.

MM Distribution Report

KHA Health

For The Period Ending December 31, 2016

| 27210 - EMC Radiology - CT Scan | | | | | | | |
|----------------------------------------------|-------------|--------------------------------|----------|-----------------|------------|----------|-----------------|
| Acct | Item Number | Item Description | Location | Unit of Measure | Unit Price | Quantity | Amount |
| 62100 | 5728 | Highlighters, Yellow | Stores | BX | 2.39 | 3 | 7.17 |
| 62100 | 5729 | Post-it Notes, Multicolor | Stores | BX | 0.99 | 1 | 0.99 |
| 62100 | 5730 | Paper 8x10 | Stores | RM | 5.12 | 17 | 87.08 |
| 62100 | 5732 | Folders, 3 tab | Stores | BX | 4.15 | 21 | 87.08 |
| Total Supplies - General | | | | | | | 182.32 |
| 62130 | 5737 | Tray, Plastic | Stores | EA | 2.51 | 8 | 20.10 |
| Total Supplies - Med Surg Nonbillable | | | | | | | 20.10 |
| 62140 | 5741 | Cup Medicine 1 oz | Stores | TB | 0.56 | 23 | 12.96 |
| 62140 | 5742 | Syringe 3CC LI | Stores | BX | 3.60 | 39 | 140.40 |
| 62140 | 5743 | Alcohol Prep Pads 2 Ply Med | Stores | BX | 1.45 | 5 | 7.26 |
| 62140 | 5744 | IV Tubing Primary 100 inch Y | Stores | EA | 2.27 | 46 | 104.57 |
| 62140 | 5746 | Elastic Bandage-6 | Stores | CS | 2.65 | 62 | 164.61 |
| 62140 | 5747 | Syringe 3CC 22Gx1 1/2 Safelock | Stores | BX | 11.86 | 2 | 23.72 |
| 62140 | 5748 | Gel, Clear | Stores | EA | 0.87 | 60 | 52.29 |
| 62140 | 5750 | Glove Exam Vinyl W/O Pwdr 5m | Stores | BX | 2.40 | 57 | 137.01 |
| 62140 | 5752 | Glove Exam Vinyl W/O Pwdr Md | Stores | BX | 2.46 | 71 | 174.39 |
| 62140 | 5756 | Solution Iodine Prep 16 oz | Stores | EA | 1.37 | 2 | 2.74 |
| Total Supplies - Med Surg Billable | | | | | | | 819.95 |
| Total | | | | | | | 1,022.36 |

► Pay By Employee ID

Use to show the biweekly paid hours by employee, by payroll summary category trended over multiple pay periods.

Dept Payroll Summary - By Employee ID

KHA Health
For The Period Ending February 28, 2017
17840: EHS Sports Medicine

| | | | | Pay Period Ending: Current PayCycle: 1 | | | | | | | | |
|-----------------------------------------|------------------------------|-------------|---------------------|-------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------------|----------|
| Job Code | Description | Employee ID | Employee Name | Dec-2016 | Dec-2016 | Dec-2016 | Jan-2017 | Jan-2017 | Feb-2017 | Feb-2017 | FY 2017 | |
| | | | | PP-12 Hours | PP-13 Hours | PP-14 Hours | PP-15 Hours | PP-16 Hours | PP-17 Hours | PP-18 Hours | YTD-Actual Hours | |
| J00604 | Nurse Practitioner | 25873 | Sprattin, Angela | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 80.00 |
| J00392 | Team Leader-Athletic Trainer | 26192 | Lee, Geri A. | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 1,384.00 |
| J00785 | Athletic Trainer | 27101 | Bias, Charlotte M. | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 720.00 |
| J00785 | Athletic Trainer | 27130 | Pace, Queen | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 1,424.00 |
| J00785 | Athletic Trainer | 27134 | Stroud, Cletus | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 1,424.00 |
| J00785 | Athletic Trainer | 27219 | Nichols, Tamecia M. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 120.00 |
| J00785 | Athletic Trainer | 27261 | Ware II, Dorothy | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 720.00 |
| J00785 | Athletic Trainer | 27262 | Wall, Clayton Y. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 320.00 |
| J00785 | Athletic Trainer | 27717 | Gardner, Mary | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 1,424.00 |
| J00785 | Athletic Trainer | 27926 | Clayton, Lorenzo R. | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 40.00 | 684.00 |
| J00785 | Athletic Trainer | 27945 | Rogers, Leroy | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 80.00 | 1,272.00 |
| Total - Productive Hours (excluding OT) | | | | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 9,572 |
| Total FTEs Productive (excluding OT) | | | | 6.50 | 6.50 | 6.50 | 6.50 | 6.50 | 6.50 | 6.50 | 6.50 | 6.65 |
| Total FTEs Worked | | | | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| J00392 | Team Leader-Athletic Trainer | 26192 | Lee, Geri A. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 72.00 |
| J00785 | Athletic Trainer | 27130 | Pace, Queen | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 32.00 |
| J00785 | Athletic Trainer | 27134 | Stroud, Cletus | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 32.00 |
| J00785 | Athletic Trainer | 27717 | Gardner, Mary | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 32.00 |
| J00785 | Athletic Trainer | 27945 | Rogers, Leroy | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 32.00 |
| Total - NonProductive Hours | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 208 |
| Total FTEs NonProductive | | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.14 |
| Grand Total Hours | | | | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 9,772 |
| Total FTEs | | | | 6.50 | 6.50 | 6.50 | 6.50 | 6.50 | 6.50 | 6.50 | 6.50 | 6.79 |

► Pay By JobCode

Use to show the biweekly paid hours by job code, by payroll summary category trended over multiple pay periods.

Department Payroll Summary - By Job Code

KHA Health
For The Period Ending February 28, 2017
17840: EHS Sports Medicine

| | | Pay Period Ending: Current PayCycle: 1 | | | | | | | | | |
|-----------------------------------------|------------------------------|-------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------------|---------------------|--|
| Job Code | Description | Dec-2016 | Dec-2016 | Dec-2016 | Jan-2017 | Jan-2017 | Feb-2017 | Feb-2017 | FY 2017 | FY 2017 | |
| | | PP-12 Hours | PP-13 Hours | PP-14 Hours | PP-15 Hours | PP-16 Hours | PP-17 Hours | PP-18 Hours | YTD-Actual Hours | YTD-Budget Hours | |
| J00392 | Team Leader-Athletic Trainer | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 1,384 | 1,329 | |
| J00542 | Staff RN | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| J00604 | Nurse Practitioner | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| J00785 | Athletic Trainer | 440 | 440 | 440 | 440 | 440 | 440 | 440 | 8,108 | 8,095 | |
| Total - Productive Hours (excluding OT) | | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 9,572 | 9,423 | |
| Total FTEs Productive (excluding OT) | | 6.50 | 6.50 | 6.50 | 6.50 | 6.50 | 6.50 | 6.50 | 6.65 | 6.54 | |
| Total FTEs Worked | | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | |
| J00392 | Team Leader-Athletic Trainer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 72 | 108 | |
| J00785 | Athletic Trainer | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 128 | 287 | |
| Total - NonProductive Hours | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 200 | 394 | |
| Total FTEs NonProductive | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.14 | 0.27 | |
| Grand Total Hours | | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 9,772 | 9,818 | |
| Total FTEs | | 6.50 | 6.50 | 6.50 | 6.50 | 6.50 | 6.50 | 6.50 | 6.79 | 6.82 | |

► RU Report (optional feature)

Use to show the current month and year-to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization.

Revenue & Usage Report

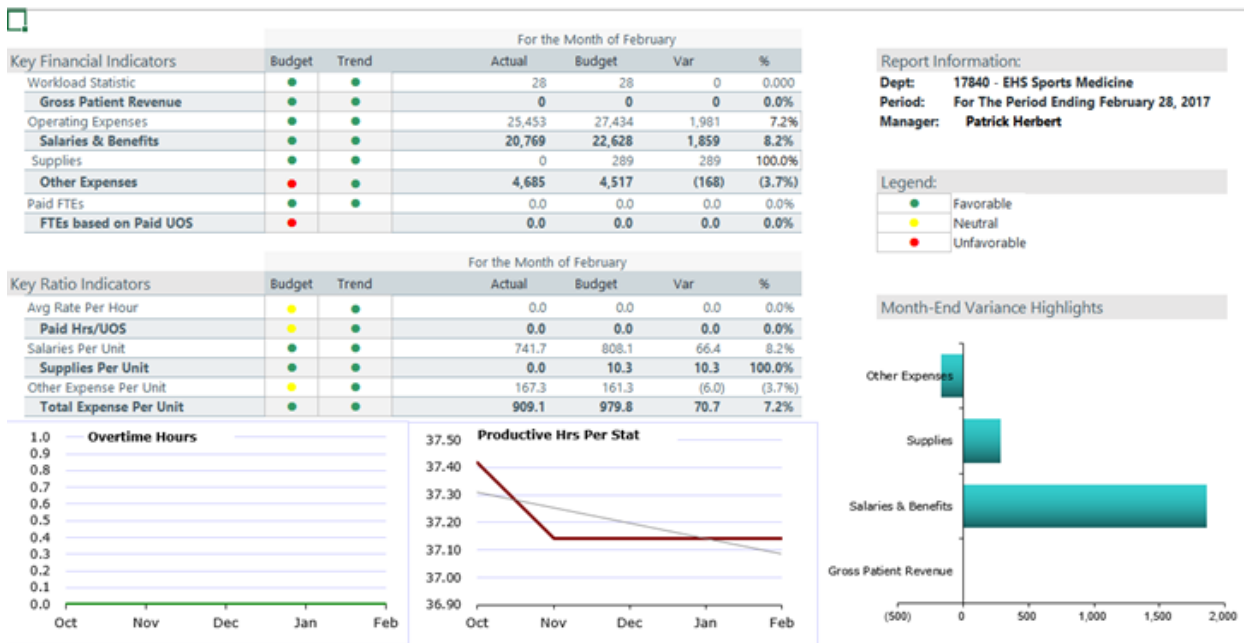
KHA Health
For The Period Ending February 28, 2017

| 27200-EMC Radiology - MRI (SubCode) | | | Current Period - February 2017 | | | | | | | | | | | | Year-to-Date - February 2017 | | | | | | | | | | | |
|-----------------------------------------------|-------------------------------------|-----------|--------------------------------|-----|-------|---------|-----|-------|---------------|---------|-----------|---------|-------|-------|------------------------------|-------|-------|-----------|-----------|-----------|-------|--|--|--|--|--|
| CDM Code | Description | RVU Value | Units Charged | | | Revenue | | | Units Charged | | | Revenue | | | Units Charged | | | Revenue | | | | | | | | |
| | | | IP | OP | Total | IP | OP | Total | IP | OP | Total | IP | OP | Total | IP | OP | Total | IP | OP | Total | | | | | | |
| CDM Codes included in Dept Statistics | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C2720007003 | MRI Brain Without Contrast | 1.00 | 69 | 75 | 144 | 69 | 75 | 144 | 107,341 | 116,040 | 223,389 | 523 | 575 | 1,098 | 523 | 575 | 1,098 | 808,949 | 887,970 | 1,696,919 | | | | | | |
| C2720007005 | MRI Cerv Spine W/O Contrast | 1.00 | 13 | 53 | 66 | 13 | 53 | 66 | 21,873 | 87,342 | 109,215 | 99 | 405 | 504 | 99 | 405 | 504 | 164,841 | 471,379 | 636,220 | | | | | | |
| C2720007006 | MRI Thoracic Spine W/O Contrast | 1.00 | 12 | 16 | 28 | 12 | 16 | 28 | 18,825 | 26,960 | 45,785 | 90 | 121 | 211 | 90 | 121 | 211 | 149,404 | 198,633 | 348,037 | | | | | | |
| C2720007007 | MRI Lumbar Spine W/O Contrast | 1.00 | 18 | 74 | 92 | 18 | 74 | 92 | 29,827 | 123,147 | 152,974 | 135 | 568 | 703 | 135 | 568 | 703 | 224,783 | 942,286 | 1,167,069 | | | | | | |
| C2720007016 | MRI Brain W/O And W/Contrast | 1.00 | 20 | 83 | 103 | 20 | 83 | 103 | 47,040 | 192,787 | 239,827 | 152 | 638 | 790 | 152 | 638 | 790 | 354,508 | 1,475,161 | 1,829,669 | | | | | | |
| C2720007019 | MRI Lumbar W/O & W/Contrast | 1.00 | 7 | 13 | 20 | 7 | 13 | 20 | 17,896 | 32,236 | 50,132 | 54 | 100 | 154 | 54 | 100 | 154 | 134,870 | 247,250 | 382,120 | | | | | | |
| C2720007026 | MRI Upper Ext Joint W/O Contr | 1.00 | 0 | 25 | 25 | 0 | 25 | 25 | 0 | 40,560 | 40,560 | 0 | 192 | 192 | 0 | 192 | 192 | 0 | 310,358 | 310,358 | | | | | | |
| C2720007028 | MRI Lower Ext Joint W/O Contr | 1.00 | 6 | 29 | 35 | 6 | 29 | 35 | 9,942 | 47,719 | 57,662 | 45 | 221 | 266 | 45 | 221 | 266 | 74,928 | 361,136 | 440,064 | | | | | | |
| C2720007035 | MRI Neck Without Contrast | 1.00 | 53 | 60 | 113 | 53 | 60 | 113 | 41,902 | 47,819 | 89,721 | 397 | 461 | 858 | 397 | 461 | 858 | 315,780 | 368,461 | 684,241 | | | | | | |
| C2720007052 | MRI Head Without Contrast | 1.00 | 53 | 60 | 113 | 53 | 60 | 113 | 41,902 | 47,819 | 89,721 | 397 | 461 | 858 | 397 | 461 | 858 | 315,780 | 368,461 | 684,241 | | | | | | |
| Total - CDM Codes included in Dept Statistics | | | 488 | 739 | 1,227 | 488 | 739 | 1,227 | 337,548 | 762,257 | 1,099,805 | 1,892 | 3,742 | 5,634 | 1,892 | 3,742 | 5,634 | 2,543,843 | 5,832,596 | 8,376,439 | | | | | | |
| CDM Codes Not included in Dept Statistics | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C2720007001 | MRI TMJ | 0.00 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 1,131 | 1,131 | 0 | 16 | 16 | 0 | 0 | 0 | 0 | 6,656 | 6,656 | | | | | | |
| C2720007002 | MRI Orbit/Face/Neck W/O Contr | 0.00 | 0 | 27 | 27 | 0 | 0 | 0 | 0 | 14,925 | 14,925 | 0 | 205 | 205 | 0 | 0 | 0 | 0 | 114,203 | 114,203 | | | | | | |
| C2720007008 | MRI Pelvis With Contrast | 0.00 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 3,079 | 3,079 | 0 | 16 | 16 | 0 | 0 | 0 | 0 | 23,557 | 23,557 | | | | | | |
| C2720007009 | MRI Upper Ext Non Joint W/O W/Contr | 0.00 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 2,309 | 2,309 | 0 | 8 | 8 | 0 | 0 | 0 | 0 | 17,668 | 17,668 | | | | | | |
| C2720007010 | MRI Low Ext Non Joint W/O W/Contr | 0.00 | 2 | 3 | 5 | 0 | 0 | 0 | 5,965 | 6,927 | 12,892 | 17 | 22 | 39 | 0 | 0 | 0 | 44,957 | 53,006 | 97,963 | | | | | | |
| C2720007011 | MRI Abdomen | 0.00 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1,780 | 1,780 | 0 | 8 | 8 | 0 | 0 | 0 | 0 | 13,623 | 13,623 | | | | | | |
| C2720007021 | MRI Cerv Spine W/O & W/Contrast | 0.00 | 5 | 10 | 15 | 0 | 0 | 0 | 11,907 | 25,348 | 37,255 | 36 | 77 | 113 | 0 | 0 | 0 | 89,733 | 193,956 | 283,689 | | | | | | |
| C2720007023 | MRI Thoracic W/O & W/Contrast | 0.00 | 2 | 4 | 6 | 0 | 0 | 0 | 5,965 | 9,236 | 15,201 | 17 | 27 | 44 | 0 | 0 | 0 | 44,957 | 70,071 | 115,028 | | | | | | |
| C2720007025 | MRI (Mag Res Angles) Pelvis | 0.00 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 737 | 0 | 737 | 8 | 0 | 8 | 0 | 0 | 0 | 5,552 | 0 | 5,552 | | | | | |
| C2720007039 | MRI Chest With/Without Contr | 0.00 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 2,272 | 2,272 | 0 | 8 | 8 | 0 | 0 | 0 | 0 | 17,384 | 17,384 | | | | | | |
| C2720007040 | MRI Pelvis Without Contrast | 0.00 | 0 | 3 | 3 | 0 | 0 | 0 | 0 | 4,618 | 4,618 | 0 | 22 | 22 | 0 | 0 | 0 | 0 | 35,336 | 35,336 | | | | | | |
| C2720007041 | MRI Pelvis With/Without Contr | 0.00 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 2,309 | 2,309 | 0 | 8 | 8 | 0 | 0 | 0 | 0 | 17,668 | 17,668 | | | | | | |
| C2720007042 | MRI Upper Ext Nonjoint W/O Contr | 0.00 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 3,004 | 3,004 | 0 | 16 | 16 | 0 | 0 | 0 | 0 | 22,990 | 22,990 | | | | | | |
| C2720007044 | MRI Spectroscopy | 0.00 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 737 | 737 | 0 | 8 | 8 | 0 | 0 | 0 | 0 | 5,641 | 5,641 | | | | | | |
| C2720007047 | MRI Upper Ext Joint W/O W/Contr | 0.00 | 0 | 2 | 2 | 0 | 0 | 0 | 0 | 4,618 | 4,618 | 0 | 16 | 16 | 0 | 0 | 0 | 0 | 35,336 | 35,336 | | | | | | |
| C2720007048 | MRI Low Ext Non Joint W/O Contr | 0.00 | 0 | 4 | 4 | 0 | 0 | 0 | 0 | 6,009 | 6,009 | 0 | 27 | 27 | 0 | 0 | 0 | 0 | 45,979 | 45,979 | | | | | | |

Scorecard

Use to show financial and ratio indicators for the chosen department compared to budget and trend.

Scorecard



Variance Alert

Use to show accounts that exceed variance thresholds for the month.

Month-End Variance Alert Notification

KHA Health

For The Period Ending February 28, 2017

0 - Default

The Following Dept | Accounts require comment responses for this past month.

| Account | Description | Department | Actual | Budget | MTD Better/(Worse) Budget Variance | Percent | Alert | YTD Better/(Worse) Budget Variance | Current Period Comments | Action Plan |
|------------------------|---------------------------------|------------|---------|---------|------------------------------------------|----------|-------|------------------------------------------|-----------------------------------------------------------------------------------|-------------|
| Salary Expenses | | | | | | | | | | |
| 60100 | Salaries - Regular | 26440 | 160,803 | 138,554 | (22,249) | (16.1%) | ▼ | (24,467) | - | |
| 60100 | Salaries - Regular | 26520 | 117,830 | 84,786 | (33,044) | (39.0%) | ▼ | (96,894) | High volume of OP cases which create an increase in workload | |
| 60100 | Salaries - Regular | 27200 | 28,838 | 28,117 | (721) | (2.6%) | ▼ | 10,718 | New hire at higher hourly rate due to competitive market | |
| 60110 | Salaries - Overtime | 26520 | 8,655 | 4,983 | (3,672) | (73.7%) | ▼ | (36,226) | High volume of OP cases which create an increase in workload | |
| 60110 | Salaries - Overtime | 26810 | 5,593 | 2,348 | (3,245) | (138.2%) | ▼ | (24,069) | Extremely busy month with volume 14% over budget | |
| 60120 | Salaries - Non-Productive | 26520 | 14,391 | 6,626 | (7,765) | (117.2%) | ▼ | (54,997) | Long term employees using PTO before they lose it. | |
| 60600 | Salaries - Contract Labor | 27280 | 29,646 | 0 | (29,646) | (100.0%) | ▼ | (241,955) | Due to education for the new One time expense to cover training for new equipment | |
| 61510 | Employee Benefits - PDO | 27280 | 848 | 20,903 | 20,055 | 95.9% | ▲ | 6,025 | - | |
| Supply Expense | | | | | | | | | | |
| 62130 | Supplies - Med Surg Nonbillable | 26520 | 5,749 | 2,390 | (3,359) | (140.5%) | ▼ | (5,007) | High volume of OP cases requires rooms to be supplied more frequently | |
| 62130 | Supplies - Med Surg Nonbillable | 26530 | 4,749 | 3,734 | (1,015) | (27.2%) | ▼ | (10,168) | - | |
| 62130 | Supplies - Med Surg Nonbillable | 26630 | 3,096 | 1,685 | (1,411) | (83.8%) | ▼ | (8,897) | - | |
| 62140 | Supplies - Med Surg Billable | 27200 | 9,751 | 11,302 | 1,552 | 13.7% | ▲ | 1,296 | Increase volume of cases using ionic contrast | |
| 62140 | Supplies - Med Surg Billable | 27220 | 25,293 | 22,648 | (2,645) | (11.7%) | ▼ | 30,802 | - | |
| 62140 | Supplies - Med Surg Billable | 27230 | 51,844 | 33,593 | (18,251) | (54.3%) | ▼ | (51,779) | - | |
| 62140 | Supplies - Med Surg Billable | 27280 | 1,276 | 4,838 | 3,562 | 73.6% | ▲ | 22,205 | - | |
| 62145 | Supplies - Implants | 27440 | 338,543 | 0 | (338,543) | (100.0%) | ▼ | (1,352,233) | Change in expense coding. Non-Budgeted Item | |
| 62145 | Supplies - Implants | 27640 | 431,480 | 0 | (431,480) | (100.0%) | ▼ | (1,862,490) | - | |

Reports in the Executive Monthly Package

These reports are designed for month-end or payroll electronic reporting. For more information on setting up and configuring this report package, see [Configuring the Executive Monthly Package report](#).

► Budget Variance Rollup

Use to show the current month and year-to-date Actual, Flexible, or Fixed Budget and Prior Year values by category in detail. This report can be processed at a rolled-up level by Entity, VP, Director, and so on. You can use any grouping column in dimensions for summarization.

Budget Variance Rollup

KHA Health

For The Period Ending February 28, 2017

| Current Month - February | | | | Year To Date - February | | | | | | | | |
|--------------------------|-------------------------|-----------------|-----------------|-------------------------|-----------------|--------------------|-------------------------|-----------------|-----------------|--------------|-----------------|---------------|
| Acct No | Account Description | Feb-2017 Actual | Feb-2017 Budget | Variance | Feb-2016 Actual | Account Number | Account Description | Feb-2017 Actual | Feb-2017 Budget | Variance | Feb-2016 Actual | Annual Budget |
| SUMMARY INFORMATION | | | | | | | | | | | | |
| Revenue | | | | | | Revenue | | | | | | |
| | Inpatient Revenue | 29,072,658 | 28,990,718 | 81,940 | 22,374,408 | | Inpatient Revenue | 230,932,805 | 229,880,009 | 1,052,796 | 189,863,720 | 343,384,622 |
| | Outpatient Revenue | 13,566,833 | 13,159,817 | 407,016 | 11,211,197 | | Outpatient Revenue | 103,344,156 | 105,020,289 | (1,676,133) | 84,895,353 | 158,762,584 |
| | Other Patient Revenue | 19,202,131 | 19,953,157 | (751,026) | 17,385,036 | | Other Patient Revenue | 152,686,491 | 154,068,502 | (1,382,011) | 154,437,322 | 227,939,308 |
| | Total Patient Revenue | 61,841,623 | 62,103,693 | (262,070) | 50,970,641 | | Total Patient Revenue | 486,963,453 | 488,968,801 | (2,005,348) | 429,196,395 | 730,086,514 |
| | Deductions | 33,722,122 | 33,066,392 | (655,730) | 25,912,814 | | Deductions | 264,948,970 | 262,697,545 | (2,251,425) | 229,136,381 | 396,414,114 |
| | Net Patient Revenue | 28,119,500 | 29,037,301 | (917,800) | 25,057,827 | | Net Patient Revenue | 222,014,483 | 226,271,255 | (4,256,773) | 200,060,015 | 333,672,400 |
| | Other Operating Revenue | 6,183,540 | 6,895,521 | (711,981) | 7,299,684 | | Other Operating Revenue | 52,975,338 | 54,322,952 | (1,347,614) | 58,766,180 | 81,462,542 |
| | Non-Operating Revenue | 4,688,973 | 1,026,502 | 3,672,471 | (1,901,822) | | Non-Operating Revenue | 1,044,524 | 7,194,001 | (6,149,477) | (1,101,183) | 11,300,000 |
| | Total Revenues | 39,002,013 | 36,959,323 | 2,042,690 | 30,455,689 | | Total Revenues | 276,034,345 | 287,788,208 | (11,753,864) | 257,725,011 | 426,434,942 |
| Operating Expenses | | | | | | Operating Expenses | | | | | | |
| | Salaries & Wages | 13,138,045 | 13,516,728 | 378,683 | 12,381,320 | | Salaries & Wages | 104,216,758 | 105,020,665 | 803,906 | 98,287,691 | 150,721,840 |
| | Contract Labor | 160,596 | 59,768 | (100,828) | 199,235 | | Contract Labor | 1,493,126 | 549,567 | (943,559) | 1,580,465 | 788,587 |
| | Employee Benefits | 3,115,496 | 2,944,466 | (171,029) | 2,740,881 | | Employee Benefits | 23,726,089 | 22,839,334 | (886,754) | 21,548,581 | 33,781,250 |
| | Professional Fees | 2,288,938 | 2,077,576 | (211,361) | 2,236,956 | | Professional Fees | 17,203,945 | 17,238,162 | 34,217 | 16,532,202 | 25,547,702 |
| | Purchased Services | 1,041,043 | 987,565 | (53,477) | 931,530 | | Purchased Services | 8,631,866 | 9,052,000 | 420,134 | 7,723,983 | 12,934,118 |

The Budget Variance Rollup report also shows the monthly values by category and account. It will fill in the remainder of the year with budget last year or forecast data to show a year end projection.

Budget Variance Rollup

KHA Health
For The Period Ending February 28, 2017

Current Month - February

| Acct No | Account Description | Jul-2016 Actual | Aug-2016 Actual | Sep-2016 Actual | Oct-2016 Actual | Nov-2016 Actual | Dec-2016 Actual | Jan-2017 Actual | Feb-2017 Actual | Mar-2016 LY Actual | Apr-2016 LY Actual | May-2016 LY Actual | Jun-2016 LY Actual | FY2017 Projected |
|---------------------------|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| SUMMARY INFORMATION | | | | | | | | | | | | | | |
| Revenue | | | | | | | | | | | | | | |
| | Inpatient Revenue | 28,782,082 | 29,015,519 | 27,836,999 | 28,239,399 | 29,176,925 | 27,827,002 | 30,982,220 | 29,072,658 | 23,471,737 | 23,764,226 | 24,781,582 | 26,902,880 | 329,853,229 |
| | Outpatient Revenue | 12,044,958 | 13,898,267 | 12,512,469 | 13,052,113 | 13,037,962 | 12,359,094 | 12,872,459 | 13,566,833 | 11,078,496 | 10,819,405 | 11,775,520 | 11,641,815 | 148,659,392 |
| | Other Patient Revenue | 18,149,618 | 17,524,224 | 20,994,558 | 19,002,268 | 19,223,078 | 19,714,568 | 18,876,045 | 19,202,131 | 18,944,691 | 20,628,740 | 18,423,060 | 18,808,051 | 229,491,034 |
| | Total Patient Revenue | 58,976,658 | 60,438,010 | 61,344,027 | 60,293,780 | 61,437,966 | 59,900,665 | 62,730,724 | 61,841,623 | 53,494,923 | 55,212,371 | 54,980,162 | 57,352,746 | 708,003,655 |
| | Deductions | 32,491,481 | 32,717,450 | 33,300,594 | 32,562,850 | 32,575,628 | 32,987,163 | 34,591,680 | 33,722,122 | 27,447,598 | 29,977,444 | 29,067,173 | 27,494,899 | 378,936,084 |
| | Net Patient Revenue | 26,485,177 | 27,720,560 | 28,043,432 | 27,730,930 | 28,862,337 | 26,913,501 | 28,139,045 | 28,119,500 | 26,047,325 | 25,234,927 | 25,912,989 | 29,857,848 | 329,067,571 |
| | Other Operating Revenue | 6,250,970 | 6,272,337 | 7,159,330 | 6,700,655 | 6,805,026 | 6,836,486 | 6,766,994 | 6,183,540 | 7,387,696 | 7,901,308 | 8,057,850 | 9,424,459 | 85,746,651 |
| | Non-Operating Revenue | (5,506,996) | 2,810,600 | 4,396,459 | (3,197,838) | (1,242,038) | (883,177) | (31,458) | 4,698,973 | 234,728 | (4,790,330) | (5,507,833) | (417,867) | (9,436,778) |
| | Total Revenues | 27,229,150 | 36,803,497 | 39,599,222 | 31,233,747 | 34,425,326 | 32,866,810 | 34,874,580 | 39,002,013 | 33,669,749 | 28,345,905 | 28,463,006 | 38,864,440 | 405,377,444 |
| Operating Expenses | | | | | | | | | | | | | | |
| | Salaries & Wages | 13,210,964 | 12,615,154 | 12,942,350 | 13,577,286 | 12,718,590 | 12,433,413 | 13,580,935 | 13,138,045 | 12,475,156 | 12,489,917 | 13,290,112 | 14,073,173 | 156,545,116 |
| | Contract Labor | 174,507 | 217,288 | 197,288 | 233,738 | 199,124 | 167,286 | 143,300 | 160,596 | 241,583 | 172,604 | 258,993 | 238,152 | 2,404,459 |
| | Employee Benefits | 2,627,164 | 3,205,326 | 2,964,594 | 2,859,764 | 2,716,354 | 3,156,185 | 3,081,206 | 3,115,496 | 2,828,975 | 2,372,976 | 2,164,137 | 3,466,081 | 34,558,258 |
| | Professional Fees | 2,019,975 | 2,136,171 | 2,177,809 | 2,128,964 | 2,247,015 | 1,964,618 | 2,240,456 | 2,288,938 | 2,416,341 | 2,357,356 | 1,958,282 | 2,220,884 | 26,156,808 |
| | Purchased Services | 845,486 | 1,149,196 | 1,381,431 | 870,140 | 1,188,001 | 1,105,842 | 1,050,727 | 1,041,043 | 869,048 | 866,264 | 549,259 | 1,268,402 | 12,186,839 |

► Budget Variance Summary

Use to show the expense, cost-per-unit of service, and hours-per-unit of service variances for each department. This report is typically run by VP to give them a summary of the departments that have variances for the current month.

Budget Variance Summary

KHA Health
For The Period Ending February 28, 2017

| Dept | Description | Director | February Actual Expense | February Budget Expense | Current Month Expense Variance | YTD-Actual Total Expenses | YTD-Budget Total Expenses | YTD Expenses Variance | Feb-2017 Actual Cost/Unit | YTD Actual Cost/Unit | YTD Budget Cost/Unit |
|-------|------------------------------------|-----------------|-------------------------|-------------------------|--------------------------------|---------------------------|---------------------------|-----------------------|---------------------------|----------------------|----------------------|
| 17840 | EHS Sports Medicine | Patrick Herbert | 25,453 | 27,434 | 1,981 | 212,155 | 217,059 | 4,904 | 909.05 | 873.07 | 893.25 |
| 17870 | EHS *** Bldg-Med Office/East Hplex | Carl Johnson | 41,296 | 28,969 | (12,327) | 290,392 | 231,752 | (58,640) | 1,474.84 | 1,195.03 | 953.71 |
| 17879 | EPG Clinic Administration | Elsie East | 16,850 | 55,359 | 38,509 | 208,076 | 442,873 | 234,797 | 601.79 | 856.28 | 1,822.52 |
| 17880 | EPG Phys Clinic-North | Elsie East | 52,122 | 59,783 | 7,661 | 426,586 | 477,143 | 50,557 | 1,861.49 | 1,755.50 | 1,963.55 |
| 17881 | EPG Phys Clinic-Occ Hlth East | Elsie East | 62,724 | 71,809 | 9,085 | 518,492 | 569,525 | 51,033 | 2,240.15 | 2,133.71 | 2,343.72 |
| 17883 | EPG Phys Clinic-Occ Hlth Midtown | Elsie East | 36,436 | 30,298 | (6,138) | 239,337 | 237,891 | (1,446) | 1,301.29 | 984.92 | 978.98 |
| 17885 | EPG Phys Clinic-East | Elsie East | 106,076 | 119,556 | 13,480 | 862,465 | 945,878 | 83,413 | 3,788.43 | 3,549.24 | 3,892.50 |
| 17886 | EPG Phys Clinic-Occ Hlth/West | Elsie East | 34,212 | 87,763 | 53,551 | 119,685 | 703,871 | 584,186 | 1,221.87 | 492.53 | 2,896.59 |
| 17891 | EPG Phys Clinic-South | Elsie East | 236,951 | 202,634 | (34,317) | 1,595,913 | 1,624,463 | 28,550 | 8,462.55 | 6,567.54 | 6,685.03 |
| 17894 | EPG Phys Clinic-Uptown | Elsie East | 107,253 | 73,334 | (33,919) | 551,655 | 585,259 | 33,604 | 3,830.47 | 2,270.19 | 2,408.47 |
| 17895 | EPG Phys Clinic-West | Elsie East | 4,940 | 21,976 | 17,036 | 36,047 | 176,798 | 140,751 | 176.43 | 148.34 | 727.56 |
| 17896 | EPG Phys Clinic-Peds Afterhour | Elsie East | 80,093 | 74,032 | (6,061) | 651,092 | 592,260 | (58,832) | 2,860.45 | 2,679.39 | 2,437.28 |
| 18560 | EHS Rental | Steve Smith | 778,059 | 823,445 | 45,386 | 5,879,642 | 6,587,560 | 707,918 | 27,787.82 | 24,196.06 | 27,109.30 |
| 18900 | EHS Parking Lot | Steve Smith | 18,184 | 18,379 | 195 | 145,898 | 147,034 | 1,136 | 649.44 | 600.40 | 605.08 |
| 18960 | EHS Bldg-North | Carl Johnson | 70,186 | 71,524 | 1,338 | 545,429 | 572,203 | 26,774 | 2,506.64 | 2,244.57 | 2,354.74 |
| 18970 | EHS Bldg-Midtown | Carl Johnson | 131,143 | 128,417 | (2,726) | 1,038,702 | 1,027,334 | (11,368) | 4,683.67 | 4,274.50 | 4,227.71 |
| 18975 | EHS Bldg-Cancer Center | Carl Johnson | 6,915 | 6,219 | (696) | 50,802 | 49,755 | (1,047) | 246.96 | 209.06 | 204.75 |

► Cover_Executive

Use as the cover page for monthly Executive report package. You can customize this report to meet your reporting needs.

Month Ending: Feb-2017

Executive Month-End Report Package-

This package contains a copy of your current month-end financial reports for your review

REPORT TYPES

| Tab Name | Type of Report |
|----------------|---------------------------------------------------------------------------------------------------|
| Cons-Financial | Consolidated Financial for your Responsibility Areas. |
| Top 10 | Top 10 Departments for both favorable and unfavorable variances |
| Charts | Financial Charts |
| Dept Variance | Variances by Financial Statement Area by Department |
| Dept Trend | 12 month rolling trend by Financial Statement Area by Dept - Highlighting threshold-level changes |
| StatSum_ | Statistic Variance Summary |
| BVRollup_ | Consolidated, Account level, 12 Month rolling trend Financial Statement Format |
| BVSum_ | Categorized Budget Variance Summary by Department |
| Pay_ | Departmental FTE Summary |

► Dept Variance Rollup

Use to show department variances over a chosen threshold by category for revenue and expenses for the current period and year-to-date. This report also contains a monthly variance output and projection for the rest of the fiscal year.

Departmental Variance Report

| KHA Health | | | | Variance Rollup | | | | | | | |
|-----------------------------------------|--------------------|-------------|--------------------|----------------------------------------|--------------------------|--------------------|--------------------|--------------|--------------------|------------------|------|
| For The Period Ending February 28, 2017 | | | | 25.0% = Unfavorable Month-End Variance | | | | | | | |
| Report Filter: | | | | | | | | | | | |
| Current Month - February | | | | Year to Date - February | | | | | | | 2017 |
| Feb-2017 Actual | Feb-2017 Budget | Variance | Feb-2016 Actual | Department Number | Department Description | Feb-2017 Actual | Feb-2017 Budget | Variance | Feb-2016 Actual | Annual Budget | |
| | | | | | | | | | | | |
| *** Revenues *** | | | | | | | | | | | |
| Inpatient Revenue | | | | | | | | | | | |
| 211.689 | 2,202.856 | (1,991.167) | 165.016 | 20000 | EMC Balance Sheet | 1,778.490 | 18,473.525 | (16,695.035) | 1,668.234 | 25,810.153 | |
| 222.634 | 354.920 | (132.286) | 241.646 | 26140 | EMC Emergency Room (CDM) | 2,165.299 | 2,552.907 | (387.608) | 2,370.093 | 3,899.640 | |
| 66.667 | 56.004 | 10.663 | 44.858 | 26230 | EMC CVS | 612.909 | 452.762 | 160.147 | 457.202 | 689.002 | |
| 268.455 | 233.530 | 34.925 | 203.926 | 26310 | EMC 3 East | 2,121.212 | 1,821.583 | 299.629 | 1,823.569 | 2,768.624 | |
| 276.206 | 245.307 | 30.899 | 220.350 | 26320 | EMC 3 West | 2,269.365 | 1,971.456 | 297.909 | 1,969.636 | 2,962.839 | |
| 174.663 | 129.036 | 45.627 | 121.947 | 26340 | EMC CCU (Staffing) | 1,520.867 | 972.686 | 548.181 | 984.635 | 1,478.413 | |
| 403.436 | 239.173 | 164.263 | 289.538 | 26350 | EMC AICU | 3,376.061 | 2,218.994 | 1,157.067 | 2,282.648 | 3,263.384 | |
| 1,822 | 1,923 | (101) | 1,805 | 26430 | EMC Well Baby Nursery | 14.835 | 18.335 | (3.500) | 14.768 | 27.828 | |
| 157.337 | 124.829 | 32.508 | 128.902 | 26440 | EMC Mother/Baby | 1,348.826 | 1,159.661 | 189.165 | 1,188.254 | 1,732.939 | |
| 566.966 | 176.431 | 390.535 | 143.116 | 26450 | EMC NICU | 4,052.471 | 1,646.850 | 2,405.621 | 1,552.833 | 2,462.735 | |
| 222.445 | 204.210 | 18.235 | 171.689 | 26460 | EMC 5 North | 1,742.606 | 1,492.896 | 249.710 | 1,458.404 | 2,290.067 | |
| 173.839 | 0 | 173.839 | 121.105 | 26470 | EMC 4 East | 1,010.512 | 394.355 | 616.157 | 554.313 | 394.355 | |

The Budget Variance Rollup report also shows the monthly values by category and account. It will fill in the remainder of the year with budget last year or forecast data to show a year end projection.

Departmental Variance Rollup

KHA Health
For The Period Ending February 28, 2017
Report Filter:

Trend Rollup

25.0% = Unfavorable Change

| Dept Number | Department Description | July Actual | August Actual | September Actual | October Actual | November Actual | December Actual | January Actual | February Actual | March Forecast | April Forecast | May Forecast |
|-------------------|--------------------------|-------------|---------------|------------------|----------------|-----------------|-----------------|----------------|-----------------|----------------|----------------|--------------|
| *** Revenues *** | | | | | | | | | | | | |
| Inpatient Revenue | | | | | | | | | | | | |
| 20000 | EMC Speech Therapy | 171,345 | 229,045 | 241,158 | 231,949 | 234,421 | 238,440 | 230,444 | 211,689 | 0 | 0 | 0 |
| 26140 | EMC Emergency Room (CDM) | 350,096 | 280,617 | 240,743 | 359,583 | 225,198 | 228,295 | 257,137 | 222,534 | 267,500 | 268,269 | 270,155 |
| 26230 | EMC CVS | 100,392 | 76,549 | 63,098 | 71,927 | 82,473 | 79,202 | 89,610 | 96,697 | 77,599 | 78,318 | 81,137 |
| 26310 | EMC 3 East | 284,530 | 263,859 | 264,696 | 263,248 | 278,203 | 242,904 | 255,318 | 268,455 | 549,409 | 550,505 | 553,253 |
| 26320 | EMC 3 West | 289,215 | 278,017 | 281,350 | 281,300 | 289,697 | 274,141 | 299,439 | 276,206 | 0 | 0 | 0 |
| 26340 | EMC CCU (staffing) | 222,736 | 103,483 | 147,782 | 193,953 | 184,135 | 191,997 | 251,768 | 174,465 | 188,117 | 186,819 | 194,822 |
| 26350 | EMC A/CU | 428,481 | 356,385 | 348,487 | 455,303 | 470,921 | 436,525 | 476,522 | 403,436 | 426,691 | 416,870 | 430,867 |
| 26430 | EMC Well Baby Nursery | 2,035 | 2,035 | 2,068 | 2,005 | 1,825 | 1,700 | 1,975 | 1,822 | 1,909 | 1,855 | 1,930 |
| 26440 | EMC Mother/Baby | 173,162 | 160,855 | 172,229 | 182,659 | 154,562 | 172,005 | 175,986 | 157,337 | 173,547 | 160,078 | 173,337 |
| 26450 | EMC NICU | 370,186 | 441,524 | 532,344 | 439,372 | 547,741 | 476,751 | 677,587 | 566,966 | 594,705 | 458,076 | 450,005 |
| 26460 | EMC 5 North | 212,316 | 225,565 | 217,925 | 216,923 | 223,707 | 200,471 | 223,254 | 222,445 | 214,715 | 216,433 | 216,088 |
| 26470 | EMC 4 East | 110,098 | 54,249 | 130,555 | 95,106 | 100,457 | 144,013 | 210,194 | 173,839 | 110,631 | 122,334 | 116,641 |
| 26520 | EMC Pediatrics | 104,367 | 122,532 | 136,936 | 97,933 | 97,412 | 103,486 | 115,404 | 100,382 | 104,065 | 105,437 | 107,296 |
| 26530 | EMC SC | 235,953 | 240,229 | 250,211 | 257,007 | 244,324 | 234,011 | 247,248 | 245,388 | 239,515 | 241,264 | 240,272 |
| 26550 | EMC PICU | 1,000 | 1,000 | 13,600 | 6,600 | 4,500 | 0 | 2,000 | 2,000 | 2,291 | 3,417 | 1,566 |
| 26610 | EMC 6A (JobCode ADC) | 260,334 | 272,482 | 261,824 | 273,660 | 264,206 | 243,445 | 269,813 | 265,419 | 264,431 | 263,173 | 263,810 |
| 26620 | EMC 6B | 253,343 | 265,462 | 259,022 | 265,032 | 264,902 | 207,709 | 208,736 | 251,369 | 247,921 | 250,582 | 246,924 |
| 26630 | EMC 6C | 73,915 | 92,010 | 100,356 | 84,313 | 121,845 | 132,591 | 136,532 | 96,976 | 99,330 | 100,792 | 100,921 |

► Pay Summary by Department

Use to show bi-weekly paid hours by department, by payroll summary category trended over multiple pay periods. This report is normally processed by VP but can also be processed by Director, Division, and so on.

Payroll Summary - By Department

KHA Health
For The Period Ending February 28, 2017

| Pay Period Ending: | | 12/03/16 | 12/17/16 | 12/31/16 | 01/14/17 | 01/28/17 | 02/11/17 | 02/25/17 | FY 2017 |
|--------------------|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------------|
| Department | Description | PP-12 Hours | PP-13 Hours | PP-14 Hours | PP-15 Hours | PP-16 Hours | PP-17 Hours | PP-18 Hours | YTD-Actual Hours |
| 17840 | EHS Sports Medicine | 520 | 520 | 520 | 520 | 520 | 520 | 520 | 9,572 |
| 17880 | EPG Phys Clinic-North | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 1,440 |
| 17881 | EPG Phys Clinic-Occ Hith East | 80 | 80 | 80 | 87 | 80 | 80 | 80 | 1,509 |
| 17883 | EPG Phys Clinic-Occ Hith Midtown | 339 | 416 | 363 | 299 | 370 | 385 | 385 | 5,760 |
| 17885 | EPG Phys Clinic-East | 240 | 232 | 240 | 192 | 240 | 240 | 240 | 4,127 |
| 17886 | EPG Phys Clinic-Occ Hith/West | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 616 |
| 17891 | EPG Phys Clinic-South | 240 | 240 | 240 | 240 | 240 | 240 | 240 | 3,888 |
| 17894 | EPG Phys Clinic-Uptown | 80 | 80 | 160 | 160 | 160 | 160 | 160 | 1,932 |
| 17895 | EPG Phys Clinic-West | 80 | 80 | 80 | 80 | 80 | 80 | 80 | 1,440 |
| 19000 | EHS Administration | 1,796 | 1,828 | 1,678 | 1,719 | 1,655 | 821 | 822 | 30,937 |
| 19050 | EHS Trust | 275 | 250 | 250 | 249 | 232 | 199 | 200 | 4,367 |
| 19060 | EHS Corporate Communications | 592 | 677 | 624 | 616 | 592 | 640 | 640 | 10,571 |
| 19080 | EHS Teleservices | 473 | 493 | 501 | 453 | 444 | 480 | 481 | 7,954 |
| 19100 | EHS Accounting Operations (Employee) | 695 | 686 | 688 | 682 | 693 | 699 | 692 | 11,862 |
| 19105 | EHS Payroll | 239 | 176 | 227 | 190 | 217 | 152 | 152 | 3,730 |
| 19110 | EHS Administrative Finance | 228 | 264 | 235 | 273 | 211 | 240 | 240 | 4,298 |
| 19150 | EHS Information Services | 1,784 | 1,730 | 1,732 | 1,600 | 1,290 | 1,273 | 1,274 | 28,998 |
| 19160 | EHS Audit Services | 80 | 80 | 80 | 80 | 8 | 80 | 80 | 1,224 |

► Statistic Variance Summary

Use to show key statistics by department for the past four months to show statistical trends and variances.

Statistic Variance Summary

KHA Health

For The Period Ending February 28, 2017

| Dept | Description | Statistic | Nov-2016 Key Stat | Dec-2016 Key Stat | Jan-2017 Key Stat | Feb-2017 Key Stat | 4 mo Avg | Variance to Last Month | Variance 4 Mo Avg | Current Budget | Variance Budget |
|-------|------------------------------------|---------------|----------------------|----------------------|----------------------|----------------------|-------------|---------------------------|----------------------|-------------------|--------------------|
| 17840 | EHS Sports Medicine | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |
| 17870 | EHS *** Bldg-Med Office/East Hplex | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |
| 17879 | EPG Clinic Administration | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |
| 17880 | EPG Phys Clinic-North | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |
| 17881 | EPG Phys Clinic-Occ Hlth East | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |
| 17883 | EPG Phys Clinic-Occ Hlth Midtown | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |
| 17885 | EPG Phys Clinic-East | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |
| 17886 | EPG Phys Clinic-Occ Hlth/West | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |
| 17891 | EPG Phys Clinic-South | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |
| 17894 | EPG Phys Clinic-Uptown | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |
| 17895 | EPG Phys Clinic-West | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |
| 17896 | EPG Phys Clinic-Peds Afterhour | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |
| 18560 | EHS Rental | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |
| 18900 | EHS Parking Lot | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |
| 18960 | EHS Bldg-North | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |
| 18970 | EHS Bldg-Midtown | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |
| 18975 | EHS Bldg-Cancer Center | Calendar Days | 30 | 31 | 31 | 28 | 30 | (3) | (2) | 28 | 0 |

Top 10 Variances

Use to show top and bottom ten department variances for salaries, supplies, and other expenses.

Top/Bottom 10 Budget Variance

| Income Statement | Current Period Feb-2017 | Budget | Variance | LY Actual | Year-To-Date Feb-2017 | Budget | Variance | LY Actual |
|---------------------------------------------|----------------------------|------------|-------------|--------------|--------------------------|-------------|-------------|--------------|
| Patient Revenue | 61,841,623 | 62,041,866 | (200,243) | 50,970,641 | 486,963,453 | 488,785,156 | (1,821,703) | 429,196,395 |
| Deductions From Revenue | 32,374,637 | 31,731,467 | (643,169) | 24,933,362 | 256,689,586 | 252,179,251 | (4,510,335) | 220,279,174 |
| Net Patient Revenue | 29,466,986 | 30,310,398 | (843,412) | 26,037,278 | 230,273,867 | 236,605,905 | (6,332,038) | 208,917,222 |
| Total Operating Revenue | 35,650,526 | 37,205,919 | (1,555,393) | 33,336,962 | 283,249,204 | 290,928,857 | (7,679,652) | 267,683,401 |
| Salaries & Wages | 16,414,137 | 16,520,963 | 106,826 | 15,321,436 | 129,435,973 | 128,409,566 | (1,026,407) | 121,416,737 |
| Supplies | 6,065,812 | 5,898,041 | (167,771) | 5,357,117 | 46,283,983 | 46,886,142 | 602,159 | 43,073,844 |
| Other Expense | 12,615,516 | 12,488,230 | (127,287) | 11,581,333 | 96,811,499 | 99,719,180 | 2,907,681 | 88,570,827 |
| Total Operating Expenses | 35,095,466 | 34,907,233 | (188,232) | 32,259,886 | 272,531,455 | 275,014,888 | 2,483,433 | 253,061,408 |
| Excess of Revenue Over Expenses from Operat | 555,060 | 2,298,686 | (1,743,626) | 1,077,076 | 10,717,750 | 15,913,969 | (5,196,219) | 14,621,993 |

| Expense Review | Current Period Actual | Budget | Variance | LY Actual | Year-To-Date Actual | Budget | Variance | LY Actual |
|-------------------------|--------------------------|------------|-----------|--------------|------------------------|-------------|-----------|--------------|
| Salaries & Wages | 13,138,045 | 13,487,128 | 349,083 | 12,381,320 | 104,216,758 | 104,913,607 | 696,849 | 98,287,691 |
| Benefits | 3,115,496 | 2,937,954 | (177,541) | 2,740,881 | 23,726,089 | 22,815,782 | (910,307) | 21,548,581 |
| Contract Labor | 160,596 | 59,768 | (100,828) | 199,235 | 1,493,126 | 549,567 | (943,559) | 1,580,465 |
| Professional Fees | 2,288,938 | 2,077,576 | (211,361) | 2,236,956 | 17,203,945 | 17,238,162 | 34,217 | 16,532,202 |
| Purchased Services | 1,041,043 | 987,565 | (53,477) | 931,530 | 8,631,866 | 9,052,000 | 420,134 | 7,723,983 |
| Supplies | 3,298,231 | 3,109,232 | (188,999) | 2,909,349 | 24,753,455 | 25,405,674 | 652,219 | 22,988,430 |
| Drugs & Pharmaceuticals | 2,767,582 | 2,788,809 | 21,228 | 2,447,768 | 21,530,527 | 21,480,468 | (50,059) | 20,085,414 |

Variance Overview

Use to show monthly variances by department, by account that exceed the thresholds set by the system administrator.

Variance Overview

KHA Health
For The Period Ending February 28, 2017

▼ Required Comment

| | | | | For the Month of February | | | | | |
|---------------------------------|------------------|-------|-------------------------------|---------------------------|---------|-----------------------------------|-----------|-------|-----------------|
| Account | Acct Description | Dept | Department | Actual | Budget | Better/(Worse) Budget Variance | Percent | Alert | YTD Variance |
| Key Statistics | | | | 0 | 0 | 0 | 0.0% | ▲ | 0 |
| Patient Revenue | | | | 0 | 0 | 0 | 0.0% | ▲ | 0 |
| Hours | | | | 0 | 0 | 0 | 0.0% | ▲ | 0 |
| Salary Expenses | | | | 366,604 | 286,317 | (80,287) | (28.0%) | ▼ | 461,866 |
| 60100 Salaries - Regular | | 26440 | EMC Mother/Baby | 160,803 | 138,554 | (22,249) | (16.06%) | ▼ | 24,467 |
| 60100 Salaries - Regular | | 26520 | EMC Pediatrics | 117,830 | 84,786 | (33,044) | (38.97%) | ▼ | 96,894 |
| 60110 Salaries - Overtime | | 26520 | EMC Pediatrics | 8,655 | 4,983 | (3,672) | (73.70%) | ▼ | 36,226 |
| 60120 Salaries - Non-Productive | | 26520 | EMC Pediatrics | 14,391 | 6,626 | (7,765) | (117.19%) | ▼ | 54,997 |
| 60110 Salaries - Overtime | | 26810 | EMC GI Lab | 5,593 | 2,348 | (3,245) | (138.20%) | ▼ | 24,069 |
| 60100 Salaries - Regular | | 27200 | EMC Radiology - MRI (JobCode) | 28,838 | 28,117 | (721) | (2.56%) | ▼ | (10,718) |

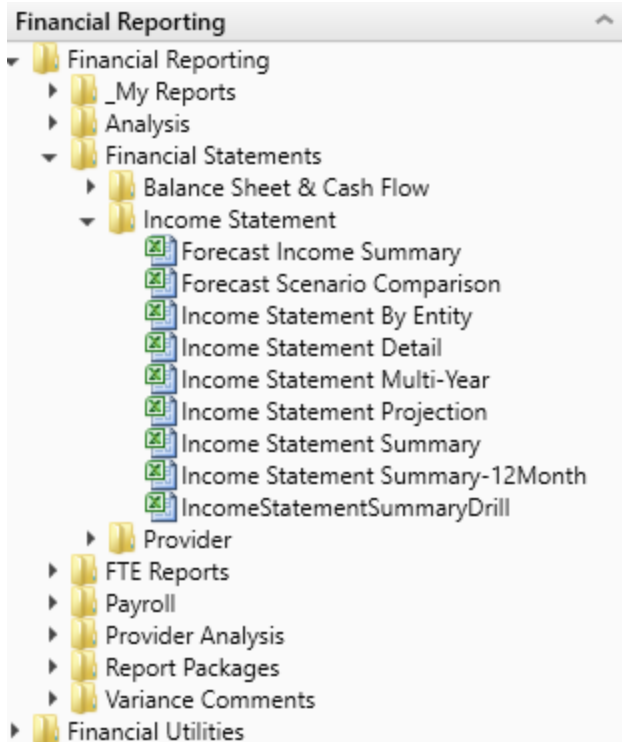
Income Statement reports

These reports are designed for designed for month-end close analysis.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Financial Statements\Income Statement**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Financial Statements > Income Statement**.



► Forecast Income Summary

Use to show the Current Year Forecast by FSDetail category compared to Current Year Budget and Current Year Annualized.

Forecast Income Summary

KHA Health
For The Period Ending February 28, 2017

| | 2017 YTD | Current Year Annualized | Current Year Budget | Current Year Forecast | Forecast to Budget Variance | Budget Var % | Annualized Var % |
|--------------------------------|--------------------|----------------------------|------------------------|--------------------------|--------------------------------|-----------------|---------------------|
| Patient Revenue | | | | | | | |
| Inpatient | 230,932,805 | 346,399,207 | 342,944,253 | 347,243,715 | 4,299,461 | 1.3% | 0.2% |
| Outpatient | 103,344,156 | 155,016,235 | 158,762,584 | 156,090,430 | (2,672,154) | (1.7%) | 0.7% |
| Other Patient Revenue | 152,686,491 | 229,028,737 | 227,939,308 | 209,986,959 | (17,952,349) | (7.9%) | (8.3%) |
| Total Patient Revenue | 486,963,453 | 730,445,179 | 729,646,146 | 713,321,104 | (16,325,041) | (2.2%) | (2.3%) |
| Deductions From Revenue | | | | | | | |
| Charity Services | 8,102,525 | 12,153,788 | 13,102,222 | 15,945,353 | (2,843,131) | (21.7%) | (31.2%) |
| Contractual Allowances | 245,372,927 | 368,059,390 | 354,583,898 | 356,137,403 | (1,553,506) | (0.4%) | 3.2% |
| Other Discounts | 3,214,134 | 4,821,201 | 12,844,577 | 4,820,856 | 8,023,721 | 62.5% | 0.0% |
| Bad Debt | 8,259,384 | 12,389,076 | 15,645,038 | 13,140,879 | 2,504,159 | 16.0% | (6.1%) |
| Total Deductions | 264,948,970 | 397,423,455 | 396,175,735 | 390,044,492 | 6,131,243 | 1.5% | 1.9% |
| Net Patient Revenue | 222,014,483 | 333,021,724 | 333,470,411 | 323,276,612 | (10,193,798) | (3.1%) | (2.9%) |
| Other Operating Revenue | 52,975,338 | 79,463,007 | 81,462,542 | 74,797,965 | (6,664,577) | (8.2%) | (5.9%) |
| Total Operating Revenue | 274,989,820 | 412,484,730 | 414,932,953 | 398,074,577 | (16,858,375) | (4.1%) | (3.5%) |
| Operating Expenses | | | | | | | |
| Salaries & Wages | 104,216,758 | 156,325,137 | 159,485,812 | 147,638,021 | 11,847,791 | 7.4% | 5.6% |
| Benefits | 23,726,089 | 35,589,133 | 33,729,323 | 33,516,531 | 212,792 | 0.6% | 5.8% |
| Contract Labor | 1,493,126 | 2,239,690 | 788,587 | 1,799,857 | (1,011,270) | (128.2%) | 19.6% |

► Forecast Scenario Comparison

Use to show the Current Year To Date, Current Year Annualized compared to the Current Year Forecast and Alternate Forecast.

Forecast Scenario Comparison

KHA Health

For The Period Ending February 28, 2017

| | 2017 YTD | Current Year Annualized | Current Year Forecast | Forecast Alternate | Scenario Variance | Scenario Var % | Annualized Var % |
|--------------------------------|--------------------|----------------------------|--------------------------|-----------------------|----------------------|-------------------|---------------------|
| Patient Revenue | | | | | | | |
| Inpatient | 230,932,805 | 346,399,207 | 347,243,715 | 0 | (347,243,715) | (100.0%) | (100.0%) |
| Outpatient | 103,344,156 | 155,016,235 | 156,090,430 | 0 | (156,090,430) | (100.0%) | (100.0%) |
| Other Patient Revenue | 152,686,491 | 229,029,737 | 209,986,959 | 0 | (209,986,959) | (100.0%) | (100.0%) |
| Total Patient Revenue | 486,963,453 | 730,445,179 | 713,321,104 | 0 | (713,321,104) | (100.0%) | (100.0%) |
| Deductions From Revenue | | | | | | | |
| Charity Services | 8,102,525 | 12,153,788 | 15,945,353 | 0 | 15,945,353 | 100.0% | 100.0% |
| Contractual Allowances | 245,372,927 | 368,059,390 | 356,137,403 | 0 | 356,137,403 | 100.0% | 100.0% |
| Other Discounts | 3,214,134 | 4,821,201 | 4,820,856 | 0 | 4,820,856 | 100.0% | 100.0% |
| Bad Debt | 8,259,384 | 12,389,076 | 13,140,879 | 0 | 13,140,879 | 100.0% | 100.0% |
| Total Deductions | 264,948,970 | 397,423,455 | 390,044,492 | 0 | 390,044,492 | 100.0% | 100.0% |
| Net Patient Revenue | 222,014,483 | 333,021,724 | 323,276,612 | 0 | (323,276,612) | (100.0%) | (100.0%) |
| Other Operating Revenue | 52,975,338 | 79,463,007 | 74,797,965 | 0 | (74,797,965) | (100.0%) | (100.0%) |
| Total Operating Revenue | 274,989,820 | 412,484,730 | 398,074,577 | 0 | (398,074,577) | (100.0%) | (100.0%) |
| Operating Expenses | | | | | | | |
| Salaries & Wages | 104,216,758 | 156,325,137 | 147,638,021 | 0 | 147,638,021 | 100.0% | 100.0% |
| Benefits | 23,726,089 | 35,589,133 | 33,516,531 | 0 | 33,516,531 | 100.0% | 100.0% |
| Contract Labor | 1,493,126 | 2,239,690 | 1,799,857 | 0 | 1,799,857 | 100.0% | 100.0% |

► Income Statement By Entity

Use to show the Income Statement categories by entity for the current fiscal year.

Income Summary By Entity

KHA Health
For The Period Ending July 31, 2016

| | 1-KH Health System | TOTAL | 2017 Budget |
|--------------------------------------|--------------------|------------------|-------------------|
| Deductions From Revenue | | | |
| Bad Debt | 0 | 0 | 368,000 |
| Total Deductions From Revenue | 0 | 0 | 368,000 |
| Net Patient Revenue | 0 | 0 | (368,000) |
| Other Operating Revenue | 1,384,039 | 1,384,039 | 16,856,770 |
| Total Operating Revenue | 1,384,039 | 1,384,039 | 16,488,770 |
| Operating Expenses | | | |
| Salaries & Wages | 1,449,152 | 1,449,152 | 9,482,000 |
| Benefits | 226,580 | 226,580 | 1,738,000 |
| Contract Labor | 2,160 | 2,160 | 0 |
| Professional Fees | 450,290 | 450,290 | 7,027,018 |
| Purchased Services | 66,638 | 66,638 | 3,084,020 |
| Medical Supplies | 21 | 21 | 1,208 |
| Other Supplies | 37,148 | 37,148 | 833,016 |
| Depreciation and Amortization | 1,204,052 | 1,204,052 | 16,467,346 |
| Lease and Rental | 104,217 | 104,217 | 1,306,487 |
| Maintenance and Repairs | 147,167 | 147,167 | 1,865,519 |

► Income Statement Detail

Use to show the detail accounts within each income statement category of FSDetail showing current-year detail and last-year actual.

Income Statement Detail

KHA Health
For The Period Ending August 31, 2016

| | | Current Month | | | | | Year-To-Date | | | | |
|----------------------------------|-----------------|---------------|--------------|-----------|---------|--------------|--------------|--------------|-------------|---------|--------------|
| Account | Description | Actual | Budget | Variance | Var % | LY Actual | Actual | Budget | Variance | Var % | LY Actual |
| Patient Revenue | | | | | | | | | | | |
| Inpatient Gross Revenue | | | | | | | | | | | |
| 31100 | IP - Medicare | 16,406,519 | 17,354,341 | (947,823) | (5.5%) | 13,250,395 | 32,358,345 | 33,698,319 | (1,339,973) | (4.0%) | 24,897,174 |
| 31200 | IP - Medicaid | 1,824,029 | 1,453,578 | 370,450 | 25.5% | 1,264,131 | 3,337,424 | 2,818,122 | 519,302 | 18.4% | 2,657,220 |
| 31300 | IP - Blue Cross | 3,663,766 | 3,337,222 | 326,544 | 9.8% | 3,124,447 | 7,778,231 | 6,447,914 | 1,330,317 | 20.6% | 5,998,454 |
| 31400 | IP - Commercial | 2,449,719 | 2,288,598 | 161,121 | 7.0% | 2,300,216 | 4,569,647 | 4,421,378 | 148,269 | 3.4% | 4,710,083 |
| 31500 | IP - HMO/PPO | 2,960,706 | 2,384,609 | 576,097 | 24.2% | 2,262,868 | 6,339,619 | 4,611,462 | 1,728,157 | 37.5% | 4,413,900 |
| 31600 | IP - Self Pay | 901,557 | 1,075,360 | (173,803) | (16.2%) | 917,293 | 1,820,472 | 2,084,939 | (264,467) | (12.7%) | 1,709,622 |
| 31900 | IP - Other | 809,223 | 1,066,033 | (256,810) | (24.1%) | 589,140 | 1,593,862 | 2,353,776 | (759,914) | (32.3%) | 1,079,090 |
| Total - Inpatient Gross Revenue | | \$29,815,519 | \$28,959,743 | \$855,776 | 0.2% | \$23,708,491 | \$57,797,601 | \$56,435,910 | \$1,361,691 | 2.4% | \$45,465,543 |
| Outpatient Gross Revenue | | | | | | | | | | | |
| 32100 | OP - Medicare | 4,547,751 | 4,983,892 | (436,141) | (8.8%) | 3,511,298 | 8,437,350 | 9,533,436 | (1,096,086) | (11.5%) | 6,730,923 |
| 32200 | OP - Medicaid | 671,860 | 553,337 | 118,523 | 21.4% | 430,564 | 1,195,955 | 1,072,405 | 123,550 | 11.5% | 802,848 |
| 32300 | OP - Blue Cross | 2,624,684 | 2,335,157 | 289,526 | 12.4% | 1,999,448 | 4,917,943 | 4,539,671 | 378,272 | 8.3% | 3,692,329 |
| 32400 | OP - Commercial | 1,212,603 | 1,316,983 | (104,380) | (7.9%) | 1,170,610 | 2,279,175 | 2,549,523 | (270,347) | (10.6%) | 2,262,885 |
| 32500 | OP - HMO/PPO | 1,798,856 | 1,671,963 | 126,892 | 7.6% | 1,309,952 | 3,397,477 | 3,246,231 | 151,246 | 4.7% | 2,493,273 |
| 32600 | OP - Self Pay | 396,788 | 374,040 | 22,748 | 6.1% | 415,282 | 750,964 | 725,415 | 25,548 | 3.5% | 728,527 |
| 32900 | OP - Other | 863,164 | 864,779 | (1,615) | (0.2%) | 770,750 | 1,575,497 | 1,712,445 | (136,947) | (8.0%) | 1,517,645 |
| 33100 | ER - Medicare | 416,745 | 460,371 | (43,626) | (9.5%) | 309,224 | 765,314 | 909,735 | (144,421) | (15.9%) | 578,195 |
| 33200 | ER - Medicaid | 326,908 | 236,001 | 90,907 | 38.5% | 220,355 | 613,209 | 465,200 | 148,009 | 31.8% | 428,089 |
| 33300 | ER - Blue Cross | 270,906 | 221,527 | 49,379 | 22.3% | 210,890 | 542,510 | 436,964 | 105,546 | 24.2% | 389,673 |
| 33400 | ER - Commercial | 155,505 | 159,971 | (4,466) | (2.8%) | 143,154 | 344,642 | 315,601 | 29,041 | 9.2% | 292,521 |
| 33500 | ER - HMO/PPO | 253,609 | 200,352 | 53,257 | 26.6% | 198,803 | 450,631 | 395,661 | 54,970 | 13.9% | 364,584 |
| 33600 | ER - Self Pay | 316,602 | 272,809 | 43,793 | 16.1% | 244,554 | 581,161 | 538,489 | 42,672 | 7.9% | 514,534 |
| 33900 | ER - Other | 42,288 | 33,938 | 8,350 | 24.6% | 27,478 | 91,397 | 66,909 | 24,488 | 36.6% | 54,809 |
| Total - Outpatient Gross Revenue | | \$13,898,267 | \$13,685,121 | \$213,146 | 1.6% | \$10,922,363 | \$25,943,225 | \$26,507,684 | (\$564,460) | (2.1%) | \$20,850,834 |

► Income Statement Multi-Year

Use to review the Income Statement totals by FSDetail category across multiple fiscal years.

Income Statement Multi-Year

KHA Health

For The Period Ending August 31, 2016

| | 2015 Actual | 2016 Actual | 2017 YTD | 2017 Annualized | 2017 Budget |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Patient Revenue | | | | | |
| Inpatient | 271,475,113 | 288,784,145 | 57,797,601 | 346,785,604 | 342,944,253 |
| Outpatient | 122,366,142 | 130,210,589 | 25,943,225 | 155,659,349 | 158,762,584 |
| Other Patient Revenue | 250,742,396 | 231,241,865 | 35,673,843 | 214,043,055 | 227,939,308 |
| Total Patient Revenue | 644,583,651 | 650,236,598 | 119,414,668 | 716,488,008 | 729,646,146 |
| Deductions From Revenue | | | | | |
| Charity Services | 10,300,880 | 10,945,089 | 2,293,253 | 13,759,515 | 13,102,222 |
| Contractual Allowances | 329,999,682 | 315,061,954 | 61,356,403 | 368,138,419 | 354,583,898 |
| Other Discounts | 2,425,266 | 5,393,471 | 712,356 | 4,274,135 | 12,844,577 |
| Bad Debt | 11,332,236 | 11,722,981 | 846,920 | 5,081,518 | 15,645,038 |
| Total Deductions | 354,058,064 | 343,123,495 | 65,208,931 | 391,253,587 | 396,175,735 |
| Net Patient Revenue | 290,525,586 | 307,113,103 | 54,205,737 | 325,234,421 | 333,470,411 |
| Other Operating Revenue | 91,276,125 | 91,537,493 | 12,523,307 | 75,139,839 | 81,462,542 |
| Total Operating Revenue | 381,801,711 | 398,650,596 | 66,729,043 | 400,374,261 | 414,932,953 |
| Operating Expenses | | | | | |
| Salaries & Wages | 133,105,293 | 150,616,048 | 25,826,139 | 154,956,832 | 159,485,812 |
| Benefits | 28,214,157 | 32,380,751 | 5,832,490 | 34,994,942 | 33,729,323 |
| Contract Labor | 2,093,432 | 2,491,798 | 391,795 | 2,350,768 | 788,587 |
| Professional Fees | 23,970,791 | 25,485,065 | 4,156,145 | 24,936,872 | 25,547,702 |
| Purchased Services | 20,181,234 | 11,278,956 | 1,994,681 | 11,968,089 | 12,934,118 |

► Income Statement Projection

Use to review the Income Statement totals by FSDetail category by month. For the remaining months of the year, it projects using the current-year budget or current-year forecast, which you can then compare to the annual budget.

Income Statement Projection

KHA Health

For Period Ending February 28, 2017

| | Actual Jul-2016 | Actual Aug-2016 | Actual Sep-2016 | Actual Oct-2016 | Actual Nov-2016 | Actual Dec-2016 | Actual Jan-2017 |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Patient Revenue | | | | | | | |
| Inpatient | 28,782,082 | 29,015,519 | 27,836,999 | 28,239,399 | 29,176,925 | 27,827,002 | 30,982,220 |
| Outpatient | 12,044,958 | 13,898,267 | 12,512,469 | 13,052,113 | 13,037,962 | 12,359,094 | 12,872,459 |
| Other Patient Revenue | 18,149,618 | 17,524,224 | 20,994,558 | 19,002,268 | 19,223,078 | 19,714,568 | 18,876,045 |
| Total Patient Revenue | 58,976,658 | 60,438,010 | 61,344,027 | 60,293,780 | 61,437,966 | 59,900,665 | 62,730,724 |
| Deductions From Revenue | | | | | | | |
| Charity Services | 740,392 | 1,552,861 | 340,871 | 448,113 | 400,316 | 982,995 | 1,612,351 |
| Contractual Allowances | 30,480,455 | 30,875,948 | 31,376,054 | 30,892,785 | 29,871,408 | 30,678,985 | 31,268,463 |
| Other Discounts | 340,406 | 371,950 | 675,939 | 382,572 | 278,786 | 387,829 | 355,471 |
| Bad Debt | 930,229 | (83,309) | 907,730 | 839,381 | 2,025,118 | 937,355 | 1,355,394 |
| Total Deductions | 32,491,461 | 32,717,450 | 33,300,594 | 32,562,850 | 32,573,628 | 32,987,169 | 34,591,660 |
| Net Patient Revenue | 26,485,177 | 27,720,560 | 28,043,432 | 27,730,930 | 28,862,337 | 26,913,501 | 28,139,045 |
| Other Operating Revenue | 6,250,970 | 6,272,337 | 7,159,330 | 6,700,655 | 6,805,026 | 6,836,486 | 6,766,994 |
| Total Operating Revenue | 32,736,147 | 33,992,897 | 35,202,763 | 34,431,585 | 35,667,363 | 33,749,987 | 34,906,038 |
| Operating Expenses | | | | | | | |
| Salaries & Wages | 13,210,984 | 12,615,154 | 12,942,350 | 13,577,286 | 12,718,590 | 12,433,413 | 13,580,935 |
| Benefits | 2,627,164 | 3,205,326 | 2,964,594 | 2,859,764 | 2,716,354 | 3,156,185 | 3,081,206 |
| Contract Labor | 174,507 | 217,288 | 197,288 | 233,738 | 199,124 | 167,286 | 143,300 |
| Professional Fees | 2,019,975 | 2,136,171 | 2,177,809 | 2,128,964 | 2,247,015 | 1,964,618 | 2,240,456 |
| Purchased Services | 845,486 | 1,149,196 | 1,381,431 | 870,140 | 1,188,001 | 1,105,842 | 1,050,727 |
| Medical Supplies | 2,249,823 | 2,528,346 | 2,327,100 | 2,529,539 | 2,389,298 | 2,452,118 | 2,402,721 |
| Drugs & Pharmaceuticals | 2,503,613 | 2,778,615 | 2,540,641 | 2,744,926 | 2,703,877 | 2,794,166 | 2,697,108 |
| Other Supplies | 611,883 | 768,800 | 629,196 | 608,021 | 712,822 | 589,002 | 656,556 |
| Depreciation & Amortization | 2,345,308 | 2,358,863 | 2,253,491 | 2,358,087 | 2,360,542 | 2,417,051 | 2,411,687 |
| Lease and Rental | 917,201 | 917,024 | 941,195 | 958,133 | 974,873 | 957,206 | 1,006,571 |

► Income Statement Summary

Use to review the Income Statement totals by FSDetail category for the current period and year-to-date compared to budget and prior year.

Income Statement Summary

KHA Health
For The Period Ending August 31, 2016

| | Current Month - Aug-2016 | | | | Year To Date - Aug-2016 | | | | | |
|--------------------------------|--------------------------|--------------------|------------------|---------------|-------------------------|--------------------|--------------------|--------------------|---------------|--------------------|
| | Aug-2016 Actual | Aug-2016 Budget | Variance | Var % | Aug-2015 Actual | Aug-2016 Actual | Aug-2016 Budget | Variance | Var % | Aug-2015 Actual |
| Patient Revenue | | | | | | | | | | |
| Inpatient | 29,015,519 | 28,959,743 | 55,776 | 0.2% | 23,708,491 | 57,797,601 | 56,435,910 | 1,361,691 | 2.4% | 45,465,543 |
| Outpatient | 13,898,267 | 13,685,121 | 213,146 | 1.6% | 10,922,363 | 25,943,225 | 26,507,684 | (564,460) | (2.1%) | 20,850,834 |
| Other Patient Revenue | 17,524,224 | 16,626,870 | 897,354 | 5.4% | 18,587,953 | 35,673,843 | 33,442,850 | 2,230,993 | 6.7% | 36,125,409 |
| Total Patient Revenue | 60,438,010 | 59,271,733 | 1,166,276 | 2.0% | 53,218,807 | 119,414,668 | 116,386,444 | 3,028,224 | 2.6% | 102,441,785 |
| Deductions From Revenue | | | | | | | | | | |
| Charity Services | 1,552,861 | 1,114,595 | (438,266) | (39.3%) | 1,176,069 | 2,293,253 | 2,170,758 | (122,494) | (5.6%) | 1,622,337 |
| Contractual Allowances | 30,875,948 | 28,416,094 | (2,459,854) | (8.7%) | 25,622,623 | 61,356,403 | 55,662,619 | (5,693,784) | (10.2%) | 49,803,518 |
| Other Discounts | 371,950 | 1,003,005 | 631,054 | 62.9% | 450,100 | 712,356 | 2,032,495 | 1,320,139 | 65.0% | 1,199,398 |
| Bad Debt | (83,309) | 1,314,859 | 1,398,168 | 106.3% | 1,048,427 | 846,920 | 2,566,697 | 1,719,777 | 67.0% | 2,242,356 |
| Total Deductions | 32,717,450 | 31,848,553 | (868,897) | (2.7%) | 28,297,219 | 65,208,931 | 62,432,569 | (2,776,362) | (4.4%) | 54,867,609 |
| Net Patient Revenue | 27,720,560 | 27,423,181 | 297,379 | 1.1% | 24,921,588 | 54,205,737 | 53,953,875 | 251,862 | 0.5% | 47,574,176 |
| Other Operating Revenue | 6,272,337 | 5,948,095 | 324,242 | 5.5% | 7,243,534 | 12,523,307 | 12,018,385 | 504,921 | 4.2% | 14,495,912 |
| Total Operating Revenue | 33,992,897 | 33,371,276 | 621,621 | 1.9% | 32,165,123 | 66,729,043 | 65,972,260 | 756,783 | 1.1% | 62,070,087 |
| Operating Expenses | | | | | | | | | | |
| Salaries & Wages | 12,615,154 | 12,894,593 | 279,438 | 2.2% | 12,428,133 | 25,826,139 | 25,594,694 | (231,445) | (0.9%) | 24,224,601 |
| Benefits | 3,205,326 | 2,836,001 | (369,325) | (13.0%) | 2,715,812 | 5,832,490 | 5,590,907 | (241,583) | (4.3%) | 5,281,704 |
| Contract Labor | 217,288 | 81,613 | (135,674) | (166.2%) | 165,086 | 391,795 | 155,193 | (236,602) | (152.5%) | 286,862 |
| Professional Fees | 2,136,171 | 2,232,657 | 96,486 | 4.3% | 2,212,525 | 4,156,145 | 4,467,320 | 311,174 | 7.0% | 3,829,996 |

► Income Statement Summary-12 Month

Use to view the Income Statement totals by FSDetail category, by month. You can also update the report to process for any fiscal year in the database.

Income Statement Summary-12 Month

KHA Health

| | Current Year Actual | | | | | | | | | |
|--------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| | Jul-2016 | Aug-2016 | Sep-2016 | Oct-2016 | Nov-2016 | Dec-2016 | Jan-2017 | Feb-2017 | Mar-2017 | Apr-2017 |
| Patient Revenue | | | | | | | | | | |
| Inpatient | 28,782,082 | 29,015,519 | 27,836,999 | 28,239,399 | 29,176,925 | 27,827,002 | 30,982,230 | 29,072,658 | 0 | 0 |
| Outpatient | 12,044,958 | 13,898,267 | 12,512,469 | 13,052,113 | 13,037,962 | 12,359,094 | 12,872,459 | 13,566,833 | 6,448 | 0 |
| Other Patient Revenue | 18,149,618 | 17,524,224 | 20,994,558 | 19,002,268 | 19,223,078 | 19,714,568 | 18,876,045 | 19,202,131 | 17,969,175 | 0 |
| Total Patient Revenue | 58,976,658 | 60,438,010 | 61,344,027 | 60,293,780 | 61,437,966 | 59,900,665 | 62,730,724 | 61,841,623 | 17,975,623 | 0 |
| Deductions From Revenue | | | | | | | | | | |
| Charity Services | 740,392 | 1,552,861 | 340,871 | 448,113 | 400,316 | 982,995 | 1,612,351 | 2,024,627 | 3,880 | 0 |
| Contractual Allowances | 30,480,455 | 30,875,948 | 31,376,054 | 30,892,785 | 29,871,408 | 30,678,985 | 31,268,463 | 29,928,829 | 10,990,030 | 0 |
| Other Discounts | 340,406 | 371,950 | 675,939 | 382,572 | 278,786 | 387,829 | 355,471 | 421,181 | 0 | 0 |
| Bad Debt | 930,229 | (83,309) | 907,730 | 839,381 | 2,025,118 | 937,355 | 1,355,394 | 1,347,486 | 99,000 | 0 |
| Total Deductions | 32,491,481 | 32,717,450 | 33,300,594 | 32,562,850 | 32,575,628 | 32,987,163 | 34,591,680 | 33,722,122 | 11,092,910 | 0 |
| Net Patient Revenue | 26,485,177 | 27,720,560 | 28,043,432 | 27,730,930 | 28,862,337 | 26,913,501 | 28,139,045 | 28,119,500 | 6,882,713 | 0 |
| Other Operating Revenue | 6,250,970 | 6,272,337 | 7,159,330 | 6,700,655 | 6,805,026 | 6,836,486 | 6,766,994 | 6,183,540 | 342,130 | (6,500) |
| Total Operating Revenue | 32,736,147 | 33,992,897 | 35,202,763 | 34,431,585 | 35,667,363 | 33,749,987 | 34,906,038 | 34,303,040 | 7,224,844 | (6,500) |
| Operating Expenses | | | | | | | | | | |
| Salaries & Wages | 13,210,984 | 12,615,154 | 12,942,350 | 13,577,286 | 12,718,590 | 12,433,413 | 13,580,935 | 13,138,045 | 4,535,443 | 89,448 |
| Benefits | 2,627,164 | 3,205,326 | 2,964,594 | 2,859,764 | 2,716,354 | 3,156,185 | 3,081,206 | 3,115,496 | 1,172,032 | 24,447 |
| Contract Labor | 174,507 | 217,288 | 197,288 | 233,738 | 199,124 | 167,286 | 143,300 | 166,596 | 67,808 | (11,112) |
| Professional Fees | 2,019,975 | 2,136,171 | 2,177,809 | 2,128,964 | 2,247,015 | 1,964,618 | 2,240,456 | 2,288,938 | 22,938 | (6,258) |
| Purchased Services | 845,486 | 1,149,196 | 1,381,431 | 870,140 | 1,188,001 | 1,105,842 | 1,050,727 | 1,041,043 | 139,328 | (59,991) |
| Medical Supplies | 2,249,823 | 2,528,346 | 2,327,100 | 2,529,539 | 2,389,298 | 2,452,118 | 2,402,721 | 2,676,927 | 298,324 | (20,274) |

► Income Statement Summary - Detail

Use to view review the Income Statement totals by FSDetail category for the current period and year-to-date actual compared to budget and prior year. You can drill down to the detail transactions for revenue, expense, payroll data, or show a trend for each category.

Income Statement Summary - Drill

KHA Health
Consolidated

| Description | For the Month of February | | | | Budget | Feb-2016 Actual | YTD Thru February | | | | YTD Percent | Feb-2016 Actual |
|--------------------------------------------------------|---------------------------|--------------------|--------------------------|-----------------|--------|--------------------|---------------------|--------------------|--------------------------|-----------------|--------------------|--------------------|
| | Feb-2017 Actual | Feb-2017 Budget | Better/Worse Variance | Percent | | | Feb-2017 Actual | Feb-2017 Budget | Better/Worse Variance | Percent | | |
| Patient Revenue | | | | | | | | | | | | |
| Inpatient | 29,972,658 | 29,990,718 | 9,840 | 0.3% | | 22,374,408 | 230,952,805 | 228,880,309 | 1,052,796 | 0.5% | 189,862,720 | |
| Outpatient | 13,566,833 | 13,158,817 | 407,016 | 3.1% | | 11,211,187 | 103,344,156 | 105,020,289 | (1,676,133) | (1.6%) | 84,895,353 | |
| Other Patient Revenue | 18,202,131 | 18,953,157 | (751,026) | (0.8%) | | 17,381,036 | 152,686,491 | 154,068,502 | (1,382,011) | (0.9%) | 154,437,322 | |
| Total Patient Revenue | 61,841,623 | 62,103,693 | (262,070) | (0.4%) | | 50,970,641 | 486,965,453 | 486,968,801 | (2,005,348) | (0.4%) | 429,196,395 | |
| Deductions From Revenue | | | | | | | | | | | | |
| Charity Services | 2,024,627 | 1,087,335 | (937,292) | (84.5%) | | 950,931 | 8,102,525 | 8,724,131 | (621,606) | (7.7%) | 8,447,888 | |
| Contractual Allowances | 29,938,829 | 29,685,859 | (252,970) | (0.9%) | | 23,600,503 | 245,372,827 | 235,082,558 | (10,290,369) | (4.4%) | 208,368,549 | |
| Other Discounts | 421,181 | 1,001,854 | (580,673) | (58.0%) | | 381,829 | 3,214,134 | 8,471,506 | (5,257,372) | (62.1%) | 3,462,957 | |
| Bad Debt | 1,347,486 | 1,301,344 | (46,141) | (0.3%) | | 978,452 | 8,259,384 | 10,419,351 | (2,159,967) | (26.7%) | 8,857,207 | |
| Total Deductions | 33,732,122 | 33,066,392 | (665,730) | (2.0%) | | 25,919,814 | 264,948,839 | 262,497,545 | (2,451,420) | (0.9%) | 228,136,385 | |
| Net Patient Revenue | 28,110,500 | 29,037,301 | (917,800) | (3.2%) | | 25,051,827 | 222,016,613 | 224,471,255 | (1,454,770) | (1.9%) | 200,860,010 | |
| Other Operating Revenue | 6,183,540 | 6,895,521 | (711,981) | (10.3%) | | 7,298,684 | 52,975,338 | 54,322,952 | (1,347,614) | (2.5%) | 58,786,180 | |
| Total Operating Revenue | 34,304,040 | 35,932,821 | (1,628,781) | (4.5%) | | 32,350,511 | 274,991,950 | 280,794,207 | (5,804,305) | (2.1%) | 258,646,194 | |
| Operating Expenses | | | | | | | | | | | | |
| Salaries & Wages | 13,138,945 | 13,516,728 | (377,783) | (2.8%) | | 12,381,320 | 104,216,758 | 105,020,665 | (803,906) | (0.8%) | 98,287,891 | |
| Benefits | 3,115,496 | 2,944,466 | (171,029) | (5.5%) | | 2,740,881 | 23,726,089 | 22,839,334 | 886,756 | (3.8%) | 21,540,581 | |
| Contract Labor | 160,596 | 50,768 | (109,828) | (68.4%) | | 199,235 | 1,493,126 | 549,567 | (943,598) | (77.1%) | 1,580,581 | |
| Professional Fees | 2,288,938 | 2,077,576 | (211,361) | (10.2%) | | 2,238,956 | 17,203,945 | 17,238,162 | (34,217) | (0.2%) | 16,532,202 | |
| Purchased Services | 1,041,043 | 987,565 | (53,477) | (5.4%) | | 931,530 | 8,631,866 | 8,052,000 | 420,134 | 4.4% | 7,723,983 | |
| Medical Supplies | 2,678,827 | 2,400,428 | (278,498) | (11.3%) | | 2,360,401 | 18,555,872 | 18,649,754 | (93,882) | (0.5%) | 17,847,029 | |
| Drugs & Pharmaceuticals | 2,787,582 | 2,788,809 | (122) | (0.0%) | | 2,447,768 | 21,530,527 | 21,480,468 | (50,059) | (0.2%) | 20,085,414 | |
| Other Supplies | 621,303 | 708,804 | (87,500) | (12.3%) | | 648,949 | 5,197,583 | 5,755,820 | (558,237) | (9.7%) | 5,141,401 | |
| Depreciation & Amortization | 2,447,398 | 2,537,081 | (89,683) | (3.5%) | | 2,278,114 | 18,962,096 | 18,943,247 | 18,858,330 | 5.1% | 17,796,820 | |
| Lease and Rental | 978,391 | 905,439 | (72,952) | (8.1%) | | 888,108 | 7,650,594 | 7,443,282 | (207,302) | (2.7%) | 6,871,207 | |
| Maintenance & Repairs | 473,401 | 428,396 | (45,005) | (10.5%) | | 407,914 | 3,510,954 | 3,558,270 | (47,316) | (1.3%) | 3,144,004 | |
| Utilities | 625,180 | 635,388 | (10,208) | (1.6%) | | 646,874 | 4,717,008 | 5,156,759 | (439,750) | (8.5%) | 4,820,746 | |
| Insurance | 921,599 | 738,811 | (182,788) | (24.7%) | | 511,817 | 6,510,311 | 5,780,283 | (730,028) | (11.0%) | 3,872,704 | |
| Interest | 363,157 | 635,198 | (272,041) | (42.8%) | | 404,593 | 3,100,108 | 5,081,587 | (1,981,479) | (39.0%) | 3,277,846 | |
| Bad Debt | 0 | 0 | 0 | 0.0% | | 0 | 0 | 0 | 0 | 0.0% | 0 | |
| Other Expenses | 3,475,620 | 3,542,775 | (67,155) | (1.9%) | | 3,274,426 | 26,533,776 | 26,467,560 | 66,216 | (0.3%) | 24,431,215 | |
| Total Operating Expenses | 35,695,486 | 34,907,233 | (688,252) | (0.3%) | | 32,259,886 | 272,531,455 | 275,051,688 | (2,485,433) | (0.9%) | 251,043,408 | |
| Excess of Revenue Over Expenses from Operations | (1,391,446) | 1,025,588 | (1,818,814) | (177.3%) | | 97,624 | 2,458,366 | 5,376,320 | (3,120,954) | (15.9%) | 5,764,786 | |
| Unrestricted Contributions | 236,565 | 83,334 | (153,231) | (183.0%) | | 14,251 | 429,425 | 666,667 | (237,242) | (55.0%) | 70,164 | |
| Other Non-Operating Revenue/Expense | (202,338) | 34,834 | (138,172) | (970.8%) | | (111,437) | (885,280) | 260,667 | (1,145,947) | (909.8%) | (126,514) | |
| Investment Income | 32,111 | 408,534 | (376,423) | (92.1%) | | 123,309 | (2,167,770) | 2,366,667 | (4,434,442) | (195.4%) | 1,554,539 | |
| Interest Income | (225,875) | 41,666 | (267,541) | (642.1%) | | (226,708) | (1,825,037) | 333,333 | (2,158,370) | (647.0%) | (1,573,512) | |
| Gains/(Loss) on Sale of Assets | 0 | 0 | 0 | 0.0% | | 192 | 10,740 | 0 | 10,740 | 0.0% | 6,151 | |
| Total Non-Operating | (275,537) | 348,168 | (623,705) | (145.0%) | | (196,450) | (14,437,820) | 3,327,334 | (7,965,240) | (225.8%) | (88,170) | |
| Extraordinary Item | 4,954,510 | 458,334 | (4,496,176) | (91.2%) | | (1,705,367) | 5,482,451 | 3,666,667 | 1,815,784 | 49.5% | (1,052,012) | |
| Excess of Revenue Over Expenses | 3,906,547 | 2,452,090 | (1,454,457) | (60.4%) | | (1,804,193) | 3,582,890 | 12,773,321 | (9,278,430) | (17.8%) | 4,643,603 | |

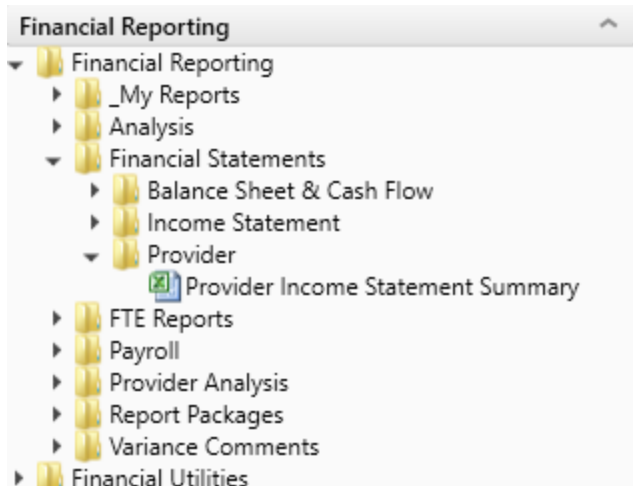
Provider Income Statement reports

These reports are designed for month-end financial analysis.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Financial Statements\Provider**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Financial Statements > Provider**.



► Provider Income Statement Summary

Use to show the Income Statement totals by FSPProvider category for the current period and year-to-date compared to budget and prior year.

Provider Income Statement Summary

KHA Health
For The Period Ending February 28, 2017

| Athena Health | Current Month - Feb-2017 | | | | | Year To Date -Feb-2017 | | | | |
|-------------------------------------------------------|--------------------------|--------------------|-----------|---------|--------------------|------------------------|--------------------|-------------|---------|--|
| | Feb-2017 Actual | Feb-2017 Budget | Variance | Var % | Feb-2016 Actual | Feb-2017 Actual | Feb-2017 Budget | Variance | Var % | |
| Professional Services Revenue | | | | | | | | | | |
| Inpatient Fee For Service Charges | 29,072,658 | 28,928,891 | 143,767 | 0.5% | 22,374,408 | 230,932,805 | 229,696,364 | 1,236,441 | 0.5% | |
| Outpatient Fee For Service Charges | 13,566,833 | 13,159,817 | 407,016 | 3.1% | 11,211,197 | 103,344,156 | 105,020,289 | (1,676,133) | (1.6%) | |
| Other Fee For Service Charges | 19,022,769 | 19,776,581 | (753,812) | (3.8%) | 17,167,617 | 151,216,801 | 152,596,233 | (1,379,433) | (0.9%) | |
| Total Gross Fee For Service Charges | 61,662,260 | 61,865,289 | (203,029) | (0.3%) | 50,753,222 | 485,493,762 | 487,312,886 | (1,819,125) | (0.4%) | |
| Adjustments For Fee For Service Charges | | | | | | | | | | |
| Charity Services | 2,024,627 | 1,097,335 | (927,292) | (84.5%) | 950,931 | 8,102,525 | 8,724,131 | 621,606 | 7.1% | |
| Contractual Allowances | 30,350,010 | 30,634,133 | 284,123 | 0.9% | 23,982,432 | 248,587,061 | 243,455,119 | (5,131,941) | (2.1%) | |
| Adjusted Fee For Service Charges | 32,374,637 | 31,731,467 | (643,169) | (2.0%) | 24,933,362 | 256,689,586 | 252,179,251 | (4,510,335) | (1.8%) | |
| Bad Debts Due To Fee For Service Activity | | | | | | | | | | |
| | 1,347,486 | 1,301,344 | (46,141) | (3.5%) | 979,452 | 8,259,384 | 10,419,351 | 2,159,967 | 20.7% | |
| Total Net Fee For Service Revenue | 27,940,138 | 28,832,478 | (892,340) | (3.1%) | 24,840,408 | 220,544,792 | 224,714,285 | (4,169,493) | (1.9%) | |
| Capitation Activity | | | | | | | | | | |
| Other Medical Activity | | | | | | | | | | |
| Other Medical Revenue | 351,390 | 345,822 | 5,567 | 1.6% | 331,611 | 2,867,688 | 2,757,135 | 110,554 | 4.0% | |
| Revenue From Hospital | 5,928,277 | 6,702,609 | (774,332) | (11.6%) | 7,145,513 | 51,429,890 | 52,848,753 | (1,418,864) | (2.7%) | |
| Gross Revenue From Other Medical Activities | 6,279,666 | 7,048,431 | (768,765) | (10.9%) | 7,477,124 | 54,297,578 | 55,605,888 | (1,308,310) | (2.4%) | |
| Cost of Sales and/or Cost Of Other Medical Activities | 83,236 | 23,666 | 59,570 | 251.7% | 40,277 | 147,450 | 189,333 | (41,883) | (22.1%) | |
| Net Other Medical Revenue | 6,196,430 | 7,024,765 | (828,335) | (11.8%) | 7,436,847 | 54,150,128 | 55,416,555 | (1,266,427) | (2.3%) | |

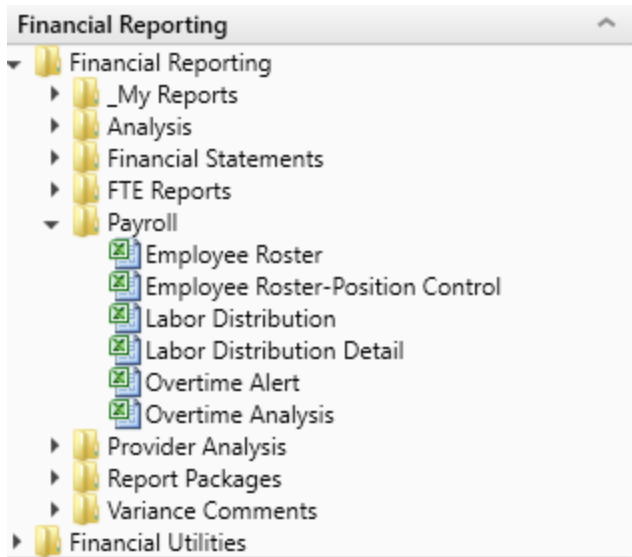
Payroll reports

These reports are designed for bi-weekly payroll analysis.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Payroll**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Payroll**.



► Employee Roster

Use to show employee-related information for a single department by job code. This information is used for budget-labor budgets.

Employee Roster

KHA Health

Period Ending February 28, 2017

Dept.KHABgtCode = 17885

| JobCode | Description | Employee Name | Scheduled | | | | | Hire Date | Review Date | Pay Grade | Pay Step | PTO Accrual Rate | PTO Balance |
|---------|--------------------|--------------------------|-----------|------|-------|------|-----------|-----------|-------------|-----------|----------|------------------|-------------|
| | | | Status | Type | Hours | FTEs | Base Rate | | | | | | |
| | | | | | | | | | | | | | |
| J00604 | Nurse Practitioner | | | | | | | | | | | | |
| | 25873 | SNUGGS, MARY M. | A | FT | 80 | 1.00 | \$36.42 | Jan-2003 | Jan-2017 | CB | 0 | 7.70 | 0.00 |
| | 28111 | MAK, FANNY M. | A | FT | 80 | 1.00 | \$35.58 | Jan-2006 | Jan-2017 | CB | 0 | 6.77 | 0.00 |
| | Sub Total | | | | 160 | 2.00 | | | | | | | |
| J00655 | Physician | | | | | | | | | | | | |
| | 24125 | PATTERSON M.D., W J. | A | FT | 80 | 1.00 | \$88.95 | Apr-2004 | Jan-2017 | _ | 0 | 0.00 | 0.00 |
| | 26284 | CALLENDER JR, WILLIAM R. | A | FT | 80 | 1.00 | \$72.12 | May-2003 | Jun-2017 | _ | 0 | 0.00 | 0.00 |
| | Sub Total | | | | 160 | 2.00 | | | | | | | |
| Totals: | | | | | 320 | 4.00 | | | | | | | |

► Employee Roster - Position Control

Use to show employee-related information by job code and by employee.

Employee Rost

KHA Health
Period Ending February 28,
Dept.KHABGTCODE=17840

| JobCode | Position | Employee Name | Status | Type | Scheduled | | Base Rate | Hire Date | Review Date | Pay Grade | Pay Step | PTO Accrual Rate | PTO Balance |
|---------|----------|--------------------|--------|------|-----------|------|-----------|-----------|-------------|-----------|----------|------------------|-------------|
| | | | | | Hours | FTEs | | | | | | | |
| J00785 | | OSBORNE, MARCUS E. | A | FT | 80 | 1.00 | \$15.44 | Jul-2004 | Jul-2008 | CE | 0 | 6.77 | 0.00 |
| | | STOKES, NANCY R. | A | FT | 80 | 1.00 | \$17.00 | Jul-2004 | Jul-2008 | CE | 0 | 6.77 | 0.00 |
| | | WALL, CLAYTON Y. | A | PT | 39 | 0.49 | \$7.11 | Sep-2004 | Sep-2008 | CE | 0 | 0.00 | 0.00 |
| | | FULTON, DAVIS T. | A | FT | 80 | 1.00 | \$15.62 | May-2005 | Aug-2008 | CE | 0 | 6.77 | 0.00 |
| | | ROBERTS, ROGER S. | A | FT | 80 | 1.00 | \$15.38 | Sep-2005 | Dec-2008 | CE | 0 | 6.77 | 0.00 |
| | | | | | 359 | 4.49 | | | | | | | |
| | | | | | 359 | 4.49 | | | | | | | |

► Labor Distribution

Use to show bi-weekly paid hours and dollars by job code, employee, and pay category for a single pay period.

Labor Distribution Report

KHA Health
For The Pay Period Ending: 02/25/2017
17840 - EHS Sports Medicine

| Dept | JobCode | Employee | FTEs | Total | | Regular | | Overtime | |
|-------|------------------------------------------------|----------------------------|------|--------|----------|---------|----------|----------|---------|
| | | | | Hours | Dollars | Hours | Dollars | Hours | Dollars |
| 17840 | J00392-Team Leader-Athletic Trainer | 26192: Lee, Geri A. | 1.0 | 80.0 | 1,498.4 | 80.0 | 1,498.4 | 0.0 | 0.0 |
| | SubTotal - J00392-Team Leader-Athletic Trainer | | 1.00 | 80.00 | 1,498.40 | 80.00 | 1,498.40 | 0.00 | 0.00 |
| 17840 | J00785-Athletic Trainer | 27101: Bias, Charlotte M. | 0.5 | 40.0 | 436.1 | 40.0 | 436.1 | 0.0 | 0.0 |
| 17840 | J00785-Athletic Trainer | 27130: Pace, Queen | 1.0 | 80.0 | 1,235.2 | 80.0 | 1,235.2 | 0.0 | 0.0 |
| 17840 | J00785-Athletic Trainer | 27134: Stroud, Cletus | 1.0 | 80.0 | 1,360.0 | 80.0 | 1,360.0 | 0.0 | 0.0 |
| 17840 | J00785-Athletic Trainer | 27261: Ware II, Dorothy | 0.5 | 40.0 | 402.5 | 40.0 | 402.5 | 0.0 | 0.0 |
| 17840 | J00785-Athletic Trainer | 27717: Gardner, Mary | 1.0 | 80.0 | 1,249.6 | 80.0 | 1,249.6 | 0.0 | 0.0 |
| 17840 | J00785-Athletic Trainer | 27926: Clayton, Lorenzo R. | 0.5 | 40.0 | 276.0 | 40.0 | 276.0 | 0.0 | 0.0 |
| 17840 | J00785-Athletic Trainer | 27945: Rogers, Leroy | 1.0 | 80.0 | 1,230.4 | 80.0 | 1,230.4 | 0.0 | 0.0 |
| | SubTotal - J00785-Athletic Trainer | | 5.50 | 440.00 | 6,189.81 | 440.00 | 6,189.81 | 0.00 | 0.00 |
| | TOTALS | | 6.50 | 520.00 | 7,688.21 | 520.00 | 7,688.21 | 0.00 | 0.00 |

► Labor Distribution Detail

Use to show hours and dollars by a department, by job code for multiple pay period, and by category of pay.

Labor Distribution Detail

KHA Health
For The Pay Period Ending 02/24/2018
EPG Phys Clinic-North

| Dept | JobCode | Employee | PayType | PP 12/16/17 | | PP 12/30/17 | | PP 01/13/18 | | PP 01/27/18 | |
|-------|-----------------------------|--------------------------|---------------|-------------|----------|-------------|----------|-------------|----------|-------------|----------|
| | | | | Hours | Dollars | Hours | Dollars | Hours | Dollars | Hours | Dollars |
| 17880 | J00655-Physician | 23162: Zubatuk, Deconjay | P0001-Regular | 80 | 5,192.00 | 80 | 5,192.00 | 80 | 5,192.00 | 80 | 5,192.00 |
| | SubTotal - J00655-Physician | | | 80 | 5,192.00 | 80 | 5,192.00 | 80 | 5,192.00 | 80 | 5,192.00 |
| | Grand Total | | | 80 | 5,192.00 | 80 | 5,192.00 | 80 | 5,192.00 | 80 | 5,192.00 |

► Overtime Alert

Use to show highlights of overtime trends by pay period and department.

Overtime Alert

KHA Health

| | | Number of Departments > Threshold: | | | | | | 25 |
|--------|------------------------------|------------------------------------|-----------|-----------|-----------|-----------|---------|----------|
| | | Alert Threshold = >> | | | | | | 0 |
| (0) | =Unfavorable Variance | Pay | Pay | Pay | Pay | Pay | Average | % Change |
| Dept | Department | Period 14 | Period 15 | Period 16 | Period 17 | Period 18 | | |
| 102200 | EMA Optical | 0 | 0 | 0 | 0 | 1 | 0 | (80.00%) |
| 101408 | EMA Ophthalmology | 0 | 0 | 0 | 0 | 3 | 1 | (80.00%) |
| 101309 | EMA Neurology | 1 | 0 | 0 | 0 | 1 | 0 | (63.61%) |
| 19080 | EHS Teleservices | 0 | 0 | 0 | 0 | 0 | 0 | (60.02%) |
| 49000 | RCH Administration | 0 | 0 | 0 | 3 | 3 | 1 | (57.28%) |
| 27910 | EMC Home Health - West | 0 | 0 | 1 | 2 | 2 | 1 | (53.37%) |
| 107060 | EMA Laboratory | 5 | 9 | 3 | 27 | 32 | 15 | (53.21%) |
| 47370 | RCH Rehab Svcs | 1 | 1 | 1 | 8 | 8 | 4 | (52.75%) |
| 27950 | EMC Home Health - Admin | 5 | 4 | 1 | 22 | 22 | 10 | (51.70%) |
| 27430 | EMC Mobile Cardiac Care Unit | 0 | 0 | 4 | 9 | 9 | 4 | (51.15%) |
| 26480 | EMC O/P Oncology | 3 | 4 | 16 | 40 | 40 | 21 | (48.68%) |
| 27300 | EMC Pharmacy | 27 | 30 | 34 | 130 | 131 | 71 | (46.00%) |
| 27380 | EMC Rehab Svcs-Midtown | 8 | 8 | 4 | 28 | 28 | 15 | (45.67%) |

► Overtime Analysis

Use to show overtime FTE-related hours by department trended for multiple pay periods. This report is normally processed by VP or Director.

Overtime Analysis

KHA Health

Pay Period Overtime Hour Analysis

| Dept | Department | Period 9 | Period 10 | Period 11 | Period 12 | Period 13 | Period 14 | Period 15 | Period 16 | Period 17 | Period 18 | Average |
|-------|--------------------------------------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|---------|
| 17881 | EPG Phys Clinic-Occ Hlth East | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| 17883 | EPG Phys Clinic-Occ Hlth Midtown | 6 | 0 | 15 | 11 | 7 | 12 | 5 | 17 | 17 | 17 | 11 |
| 19000 | EHS Administration | 20 | 0 | 31 | 18 | 25 | 25 | 19 | 27 | 17 | 17 | 20 |
| 19050 | EHS Trust | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19060 | EHS Corporate Communications | 0 | 0 | 0 | 0 | 129 | 0 | 0 | 0 | 0 | 0 | 13 |
| 19080 | EHS Teleservices | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19100 | EHS Accounting Operations (Employee) | 5 | 0 | 1 | 3 | 2 | 3 | 4 | 3 | 2 | 2 | 3 |
| 19105 | EHS Payroll | 1 | 0 | 3 | 4 | 3 | 1 | 1 | 3 | 3 | 3 | 2 |
| 19150 | EHS Information Services | 7 | 5 | 10 | 8 | 31 | 23 | 26 | 33 | 20 | 20 | 18 |
| 19170 | EHS Medical Information Network | 1 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 1 | 1 | 1 |
| 19185 | EHS Corporate Health Services | 0 | 0 | 1 | 1 | 2 | 2 | 1 | 0 | 1 | 1 | 1 |
| 19220 | EHS Human Resources | 1 | 0 | 2 | 4 | 4 | 2 | 2 | 2 | 2 | 2 | 2 |
| 19370 | EHS Risk Management And Safety | 1 | 0 | 1 | 0 | 0 | 9 | 8 | 6 | 0 | 0 | 2 |
| 26100 | EMC Nursing Administration | 21 | 1 | 62 | 58 | 80 | 42 | 21 | 51 | 62 | 62 | 46 |
| 26140 | EMC Emergency Room (CDM) | 465 | 310 | 401 | 573 | 560 | 587 | 617 | 552 | 476 | 477 | 502 |
| 26230 | EMC CVS | 23 | 0 | 22 | 40 | 86 | 47 | 34 | 8 | 24 | 24 | 31 |
| 26310 | EMC 3 East | 480 | 353 | 543 | 466 | 486 | 445 | 306 | 297 | 286 | 287 | 395 |
| 26320 | EMC 3 West | 228 | 145 | 295 | 275 | 320 | 281 | 197 | 220 | 235 | 236 | 243 |

Provider Analysis reports

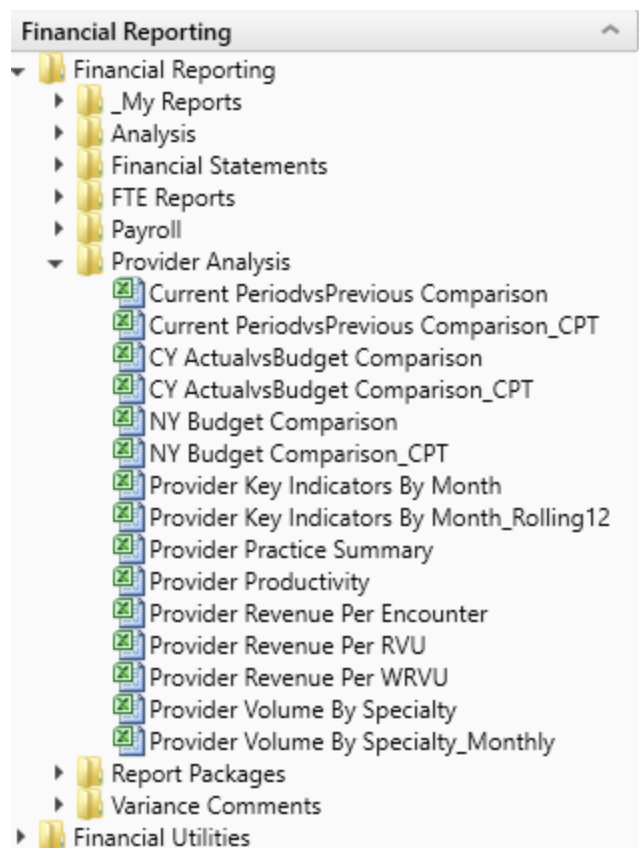
These reports are designed for physician analysis.

NOTE: These reports are optional reports that you can purchase as an add on to your current license.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Provider Analysis**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Provider Analysis**.



► Current Period vs Previous Comparison

Use to compare current period vs previous period information by provider as well as last year actual. You can select the data type to analyze in the report.

Provider CY Actual vs Previous Period Comparison

KHA Health

For The Period Ending February 28, 2017

| Provider ID | Filtered For: FTE Provider Name | Current period | Previous | Variance | Var % | Last Year | Year-to-Date | Last Year | Variance | Var % |
|-------------|------------------------------------|----------------|----------|----------|---------|-----------|--------------|-----------|----------|-------|
| | | Actual | | | | | Actual | | | |
| D10528 | Champion Richard A MD | 41 | 47 | (5) | (11.5%) | 0 | 332 | 0 | 332 | 0.0% |
| D12221 | Quintin Maria L MD | 113 | 103 | 10 | 9.6% | 0 | 904 | 0 | 904 | 0.0% |
| D1406 | Meenan David MDO | 27 | 24 | 3 | 14.3% | 0 | 218 | 0 | 218 | 0.0% |
| D14201 | Racemark Susan M MD | 117 | 93 | 24 | 25.2% | 0 | 935 | 0 | 935 | 0.0% |
| D14677 | Seraman Katherine MD | 106 | 122 | (16) | (13.0%) | 0 | 848 | 0 | 848 | 0.0% |
| D17629 | Baumann Robert E MD | 131 | 135 | (3) | (2.4%) | 0 | 1,051 | 0 | 1,051 | 0.0% |
| D20729 | Rosenthal James P MD | 146 | 169 | (23) | (13.4%) | 0 | 1,169 | 0 | 1,169 | 0.0% |
| D25986 | Tappolo Susan E MD | 118 | 141 | (22) | (15.7%) | 0 | 948 | 0 | 948 | 0.0% |
| D5752 | Garland Jason L MD | 149 | 175 | (26) | (15.0%) | 0 | 1,192 | 0 | 1,192 | 0.0% |
| D77963 | Carbonata Patrick MD | 99 | 112 | (14) | (12.2%) | 0 | 790 | 0 | 790 | 0.0% |
| D77988 | Lee James MD | 161 | 186 | (25) | (13.3%) | 0 | 1,287 | 0 | 1,287 | 0.0% |
| D79749 | Tharalon Mary J MD | 145 | 169 | (24) | (14.2%) | 0 | 1,157 | 0 | 1,157 | 0.0% |
| D8952 | Thompson Helen D MD | 95 | 112 | (16) | (14.6%) | 0 | 763 | 0 | 763 | 0.0% |
| DM125 | Zucker Charles J MD | 59 | 70 | (11) | (15.2%) | 0 | 475 | 0 | 475 | 0.0% |
| DM299 | Wilson Gary A MD | 136 | 121 | 15 | 12.6% | 0 | 1,088 | 0 | 1,088 | 0.0% |
| DM327 | Foxworthy Richard M MD | 145 | 138 | 6 | 4.7% | 0 | 1,156 | 0 | 1,156 | 0.0% |
| DM502 | Cohen Charles J MD | 78 | 87 | (9) | (10.4%) | 0 | 623 | 0 | 623 | 0.0% |
| DM660 | Levy Lewis M MD | 36 | 47 | (11) | (22.7%) | 0 | 290 | 0 | 290 | 0.0% |

► Current Period vs Previous Comparison_CPT

Use to compare current period vs previous period information by CPT or CPT Summary category and last year actual. You can select the data type to analyze in the report.

Provider CY Actual vs Previous Period Comparison

KHA Health

For The Period Ending February 28, 2017

| Filtered For: FTE | | Current period | Previous | Variance | Var % | Last Year | Year-to-Date | Last Year | Variance | Var % |
|-------------------|-------------------------------|----------------|----------|----------|---------|-----------|--------------|-----------|----------|---------|
| CPT.KHABgtCode | CPT Description | Actual | | | | | Actual | | | |
| FTE_Admin | Provider FTE - Administrative | 223 | 235 | (12) | (5.0%) | 0 | 1,786 | 0 | 1,786 | 0.0% |
| FTE_Other | Provider FTE - Other | 612 | 704 | (91) | (13.0%) | 0 | 4,899 | 192 | 4,707 | 2451.8% |
| FTE_Clin | Provider FTE-Clinical | 4,662 | 5,085 | (423) | (8.3%) | 0 | 37,300 | 20,258 | 17,042 | 84.1% |
| Total | | 5,498 | 6,024 | (526) | (8.7%) | 0 | 43,985 | 20,450 | 23,535 | 115.1% |

► CY Actual vs Budget Comparison

Use to compare current period and year-to-date actual vs budget information by provider and last year actual. You can select the data type to analyze in the report.

Provider CY Actual vs CY Budget Comparison

KHA Health
For The Period Ending February 28, 2017

| Filtered For: FTE | | Current Period | | | | | Year-to-Date | | | | |
|-------------------|------------------------|----------------|--------|----------|-------|-----------|--------------|--------|----------|-------|-----------|
| Provider ID | Provider Name | Actual | Budget | Variance | Var % | Last Year | Actual | Budget | Variance | Var % | Last Year |
| D10528 | Champion Richard A MD | 41 | 0 | 41 | 0.0% | 0 | 332 | 0 | 332 | 0.0% | 0 |
| D12221 | Quintin Maria L MD | 113 | 0 | 113 | 0.0% | 0 | 904 | 0 | 904 | 0.0% | 0 |
| D1406 | Meenan David MDO | 27 | 0 | 27 | 0.0% | 0 | 218 | 0 | 218 | 0.0% | 0 |
| D14201 | Racemack Susan M MD | 117 | 0 | 117 | 0.0% | 0 | 935 | 0 | 935 | 0.0% | 0 |
| D14677 | Seraman Katherine MD | 106 | 0 | 106 | 0.0% | 0 | 848 | 0 | 848 | 0.0% | 0 |
| D17629 | Baumann Robert E MD | 131 | 0 | 131 | 0.0% | 0 | 1,051 | 0 | 1,051 | 0.0% | 0 |
| D20729 | Rosenthal James P MD | 146 | 0 | 146 | 0.0% | 0 | 1,169 | 0 | 1,169 | 0.0% | 0 |
| D25986 | Tappolo Susan E MD | 118 | 0 | 118 | 0.0% | 0 | 948 | 0 | 948 | 0.0% | 0 |
| D5752 | Garland Jason L MD | 149 | 0 | 149 | 0.0% | 0 | 1,192 | 0 | 1,192 | 0.0% | 0 |
| D77963 | Carbonata Patrick MD | 99 | 0 | 99 | 0.0% | 0 | 790 | 0 | 790 | 0.0% | 0 |
| D77988 | Lee James MD | 161 | 0 | 161 | 0.0% | 0 | 1,287 | 0 | 1,287 | 0.0% | 0 |
| D79749 | Tharalon Mary J MD | 145 | 0 | 145 | 0.0% | 0 | 1,157 | 0 | 1,157 | 0.0% | 0 |
| D8952 | Thompson Helen D MD | 95 | 0 | 95 | 0.0% | 0 | 763 | 0 | 763 | 0.0% | 0 |
| DM125 | Zucker Charles J MD | 59 | 0 | 59 | 0.0% | 0 | 475 | 0 | 475 | 0.0% | 0 |
| DM299 | Wilson Gary A MD | 136 | 0 | 136 | 0.0% | 0 | 1,088 | 0 | 1,088 | 0.0% | 0 |
| DM327 | Foxworthy Richard M MD | 145 | 0 | 145 | 0.0% | 0 | 1,156 | 0 | 1,156 | 0.0% | 0 |
| DM502 | Cohen Charles J MD | 78 | 0 | 78 | 0.0% | 0 | 623 | 0 | 623 | 0.0% | 0 |

► CY Actual vs Budget Comparison_CPT

Use to compare current period and year-to-date actual vs budget information by CPT or CPT Summary code and last year actual. You can select the data type to analyze in the report.

Provider CY Actual vs CY Budget FTE Comparison

KHA Health
For The Period Ending February 28, 2017

| Filtered For: FTE | | Current Period | | | | | Year-to-Date | | | | |
|---------------------|-------------------------------|----------------|--------|----------|-------|-----------|--------------|--------|----------|-------|-----------|
| CPT KHA Budget Code | CPT Description | Actual | Budget | Variance | Var % | Last Year | Actual | Budget | Variance | Var % | Last Year |
| FTE_Admin | Provider FTE - Administrative | 223 | 0 | 223 | 0.0% | 0 | 1,786 | 0 | 1,786 | 0.0% | 0 |
| FTE_Clin | Provider FTE-Clinical | 4,662 | 0 | 4,662 | 0.0% | 0 | 37,300 | 0 | 37,300 | 0.0% | 20,258 |
| FTE_Other | Provider FTE - Other | 612 | 0 | 612 | 0.0% | 0 | 4,899 | 0 | 4,899 | 0.0% | 192 |
| Total | | 5,498 | 0 | 5,498 | 0.0% | 0 | 43,985 | 0 | 43,985 | 0.0% | 20,450 |

► NY Budget Comparison

Use to compare current year projections with next year's budget.

Provider CY Projections vs NY Budget Comparison

KHA Health
For The Period Ending February 28, 2018

| Filtered For: Encounter | | Current | CY Annualized | CY Projection | Variance | NY Budget | CY Annualized | CY Projection |
|-------------------------|-----------------------|---------|---------------|---------------|----------|-----------|---------------|---------------|
| Provider ID | Provider Name | YTD | | | | | Variance | Variance |
| D10528 | Champion Richard A MD | 1,592 | 2,388 | 820 | (1,568) | 1,781 | (607) | 961 |
| D1116 | Jo Walter M MD | 2 | 3 | 0 | (3) | 0 | (3) | 0 |
| D1132 | Wang Katherine K MD | 12 | 18 | 0 | (18) | 0 | (18) | 0 |
| D1186 | Macaulay Kelly M MD | 1,146 | 1,719 | 0 | (1,719) | 0 | (1,719) | 0 |
| D12221 | Quintin Maria L MD | 2,879 | 4,319 | 1,525 | (2,794) | 3,109 | (1,210) | 1,584 |
| D13063 | Faur Adriana V MD | 2 | 3 | 0 | (3) | 0 | (3) | 0 |
| D1317 | Soybel David I MD | 720 | 1,080 | 0 | (1,080) | 0 | (1,080) | 0 |

► NY Budget Comparison_CPT

Use to compare current year projections with next year's budget by CPT or CPT Summary category.

Provider CY Projections vs NY Budget Comparison

KHA Health
For The Period Ending February 28, 2018

| Filtered For: Encounter | | Current | | | | | | |
|-------------------------|--------------------------------------|---------|---------------|---------------|-----------|-----------|------------------------|------------------------|
| CPT,CPT | CPT Description | YTD | CY Annualized | CY Projection | Variance | NY Budget | CY Annualized Variance | CY Projection Variance |
| C99202 | New Pat. L2, Office Visit | 180 | 270 | 0 | (270) | 0 | (270) | 0 |
| C99203 | New Pat. L3, Office Visit | 1,589 | 2,384 | 0 | (2,384) | 0 | (2,384) | 0 |
| C99204 | New Pat. L4, Office Visit | 3,306 | 4,959 | 0 | (4,959) | 0 | (4,959) | 0 |
| C99205 | New Pat. L5, Office Visit | 10 | 15 | 0 | (15) | 0 | (15) | 0 |
| C99212 | Est. Pat. L2, Office Visit | 1,085 | 1,628 | 0 | (1,628) | 0 | (1,628) | 0 |
| C99213 | Est. Pat. L3, Office Visit | 12,134 | 18,201 | 0 | (18,201) | 0 | (18,201) | 0 |
| C99214 | Est. Pat. L4, Office Visit | 20,010 | 30,015 | 0 | (30,015) | 0 | (30,015) | 0 |
| C99215 | Est. Pat. L5, Office Visit | 277 | 416 | 0 | (416) | 0 | (416) | 0 |
| C99384 | Well Child, New, 12-17 Yrs Old | 6 | 9 | 0 | (9) | 0 | (9) | 0 |
| C99385 | Well Adult/New:18-39 Yrs Old | 937 | 1,406 | 0 | (1,406) | 0 | (1,406) | 0 |
| C99386 | Well Adult/New:40-64 Yrs Old | 206 | 309 | 0 | (309) | 0 | (309) | 0 |
| C99387 | Well Adult/New:Over 65 Yrs Old | 19 | 29 | 0 | (29) | 0 | (29) | 0 |
| C99395 | Well Adult/Est:18-39 Yrs Old | 3,119 | 4,679 | 0 | (4,679) | 0 | (4,679) | 0 |
| C99396 | Well Adult/Est:40-64 Yrs Old | 4,909 | 7,364 | 0 | (7,364) | 0 | (7,364) | 0 |
| C99397 | Well Adult/Est:Over 65 Yrs Old | 1,360 | 2,040 | 0 | (2,040) | 0 | (2,040) | 0 |
| Enc_Facility | Encounters - Facility | 10,049 | 15,074 | 0 | (15,074) | 0 | (15,074) | 0 |
| Enc_Ofc | Encounters - Office | 150,317 | 225,476 | 0 | (225,476) | 0 | (225,476) | 0 |
| Encounters | Actual Encounters | 160,366 | 240,549 | 0 | (240,549) | 0 | (240,549) | 0 |
| PROF_OFC_Est | Professional Svcs-Office-Est Patient | 0 | 0 | 52,372 | 52,372 | 116,599 | 116,599 | 64,227 |
| PROF_OFC_New | Professional Svcs-Office-New Patient | 0 | 0 | 8,896 | 8,896 | 10,470 | 10,470 | 1,574 |
| Total | | 369,879 | 554,819 | 61,268 | (493,551) | 127,069 | (427,750) | 65,801 |

► Provider Key Indicators By Month

Use to compare month-by-month values for last year, current year, and target by data type.

Monthly Key Indicators

KHA Health
For The Period Ending February 28, 2017

| Filtered For: Encounters | | FY16 | | | | | | | | | | |
|--------------------------|-----------------------|------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--|
| | | Last Year Actual | | | | | | | | | | |
| Provider ID | Provider Name | Jul-2015 | Aug-2015 | Sep-2015 | Oct-2015 | Nov-2015 | Dec-2015 | Jan-2016 | Feb-2016 | Mar-2016 | Apr-2016 | |
| Worked RVUs | | | | | | | | | | | | |
| D10528 | Champion Richard A MD | 265 | 227 | 185 | 214 | 149 | 276 | 269 | 139 | 234 | 237 | |
| D1132 | Wang Katherine K MD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| D1158 | Angel Andrew MD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| D1179 | Blazar Philip MD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| D1186 | Macaulay Kelly M MD | 147 | 207 | 183 | 143 | 133 | 205 | 142 | 175 | 112 | 181 | |
| D1188 | Slavsky Tatiana MD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| D12138 | Jankelson Julie M MD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| D12221 | Quintin Maria L MD | 119 | 148 | 119 | 118 | 144 | 79 | 327 | 318 | 401 | 344 | |
| D1255 | Tremblay Laura D MD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | |
| D13057 | Groszmann Yvette MD | 116 | 130 | 125 | 136 | 142 | 118 | 78 | 85 | 61 | 45 | |
| D13063 | Faur Adriana V MD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | |
| D13092 | Osborne Dawn R | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| D1317 | Soybel David I MD | 177 | 123 | 93 | 81 | 168 | 107 | 116 | 115 | 70 | 127 | |
| D13191 | Radden Nancy F MD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| D13296 | Gorenburg Ida P MD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | |
| D13331 | Minkina Nataly A MD | 0 | 1 | 2 | 1 | 0 | 0 | 2 | 0 | 1 | 1 | |
| D13336 | Niknejad Kathy G MD | 53 | 34 | 50 | 58 | 99 | 91 | 55 | 96 | 101 | 91 | |

► Provider Key Indicators By Month_Rolling 12

Use to compare month-by-month values for the most recent 12 months by data type

Monthly Key Indicators - Rolling 12

KHA Health
For The Period Ending February 28, 2017

| Provider ID | Provider Name | 2016 March | 2016 April | 2016 May | 2016 June | 2016 July | 2016 August | 2016 September | 2016 October | 2016 November | 2016 December | 2017 January | 2017 February | Total |
|-------------|-----------------------|---------------|---------------|-------------|--------------|--------------|----------------|-------------------|-----------------|------------------|------------------|-----------------|------------------|-------|
| Worked RVUs | | | | | | | | | | | | | | |
| D10528 | Champion Richard A MD | 234 | 237 | 201 | 188 | 327 | 286 | 320 | 251 | 332 | 356 | 336 | 141 | 3,208 |
| D1132 | Wang Katherine K MD | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 14 | 0 | 0 | 0 | 17 |
| D1158 | Angel Andrew MD | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 4 |
| D1179 | Blazar Philip MD | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| D1186 | Macaulay Kelly M MD | 112 | 181 | 102 | 199 | 140 | 167 | 217 | 78 | 2 | 0 | 0 | 84 | 1,283 |
| D1188 | Slavsky Tatiana MD | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| D12138 | Jankelson Julie M MD | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| D12221 | Quintin Maria L MD | 401 | 344 | 304 | 287 | 511 | 441 | 711 | 369 | 544 | 688 | 491 | 390 | 5,482 |
| D1255 | Tremblay Laura D MD | 0 | 0 | 0 | 2 | 0 | 0 | 2 | 2 | 2 | 0 | 0 | 3 | 11 |
| D13057 | Groszmann Yvette MD | 61 | 45 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 108 |
| D13063 | Faur Adriana V MD | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| D13092 | Osborne Dawn R | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 3 |
| D1317 | Soybel David I MD | 70 | 127 | 84 | 45 | 69 | 67 | 100 | 59 | 62 | 29 | 0 | 0 | 712 |
| D13191 | Radden Nancy F MD | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| D13296 | Gorenburg Ida P MD | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 2 | 0 | 5 |
| D13331 | Minkina Nataly A MD | 1 | 1 | 0 | 0 | 0 | 2 | 5 | 0 | 2 | 3 | 2 | 2 | 18 |
| D13336 | Niknejad Kathy G MD | 101 | 91 | 107 | 90 | 93 | 143 | 139 | 124 | 90 | 111 | 46 | 108 | 1,243 |
| D1371 | Halpern Debra Lynn MD | 0 | 0 | 0 | 0 | 0 | 0 | 14 | 9 | 12 | 12 | 13 | 19 | 79 |
| D1386 | Atasoylu Ayse A MD | 12 | 16 | 8 | 12 | 21 | 19 | 0 | 20 | 0 | 0 | 0 | 0 | 108 |
| D1406 | Meenan David MDO | 374 | 473 | 473 | 324 | 339 | 500 | 350 | 312 | 297 | 382 | 505 | 247 | 4,577 |

► Provider Practice Summary

Use to analyze by provider, by practice the worked vs target productivity by provider.

Practice Summary

0
Period Ending February 28, 2018
101010 - EMA Internal Medicine (Provider)

Bonus Summary

| | | Current Month - February | | | | Year-to-date through February 2018 | | | | | | |
|-------------|-----------------------------|--------------------------|--------------------|----------------|----------------------|------------------------------------|-------------------|----------------|--------------------|--------------------|----------------|----------------------|
| Provider ID | Provider Name | Actual Worked RVUs | Target Worked RVUs | Actual Prod. % | Actual Gross Charges | Actual Gross Charge/RVU | Actual Encounters | Actual RVU/Enc | Actual Worked RVUs | Target Worked RVUs | Actual Prod. % | Actual Gross Charges |
| | Total | 0 | 0 | 0.0% | 0 | 0.00 | 0 | 0.00 | 0 | 0 | 0.00 | 0 |
| | Advanced Practice Providers | | | | | | | | | | | |
| D10528 | Champion, Richard A. MD | 500 | 12,000 | 4.2% | 500 | 1.00 | 500.00 | 1.00 | 4,000 | 68,000 | 5.9% | 4,000 |
| D12221 | Quintin, Maria L. MD | 500 | - | 0.0% | 500 | 1.00 | 500.00 | 1.00 | 4,000 | - | 0.0% | 4,000 |
| D1406 | Meenan, David M.D.O. | 500 | - | 0.0% | 500 | 1.00 | 500.00 | 1.00 | 4,000 | - | 0.0% | 4,000 |
| D14201 | Racemak, Susan M. MD | 500 | - | 0.0% | 500 | 1.00 | 500.00 | 1.00 | 4,000 | - | 0.0% | 4,000 |
| D14677 | Seraman, Katherine MD | 500 | - | 0.0% | 500 | 1.00 | 500.00 | 1.00 | 4,000 | - | 0.0% | 4,000 |
| D17629 | Baumann, Robert E. MD | 500 | - | 0.0% | 500 | 1.00 | 500.00 | 1.00 | 4,000 | - | 0.0% | 4,000 |
| D20729 | Rosenthal, James P. MD | 500 | - | 0.0% | 500 | 1.00 | 500.00 | 1.00 | 4,000 | - | 0.0% | 4,000 |
| D25986 | Tappolo, Susan E. MD | 500 | - | 0.0% | 500 | 1.00 | 500.00 | 1.00 | 4,000 | - | 0.0% | 4,000 |
| D5752 | Garland, Jason L. MD | 500 | - | 0.0% | 500 | 1.00 | 500.00 | 1.00 | 4,000 | - | 0.0% | 4,000 |
| D77963 | Carbonata, Patrick MD | 500 | - | 0.0% | 500 | 1.00 | 500.00 | 1.00 | 4,000 | - | 0.0% | 4,000 |
| D77988 | Lee, James MD | 500 | - | 0.0% | 500 | 1.00 | 500.00 | 1.00 | 4,000 | - | 0.0% | 4,000 |
| D79749 | Tharleton, Mary J. MD | 500 | - | 0.0% | 500 | 1.00 | 500.00 | 1.00 | 4,000 | - | 0.0% | 4,000 |

► Provider Productivity

Use to analyze by provider worked vs target productivity.

Provider Productivity Summary

Period Ending February 28, 2018
Provider D10528 - Champion, Richard A. MD

| PHYSICIAN INFORMATION | | PROVIDER BENCHMARKS | | | | | | | | | | | | |
|----------------------------------|------------|---------------------|------------|------------|------------|------------|------------|-------------|-------------|-------------|-------------|-------------|---------------|---------|
| Specialty | IM | Target | Full FTE | | | | | | | | | | FTE Adjusted | |
| FTE - Clinical | 0 | Median | 175,000 | | | | | | | | | | 0 | |
| FTE - Medical Director | 0 | 60th Percentile | 250,000 | | | | | | | | | | 0 | |
| FTE - Other | 0 | 75th Percentile | 275,000 | | | | | | | | | | 0 | |
| Total FTE | 0 | 90th Percentile | 300,000 | | | | | | | | | | 0 | |
| SALARY INFORMATION | | July | August | September | October | November | December | January | February | March | April | May | June | Total |
| FTE_Clin | - | - | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FTE_Admin | - | - | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FTE_Other | - | - | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Salary: | - | - | - | - | - | - | - | - | - | - | - | - | - | 0.00 |
| PRODUCTIVITY CALCULATION | | July | August | September | October | November | December | January | February | March | April | May | June | Total |
| Worked RVUs | | | | | | | | | | | | | | |
| 2018 Worked RVUs | 8,818 | 8,818 | 8,818 | 8,818 | 8,818 | 8,818 | 8,818 | 8,818 | 8,818 | 8,818 | 8,818 | 8,818 | 8,818 | 105,816 |
| 2018 Worked RVUs-Target | 9,180 | 10,180 | 10,817 | 12,363 | 12,999 | 13,999 | 15,363 | 15,817 | 16,999 | 18,180 | 18,999 | 18,366 | 173,262 | |
| 2017 Worked RVUs | 8,819 | 8,822 | 8,819 | 8,822 | 8,818 | 8,818 | 8,823 | 8,818 | 8,818 | 8,818 | 8,818 | 8,818 | 8,818 | 105,831 |
| Actual/Target Work wRVUs | 96.1% | 86.6% | 81.5% | 71.3% | 67.8% | 63.0% | 57.4% | 55.8% | 51.9% | 48.5% | 46.4% | 48.0% | 61.1% | |
| Gross Charges | | | | | | | | | | | | | | |
| 2018 Gross Charges | 10,118 | 10,118 | 10,118 | 10,118 | 10,118 | 10,118 | 10,118 | 10,118 | 10,118 | 10,118 | 10,118 | 10,118 | 10,118 | 121,416 |
| 2018 Gross Charges-Target | 45,004,172 | 54,004,172 | 63,003,810 | 72,004,355 | 81,003,991 | 90,003,991 | 99,004,355 | 108,003,810 | 117,003,991 | 126,004,172 | 135,003,991 | 144,002,359 | 1,134,047,171 | |
| 2017 Gross Charges | 9,370 | 11,455 | 10,198 | 11,955 | 10,202 | 10,584 | 10,985 | 9,602 | 8,818 | 8,818 | 8,818 | 8,818 | 8,818 | 119,623 |
| 2018 Gross Charges / wRVU | 1.15 | 1.15 | 1.15 | 1.15 | 1.15 | 1.15 | 1.15 | 1.15 | 1.15 | 1.15 | 1.15 | 1.15 | 1.15 | 1.15 |
| 2018 Gross Charges / wRVU-Target | 4,902.42 | 5,304.93 | 5,824.52 | 5,824.18 | 6,221.56 | 6,429.32 | 6,444.34 | 6,828.34 | 6,882.99 | 6,930.92 | 7,105.85 | 7,840.70 | 6,545.27 | |
| 42794 Gross Charges / wRVU | 1.06 | 1.30 | 1.16 | 1.36 | 1.16 | 1.20 | 1.25 | 1.09 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.13 |
| Encounters | | | | | | | | | | | | | | |
| 2018 Encounters | 7,515 | 7,515 | 7,515 | 7,515 | 7,515 | 7,515 | 7,515 | 7,515 | 7,515 | 7,515 | 7,515 | 7,515 | 7,515 | 90,180 |
| 2018 Encounters-Target | 8,431 | 8,431 | 10,163 | 11,630 | 13,316 | 13,316 | 14,617 | 16,163 | 16,913 | 17,461 | 18,380 | 17,845 | 166,160 | |

Provider Revenue Per Encounter

Use to compare the current month to the prior three-month average for different years for revenue per encounter.

Provider Revenue Per Encounter

KHA Health
For The Period Ending: July 2016

| Filtered For: Encounter | | Current Year Actual | | Current Year Budget | | Last Year Actual | | Variance Current to Prior | | |
|-------------------------|-----------------------|---------------------|-------------------|---------------------|-------------------|-------------------|-------------------|---------------------------|---------------|-----------|
| | | Current Month | Prior 3 Month Avg | Current Month | Prior 3 Month Avg | Current Month | Prior 3 Month Avg | Current Month | Current Month | Last Year |
| Provider | Description | Revenue/Encounter | Revenue/Encounter | Revenue/Encounter | Revenue/Encounter | Revenue/Encounter | Revenue/Encounter | Actual | Budget | Actual |
| D10528 | Champion Richard A MD | 341.31 | 318.73 | 409.33 | 183.29 | 343.60 | 318.73 | 22.58 | 226.05 | 24.87 |
| D1132 | Wang Katherine K MD | 102.00 | 0.00 | 0.00 | 0.00 | 102.00 | 0.00 | 102.00 | 0.00 | 0.00 |
| D1186 | Macaulay Kelly M MD | 136.81 | 123.31 | 130.36 | 125.78 | 130.36 | 123.31 | 13.50 | 4.58 | 7.05 |
| D12221 | Quintin Maria L MD | 377.16 | 375.46 | 144.73 | 208.76 | 158.44 | 375.46 | 1.70 | (64.03) | (217.02) |
| D13057 | Groszmann Yvette MD | 0.00 | 78.13 | 89.16 | 79.69 | 89.16 | 78.13 | (78.13) | 9.47 | 11.03 |
| D13063 | Faur Adriana V MD | 0.00 | 103.50 | 0.00 | 105.57 | 0.00 | 103.50 | (103.50) | (105.57) | (103.50) |
| D1317 | Soybel David I MD | 137.67 | 130.82 | 170.57 | 133.43 | 170.57 | 130.82 | 6.85 | 37.14 | 39.75 |
| D13336 | Niknejad Kathy G MD | 113.04 | 101.55 | 100.80 | 103.58 | 100.80 | 101.55 | 11.49 | (2.78) | (0.75) |
| D1371 | Halpern Debra Lynn MD | 0.00 | 0.00 | 5.25 | 0.00 | 5.25 | 0.00 | 0.00 | 5.25 | 5.25 |
| D1386 | Atasoylu Ayse A MD | 136.04 | 118.21 | 100.00 | 120.57 | 100.00 | 118.21 | 17.83 | (20.57) | (18.21) |
| D13865 | Golub Olga E MD | 1.11 | 0.89 | 3.32 | 0.91 | 3.32 | 0.89 | 0.21 | 2.41 | 2.43 |
| D1406 | Meenan David MDO | 270.61 | 275.57 | 312.96 | 152.68 | 263.86 | 275.57 | (4.96) | 160.28 | (11.71) |
| D14201 | Racemank Susan M MD | 347.62 | 325.69 | 0.00 | 183.46 | 0.00 | 325.69 | 21.94 | (183.46) | (325.69) |
| D1424 | Tucker John K MD | 90.08 | 83.26 | 165.37 | 84.93 | 165.37 | 83.26 | 14.81 | 80.44 | 82.10 |
| D1435 | Phillips James E MD | 403.95 | 401.43 | 588.19 | 409.46 | 588.19 | 401.43 | 2.53 | 178.73 | 186.76 |

Provider Revenue Per RVU

Use to compare the current month to the prior three-month average for different years for revenue per RVU.

Provider Revenue Per RVU

KHA Health
For The Period Ending: October 2016

Filtered For: RVU

| Filtered For: RVU | | Current Year Actual | | Current Year Budget | | Last Year Actual | | Variance Current to Prior 3 Months | | | | |
|-------------------|-------------------------|---------------------|-------------------|---------------------|-------------------|------------------|-------------------|------------------------------------|-----------|-----------------------------|-----------|---------|
| Provider | Description | Current Month | Prior 3 Month Avg | Current Month | Prior 3 Month Avg | Current Month | Prior 3 Month Avg | Current Month | Last Year | Current Period Over (under) | Last Year | |
| | | Revenue/ | | Revenue/ | | Revenue/ | | Actual | Budget | Actual | Budget | |
| D1036 | Tresch Kimberly MD | 0.00 | 0.00 | 0.00 | 78.87 | 0.00 | 78.87 | 0.00 | (78.87) | (78.87) | 0.00 | 0.00 |
| D1038 | Roomi Noor MD | 0.00 | 0.00 | 49.06 | 53.74 | 49.06 | 53.74 | 0.00 | (4.69) | (4.69) | (49.06) | (49.06) |
| D1039 | Kramer Melynn MD | 0.00 | 135.91 | 55.44 | 53.81 | 55.44 | 53.81 | (135.91) | 1.62 | 1.62 | (55.44) | (55.44) |
| D1041 | Lopez Anthony MD | 0.00 | 0.00 | 54.24 | 55.11 | 54.24 | 55.11 | 0.00 | (0.87) | (0.87) | (54.24) | (54.24) |
| D10424 | Lloyd William | 0.00 | 0.00 | 0.00 | 48.41 | 0.00 | 48.41 | 0.00 | (48.41) | (48.41) | 0.00 | 0.00 |
| D1044 | Peters Barbara T DO | 0.00 | 0.00 | 48.84 | 49.38 | 48.84 | 49.38 | 0.00 | (0.55) | (0.55) | (48.84) | (48.84) |
| D10528 | Champion Richard A MD | 112.29 | 112.01 | 136.24 | 140.67 | 116.37 | 119.11 | 0.28 | (4.42) | (2.75) | (23.96) | (4.08) |
| D1128 | Konkle Rebecca L MD | 0.00 | 135.91 | 51.51 | 53.73 | 51.51 | 53.73 | (135.91) | (2.23) | (2.23) | (51.51) | (51.51) |
| D1132 | Wang Katherine K MD | 0.00 | 52.86 | 0.00 | 0.00 | 0.00 | 0.00 | (52.86) | 0.00 | 0.00 | 0.00 | 0.00 |
| D1135 | Santhoravala Harsh C MD | 0.00 | 0.00 | 0.00 | 81.15 | 0.00 | 81.15 | 0.00 | (81.15) | (81.15) | 0.00 | 0.00 |
| D1158 | Angel Andrew MD | 135.91 | 124.75 | 69.66 | 66.62 | 69.66 | 66.62 | 11.16 | 3.04 | 3.04 | 66.26 | 66.26 |
| D1162 | Plotz Richard D MD | 0.00 | 0.00 | 48.41 | 65.49 | 48.41 | 65.49 | 0.00 | (17.08) | (17.08) | (48.41) | (48.41) |
| D11639 | Wilson Claire D MD | 0.00 | 0.00 | 49.06 | 49.61 | 49.06 | 49.61 | 0.00 | (0.56) | (0.56) | (49.06) | (49.06) |
| D11643 | Rosenthal Marc A MD | 0.00 | 0.00 | 49.06 | 48.41 | 49.06 | 48.41 | 0.00 | 0.65 | 0.65 | (49.06) | (49.06) |
| D11645 | Rey-Alvarez Susana MD | 0.00 | 0.00 | 49.06 | 55.94 | 49.06 | 55.94 | 0.00 | (6.89) | (6.89) | (49.06) | (49.06) |
| D11646 | Hoder Edward L | 0.00 | 0.00 | 80.48 | 48.96 | 80.48 | 48.96 | 0.00 | 31.51 | 31.51 | (80.48) | (80.48) |
| D1165 | Mazzoni Cynthia L MD | 0.00 | 0.00 | 66.67 | 57.78 | 66.67 | 57.78 | 0.00 | 8.89 | 8.89 | (66.67) | (66.67) |
| D1171 | Jenkins Stephen MD | 0.00 | 0.00 | 0.00 | 145.61 | 0.00 | 145.61 | 0.00 | (145.61) | (145.61) | 0.00 | 0.00 |

Provider Revenue Per WRVU

Use to compare the current month to the prior three-month average for different years for revenue per WRVU.

Provider Revenue Per WRVU

KHA Health
For The Period Ending: December 2016

Filtered For: WRVU

| Provider | | Current Year Actual | | Current Year Budget | | Last Year Actual | | Variance Current to Prior 3 Months | | | | |
|----------|-----------------------|---------------------|-------------------|---------------------|-------------------|------------------|-------------------|------------------------------------|------------|-----------------------------|-----------|----------|
| | | Current Month | Prior 3 Month Avg | Current Month | Prior 3 Month Avg | Current Month | Prior 3 Month Avg | Current Month | Last Year | Current Period Over (under) | Last Year | |
| | | Revenue/ | | Revenue/ | | Revenue/ | | Actual | Budget | Actual | Budget | |
| D10528 | Champion Richard A MD | 221.28 | 228.87 | 280.67 | 300.09 | 232.50 | 243.41 | (7.59) | (19.43) | (10.92) | (59.38) | (11.22) |
| D1132 | Wang Katherine K MD | 0.00 | 118.47 | 0.00 | 0.00 | 0.00 | 0.00 | (118.47) | 0.00 | 0.00 | 0.00 | 0.00 |
| D1158 | Angel Andrew MD | 0.00 | 638.48 | 0.00 | 0.00 | 0.00 | 0.00 | (638.48) | 0.00 | 0.00 | 0.00 | 0.00 |
| D1179 | Blazar Philip MD | 0.00 | 227.72 | 0.00 | 0.00 | 0.00 | 0.00 | (227.72) | 0.00 | 0.00 | 0.00 | 0.00 |
| D1186 | Macaulay Kelly M MD | 0.00 | 213.18 | 210.86 | 222.31 | 210.86 | 222.31 | (213.18) | (11.44) | (11.44) | (210.86) | (210.86) |
| D12221 | Quintin Maria L MD | 244.48 | 250.90 | 241.12 | 233.65 | 216.77 | 214.95 | (6.42) | 7.47 | 1.82 | 3.36 | 27.71 |
| D1255 | Tremblay Laura D MD | 0.00 | 570.77 | 0.00 | 0.00 | 0.00 | 0.00 | (570.77) | 0.00 | 0.00 | 0.00 | 0.00 |
| D13057 | Groszmann Yvette MD | 0.00 | 0.00 | 216.58 | 222.08 | 216.58 | 222.08 | 0.00 | (5.49) | (5.49) | (216.58) | (216.58) |
| D13063 | Faur Adriana V MD | 0.00 | 0.00 | 0.00 | 358.49 | 0.00 | 358.49 | 0.00 | (358.49) | (358.49) | 0.00 | 0.00 |
| D1317 | Soybel David I MD | 171.30 | 204.21 | 222.17 | 211.10 | 222.17 | 211.10 | (32.91) | 11.07 | 11.07 | (50.88) | (50.88) |
| D13296 | Gorenburg Ida P MD | 587.46 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 587.46 | 0.00 | 0.00 | 587.46 | 587.46 |
| D13331 | Minkina Nataly A MD | 455.50 | 552.56 | 0.00 | 3,457.82 | 0.00 | 3,457.82 | (97.07) | (3,457.82) | (3,457.82) | 455.50 | 455.50 |
| D13336 | Niknejad Kathy G MD | 192.68 | 190.61 | 194.01 | 190.51 | 194.01 | 190.51 | 2.07 | 3.50 | 3.50 | (1.33) | (1.33) |
| D1371 | Halpern Debra Lynn MD | 175.06 | 172.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3.07 | 0.00 | 0.00 | 175.06 | 175.06 |
| D1386 | Atasoylu Ayse A MD | 0.00 | 181.69 | 0.00 | 190.39 | 0.00 | 190.39 | (181.69) | (190.39) | (190.39) | 0.00 | 0.00 |
| D1406 | Meenan David MDO | 214.83 | 219.14 | 278.13 | 286.69 | 233.08 | 236.43 | (4.31) | (8.56) | (3.35) | (63.30) | (18.25) |
| D1408 | Hallett Ann M MD | 316.53 | 379.98 | 0.00 | 4,567.54 | 0.00 | 4,567.54 | (63.46) | (4,567.54) | (4,567.54) | 316.53 | 316.53 |
| D14201 | Racemack Susan M MD | 226.91 | 233.89 | 0.00 | 0.00 | 0.00 | 0.00 | (6.98) | 0.00 | 0.00 | 226.91 | 226.91 |

Provider Volume by Specialty

Use to compare actual vs budget volume by data type for the current period and year-to-date, subtotaed by provider specialty.

Provider Volume By Specialty

For The Period Ending February 28, 2018

Filtered For: Encounter

| Provider ID | Provider Name | Encounter | | | | | Current Month - Feb-2018 | | | | |
|-------------|-------------------------|-----------|--------|----------|-----------|--|--------------------------|--------|---------|----------|-----------|
| | | Actual | Budget | Variance | Last Year | | Actual | Budget | wRVUs | Variance | Last Year |
| ZNoBudget | No Budget Providers | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 |
| D10528 | Champion, Richard A. MD | 7,515 | 15,162 | (7,647) | 7,515 | | 8,818 | 15,817 | (6,999) | | 8,818 |
| D1128 | Konkle, Rebecca L. MD | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 |
| D1158 | Angel, Andrew MD | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 |
| D1188 | Slavsky, Tatiana MD | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 |
| ZNoBudget | No Budget Providers | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 36 |
| ZNoBudget | No Budget Providers | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 26 |
| D12221 | Quinn, Maria L. MD | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 |
| ZNoBudget | No Budget Providers | 7,515 | 3,184 | 4,331 | 7,515 | | 7,515 | 3,184 | 4,331 | | 7,519 |
| D1255 | Tremblay, Laura D. MD | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 6 |
| ZNoBudget | No Budget Providers | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 38 |
| ZNoBudget | No Budget Providers | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 |
| D13092 | Orborne, Dawn R. | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 |
| D13191 | Radden, Nancy F. MD | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 |
| D13296 | Gorenburg, Ida P. MD | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 |
| D13331 | Minikina, Nataly A. MD | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 4 |
| D1386 | Atasoylu, Ayse A. MD | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 |
| D1406 | Meenan, David M.D.O | 7,515 | 3,179 | 4,336 | 7,515 | | 7,515 | 3,179 | 4,336 | | 7,515 |
| D14076 | Bellon, Michael | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 |

► Provider Volume by Specialty_Monthly

Use to show monthly totals by provider, for a chosen data type and year, subtotaled by provider specialty.

Provider Volume By Specialty_Monthly

KHA Health

Fiscal Year 2017

Filtered For: Encounter- Current Year Actual

| Provider ID | Provider Name | Encounter | | | | | | | | Encounter TOTAL |
|-------------|-----------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------------|
| | | July | August | September | October | November | December | January | February | |
| D58860 | Cohen Wendy L MD | 184 | 168 | 228 | 230 | 218 | 220 | 172 | 4 | 1,424 |
| D6156 | Rabe Edward F MD | 210 | 150 | 260 | 222 | 162 | 220 | 130 | 182 | 1,536 |
| D64016 | Angel Irina V MD | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 |
| D7315 | Heisel J Stephen MD | 318 | 296 | 430 | 204 | 256 | 236 | 254 | 330 | 2,324 |
| D75083 | Cynn Diane PsyD | 134 | 136 | 108 | 168 | 106 | 122 | 148 | 132 | 1,054 |
| D75539 | Bolle Linda M PsyD | 140 | 110 | 230 | 204 | 150 | 166 | 140 | 152 | 1,292 |
| DY365 | Madias Ourania G MD | 0 | 0 | 4 | 2 | 2 | 0 | 0 | 0 | 8 |
| ZNoBudget | No Budget Providers | 1,129 | 1,062 | 1,330 | 1,184 | 1,352 | 1,142 | 1,104 | 1,178 | 9,481 |
| | Specialty Total - BH | 2,115 | 1,922 | 2,590 | 2,214 | 2,248 | 2,106 | 1,948 | 1,978 | 17,121 |

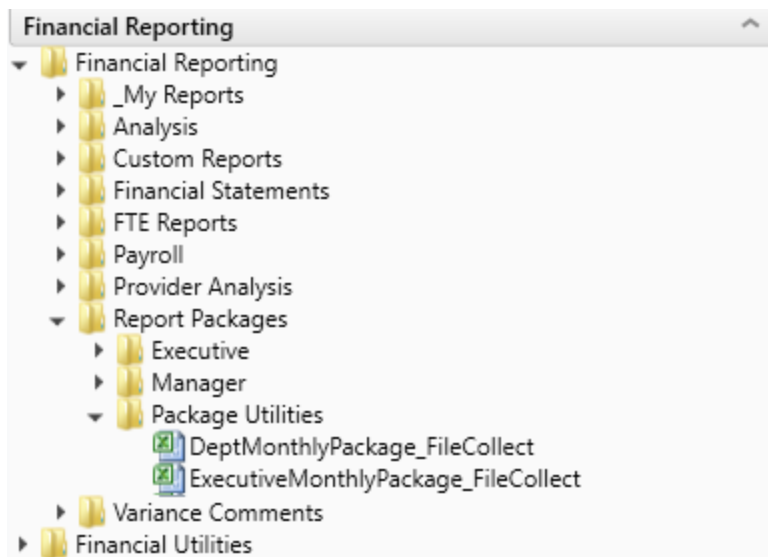
Report Packages - Utilities

These reports are designed for month-end or payroll electronic packaging for distribution.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Report Packages\Package Utilities**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Report Packages > Package Utilities**.



► DeptMonthlyPackage_FileCollect

Use this utility to combine all of the Monthly Manager Package reports into one file, configure the file source and output settings and delivery method (email and/or save as a file to a directory location) for the . If sending the report by email, you can configure the email subject line and body text, the recipient type, and file attachment options. For more information, see [Processing and distributing the Department Monthly Package report](#).

| Setup | |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dept Monthly Package - File Collect | |
| Source and Output Settings | |
| Source file name prefix | Mar2018 .(DEPT.RPTMap).xlsx |
| Source file location | \\Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SourceFiles |
| Output file name suffix (no extension) | RPTMap_(DEPT.RPTMap;DEPT.Approver)_ DeptMonthlyPackage .xlsx |
| Output file location | \\Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SentFiles |
| Delivery Method Settings | |
| Assemble by | RPTMap |
| Save or email generated files | Save File and Send Email ▼ |
| Email Settings | |
| Subject text | Dept Monthly Package Mar2018 by RPTMap |
| Body text | Dept Monthly Package Mar2018 is attached and available for review \\Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SentFiles |
| Recipient | Approver |
| Attach file to email | Yes |

► ExecutiveMonthlyPackage_FileCollect

Use this utility to combine all of the Executive Monthly Package reports into one file, configure the file source and output settings and delivery method (email and/or save as a file to a directory location) for

the . If sending the report by email, you can configure the email subject line and body text, the recipient type, and file attachment options. For more information, see [Processing and distributing the Executive Monthly Package report](#) .

| Setup | |
|------------------------------------------|---------------------------------------------------------------------------------------|
| Executive Monthly Package - File Collect | |
| Source and Output Settings | |
| Source file name prefix | Apr-2020 VP_(DEPT.VP).xlsx |
| Source file location | \Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SourceFiles |
| Output file name suffix (no extension) | VP_(DEPT.VP;DEPT.Approver)_ExecutiveMonthlyPackage .xlsx |
| Output file location | \Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SentFiles |
| Delivery Method Settings | |
| Assemble by | VP |
| Save or email generated files | Email File |
| Email Settings | |
| Subject text | Executive Monthly Package Apr-2020 by VP |
| Body text | Executive Monthly Package Apr-2020 is attached for review |
| Recipient | Approver |
| Attach file to email | Yes |
| Attach each file separately | On |

Running the Revenue Usage - Budget report

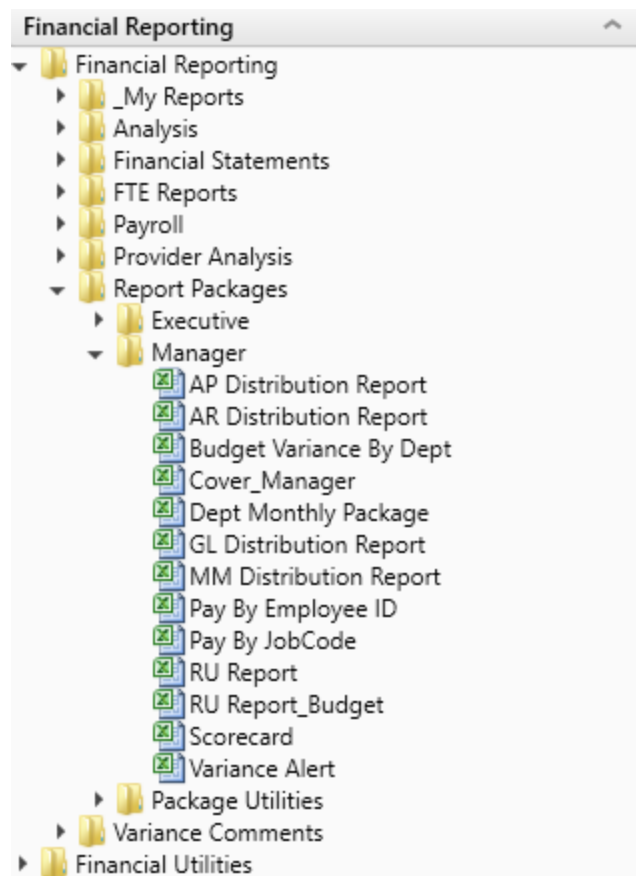
This reports shows the current-month actual, budget, and year-to-date Revenue and Usage units and gross revenue by CDMCode. Units for specific CDM can be RVU weighted to use for monthly statistics summarization.

| Revenue & Usage Report-Budget | | Current Period Volume | | | | | | | | | | | | Year To Date Volume | | | | | | | | | | | |
|-------------------------------------------------------|---------------------------------|------------------------|-------|------------------------|-----|-------|--------------------------|-------|-------|------------------------|-------|------------------------|--------|---------------------|--------------------------|--------|--------|------------------------|---------|------------------------|----|-------|--------------------------|----|-------|
| KSA Health For The Period Ending February 28, 2017 | | Units Charged - Actual | | Units Charged - Budget | | | Units Charged - Variance | | | Units Charged - Actual | | Units Charged - Budget | | | Units Charged - Variance | | | Units Charged - Actual | | Units Charged - Budget | | | Units Charged - Variance | | |
| 26140 - BMC Emergency Room (CDM) | Description | IP | OP | Total | IP | OP | Total | IP | OP | Total | IP | OP | Total | IP | OP | Total | IP | OP | Total | IP | OP | Total | IP | OP | Total |
| CDM Codes included in Dept Statistics | | | | | | | | | | | | | | | | | | | | | | | | | |
| C261401010 | ER Level I +2hr | 4 | 537 | 561 | 6 | 661 | 667 | (2) | (104) | (106) | 41 | 4,294 | 4,335 | 48 | 4,756 | 4,804 | (7) | (462) | (469) | | | | | | |
| C261401011 | ER Level I +2hr | 0 | 3 | 3 | 0 | 4 | 4 | 0 | (1) | (1) | 0 | 22 | 22 | 0 | 24 | 24 | 0 | (2) | (2) | | | | | | |
| C261401012 | ER Level II +2hr | 7 | 526 | 533 | 11 | 624 | 635 | (4) | (94) | (102) | 60 | 4,050 | 4,118 | 80 | 4,486 | 4,566 | (12) | (436) | (448) | | | | | | |
| C261401013 | ER Level II +2hr | 1 | 11 | 12 | 2 | 13 | 15 | (1) | (2) | (3) | 8 | 84 | 92 | 10 | 93 | 103 | (2) | (8) | (11) | | | | | | |
| C261401014 | ER Level II +2hr | 29 | 854 | 883 | 46 | 1,013 | 1,059 | (17) | (158) | (176) | 286 | 4,100 | 4,386 | 337 | 7,288 | 7,625 | (81) | (176) | (199) | | | | | | |
| C261401015 | ER Level III +2hr | 62 | 182 | 244 | 99 | 328 | 327 | (37) | (86) | (73) | 999 | 1,483 | 2,082 | 706 | 1,642 | 2,349 | (107) | (118) | (247) | | | | | | |
| C261401016 | ER Level IV +2hr | 50 | 130 | 180 | 80 | 154 | 234 | (54) | (24) | (54) | 488 | 1,001 | 1,489 | 575 | 1,109 | 1,684 | (87) | (108) | (195) | | | | | | |
| C261401017 | ER Level IV +2hr | 373 | 443 | 816 | 595 | 525 | 1,120 | (222) | (82) | (304) | 3,626 | 3,413 | 7,039 | 4,275 | 3,780 | 8,055 | (846) | (267) | (1,016) | | | | | | |
| C261401018 | ER Level V +2hr | 2 | 0 | 2 | 3 | 0 | 3 | 0 | (1) | (1) | 0 | 18 | 0 | 18 | 0 | 21 | 0 | 21 | 0 | (3) | | | | | |
| C261401019 | ER Level V +2hr | 23 | 1 | 24 | 37 | 1 | 38 | (14) | (5) | (14) | 218 | 8 | 226 | 257 | 9 | 266 | (38) | (1) | (43) | | | | | | |
| Total - CDM Codes included in Dept Statistics | | 551 | 2,717 | 3,768 | 878 | 3,223 | 4,161 | (577) | (540) | (817) | 8,813 | 5,352 | 26,935 | 26,287 | 6,311 | 23,187 | 29,498 | (996) | (2,252) | (3,211) | | | | | |
| CDM Codes Not included in Dept Statistics | | | | | | | | | | | | | | | | | | | | | | | | | |
| C261401010 | ER Code 99 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | (5) | (5) | 0 | 8 | 8 | 0 | 9 | 9 | 0 | (1) | (1) | | | | | | |
| C261401011 | ER Level I Comprac | 0 | 18 | 18 | 0 | 21 | 21 | 0 | (3) | (3) | 0 | 139 | 139 | 0 | 154 | 154 | 0 | (15) | (15) | | | | | | |
| C26140101000 | 1A Regular Private Room Charge | 2 | 0 | 2 | 3 | 0 | 3 | 0 | (1) | (1) | 18 | 0 | 18 | 0 | 21 | 0 | 21 | 0 | (3) | (3) | | | | | |
| C26140101008 | 1A Observation | 1 | 57 | 58 | 2 | 60 | 60 | (1) | (11) | (11) | 8 | 440 | 448 | 10 | 487 | 497 | (2) | (47) | (49) | | | | | | |
| C26140101000 | 1E Regular Private Room | 2 | (1) | 1 | 3 | (1) | 2 | (1) | 0 | (1) | 18 | (8) | 10 | 21 | (9) | 12 | (3) | 1 | (2) | | | | | | |
| C26140101008 | 1E Observation | (1) | 3 | 2 | (2) | 4 | 2 | 1 | (1) | 0 | (8) | 22 | 14 | (10) | 24 | 14 | 2 | (2) | (5) | | | | | | |
| C2614020055 | Sprint Orthognath Surg/ 3rd SFT | 0 | 1 | 1 | 0 | 1 | 1 | 0 | (8) | (8) | 0 | 8 | 8 | 0 | 9 | 9 | 0 | (1) | (1) | | | | | | |
| C2614020151 | Crutch Adult Pair | 0 | 25 | 25 | 0 | 30 | 30 | 0 | (5) | (5) | 0 | 195 | 195 | 0 | 216 | 216 | 0 | (21) | (21) | | | | | | |
| Total - CDM Codes Not included in Dept Statistics | | 4 | 104 | 108 | 6 | 123 | 130 | (7) | (16) | (23) | 36 | 804 | 840 | 43 | 890 | 933 | (7) | (86) | (93) | | | | | | |
| Department Total | | 555 | 2,821 | 3,776 | 885 | 3,346 | 4,291 | (330) | (325) | (653) | 5,388 | 27,739 | 27,127 | 6,353 | 24,077 | 30,431 | (965) | (2,338) | (3,304) | | | | | | |

► Accessing this report

The report is located in \Axiom\Reports Library\Management Reporting\Report Packages\Manager. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Reporting > Report Packages > Manager**.



Financial utilities

Axiom Budgeting 2021.3 comes with a variety of standard financial reports, organized within the following folders and subfolders.

TIP: In some reports, you can drill down to specific data to view how the values were calculated. For more information, see [Drilling data: Using Drill Down](#).

► Financial Current Year Forecast – Forecast Adjustment utilities

These reports are designed to post calculated values to the database. For examples of these reports, see [Current Year Forecast – Forecast Adjustment Utilities](#).

| Report | Description |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Dept Specific Forecast Adjustments | This is a save-to-database report used to make adjustments to the current-year forecast at a specific department and account level. |

| Report | Description |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Monthly Forecast Adjustments | This is a save-to-database report used to make adjustments to the current-year forecast at an income-statement level. |

► **Current Year Forecast – Forecast Processing utilities**

This report is designed to post calculated values to the database. For examples of these reports, see [Current Year Forecast – Forecast Processing Utilities](#).

| Report | Description |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Monthly Forecast Utility | Use to calculate and post a monthly forecast for the remaining months of the fiscal year to the database using a variety of forecast methods. |

► **Financial Data Audit**

This report is designed to improve the quality of data. For examples of these reports, see [Data Audit](#).

| Report | Description |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Standard Data Assessment | Use to improve the quality of your data, keep you compliant with Kaufman Hall standards, and save time preparing for monthly reporting and annual budgeting. |

► **Financial Data Input utilities**

These reports are designed as save-to-database reports for statistics and contract labor hours. For examples of these reports, see [Data Input utilities](#).

| Report | Description |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Input Biweekly Contract Labor | Use as an input report for biweekly contract labor hours data collection. You enter biweekly hours and then post them to the database from this report. |
| Input Monthly Contract Labor | Use as an input report for monthly contract labor hours data collection. You enter monthly hours and then post them to the database from this report. |
| Input Monthly Statistics | Use to input monthly statistics data collection or calculations. You enter the monthly statistics and then post to the database from this report. |

► Financial Data Reconciliation utilities

These reports are designed for designed for month-end close analysis. For examples of these reports, see [Data Reconciliation utilities](#).

| Report | Description |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Acct Standards Review | Use this report to map standardized data for accounts in your organization to KHA Standard Class codes. |
| BiWeekly Payroll Reconciliation report | After the payroll file is loaded, run the Biweekly Payroll Reconciliation report. |
| Consolidations and Eliminations | This is a save to database report that allows you to input eliminations for your Financial database. |
| Dept Standards Review | Use this report to map standardized data for departments in your organization to KHA Standard Class codes. |
| Entity Standards Review | Use this report to map standardized data for entities in your organization to KHA Standard Class codes. |
| Jobcode Standards Review | Use this report to map standardized data for job codes in your organization to KHA Standard Class codes. |
| Monthly RevUsage Reconciliation | After all data is loaded, run the Monthly RevUsage Reconciliation. This report shows the IPVolume, IPRevenue, OPVolume, and OPRvenue by department for each month. |
| Paytype Standards Review | Use this report to map standardized data for pay types in your organization to KHA Standard Class codes. |
| Provider Standards Review | Use this report to map standard data for providers in your organization, such as NPI and Standard Specialty Code. |
| Reconcile GL to GL Transactions report | If you load subledger detail into Axiom, such as Accounts Payable (AP), Accrued Receipts (AR), Materials Management (MM) and Journal Entries (JE), we have a reconciliation utility that ties the subledger data back to the ledger data (ACT20XX). This report confirms that the data loaded to the GL matches the data loaded to Journal Entry (JE) detail. |
| Reconcile GL to Pay12 to Pay27 report | Use this report to compare the Current Year Gross Revenue in the Financial tables to the RevUsage tables. |
| Reconcile GL to Rev Usage report | Use to reconcile GL revenue data in the Financial tables to the Revenue and Usage data imported into the database on a monthly and year-to-date basis. |

► Financial Dimensions System Structure reports

These reports are designed to help you review and confirm that your dimensions coding is complete and correct. For examples of these reports, see [Dimensions System Structure reports](#).

| Report | Description |
|------------------------------|-----------------------------------------------------------------|
| System Structure Accounts | Use to show the current mapping in the ACCT dimension table. |
| System Structure Departments | Use to show the current mapping in the DEPT dimension table. |
| System Structure JobCodes | Use to show the current mapping in the JOBCODE dimension table. |
| System Structure PayTypes | Use to show the current mapping in the PAYTYPE dimension table. |

► Financial Dimensions Flex Budget utilities

These reports are designed to help you review and confirm that your dimensions coding is complete and correct. For examples of these reports, see [Flex Budget utilities](#).

| Report | Description |
|-------------------------|----------------------------------------------------------------------------------------|
| FlexBudgetSetup | Use configure options for the Flex Calculator utility. |
| FlexCalculator by Month | Use this save-to-database report to post flexible budget calculations to the database. |

► Financial Payroll utilities

These utilities are designed to post calculated values to the database. For examples of these reports, see [Payroll utilities](#).

| Report | Description |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BiWeekly To Monthly | Use this utility to accrue for both hours and dollars from your biweekly payroll load (Payroll26) into the monthly data tables (Payroll12). |
| BiWeekly to Monthly with LY | Use this utility to post accrued biweekly hours or dollars from the Payroll27 tables to the Payroll12 tables. |
| Monthly to BiWeekly | Use this utility to post reverse-accrued budgeted monthly hours from the Payroll12 tables to biweekly amounts and post them to the Payroll27 tables for labor or productivity reporting. |

| Report | Description |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monthly to GL | If payroll hours are not coming through your GL Import, you can move your hours from the Payroll12 data tables created from the previous process to your Financial tables by running the Monthly to GL accrual utility. |

► Financial Report Batches

These reports are designed to process multiple reports for multiple outputs. For examples of these reports, see [Report Batches](#).

| Report | Description |
|----------------------------------------------|--------------------------------------------------------------------|
| Monthly All in One Executive Reporting Batch | Use to run the Executive Monthly Package report for distribution. |
| Monthly All in One Manager Reporting Batch | Use to run the Department Monthly Package report for distribution. |
| Monthly Financial Statements Batch | Use to run the monthly Financial Statements for distribution. |
| Monthly Hours Accrual Batch | Use to run the monthly the Hours accrual reports. |

► Financial RevUsage utilities

These reports are designed to process multiple reports for multiple outputs. For examples of these reports, see [RevUsage utilities](#).

| Report | Description |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summarize CDM Statistics (optional feature) | Use to summarize CDM values to department-level statistics and post them to the Financial database to use as key statistics for monthly reporting as well as budgeting. |

► Financial Security Setup utilities

These reports are designed to manage user roles and permissions. For examples of these reports, see [System Setup utilities](#).

| Report | Description |
|---------------------------------------|----------------------------|
| Performance Reporting Security Update | Use to configure security. |

► Financial Statistic Transfer utilities

These reports are designed as save-to-database reports for statistics. For examples of these reports, see [Statistic Transfer utilities](#).

| Report | Description |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Transfer Key Stats from Fin to PR12 | Use this save-to-database report to transfer statistics from the Financial tables to the Payroll12 tables at the end of the budget process. |
| Transfer Key Stats for Fin to PR26 | Use this save-to-database report to transfer statistics from the Financial tables to the Payroll27 tables at the end of the budget process. |

► Financial System Setup utilities

These reports are designed as utility reports to help you set up the system. For examples of these reports, see [System Setup utilities](#).

| Report | Description |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Benchmark | Used as factors in productivity reports. |
| CalDate Update Utility | Use as a utility to help you fill out the necessary columns in the CALDATE dimensions table. Only needed if licensed for Daily Productivity. |
| FP Payor | Use to assign the payors for use in the Axiom Financial Planning product. |
| Names | Use this table in reports or FileCollect process to look up email, names, titles, and login information. |
| Payroll_Dates | Used in reports to look up the pay period end date and pay date for current year and last year. There are two sections if your organization uses two pay cycles. |
| VCC_Payroll_Mapping | Used by Variance Comments and other payroll utilities to map GL accounts to job codes and/or pay types. |
| VCC_Threshold | Used to set configure how much an account can vary from budget before department managers are required to enter comments explaining the variance |
| YearPeriod | Used in configure the first year and month of the fiscal year, number of work days in the current, last, and next year, and the standard FTE hours worked by employees in a year. |

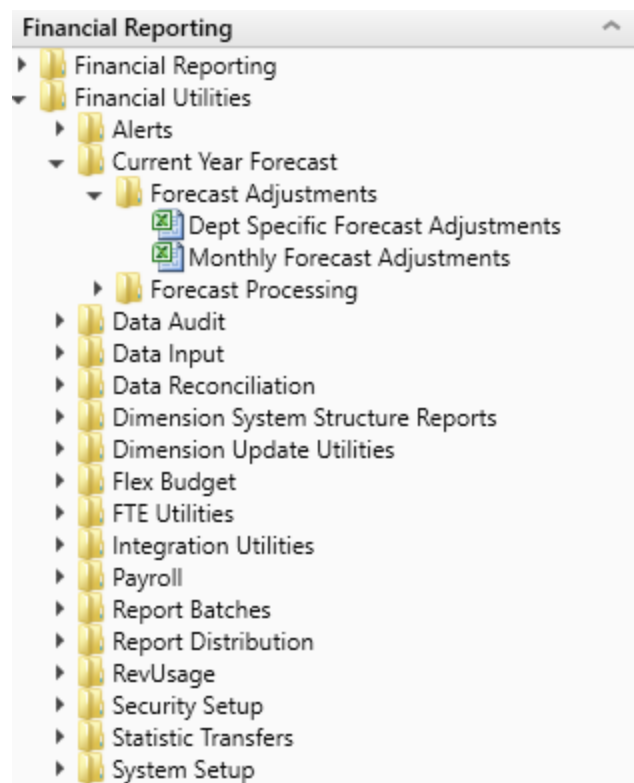
Current Year Forecast – Forecast Adjustment Utilities

These reports are designed to post calculated values to the database.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Current Year Forecast\Forecast Adjustments**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Current Year Forecast > Forecast Adjustments**.



► Dept Specific Forecast Adjustments

This is a save-to-database report used to make adjustments to the current-year forecast at a specific department and account level.

Dept Specific Forecast Adjustments

KHSA Health
For The Period Ending February 28, 2017
17840-EHS Sports Medicine

Dept: 17840
Manager: Patrick Herbert

| Expenses | CYDimGrp | Forecast Method | Budget Type | July | August | September | October | November | December | January | February | March | April | May | June | Total |
|------------------------------------------------------|----------|-----------------|-------------|----------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|
| Salaries | | | | | | | | | | | | | | | | |
| 60100 Salaries - Regular | CYMethod | Labor | Salaries | 14,495 | 18,044 | 16,452 | 15,686 | 15,719 | 14,803 | 16,389 | 15,899 | 16,264 | 15,739 | 16,264 | 15,739 | 191,492 |
| 60110 Salaries - Overtime | CYMethod | Labor | Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 60120 Salaries - Non-Productive | CYMethod | Labor | Salaries | 4,746 | (1,918) | 1,124 | 940 | 749 | 0 | 0 | 614 | 795 | 772 | 795 | 772 | 9,396 |
| Total Salaries | | | | 19,241 | 16,126 | 17,576 | 16,626 | 16,468 | 14,803 | 16,389 | 16,513 | 17,062 | 16,511 | 17,062 | 16,511 | 200,889 |
| Benefits | | | | | | | | | | | | | | | | |
| 61100 Employee Annuity | CYMethod | PttdBud | Benefits | 337 | 351 | 229 | 229 | 229 | 229 | 229 | 229 | 261 | 251 | 238 | 239 | 3,049 |
| 61200 Medical Insurance | CYMethod | PttdBud | Benefits | 1,217 | 1,815 | 1,897 | 2,243 | 2,173 | 1,605 | 1,602 | 1,602 | 1,791 | 1,863 | 1,869 | 1,866 | 21,545 |
| 61220 Group Term Life | CYMethod | PttdBud | Benefits | 24 | 23 | 15 | 20 | 20 | 20 | 23 | 25 | 21 | 21 | 21 | 22 | 255 |
| 61230 Disability Insurance | CYMethod | PttdBud | Benefits | 96 | 58 | 58 | 58 | 58 | 58 | 57 | 57 | 63 | 59 | 59 | 59 | 739 |
| 61300 FICA - Social Security | CYMethod | RendBud | Benefits | 1,409 | 1,216 | 1,285 | 1,216 | 1,197 | 1,099 | 1,207 | 1,218 | 1,246 | 1,225 | 1,226 | 1,219 | 14,761 |
| 61510 Employee Benefits - PDO | CYMethod | PttdBud | Benefits | (2,604) | 1,686 | 375 | (191) | 375 | 1,124 | 1,124 | 1,124 | 370 | 758 | 640 | 634 | 5,365 |
| Total Benefits | | | | 389 | 5,149 | 3,858 | 3,574 | 4,052 | 4,134 | 4,242 | 4,256 | 3,751 | 4,177 | 4,054 | 4,078 | 45,714 |
| Total Expenses | | | | 26,332 | 30,101 | 30,093 | 26,042 | 24,812 | 24,128 | 25,194 | 25,433 | 28,331 | 25,330 | 27,126 | 26,257 | 319,199 |
| Excess Revenues Over Expenses from Operations | | | | (26,332) | (30,101) | (30,093) | (26,042) | (24,812) | (24,128) | (25,194) | (25,433) | (28,331) | (25,330) | (27,126) | (26,257) | (319,199) |

► Monthly Forecast Adjustments

This is a save-to-database report used to make adjustments to the current-year forecast at an income-statement level.

Summary Forecast Adjustment Utility

KHSA Health
For The Period Ending February 2017
Consolidated

| | Actual July | Actual August | Actual September | Actual October | Actual November | Actual December | Actual January | Actual February | Forecast March | Forecast April | Forecast May | Forecast June | Total |
|-------------------------------------|-------------|---------------|------------------|----------------|-----------------|-----------------|----------------|-----------------|----------------|----------------|--------------|---------------|-------------|
| Revenues | | | | | | | | | | | | | |
| Inpatient Revenue | 28,782,082 | 29,015,519 | 27,836,999 | 28,239,399 | 29,176,925 | 27,827,082 | 30,982,220 | 29,072,658 | 29,033,049 | 29,064,007 | 28,152,469 | 29,061,385 | 347,243,715 |
| % Adjustment | | | | | | | | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Amount Adjustment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Inpatient Revenue | | | | | | | | | | | | | |
| Outpatient Revenue | 12,944,958 | 13,898,267 | 12,512,469 | 13,852,113 | 13,037,962 | 12,359,094 | 12,872,459 | 13,566,833 | 13,288,267 | 13,148,303 | 13,240,620 | 13,069,084 | 156,090,430 |
| % Adjustment | | | | | | | | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Amount Adjustment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Outpatient Revenue | | | | | | | | | | | | | |
| Other Patient Revenue | 18,149,618 | 17,524,224 | 20,994,558 | 19,002,268 | 19,223,078 | 19,714,568 | 18,876,045 | 19,202,131 | 17,548,236 | 17,661,092 | 17,463,978 | 17,511,897 | 222,871,693 |
| % Adjustment | | | | | | | | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Amount Adjustment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Other Patient Revenue | | | | | | | | | | | | | |
| Total Patient Revenue | | | | | | | | | | | | | |
| | 58,976,658 | 60,438,010 | 61,344,027 | 60,293,780 | 61,437,966 | 59,900,445 | 62,730,724 | 61,841,623 | 59,869,552 | 59,873,402 | 59,857,067 | 59,642,365 | 726,205,838 |
| Deductions From Revenue | | | | | | | | | | | | | |
| Contractual Allowances | 30,480,455 | 30,875,948 | 31,376,054 | 30,892,785 | 29,871,408 | 30,678,985 | 31,268,463 | 29,928,829 | 29,702,301 | 29,600,629 | 29,679,035 | 29,663,083 | 364,017,975 |
| % of Total Patient Revenue | 51.68% | 51.09% | 51.15% | 51.24% | 48.62% | 51.22% | 49.85% | 48.40% | 50.40% | 50.40% | 50.40% | 50.40% | 0.00% |
| % Adjustment | | | | | | | | | 49.81% | 49.44% | 49.38% | 49.73% | 0.00% |
| Computed Adjustment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Contractual Allowances | | | | | | | | | | | | | |
| | 30,480,455 | 30,875,948 | 31,376,054 | 30,892,785 | 29,871,408 | 30,678,985 | 31,268,463 | 29,928,829 | 29,702,301 | 29,600,629 | 29,679,035 | 29,663,083 | 364,017,975 |
| Other Discounts | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| % of Total Patient Revenue | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| % Adjustment | | | | | | | | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| Computed Adjustment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Other Discounts | | | | | | | | | | | | | |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

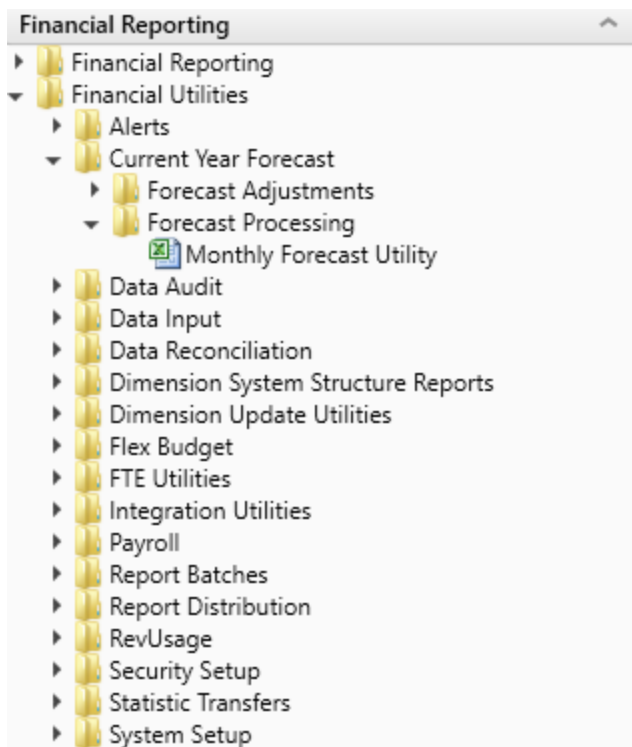
Current Year Forecast – Forecast Processing Utilities

This report is designed to post calculated values to the database.

► Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Management Reporting Utilities\Current Year Forecast\Forecast Processing. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Current Year Forecast > Forecast Processing**.



► Monthly Forecast Utility

This is a save-to-database report used to calculate and post a monthly forecast for the remaining months of the fiscal year to the database using a variety of forecast methods.

Monthly Forecast Utility

KHA Health
For The Period Ending February 28, 2017
20000-EMC Balance Sheet

| Initiative | Acct | Description | Forecast Method | Budget Type | July | August | September | October | November | December | January | February | March | April | May |
|------------|-------|--------------------------------|-----------------|-------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | Statistics | | | | | | | | | | | | | |
| 1 | 110 | IP Procedures | Trend | KeyIP | 1,026 | 1,145 | 1,111 | 1,112 | 1,111 | 1,167 | 1,235 | 1,239 | 1,115 | 1,148 | 1,123 |
| 1 | 210 | OP Procedures | Trend | KeyOP | 352 | 363 | 280 | 296 | 317 | 291 | 346 | 337 | 424 | 417 | 408 |
| 1 | 213 | OP Cases | Trend | KeyOP | 100 | 133 | 106 | 100 | 151 | 167 | 167 | 221 | 137 | 157 | 134 |
| 1 | 300 | Calendar Days | Trend | KeyOth | 310 | 310 | 300 | 310 | 300 | 310 | 310 | 280 | 304 | 294 | 304 |
| 1 | 308 | Items | Trend | KeyOth | 5,815 | 6,608 | 5,870 | 6,141 | 6,323 | 5,709 | 6,097 | 6,263 | 6,017 | 6,022 | 6,008 |
| | | Total Statistics | | | 7,603 | 8,559 | 7,667 | 7,959 | 8,202 | 7,644 | 8,155 | 8,340 | 7,997 | 8,038 | 7,977 |
| | | Revenues | | | | | | | | | | | | | |
| | | Inpatient Revenue | | | | | | | | | | | | | |
| 1 | 31100 | IP - Medicare | IP_Per_Unit | | 124,263 | 179,840 | 156,783 | 179,436 | 171,145 | 166,522 | 118,719 | 120,111 | 148,383 | 152,777 | 149,437 |
| 1 | 31200 | IP - Medicaid | IP_Per_Unit | | 3,615 | 11,658 | 9,973 | 12,030 | 13,638 | 17,309 | 8,537 | 14,954 | 11,184 | 11,515 | 11,263 |
| 1 | 31300 | IP - Blue Cross | IP_Per_Unit | | 12,278 | 11,176 | 26,235 | 9,029 | 7,380 | 11,804 | 32,782 | 8,102 | 14,485 | 14,914 | 14,588 |
| 1 | 31400 | IP - Commercial | IP_Per_Unit | | 1,562 | 4,193 | 856 | 17,563 | 4,740 | 2,464 | 11,388 | 17,690 | 7,372 | 7,590 | 7,424 |
| 1 | 31500 | IP - HMO/PPO | IP_Per_Unit | | 4,220 | 3,661 | 5,450 | 1,382 | 7,793 | 2,390 | 13,153 | 11,443 | 6,035 | 6,214 | 6,078 |
| 1 | 31600 | IP - Self Pay | IP_Per_Unit | | 2,880 | 420 | 4,332 | 990 | 422 | 10,232 | 8,261 | 424 | 3,434 | 3,536 | 3,458 |
| 1 | 31900 | IP - Other | IP_Per_Unit | | 22,538 | 17,896 | 37,529 | 11,519 | 18,302 | 27,719 | 37,605 | 38,966 | 25,982 | 26,751 | 26,166 |
| | | Total Inpatient Revenue | | | 171,345 | 229,045 | 241,158 | 231,949 | 224,421 | 238,440 | 236,444 | 211,689 | 216,875 | 223,297 | 218,415 |
| | | Outpatient Revenue | | | | | | | | | | | | | |
| 1 | 32100 | OP - Medicare | OP_Per_Unit | | 5,978 | 5,508 | 374 | 3,316 | 976 | 4,369 | 4,077 | 5,950 | 3,725 | 3,835 | 3,751 |
| 1 | 32200 | OP - Medicaid | OP_Per_Unit | | 0 | 0 | 0 | 0 | 0 | 136 | 0 | 204 | 41 | 43 | 42 |
| 1 | 32300 | OP - Blue Cross | OP_Per_Unit | | 306 | 442 | 408 | 1,139 | 160 | 1,020 | 0 | 0 | 424 | 426 | 427 |
| 1 | 32400 | OP - Commercial | OP_Per_Unit | | 0 | 0 | 0 | 0 | 102 | (102) | 0 | 0 | 0 | 0 | 0 |
| 1 | 32500 | OP - HMO/PPO | OP_Per_Unit | | 272 | 0 | 544 | 408 | 340 | 1,904 | 850 | 1,394 | 697 | 717 | 701 |
| 1 | 32600 | OP - Self Pay | OP_Per_Unit | | 0 | 0 | 0 | 0 | 408 | (136) | 0 | 0 | 33 | 34 | 33 |
| 1 | 32900 | OP - Other | OP_Per_Unit | | 82,431 | 51,700 | 72,106 | 42,768 | 65,619 | 48,580 | 48,838 | 46,782 | 55,951 | 57,607 | 56,348 |

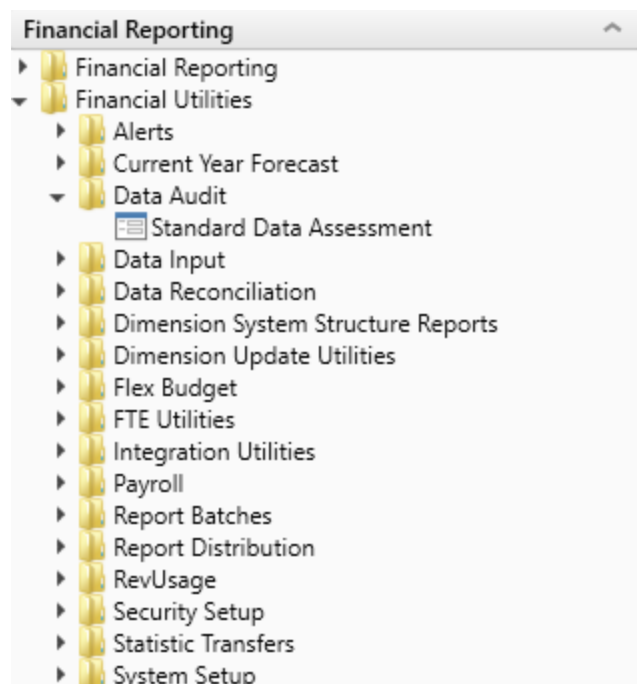
Data Audit

This report is designed to improve the quality of data.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting\Utilities\Data Audit**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Data Audit**.



► Standard Data Assessment

Use to improve the quality of your data, keep you compliant with Kaufman Hall standards, and save time preparing for monthly reporting and annual budgeting. For more information, see [Standardizing data](#).

Standard Data Assessment

Period ending: February 28, 2018

Refresh

Include Net Income in Fund Balance?

View:

| Organization | | Balanced BS Actual | Balanced BS Budget | Standard FSDetail | Standard FSSummary | KHA Standard Class | | | | |
|--------------|------------------------------|-----------------------|-----------------------|----------------------|-----------------------|-----------------------|---------------------------------------------|----------------------------------------------|--------------------------------------------|--|
| KHA Health | | ○ | ○ | ○ | ✓ | ○ | | | | |
| Entity | Description | Actual GL | Budget GL | Actual Bal Sheet | Budget Bal Sheet | Actual Rev/Usage | Current Period Min. Period Volatility | Feb-2018 Mar-2019 Financial Current | Feb-2018 Mar-2019 Payroll Current | |
| 1 | KH University | ✓ | ✓ | ✓ | ✓ | ✓ | ▲ | ○ | ○ | |
| 2 | KH Medical Center | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ○ | ○ | |
| 3 | KH Physician Group | ✓ | ✓ | ✓ | ▲ | ✓ | ▲ | ○ | ○ | |
| 4 | Rehabilitation Care Hospital | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ○ | ○ | |
| 5 | KH Medical Enterprises | ✓ | ✓ | ✓ | ✓ | ✓ | ▲ | ○ | ○ | |
| 6 | KH NeuroSurgery Clinic | ✓ | ▲ | ✓ | ▲ | ✓ | ▲ | ○ | ○ | |
| 9 | Eliminating Entries | ✓ | ▲ | ✓ | ▲ | ✓ | ✓ | ○ | ○ | |
| 10 | KH Medical Associates | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ○ | ○ | |

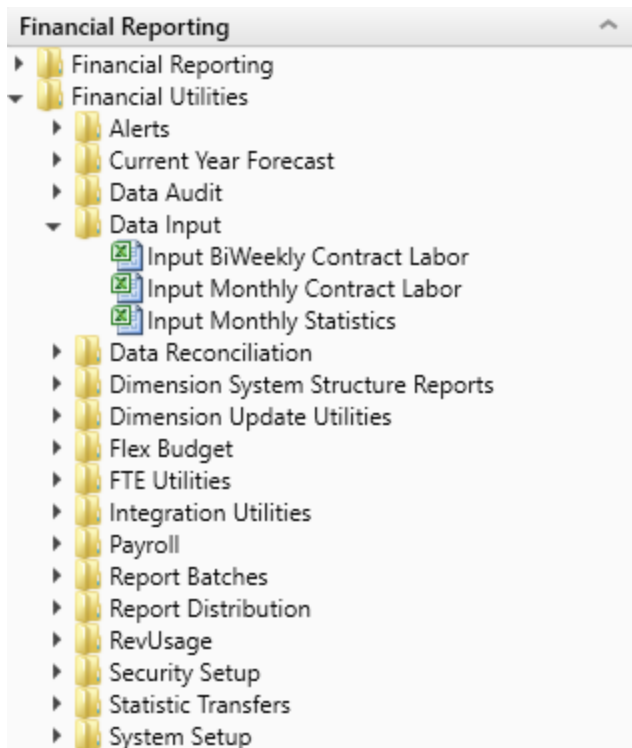
Data Input utilities

These reports are designed as save-to-database reports for statistics and contract labor hours.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management ReportingUtilities\Data Input**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Data Input**.



► Input Biweekly Contract Labor

Use as an input report for biweekly contract labor hours data collection. You enter biweekly hours and then post them to the database from this report.

Bi-Weekly Contract Labor Payroll Data Entry

OHA Health

Click "Save" to save values to database

Contract Labor - JobCode: J09999

Contract Labor - PayType: PAGC

Columns to Update: Hours

Refresh from Table: ACT_PAY27_2017

Save to table: ACT_PAY27_2017

Changes made! Click Save to update: ACT_PAY27_2017

| Department | Description | JobCode | PayType | EMPID | Hours1 | Hours2 | Hours3 | Hours4 | Hours5 | Hours6 | Hours7 | Hours8 | Hours9 | Hours10 |
|--------------------------------------------------------|------------------------------------|---------|---------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| 0 | Default | J09999 | PAGC | 0 | | | | | | | | | | |
| 0 | Default | J09999 | PAGC | 0 | | | | | | | | | | |
| 0 | Default | J09999 | PAGC | 0 | | | | | | | | | | |
| 0 | Default | J09999 | PAGC | 0 | | | | | | | | | | |
| 0 | Default | J09999 | PAGC | 0 | | | | | | | | | | |
| 0 | Default | J09999 | PAGC | 0 | | | | | | | | | | |
| 0 | Default | J09999 | PAGC | 0 | | | | | | | | | | |
| < Copy above rows and insert here if more are needed > | | | | | | | | | | | | | | |
| Change Existing Depts | | | | | | | | | | | | | | |
| 19185 | EH&S Corporate Health Services | J09999 | PAGC | 0 | 27 | 27 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 26140 | EMC Emergency Room (CDM) | J09999 | PAGC | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 27000 | EMC Laboratory | J09999 | PAGC | 0 | 138 | 138 | 92 | 80 | 80 | 79 | 72 | 63 | 60 | 49 |
| 27200 | EMC Radiology - MRI (JobCode) | J09999 | PAGC | 0 | 7 | 7 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 7 |
| 27230 | EMC Radiology - Vascular Procedure | J09999 | PAGC | 0 | 119 | 119 | 177 | 193 | 128 | 79 | 70 | 58 | 45 | 0 |
| 27240 | EMC Radiology - Diagnostics | J09999 | PAGC | 0 | 326 | 326 | 394 | 413 | 517 | 595 | 755 | 969 | 906 | 676 |
| 27250 | EMC Radiation Oncology | J09999 | PAGC | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 27280 | EMC Radiology - Ultrasound | J09999 | PAGC | 0 | 230 | 230 | 309 | 330 | 300 | 277 | 312 | 359 | 349 | 313 |
| 27640 | EMC Surgery | J09999 | PAGC | 0 | 132 | 132 | 126 | 125 | 134 | 141 | 118 | 88 | 99 | 141 |

► Input Monthly Contract Labor

Use as an input report for monthly contract labor hours data collection. You enter monthly hours and then post them to the database from this report.

Monthly Contract Labor Input Form

KHA Health

Click "Save" to save values to database

No changes made

| Department | DEPT | Description | Acct | InitID | July | August | September | October | November | December |
|--------------------------------------------------------|--------|------------------------|--------|--------|------|--------|-----------|---------|----------|----------|
| Default | 0 | Default ACCT | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Default | 0 | Default ACCT | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Default | 0 | Default ACCT | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Default | 0 | Default ACCT | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Default | 0 | Default ACCT | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Default | 0 | Default ACCT | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| < Copy above rows and insert here if more are needed > | | | | | | | | | | |
| Change Existing Hours | | | | | | | | | | |
| EMC Radiology - MRI (JobCode) | 27200 | Hours - Contract Labor | 960600 | 1 | 33 | 31 | 32 | 31 | 33 | 38 |
| EMC Radiology - Ultrasound | 27280 | Hours - Contract Labor | 960600 | 1 | 253 | 359 | 317 | 379 | 335 | 323 |
| EMA Internal Medicine (Provider Detail) | 101010 | Hours - Contract Labor | 960600 | 1 | 31 | 31 | 31 | 31 | 30 | 31 |
| EMA Internal Medicine (Provider Summary) | 101020 | Hours - Contract Labor | 960600 | 1 | 31 | 31 | 31 | 31 | 30 | 31 |
| EMA Neurology | 101309 | Hours - Contract Labor | 960600 | 1 | 0 | 0 | 0 | 10 | 0 | 0 |
| EMA Pathology | 107090 | Hours - Contract Labor | 960600 | 1 | 292 | 302 | 326 | 334 | 342 | 324 |

► Input Monthly Statistics

Use to input monthly statistics data collection or calculations. You enter the monthly statistics and then post to the database from this report. In some cases, there may be an import for statistics that already loads statistics on a monthly basis. You can use this report as a replacement for an import or in addition to the statistics import.

Monthly Statistics Input Form

KHA Health
Click "Save" to save values to database

No changes made

| Department | DEPT | Description | IndID | Acct | July | August | September | October | November | December | January | February | March | April | May | June | Total | BudgetType |
|------------------------------------------------------|-------|---------------------|-------|------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|-------|------------|
| Add New Stats | | | | | | | | | | | | | | | | | | |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| <Copy above rows and insert here if more are needed> | | | | | | | | | | | | | | | | | | |
| Change Existing Stats | | | | | | | | | | | | | | | | | | |
| EHS Sports Medicine | 17840 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EHS *** Bldg Med Office/East Hplex | 17870 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EPG Clinic Administration | 17879 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EPG Phys Clinic-North | 17880 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EPG Phys Clinic-Occ Hbth East | 17881 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EPG Phys Clinic-Occ Hbth Midtown | 17883 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EPG Phys Clinic-East | 17885 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EPG Phys Clinic-Occ Hbth/West | 17886 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EPG Phys Clinic-South | 17891 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EPG Phys Clinic-Uptown | 17894 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EPG Phys Clinic-West | 17895 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EPG Phys Clinic-Peds Afterhour | 17896 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EHS Rental | 18560 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EHS Parking Lot | 18900 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EHS Bldg-North | 18960 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EHS Bldg-Midtown | 18970 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EHS Bldg-Cancer Center | 18975 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |
| EHS Bldg-South | 18980 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 | 31 | 30 | 31 | 30 | 365 | KeyOth |

Data Reconciliation utilities

These reports are designed for designed for month-end close analysis and standardizing data.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Data Reconciliation**. For instructions, see [Browsing the Report Library](#).

You can also access them from the following:

- **Bud Admin task pane:** In the **Financial Reporting** section, click **Financial Utilities > Data Reconciliation**.
- **Mgmt Admin task pane:** In the **Data Maintenance** section, click **Data Reconciliation**.

► Acct Standards Review

Use this report to map standardized data for accounts in your organization to KHA Standard Class codes.

NOTE: For instructions, see [Mapping KHA Standard Class codes](#).

Acct Standards Review

| Account | Description | KHA Standard Classification | Account Type | FSSummary | FSDetail |
|---------|-------------------------------------------------------------|-----------------------------|--------------|-----------|------------|
| 0 | Default ACCT | NotMapped | NA | NA | NA |
| 1 | Salary & Hours Analysis | NotMapped | Scenario | NA | NA |
| 3 | Paid Hours GL-Based Analysis | NotMapped | Scenario | NA | NA |
| 4 | Non Salary Assessment Supplies | NotMapped | Scenario | NA | M_NonLabor |
| 5 | Non Salary Assessment Drugs | NotMapped | Scenario | NA | M_NonLabor |
| 6 | Non Salary Assessment Purchased Services | NotMapped | Scenario | NA | M_NonLabor |
| 7 | Non Salary Assessment Other | NotMapped | Scenario | NA | M_NonLabor |
| 8 | Non Salary Assessment NonUsed | NotMapped | Scenario | NA | M_NonLabor |
| 20 | Total Labor Expense as % of Net Operating Revenue | NotMapped | Bmark | Bmark | BmarkNOR |
| 21 | Total Employee Labor Expense as % of Net Operating Revenue | NotMapped | Bmark | Bmark | BmarkNOR |
| 22 | Total Employee Salary Expense as % of Net Operating Revenue | NotMapped | Bmark | Bmark | BmarkNOR |
| 23 | Overtime Salary Expense as % of Net Operating Revenue | NotMapped | Bmark | Bmark | BmarkNOR |
| 24 | Contract Labor Expense as % of Net Operating Revenue | NotMapped | Bmark | Bmark | BmarkNOR |

► BiWeekly Payroll Reconciliation report

After the payroll file is loaded, run the Biweekly Payroll Reconciliation report.

Using the loaded import file, total the dollars and hours from the import file, and enter the totals into the BiWeekly Payroll Reconciliation report to see if your check totals from your import file match what was loaded in to Axiom.

Home

BiWeekly Payroll Reconciliation (R/O)

BiWeekly Payroll Reconciliation

KHA Health

For The Period Ending February 28, 2018

| Dept | Description | Hours Period 1 | Dollars Period 1 |
|-------------------------------------------|-------------------------|-------------------|---------------------|
| 107060 | EMA Laboratory | 2,624.25 | \$70,515.44 |
| 107090 | EMA Pathology | 3,249.77 | \$164,603.28 |
| 107200 | EMA Radiology Services | 1,145.40 | \$31,058.73 |
| 107300 | EMA Pharmacy | 2,066.82 | \$51,758.37 |
| 107370 | EMA Rehab Services | 1,218.10 | \$32,562.77 |
| 109120 | EMA Business Operations | 2,730.15 | \$52,136.24 |
| 109310 | EMA Facility Operations | 3,929.95 | \$106,655.24 |
| Grand Total | | 294,243.91 | \$6,654,564.17 |
| Input Check Total from Labor Distribution | | | \$0.00 |
| Variance | | (294,243.91) | (\$6,654,564.17) |

Key in the dollars and hours from your import file

Key in the dollars
and hours from
your import file

If your dollars and hours for the loaded period matches the Grand Total, the data is reconciled, and you can move on to either loading another payroll for the current month or running the Payroll Accrual utility to accrue your biweekly payroll to a monthly payroll.

► Consolidations and Eliminations

This is a save to database report that allows you to input eliminations for your financial database.

| Consolidations and Eliminations | | | | | | | | | | | | | | | | | |
|-------------------------------------------|-------------------------|-------------------|----------------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|-------|------------|
| KHA Health | | | | | | | | | | | | | | | | | |
| Actual - 2016 | | | | | | | | | | | | | | | | | |
| Department | Description | DEPT | ACCT | July | August | September | October | November | December | January | February | March | April | May | June | Total | BudgetType |
| Equity Transfer - (Enter Title Here) | | | | | | | | | | | | | | | | | |
| Revenue | ENTITY: Select Entity - | Select Entity | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Deduction | ENTITY: Select Entity - | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Expense | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| EHS Other NonOperating Revenue | Insert Account | Select Department | Select Account | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Insert Department | Insert Account | Select Department | Select Account | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Portion Methodology - (Enter Title Here) | | | | | | | | | | | | | | | | | |
| Select Department | Select Account | Select Department | Select Account | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Select Department | Select Account | Select Department | Select Account | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Select Department | Select Account | Select Department | Select Account | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Select Department | Select Account | Select Department | Select Account | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Standard Methodology - (Enter Title Here) | | | | | | | | | | | | | | | | | |
| Select Department | Select Account | Select Department | Select Account | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Select Department | Select Account | Select Department | Select Account | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Select Department | Select Account | Select Department | Select Account | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

► Dept Standards Review

Use this report to map standardized data for departments in your organization to KHA Standard Class codes.

NOTE: For instructions, see [Mapping KHA Standard Class codes](#).

Dept Standards Review

| Dept | Description | KHA Standard Classification | Entity | Key Stat Description | VP | Director | Manager |
|-------|------------------------------------|-----------------------------|--------|----------------------|---------------|-----------------|-----------------|
| 0 | Default | NotMapped | 0 | NA | NA | NA | NA |
| 10000 | EHS Balance Sheet | NotMapped | 1 | | Tom Gilbert | Tom Gilbert | Tom Gilbert |
| 15000 | EHS Deductions from Revenue | NotMapped | 1 | | Howard Burns | Charlie Credit | Charlie Credit |
| 15300 | EHS Other Revenue | NotMapped | 1 | | Howard Burns | Charlie Credit | Charlie Credit |
| 15400 | EHS Other NonOperating Revenue | NotMapped | 1 | | Howard Burns | Charlie Credit | Charlie Credit |
| 17840 | EHS Sports Medicine | NotMapped | 1 | Calendar Days | Steve Jackson | Patrick Herbert | Patrick Herbert |
| 17870 | EHS *** Bldg-Med Office/East Hplex | NotMapped | 1 | Calendar Days | Howard Burns | Carl Johnson | Pete Augusta |
| 17879 | EPG Clinic Administration | NotMapped | 3 | Calendar Days | Dr Johnson | Elsie East | Elsie East |
| 17880 | EPG Phys Clinic-North | NotMapped | 3 | Calendar Days | Dr Johnson | Elsie East | Elsie East |
| 17881 | EPG Phys Clinic-Occ Hlth East | NotMapped | 3 | Calendar Days | Dr Johnson | Elsie East | Elsie East |
| 17883 | EPG Phys Clinic-Occ Hlth Midtown | NotMapped | 3 | Calendar Days | Dr Johnson | Elsie East | Elsie East |
| 17885 | EPG Phys Clinic-East | NotMapped | 3 | Calendar Days | Dr Johnson | Elsie East | Elsie East |
| 17886 | EPG Phys Clinic-Occ Hlth/West | NotMapped | 3 | Calendar Days | Dr Johnson | Elsie East | Elsie East |
| 17891 | EPG Phys Clinic-South | NotMapped | 3 | Calendar Days | Dr Johnson | Elsie East | Elsie East |

► Entity Standards Review

Use this report to map standardized data for entities in your organization to KHA Standard Class codes.

NOTE: For instructions, see [Mapping KHA Standard Class codes](#).

Entity Standards Review

| Entity | Description | KHA Standard Classification | Medicare Provider Number | State | Active |
|--------|------------------------------|-----------------------------|--------------------------|-------|--------|
| 0 | Unassigned/Not Applicable | NotMapped | NotMapped | | TRUE |
| 1 | KH University | NotMapped | NotMapped | | TRUE |
| 2 | KH Medical Center | NotMapped | NotMapped | | TRUE |
| 3 | KH Physician Group | NotMapped | NotMapped | | TRUE |
| 4 | Rehabilitation Care Hospital | NotMapped | NotMapped | | TRUE |
| 5 | KH Medical Enterprises | NotMapped | NotMapped | | TRUE |
| 6 | KH NeuroSurgery Clinic | NotMapped | NotMapped | | TRUE |
| 9 | Eliminating Entries | NotMapped | NotMapped | | TRUE |
| 10 | KH Medical Associates | NotMapped | NotMapped | | TRUE |
| 11 | KH Physician Network | NotMapped | NotMapped | | TRUE |
| 99 | KH Corporate Eliminations | NotMapped | NotMapped | | TRUE |

► Jobcode Standards Review

Use this report to map standardized data for job codes in your organization to KHA Standard Class codes.

NOTE: For instructions, see [Mapping KHA Standard Class codes](#).

Jobcode Standards Review

| Jobcode | Description | KHA Standard Classification | Jobclass | GL Class |
|---------|--------------------------|-----------------------------|--------------|----------|
| J00002 | Executive Vice President | NotMapped | Management | Staff |
| J00005 | Receptionist-Admin | NotMapped | Clerical | Staff |
| J00006 | Receptionist | NotMapped | Clerical | Staff |
| J00008 | Management Engineer | NotMapped | Professional | Staff |
| J00010 | President For The Trust | NotMapped | Management | Staff |
| J00012 | Architect | NotMapped | Professional | Staff |
| J00013 | Hospital Services Rep | NotMapped | Assistant | Staff |
| J00016 | Reimbursement Director | NotMapped | Management | Staff |
| J00017 | Financial Accountant | NotMapped | Assistant | Staff |
| J00018 | Staff Accountant | NotMapped | Clerical | Staff |
| J00019 | Payroll Coordinator | NotMapped | Clerical | Staff |

► Monthly RevUsage Reconciliation

After all data is loaded, run the Monthly RevUsage Reconciliation. This report shows the IPVolume, IPRevenue, OPVolume, and OPRvenue by department for each month.

Using the import file that was loaded, total the Volumes and Revenue dollars from the import file, and key the totals into the Monthly RevUsage Reconciliation report to see if your check totals from your import file match what was loaded in to Axiom.

| Dept | Description | IPVol_Month1 | IPRev_Month1 | OPVol_Month1 | OPRRev_Month1 |
|---------------------------|-------------------------------|----------------|-------------------|----------------|-------------------|
| 27740 | EMC Nutrition Support Service | 304 | 22,620 | 0 | 50 |
| 27800 | EMC Recovery Services | 1,408 | 572,944 | 412 | 59,032 |
| 27805 | EMC Geropsych | 335 | 284,750 | 0 | 0 |
| 27810 | EMC Partial Program | 0 | 0 | 478 | 71,850 |
| 28400 | EMC Healthplex-North | 0 | 0 | 712 | 24,267 |
| 28420 | EMC Nutrition Center | 0 | 0 | 1,318 | 28,307 |
| 28430 | EMC EAP | 0 | 0 | 186 | 16,704 |
| 28510 | EMC Food And Nutrition | 1,650 | 22,063 | 17 | 232 |
| Grand Total | | 507,355 | 26,855,568 | 115,187 | 11,655,130 |
| Check Total from RevUsage | | 0 | 0 | 0 | 0 |
| Variance | | (507,355) | (26,855,568) | (115,187) | (11,655,130) |

If your dollars and volumes for the period loaded matches the Grand Total, the data is reconciled. If you use RevUsage volumes to calculate statistics for productivity, you can move forward to summarize your IP\OP volumes from your RevUsage data table (ACT_RU_20XX) to your Financial data table (ACT20XX) using the Summarize CDM Statistics utility.

► Paytype Standards Review

Use this report to map standardized data for pay types in your organization to KHA Standard Class codes.

NOTE: For instructions, see [Mapping KHA Standard Class codes](#).

Paytype Standards Review

| Paytype | Description | KHA Standard Classification | | Pay Summary | Pay Detail |
|---------|----------------------|-----------------------------|--|-------------|------------|
| P0001 | Regular | NotMapped | | Prod | Regular |
| P0004 | Paid Time Off | NotMapped | | NonProd | NonProd |
| P0006 | Sick Pay | NotMapped | | NonProd | NonProd |
| P0008 | Jury Duty | NotMapped | | NonProd | NonProd |
| P0009 | Education | NotMapped | | Prod | Regular |
| P0011 | Payroll Adjustments | NotMapped | | Prod | Regular |
| P0014 | Personal Development | NotMapped | | Prod | Regular |
| P0015 | Med Tech Pay | NotMapped | | Prod | Regular |
| P0016 | Extra Shift | NotMapped | | Other | Other |
| P0019 | Education | NotMapped | | Prod | Regular |
| P0020 | Call Pay | NotMapped | | Other | Other |
| P0022 | Call-Back | NotMapped | | Prod | Overtime |
| P0024 | Sick Pay | NotMapped | | NonProd | NonProd |

► Provider Standards Review

Use this report to map standard specialty data for providers in your organization.

NOTE: For instructions, see [Mapping provider standard specialty data](#).

| Provider Standards Review | | | | | |
|---------------------------|-------------------|----------------------|------------------------|-------------------------|-------------------------|
| Provider ID | Provider Name | ML Classification ID | ML Classification Name | Standard Specialty Code | Standard Specialty Name |
| - | Default | | unmapped | 0 | unmapped |
| 0 | Provider: 0 | | unmapped | 0 | unmapped |
| 1 | Provider, Outside | | unmapped | 0 | unmapped |
| 10 | | | unmapped | 0 | unmapped |
| 100 | | | unmapped | 0 | unmapped |
| 1000 | | | unmapped | 0 | unmapped |
| 10004 | | | unmapped | 0 | unmapped |

► Reconcile GL to GLTransactions report

If you load subledger detail into Axiom, such as Accounts Payable (AP), Accrued Receipts (AR), Materials Management (MM) and Journal Entries (JE), we have a reconciliation utility that ties the subledger data back to the ledger data (ACT20XX). This report confirms that the data loaded to the GL matches the data loaded to Journal Entry (JE) detail. It also compares the JE Detail to AP, MM, AR transactions to make sure the data is in balance.

TIP: Your Kaufman Hall Implementation Consultant will help you set up this report during implementation.

Reconciliation of GL to GLDetail, AP, Materials and Accrued Receipts

KHA Health
For The Period Ending February 28, 2018

| Dept | Dept Description | Acct | Acct Description | Financial | GLDetail | Fin vs GL Difference |
|--------------|-------------------------------|-------|---------------------------------|----------------|----------------|----------------------|
| 27200 | EMC Radiology - MRI (JobCode) | 60100 | Salaries - Regular | 28,838 | 28,838 | 0 |
| 27200 | EMC Radiology - MRI (JobCode) | 60110 | Salaries - Overtime | 630 | 630 | (0) |
| 27200 | EMC Radiology - MRI (JobCode) | 60600 | Salaries - Contract Labor | 865 | 0 | 865 |
| 27200 | EMC Radiology - MRI (JobCode) | 61220 | Group Term Life | 50 | 50 | (0) |
| 27200 | EMC Radiology - MRI (JobCode) | 62130 | Supplies - Med Surg Nonbillable | 846 | 846 | 0 |
| 27200 | EMC Radiology - MRI (JobCode) | 62140 | Supplies - Med Surg Billable | 9,751 | 9,751 | 0 |
| 27200 | EMC Radiology - MRI (JobCode) | 71100 | Depreciation - Equipment | 830 | 0 | 830 |
| Total | | | | 152,342 | 150,647 | 1,695 |

NOTE: Use the [Reconcile GL to RevUsage report](#) to reconcile your charge master data for Inpatient and Outpatient between the Financial data source (ACT20XX) and the RevUsage data set (ACT_RU_20XX). Manual adjusting journal entries outside of the source system will cause reconciling variances to the General Ledger RevUsage data so do not use this report regularly. The report is located in the Reports Library in the Management Reporting Utilities > Data Reconciliation folder.

► Reconcile GL to Pay12 to Pay27 report

Use this report to compare the Current Year Gross Revenue in the Financial tables to the RevUsage tables.

Reconciliation of GL Hours to Monthly and Biweekly Payroll Hours

KHA Health
For The Period Ending February 29, 2020

| Dept | Dept Description | Financial | Payroll 27-Period 18 | Payroll 27-Period 17 | Payroll 12 | Payroll12 v | Payroll12 v |
|-------|--------------------------------------|------------|----------------------|----------------------|------------|-------------|-------------|
| | | Paid Hours | Paid Hours | Paid Hours | Paid Hours | Payroll127 | Financial |
| 17840 | EHS Sports Medicine | 1,077.14 | 520.00 | 520.00 | 848.56 | (191.44) | (228.58) |
| 17880 | EPG Phys Clinic-North | 165.71 | 80.00 | 80.00 | 154.28 | (5.72) | (11.43) |
| 17881 | EPG Phys Clinic-Occ Hlth East | 165.71 | 80.00 | 80.00 | 154.28 | (5.72) | (11.43) |
| 17883 | EPG Phys Clinic-Occ Hlth Midtown | 848.86 | 416.76 | 416.45 | 803.45 | (29.76) | (45.40) |
| 17885 | EPG Phys Clinic-East | 497.14 | 240.00 | 240.00 | 462.85 | (17.15) | (34.29) |
| 17886 | EPG Phys Clinic-Occ Hlth/West | 165.71 | 80.00 | 80.00 | 154.28 | (5.72) | (11.43) |
| 17891 | EPG Phys Clinic-South | 497.14 | 240.00 | 240.00 | 462.85 | (17.15) | (34.29) |
| 17894 | EPG Phys Clinic-Uptown | 331.43 | 160.00 | 160.00 | 308.57 | (11.43) | (22.86) |
| 17895 | EPG Phys Clinic-West | 165.71 | 80.00 | 80.00 | 154.28 | (5.72) | (11.43) |
| 19000 | EHS Administration | 2,440.83 | 902.89 | 902.00 | 1,740.44 | (64.45) | (700.39) |
| 19050 | EHS Trust | 540.58 | 261.65 | 261.43 | 504.40 | (18.68) | (36.18) |
| 19060 | EHS Corporate Communications | 1,325.71 | 640.29 | 640.00 | 1,234.56 | (45.73) | (91.15) |
| 19080 | EHS Teleservices | 1,003.81 | 488.89 | 488.40 | 942.39 | (34.90) | (61.42) |
| 19100 | EHS Accounting Operations (Employee) | 1,462.08 | 724.19 | 731.51 | 1,346.68 | (109.02) | (115.41) |
| 19105 | EHS Payroll | 504.13 | 243.74 | 243.45 | 469.80 | (17.39) | (34.33) |
| 19110 | EHS Administrative Finance | 543.84 | 264.32 | 264.00 | 509.45 | (18.86) | (34.38) |
| 19150 | EHS Information Services | 2,932.21 | 1,507.82 | 1,506.80 | 2,721.82 | (292.80) | (210.39) |
| 19160 | EHS Audit Services | 165.71 | 80.10 | 80.00 | 154.38 | (5.72) | (11.33) |
| 19170 | EHS Medical Information Network | 3,302.89 | 1,594.24 | 1,592.91 | 3,073.33 | (113.81) | (229.56) |
| 19185 | EHS Corporate Health Services | 766.00 | 368.67 | 368.35 | 710.70 | (26.32) | (55.30) |
| 19220 | EHS Human Resources | 1,712.60 | 802.52 | 801.85 | 1,547.08 | (57.29) | (165.51) |
| 19250 | EHS Performance Improvement | 331.43 | 160.19 | 160.00 | 308.76 | (11.43) | (22.67) |

► Reconcile GL to Rev Usage report

Use to reconcile GL revenue data in the Financial tables to the Revenue and Usage data imported into the database on a monthly and year-to-date basis. The desired result for this report is to show a zero variance.

Reconciliation of GL to RevUsage

KHA Health

For The Period Ending February 28, 2017

| Dept | Dept Description | Financial IP | Financial OP | Financial Total | RevUsage IP | RevUsage OP | RevUsage Total | Fin vs RU Difference |
|-------|-----------------------------------|-----------------|-----------------|--------------------|----------------|----------------|-------------------|-------------------------|
| 17880 | EPG Phys Clinic-North | 0.00 | 24,777.01 | 24,777.01 | 0.00 | 0.00 | 0.00 | 24,777.01 |
| 17881 | EPG Phys Clinic-Occ Hlth East | 0.00 | 64,430.89 | 64,430.89 | 0.00 | 0.00 | 0.00 | 64,430.89 |
| 17883 | EPG Phys Clinic-Occ Hlth Midtown | 0.00 | 21,173.00 | 21,173.00 | 0.00 | 0.00 | 0.00 | 21,173.00 |
| 17885 | EPG Phys Clinic-East | 0.00 | 67,040.21 | 67,040.21 | 0.00 | 0.00 | 0.00 | 67,040.21 |
| 17891 | EPG Phys Clinic-South | 0.00 | 169,450.93 | 169,450.93 | 0.00 | 0.00 | 0.00 | 169,450.93 |
| 17894 | EPG Phys Clinic-Uptown | 0.00 | 43,512.41 | 43,512.41 | 0.00 | 0.00 | 0.00 | 43,512.41 |
| 17895 | EPG Phys Clinic-West | 0.00 | 4,963.00 | 4,963.00 | 0.00 | 0.00 | 0.00 | 4,963.00 |
| 17896 | EPG Phys Clinic-Peds Afterhour | 0.00 | 60,094.68 | 60,094.68 | 0.00 | 0.00 | 0.00 | 60,094.68 |
| 26140 | EMC Emergency Room (CDM) | 222,634.48 | 552,956.28 | 775,590.76 | 222,634.49 | 554,589.25 | 777,223.74 | (1,632.98) |
| 26150 | EMC *** Emergency Room-Physicians | 0.00 | 120,840.60 | 120,840.60 | 0.00 | 0.00 | 0.00 | 120,840.60 |
| 26230 | EMC CVS | 66,666.81 | 0.00 | 66,666.81 | 66,666.78 | 0.00 | 66,666.78 | 0.03 |
| 26310 | EMC 3 East | 268,454.74 | 5,579.67 | 274,034.41 | 268,454.75 | 5,579.65 | 274,034.40 | 0.01 |
| 26320 | EMC 3 West | 276,206.00 | 7,704.87 | 283,910.87 | 276,206.01 | 7,704.88 | 283,910.89 | (0.02) |
| 26350 | EMC AICU | 403,436.12 | 189.00 | 403,625.12 | 403,436.16 | 0.00 | 403,436.16 | 188.96 |
| 26430 | EMC Well Baby Nursery | 1,822.14 | 3,689.82 | 5,511.96 | 0.00 | 0.00 | 0.00 | 5,511.96 |
| 26440 | EMC Mother/Baby | 157,337.24 | 7,265.16 | 164,602.40 | 157,337.22 | 7,265.12 | 164,602.34 | 0.06 |
| 26450 | EMC NICU | 566,965.68 | 0.00 | 566,965.68 | 566,965.69 | 0.00 | 566,965.69 | (0.01) |
| 26460 | EMC 5 North | 222,445.22 | 1,742.74 | 224,187.96 | 222,445.23 | 1,742.75 | 224,187.98 | (0.02) |
| 26480 | EMC O/P Oncology | 0.00 | 52,440.00 | 52,440.00 | 0.00 | 52,439.98 | 52,439.98 | 0.02 |
| 26520 | EMC Pediatrics | 100,381.87 | 23,762.38 | 124,144.25 | 100,381.84 | 23,762.37 | 124,144.21 | 0.04 |
| 26530 | EMC SC | 245,387.64 | 6,359.31 | 251,746.95 | 245,387.64 | 6,359.34 | 251,746.98 | (0.03) |
| 26550 | EMC PICU | 2,000.00 | (164.62) | 1,835.38 | 0.00 | (164.63) | (164.63) | 2,000.01 |

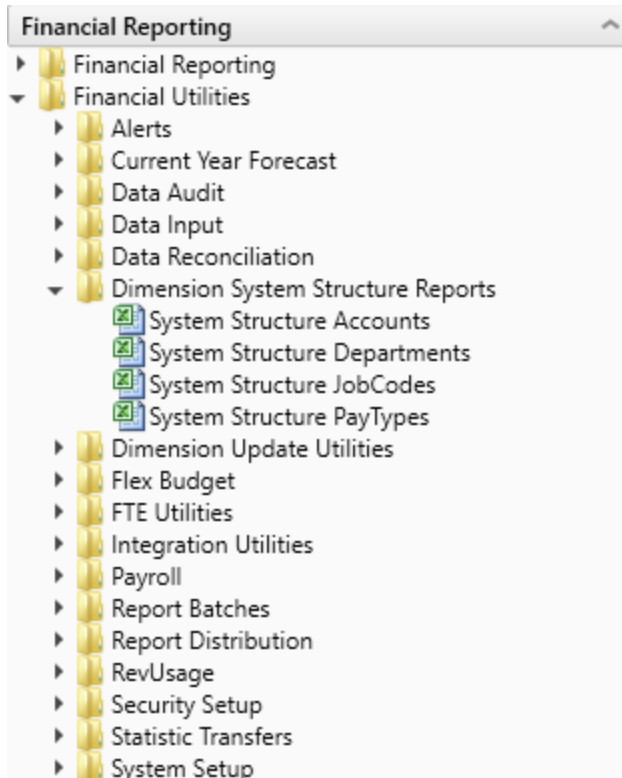
Dimensions System Structure reports

These reports are designed to help you review and confirm that your dimensions coding is complete and correct.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Dimension System Structure Reports**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Dimension System Structure Reports**.



► System Structure Accounts

Use to show the current mapping in the ACCT dimension table.

System Structure - Accounts

KHA Health
Period Ending February 28, 2017

Denotes Budget Setup Column

| Account | Account Description | Statement | Type | FSSummary | FSDetail | KHAcct | BudgetType | KHAcctLine | PHVStdLine | KHAcctSum | CYPMMethod | CYFMethod | DropDowns | YTD Actual - 2017 | Total Budget - 2017 | Total Actual - 2016 |
|----------------------------|---------------------------------|-----------|-----------|----------------|-----------------|--------|------------|------------|------------|-----------|------------|-----------|-----------|--------------------|---------------------|---------------------|
| Assets | | | | | | | | | | | | | | | | |
| 12432 | A/R Unapplied Payments | BS | Asset | A_CurAsset | A_AR | NA | NA | NA | NA | NA | NA | NA | NA | 87,657,118 | 74,322,097 | 73,902,309 |
| 12940 | Bad Debt Recoveries | BS | Asset | A_CurAsset | A_ARAllow | NA | NA | NA | NA | NA | NA | NA | NA | (41,269,386) | (34,101,062) | (33,358,706) |
| 16510 | ONCA - Bond Issuance Costs - 95 | BS | Asset | A_CurAsset | A_BondCost | NA | NA | NA | NA | NA | NA | NA | NA | 600,848 | 767,078 | 667,339 |
| 11400 | Refund Account | BS | Asset | A_CurAsset | A_Cash | NA | NA | NA | NA | NA | NA | NA | NA | 4,770,122 | 6,108,146 | 5,289,842 |
| 11205 | Trust | BS | Asset | A_CurAsset | A_CashInvest | NA | NA | NA | NA | NA | NA | NA | NA | 259,657 | 72,438 | 7,551 |
| 11525 | Prof Liab Ins Trust | BS | Asset | A_CurAsset | A_CurLdAsset | NA | NA | NA | NA | NA | NA | NA | NA | 6,236,423 | 1,800,236 | 1,583,806 |
| 20909 | Intercompany A/R | BS | Asset | A_CurAsset | A_CurOtherAsset | NA | NA | NA | NA | NA | NA | NA | NA | 2,210,383 | 2,108,317 | 2,133,585 |
| 14263 | Inventory Surgery | BS | Asset | A_CurAsset | A_Inventory | NA | NA | NA | NA | NA | NA | NA | NA | 6,775,635 | 4,328,248 | 6,647,949 |
| 14505 | Prepaid Physician Insurance | BS | Asset | A_CurAsset | A_Prepaid | NA | NA | NA | NA | NA | NA | NA | NA | 5,404,405 | 3,674,788 | 4,026,990 |
| 13600 | Due from 3rd Party Payors | BS | Asset | A_CurAsset | A_ThirdPartyRec | NA | NA | NA | NA | NA | NA | NA | NA | 502,139 | 1,768,023 | 1,425,417 |
| 19995 | A/D-Leasehold Improvements | BS | Asset | A_InvAsset | A_AccumDepr | NA | NA | NA | NA | NA | NA | NA | NA | (164,083,362) | (138,445,364) | (155,178,046) |
| 15531 | Reciprocal Of America | BS | Asset | A_InvAsset | A_BoardInvest | NA | NA | NA | NA | NA | NA | NA | NA | 1,656,662 | 2,807,866 | 3,684,396 |
| 18439 | Woman's Clinic | BS | Asset | A_InvAsset | A_CP | NA | NA | NA | NA | NA | NA | NA | NA | 4,266,443 | 13,166,928 | 2,964,659 |
| 17000 | Land | BS | Asset | A_InvAsset | A_Land | NA | NA | NA | NA | NA | NA | NA | NA | 13,796,637 | 11,870,008 | 13,849,658 |
| 13855 | Trust | BS | Asset | A_InvAsset | A_InvOtherRec | NA | NA | NA | NA | NA | NA | NA | NA | 1,704,464 | 3,237,346 | 1,727,188 |
| 15515 | Home Health License | BS | Asset | A_InvAsset | A_InvOtherAsset | NA | NA | NA | NA | NA | NA | NA | NA | 679,239 | 925,848 | 857,883 |
| 17615 | Software | BS | Asset | A_InvAsset | A_PPE | NA | NA | NA | NA | NA | NA | NA | NA | 283,679,912 | 239,354,974 | 276,417,456 |
| 15610 | Senior Care Centers LLC | BS | Asset | A_InvAsset | A_RelatedParty | NA | NA | NA | NA | NA | NA | NA | NA | 14,290,360 | 16,660,023 | 15,233,737 |
| 15085 | Wells Fargo | BS | Asset | A_InvAsset | A_Trusteed | NA | NA | NA | NA | NA | NA | NA | NA | 113,467,445 | 113,456,885 | 110,203,236 |
| Total - Assets | | | | | | | | | | | | | | 342,584,744 | 323,882,822 | 332,066,249 |
| Liabilities | | | | | | | | | | | | | | | | |
| 26084 | Volunteer Checking | BS | Liability | L_CurLiability | L_AccExpense | NA | NA | NA | NA | NA | NA | NA | NA | 13,642,482 | 6,016,001 | 12,136,578 |
| 23143 | Tax Levy | BS | Liability | L_CurLiability | L_AccPayroll | NA | NA | NA | NA | NA | NA | NA | NA | 13,842,166 | 10,155,953 | 12,218,940 |
| 26005 | Accounts Payable Trade | BS | Liability | L_CurLiability | L_AP | NA | NA | NA | NA | NA | NA | NA | NA | 4,304,019 | 6,154,267 | 6,240,043 |
| 20160 | Current Portion Of LTD | BS | Liability | L_CurLiability | L_CurLTDebt | NA | NA | NA | NA | NA | NA | NA | NA | 14,135,736 | 2,941,824 | 13,731,573 |
| 26000 | HH - Deferred Revenue | BS | Liability | L_CurLiability | L_CurOTHLiab | NA | NA | NA | NA | NA | NA | NA | NA | 1,502,787 | 1,249,760 | 1,211,817 |
| 20100 | Due To Third Party Payors | BS | Liability | L_CurLiability | L_ThirdPartyPay | NA | NA | NA | NA | NA | NA | NA | NA | 960,000 | 4,624,523 | 1,905,126 |
| 27999 | N/P Union Bank | BS | Liability | L_InvLiability | L_InvDebt | NA | NA | NA | NA | NA | NA | NA | NA | 70,711,900 | 77,276,442 | 71,399,357 |
| Total - Liabilities | | | | | | | | | | | | | | 119,119,089 | 108,448,770 | 118,843,434 |

► System Structure Departments

Use to show the current mapping in the DEPT dimension table.

Department Dimension Structure

KHA Health
Period Ending February 28, 2017

| Department | Description | Last 3 Mths Activity | KeyStatDesc | Benchmark Type | Value | KHACMDimGrp | ProjDimGrp | CYDimGrp | KHABgtTemplate | TplOptions | KHABgtCode | KHABgtMap | Manager | Director | VP | Owner | Reviewer |
|------------|-----------------------------------|----------------------|---------------|----------------|-------|-------------|------------|----------|----------------|------------|------------|-----------|-----------------|-----------------|---------------|----------|----------|
| 10000 | EHS Balance Sheet | | | Blank | 0.000 | NoBudget | CYMethod | CYMethod | NoBudget | NoBudget | 10000 | 10000 | Tom Gilbert | Tom Gilbert | Tom Gilbert | [Skip] | [Skip] |
| 15000 | EHS Deductions from Revenue | | | Blank | 0.000 | NoBudget | CYMethod | CYMethod | NoBudget | NoBudget | 10000 | 10000 | Charlie Credit | Charlie Credit | Howard Burns | CCredit | [Skip] |
| 15300 | EHS Other Revenue | | | Blank | 0.000 | NoBudget | CYMethod | CYMethod | NoBudget | NoBudget | 10000 | 10000 | Charlie Credit | Charlie Credit | Howard Burns | CCredit | [Skip] |
| 15400 | EHS Other NonOperating Revenue | | | Blank | 0.000 | NoBudget | CYMethod | CYMethod | NoBudget | NoBudget | 10000 | 10000 | Charlie Credit | Charlie Credit | Howard Burns | CCredit | [Skip] |
| 17840 | EHS Sports Medicine | | Calendar Days | Blank | 0.000 | KHABgtLine | CYMethod | CYMethod | Master | Master | 17840 | 17840 | Patrick Herbert | Patrick Herbert | Steve Jackson | PHerbert | [Skip] |
| 17870 | EHS "" Bldg-Med Office/East Hplex | | Calendar Days | Blank | 0.000 | NoBudget | CYMethod | CYMethod | NoBudget | NoBudget | 10000 | 10000 | Pete Augusta | Carl Johnson | Howard Burns | PAugusta | CJohnson |
| 17879 | EPG Clinic Administration | | Calendar Days | Blank | 0.000 | NoBudget | CYMethod | CYMethod | NoBudget | NoBudget | 10000 | 10000 | Elsie East | Elsie East | Dr Johnson | EEast | [Skip] |
| 17880 | EPG Phys Clinic-North | | Calendar Days | Blank | 0.000 | PhysStdLine | CYMethod | CYMethod | Master | Master | 17880 | 17880 | Elsie East | Elsie East | Dr Johnson | EEast | [Skip] |
| 17881 | EPG Phys Clinic-Occ Hlth East | | Calendar Days | Blank | 0.000 | PhysStdLine | CYMethod | CYMethod | Master | Master | 17880 | 17880 | Elsie East | Elsie East | Dr Johnson | EEast | [Skip] |
| 17883 | EPG Phys Clinic-Occ Hlth Midtown | | Calendar Days | Blank | 0.000 | PhysStdLine | CYMethod | CYMethod | Master | Master | 17880 | 17880 | Elsie East | Elsie East | Dr Johnson | EEast | [Skip] |
| 17885 | EPG Phys Clinic-East | | Calendar Days | Blank | 0.000 | PhysStdLine | CYMethod | CYMethod | Master | Master | 17885 | 17885 | Elsie East | Elsie East | Dr Johnson | EEast | [Skip] |
| 17886 | EPG Phys Clinic-Occ HlthWest | | Calendar Days | Blank | 0.000 | PhysStdLine | CYMethod | CYMethod | Master | Master | 17885 | 17885 | Elsie East | Elsie East | Dr Johnson | EEast | [Skip] |
| 17891 | EPG Phys Clinic-South | | Calendar Days | Blank | 0.000 | PhysStdLine | CYMethod | CYMethod | Master | Master | 17891 | 17891 | Elsie East | Elsie East | Dr Johnson | EEast | [Skip] |
| 17894 | EPG Phys Clinic-Uptown | | Calendar Days | Blank | 0.000 | PhysStdLine | CYMethod | CYMethod | Master | Master | 17891 | 17891 | Elsie East | Elsie East | Dr Johnson | EEast | [Skip] |
| 17895 | EPG Phys Clinic-West | | Calendar Days | Blank | 0.000 | PhysStdLine | CYMethod | CYMethod | Master | Master | 17895 | 17895 | Elsie East | Elsie East | Dr Johnson | EEast | [Skip] |
| 17896 | EPG Phys Clinic-Peds Afterhour | | Calendar Days | Blank | 0.000 | NoBudget | CYMethod | CYMethod | NoBudget | NoBudget | 10000 | 10000 | Elsie East | Elsie East | Dr Johnson | EEast | [Skip] |
| 18560 | EHS Rental | | Calendar Days | Blank | 0.000 | NoBudget | CYMethod | CYMethod | NoBudget | NoBudget | 10000 | 10000 | Steve Smith | Steve Smith | Steve Smith | SSmith | [Skip] |
| 18900 | EHS Parking Lot | | Calendar Days | Blank | 0.000 | NoBudget | CYMethod | CYMethod | NoBudget | NoBudget | 10000 | 10000 | Steve Smith | Steve Smith | Steve Smith | SSmith | [Skip] |
| 18960 | EHS Bldg-North | | Calendar Days | Blank | 0.000 | NoBudget | CYMethod | CYMethod | NoBudget | NoBudget | 10000 | 10000 | Pete Augusta | Carl Johnson | Steve Smith | PAugusta | CJohnson |
| 18970 | EHS Bldg-Midtown | | Calendar Days | Blank | 0.000 | NoBudget | CYMethod | CYMethod | NoBudget | NoBudget | 10000 | 10000 | Pete Augusta | Carl Johnson | Steve Smith | PAugusta | CJohnson |
| 18975 | EHS Bldg-Cancer Center | | Calendar Days | Blank | 0.000 | NoBudget | CYMethod | CYMethod | NoBudget | NoBudget | 10000 | 10000 | Pete Augusta | Carl Johnson | Steve Smith | PAugusta | CJohnson |
| 18980 | EHS Bldg-South | | Calendar Days | Blank | 0.000 | NoBudget | CYMethod | CYMethod | NoBudget | NoBudget | 10000 | 10000 | Pete Augusta | Carl Johnson | Steve Smith | PAugusta | CJohnson |
| 18981 | EHS Bldg-East | | Calendar Days | Blank | 0.000 | NoBudget | CYMethod | CYMethod | NoBudget | NoBudget | 10000 | 10000 | Pete Augusta | Carl Johnson | Steve Smith | PAugusta | CJohnson |

System Structure JobCodes

Use to show the current mapping in the JOBCODE dimension table.

System Structure - JobCodes

KHA Health
Period Ending February 28, 2017

| JobCode | JobCode Description | GLAccount | HRAccount | FicaAct | Variable | JobClass | GLClass | KHABgtCode | KHAInt | Min | Mid | Max | Fiscal Year - 2016 | | | Fiscal Year - 2017 | | |
|---------|----------------------------|-----------|-----------|---------|----------|--------------|---------|------------|---------|------|------|------|--------------------|--------------|--------------|--------------------|--------------|--------------|
| | | | | | | | | | | | | | Paid Hours | Paid Dollars | Average Rate | Paid Hours | Paid Dollars | Average Rate |
| J00002 | Executive Vice President | 0 | 0 | 61300 | Fixed | Management | Staff | J00002 | JobCode | 70.9 | 83.4 | 95.9 | 24,970 | 5,595,756 | 234.1 | 17,960 | 1,493,282 | 83.1 |
| J00005 | Receptionist-Admin | 0 | 0 | 61300 | Fixed | Clerical | Staff | J00005 | JobCode | 14.3 | 16.8 | 19.4 | 12,599 | 669,793 | 53.2 | 9,144 | 164,580 | 18.0 |
| J00006 | Receptionist | 0 | 0 | 61300 | Fixed | Clerical | Staff | J00006 | JobCode | 8.8 | 10.3 | 11.9 | 6,827 | 158,730 | 23.3 | 5,353 | 73,307 | 13.7 |
| J00008 | Management Engineer | 0 | 0 | 61300 | Fixed | Professional | Staff | J00008 | JobCode | 17.5 | 20.6 | 23.7 | 4,147 | 96,933 | 23.4 | 2,947 | 62,636 | 21.3 |
| J00010 | President For The Trust | 0 | 0 | 61300 | Fixed | Management | Staff | J00010 | JobCode | 0.0 | 0.0 | 0.0 | 2,281 | 121,742 | 53.4 | 1,440 | 61,320 | 42.6 |
| J00012 | Architect | 0 | 0 | 61300 | Fixed | Professional | Staff | J00012 | JobCode | 33.1 | 38.9 | 44.8 | 2,006 | 245,912 | 122.6 | 1,456 | 61,909 | 42.5 |
| J00016 | Reimbursement Director | 0 | 0 | 61300 | Fixed | Management | Staff | J00016 | JobCode | 26.4 | 31.0 | 35.7 | 2,068 | 71,462 | 34.6 | 1,440 | 49,249 | 34.2 |
| J00017 | Financial Accountant | 0 | 0 | 61300 | Fixed | Assistant | Staff | J00017 | JobCode | 20.5 | 24.1 | 27.7 | 2,530 | 71,873 | 28.4 | 1,440 | 36,030 | 25.0 |
| J00018 | Staff Accountant | 0 | 0 | 61300 | Fixed | Clerical | Staff | J00018 | JobCode | 16.2 | 19.1 | 21.9 | 5,093 | 100,767 | 19.8 | 2,884 | 50,779 | 17.6 |
| J00019 | Payroll Coordinator | 0 | 0 | 61300 | Fixed | Clerical | Staff | J00019 | JobCode | 14.4 | 17.0 | 19.5 | 674 | 18,859 | 28.0 | 1,485 | 27,015 | 18.2 |
| J00020 | Financial System Database | 0 | 0 | 61300 | Fixed | Clerical | Staff | J00020 | JobCode | 12.9 | 15.2 | 17.5 | 1,947 | 36,271 | 18.6 | 1,440 | 22,791 | 15.8 |
| J00021 | Director | 0 | 0 | 61300 | Fixed | Management | Staff | J00021 | JobCode | 34.6 | 40.7 | 46.8 | 3,095 | 122,814 | 39.7 | 1,464 | 48,331 | 33.0 |
| J00022 | Assistant Staff Accountant | 0 | 0 | 61300 | Fixed | Clerical | Staff | J00022 | JobCode | 13.4 | 15.8 | 18.2 | 5,114 | 118,632 | 23.2 | 2,910 | 46,942 | 16.1 |
| J00023 | Director-Budget | 0 | 0 | 61300 | Fixed | Management | Staff | J00023 | JobCode | 24.1 | 28.3 | 32.5 | 2,091 | 61,801 | 29.6 | 1,456 | 43,409 | 29.8 |
| J00024 | Director | 0 | 0 | 61300 | Fixed | Management | Staff | J00024 | JobCode | 33.1 | 38.9 | 44.7 | 5,012 | 327,159 | 65.3 | 4,323 | 242,724 | 56.1 |
| J00025 | Clinical Dir Anesthesia | 0 | 0 | 61300 | Fixed | Management | Staff | J00025 | JobCode | 55.9 | 65.7 | 75.6 | 2,499 | 191,463 | 76.6 | 1,385 | 117,166 | 73.9 |
| J00026 | Staff Anesthetist | 0 | 0 | 61300 | Variable | Technical | Staff | J00026 | JobCode | 42.2 | 50.8 | 58.5 | 12,032 | 717,439 | 59.6 | 7,500 | 434,608 | 57.3 |
| J00029 | Technician II | 0 | 0 | 61300 | Variable | Technical | Staff | J00029 | JobCode | 15.6 | 18.3 | 21.1 | 15,228 | 541,704 | 35.6 | 10,884 | 372,129 | 34.2 |
| J00030 | Technician I | 0 | 0 | 61300 | Variable | Technical | Staff | J00030 | JobCode | 11.6 | 13.6 | 15.7 | 19,868 | 810,923 | 40.8 | 14,735 | 588,743 | 40.0 |
| J00031 | Clinical Technician | 0 | 0 | 61300 | Variable | Technical | Staff | J00031 | JobCode | 9.8 | 11.5 | 13.3 | 7,233 | 161,696 | 22.4 | 7,562 | 144,418 | 19.1 |
| J00032 | Ambulatory Serv Develop | 0 | 0 | 61300 | Fixed | Management | Staff | J00032 | JobCode | 0.0 | 0.0 | 0.0 | 740 | 150,690 | 203.7 | 520 | 34,886 | 67.1 |

System Structure PayTypes

Use to show the current mapping in the PAYTYPE dimension table.

System Structure - PayType

KHA Health

Period Ending February 28, 2017

Denotes Budget Setup Column

| PayType | PayType Description | FTE | PaySummary | PayDetail | LaborDist | KHAlnt | GLAcct | HRAcct | JobCode | Staffing | Employee | Provider | KHASTdLine | PHYSTdLine | Accrue | Hours |
|---------|----------------------|-----|------------|-----------|-----------|---------|--------|--------|---------|----------|----------|----------|---------------|---------------|--------|-----------|
| P0001 | Regular | Yes | Prod | Regular | Regular | JobCode | 60100 | 960100 | P0001 | P0001 | P0001 | P0001 | JobCode | JobCode | Yes | 4,916,913 |
| P0004 | Paid Time Off | Yes | NonProd | NonProd | PTO | JobCode | 60120 | 960120 | P0004 | P0004 | P0004 | P0004 | JobCode | JobCode | Yes | 384,851 |
| P0006 | Sick Pay | Yes | NonProd | NonProd | PTO | JobCode | 60120 | 960120 | P0004 | P0004 | P0004 | P0004 | JobCode | JobCode | Yes | 72,719 |
| P0008 | Jury Duty | Yes | NonProd | NonProd | PTO | JobCode | 60120 | 960120 | P0004 | P0004 | P0004 | P0004 | JobCode | JobCode | Yes | 1,389 |
| P0009 | Education | Yes | Prod | Regular | Education | JobCode | 60100 | 960100 | P0009 | P0009 | P0009 | P0009 | JobCode | JobCode | Yes | 17,528 |
| P0011 | Payroll Adjustments | Yes | Prod | Regular | Regular | JobCode | 60100 | 960100 | P0001 | P0001 | P0001 | P0001 | JobCode | JobCode | No | 13,317 |
| P0014 | Personal Development | Yes | Prod | Regular | Education | JobCode | 60100 | 960100 | P0009 | P0009 | P0009 | P0009 | JobCode | JobCode | Yes | 2,281 |
| P0015 | Med Tech Pay | Yes | Prod | Regular | Regular | JobCode | 60100 | 960100 | P0001 | P0001 | P0001 | P0001 | JobCode | JobCode | Yes | 777 |
| P0016 | Extra Shift | No | Other | Other | Other | Dollars | 60100 | 0 | P0016 | P0016 | P0016 | P0016 | AvgPerProdHr | Input_Monthly | Yes | 0 |
| P0019 | Education | Yes | Prod | Regular | Education | JobCode | 60100 | 960100 | P0009 | P0009 | P0009 | P0009 | JobCode | JobCode | Yes | 12,519 |
| P0020 | Call Pay | No | Other | Other | OnCall | Dollars | 60100 | 0 | P0020 | P0020 | P0020 | P0020 | AvgPerProdHr | Input_Monthly | Yes | 1,059 |
| P0022 | Call-Back | Yes | Prod | Overtime | Overtime | JobCode | 60110 | 960110 | POVT | POVT | POVT | POVT | JobCode | JobCode | Yes | 6,777 |
| P0024 | Sick Pay | Yes | NonProd | NonProd | PTO | JobCode | 60120 | 960120 | P0004 | P0004 | P0004 | P0004 | JobCode | JobCode | Yes | 63,043 |
| P0028 | PDO Cash-in | No | Other | Other | Other | NA | 0 | 0 | P0028 | P0028 | P0028 | P0028 | NA | NA | No | 25,741 |
| P0030 | Additional Pay | No | Other | Other | Other | Dollars | 60900 | 0 | P0030 | P0030 | P0030 | P0030 | Input_Monthly | Input_Monthly | No | 35,011 |
| P0031 | Retroactive Pay | Yes | Prod | Regular | Regular | JobCode | 60100 | 960100 | P0001 | P0001 | P0001 | P0001 | JobCode | JobCode | No | 0 |
| P0035 | Hol/Flt Pool Bonus | No | Prod | Regular | Other | Dollars | 60100 | 0 | PHOL | PHOL | PHOL | PHOL | Holiday | Input_Monthly | No | 15,536 |
| P0037 | Suppl Staff-Hourly | Yes | Prod | Regular | Regular | JobCode | 60100 | 960100 | P0001 | P0001 | P0001 | P0001 | JobCode | JobCode | Yes | 1,738 |
| P0039 | Additional Pay | No | Other | Other | Other | Dollars | 60100 | 0 | P0030 | P0030 | P0030 | P0030 | AvgPerPaidHr | Input_Monthly | No | 0 |
| P0050 | Recognition Pay | No | Other | Other | Other | Dollars | 60100 | 0 | P0030 | P0030 | P0030 | P0030 | AvgPerPaidHr | Input_Monthly | No | 0 |
| P0051 | Sign On Bonus | No | Other | Other | Other | Dollars | 60100 | 0 | P0061 | P0061 | P0061 | P0061 | Input_Monthly | Input_Monthly | No | 0 |

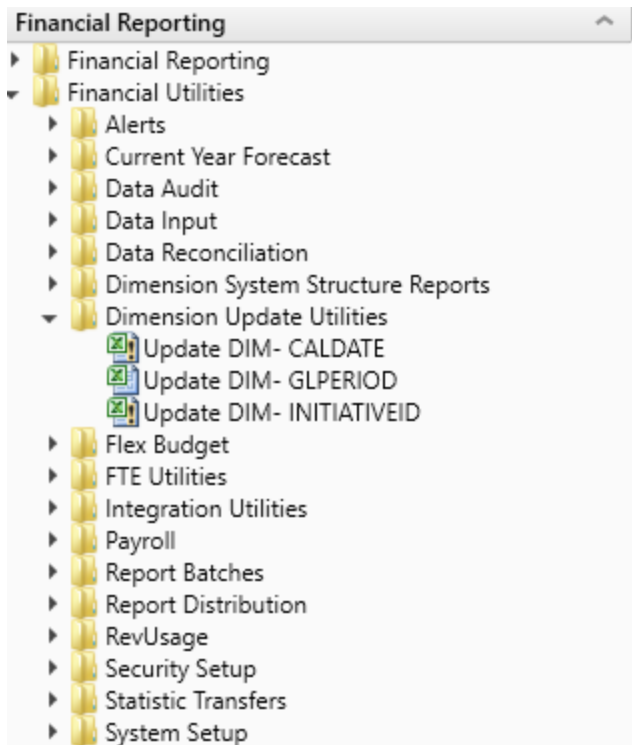
Dimension Update utilities

These reports are designed to help you update dimension table coding.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Dimension Update Utilities**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Dimension Update Utilities**.



► Update DIM - CALDATE

Use to update the CDM dimension table.

CalDate Update Report

| CALDATE | Description | CalYear | CalMonth | CalDay | FiscalYear | Holiday | PayPeriod | DayOfWeek | CalYrMth | FiscalMth | FiscalYrMth | SerialDate |
|---------------------------------------------------------|-------------|---------|----------|--------|------------|---------|-----------|-----------|----------|-----------|-------------|------------|
| DO NOT SAVE << ADMINISTRATOR SWITCH TO SAVE TO DATABASE | | | | | | | | | | | | |
| do not remove this line | | | | | | | | | | | | |
| 0 | Default | 0 | 0 | 0 | 0 | | 0 | | 0 | 0 | 0 | [SAVE] |
| 20091113 | | 0 | 0 | 13 | 2009 | | 0 | Tuesday | 0 | 0 | 0 | [SAVE] |
| 20091208 | | 0 | 0 | 8 | 2009 | | 0 | Wednesday | 0 | 0 | 0 | [SAVE] |
| 20091212 | | 0 | 0 | 12 | 2009 | | 0 | Thursday | 0 | 0 | 0 | [SAVE] |
| 20091214 | | 0 | 0 | 14 | 2009 | | 0 | Friday | 0 | 0 | 0 | [SAVE] |
| 20091216 | | 0 | 0 | 16 | 2009 | | 0 | Saturday | 0 | 0 | 0 | [SAVE] |
| 20091220 | | 0 | 0 | 20 | 2009 | | 0 | Sunday | 0 | 0 | 0 | [SAVE] |
| 20091221 | | 0 | 0 | 21 | 2009 | | 0 | Monday | 0 | 0 | 0 | [SAVE] |
| 20091222 | | 0 | 0 | 22 | 2009 | | 0 | Tuesday | 0 | 0 | 0 | [SAVE] |
| 20091223 | | 0 | 0 | 23 | 2009 | | 0 | Wednesday | 0 | 0 | 0 | [SAVE] |
| 20091224 | | 0 | 0 | 24 | 2009 | | 0 | Thursday | 0 | 0 | 0 | [SAVE] |
| 20091225 | | 0 | 0 | 25 | 2009 | | 0 | Friday | 0 | 0 | 0 | [SAVE] |
| 20091226 | | 0 | 0 | 26 | 2009 | | 0 | Saturday | 0 | 0 | 0 | [SAVE] |
| 20091227 | | 0 | 0 | 27 | 2009 | | 0 | Sunday | 0 | 0 | 0 | [SAVE] |
| 20091228 | | 0 | 0 | 28 | 2009 | | 0 | Monday | 0 | 0 | 0 | [SAVE] |
| 20091229 | | 0 | 0 | 29 | 2009 | | 0 | Tuesday | 0 | 0 | 0 | [SAVE] |
| 20091230 | | 0 | 0 | 30 | 2009 | | 0 | Wednesday | 0 | 0 | 0 | [SAVE] |

► Update DIM - GLPERIOD

Use to update the GLPERIOD dimension table.

GLPeriod Update Report

| GLPERIOD | GLPERIOD.Description | GLPERIOD.FiscalYear | GLPERIOD.FiscalMonth | GLPERIOD.GLMonthName | GLPERIOD.CalYear | GLPERIOD.CalQtr | GLPERIOD.DaysInMth | GLPERIOD.LongName | GLPERIOD.ShortName | |
|---------------------------------------------------------|-------------------------|---------------------|----------------------|----------------------|------------------|-----------------|--------------------|-------------------|--------------------|--------|
| DO NOT SAVE << ADMINISTRATOR SWITCH TO SAVE TO DATABASE | | | | | | | | | | |
| do not remove this line | | | | | | | | | | |
| 0 | Default - Do not delete | 0 | 0 | Default | 0 | | 0 | Default | Default | [SAVE] |
| 1000 | Default - Do not delete | 0 | 0 | Default | 0 | | 0 | Default | Default | [SAVE] |
| 201000 | Summary 2010 | 2010 | 0 | Summary | 2010 | 0 | 0 | Summary, 2010 | Summary | [SAVE] |
| 201001 | Jan-2010 | 2010 | 1 | January | 2010 | 1 | 31 | January, 2010 | Jan-2010 | [SAVE] |
| 201002 | Feb-2010 | 2010 | 2 | February | 2010 | 1 | 28 | February, 2010 | Feb-2010 | [SAVE] |
| 201003 | Mar-2010 | 2010 | 3 | March | 2010 | 1 | 31 | March, 2010 | Mar-2010 | [SAVE] |
| 201004 | Apr-2010 | 2010 | 4 | April | 2010 | 2 | 30 | April, 2010 | Apr-2010 | [SAVE] |
| 201005 | May-2010 | 2010 | 5 | May | 2010 | 2 | 31 | May, 2010 | May-2010 | [SAVE] |
| 201006 | Jun-2010 | 2010 | 6 | June | 2010 | 2 | 30 | June, 2010 | Jun-2010 | [SAVE] |
| 201007 | Jul-2010 | 2010 | 7 | July | 2010 | 3 | 31 | July, 2010 | Jul-2010 | [SAVE] |
| 201008 | Aug-2010 | 2010 | 8 | August | 2010 | 3 | 31 | August, 2010 | Aug-2010 | [SAVE] |
| 201009 | Sep-2010 | 2010 | 9 | September | 2010 | 3 | 30 | September, 2010 | Sep-2010 | [SAVE] |
| 201010 | Oct-2010 | 2010 | 10 | October | 2010 | 4 | 31 | October, 2010 | Oct-2010 | [SAVE] |
| 201011 | Nov-2010 | 2010 | 11 | November | 2010 | 4 | 30 | November, 2010 | Nov-2010 | [SAVE] |
| 201012 | Dec-2010 | 2010 | 12 | December | 2010 | 4 | 31 | December, 2010 | Dec-2010 | [SAVE] |
| 201100 | Summary 2011 | 2011 | 0 | Summary | 2011 | 0 | 0 | Summary, 2011 | Summary | [SAVE] |
| 201101 | Jan-2011 | 2011 | 1 | January | 2011 | 1 | 31 | January, 2011 | Jan-2011 | [SAVE] |

► Update DIM - INITIATIVEID

Use to update the INITIATIVEID dimension table.

InitiativeID Update Report

| INITIATIVEID | INITIATIVEID.Description | INITIATIVEID.InitType | INITIATIVEID.Approve | |
|--------------------------------------------------|--------------------------|-----------------------|----------------------|--------|
| SAVE << ADMINISTRATOR SWITCH TO SAVE TO DATABASE | | | | |
| do not remove this line | | | | |
| 1 | Baseline | Baseline | Baseline | [SAVE] |
| 2 | New MRI Machine | System | Approve | [SAVE] |
| 3 | Supply Reduction | System | Approve | [SAVE] |
| 4 | New IM Physicians | System | Approve | [SAVE] |
| 5 | Overtime Reduction | System | Approve | [SAVE] |
| 6 | FTE Efficiency | System | Exclude | [SAVE] |
| 7 | New Cath Lab | System | Approve | [SAVE] |
| 27200101 | | Dept | Exclude | [SAVE] |
| 101010101 | | Dept | Approve | [SAVE] |

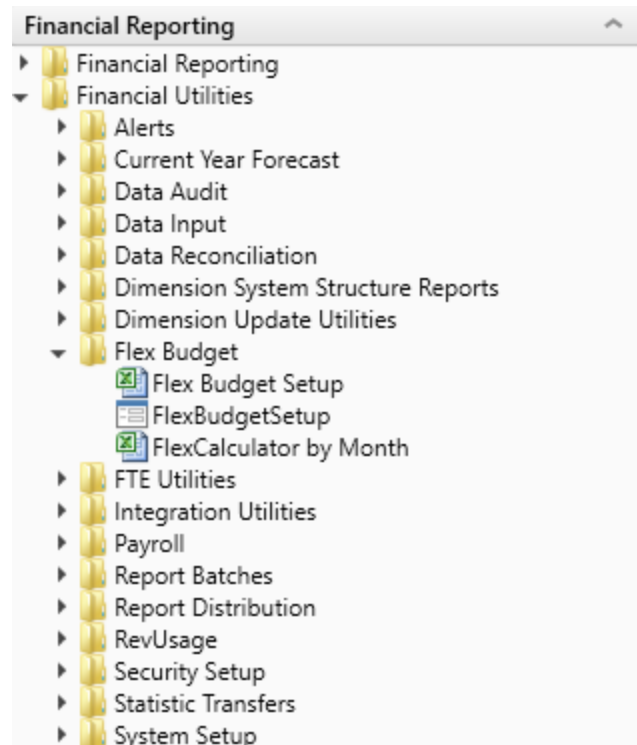
Flex Budget utilities

These reports are designed to post calculated values to the database.

► Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Management Reporting Utilities\Flex Budget. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Flex Budget**.



► Flex Budget Setup

Use configure options for the Flex Calculator utility.

Flexible Budget Setup

Save

▼ Show Time Series

▼ Show Flex Parameters

Department Range Exceptions

This is an exception table for groups of Depts defined in the dimension for an Account

| | Department | FlexGroup | Acct | FlexStatistic | FlexPercent |
|--------------------------|--------------------------------|-----------|-------|---------------|-------------|
| + | Add Department Range Exception | | | | |
| <input type="checkbox"/> | Radiology-Supplies - General | Radiology | 62100 | KeyTot | 50.00% |

Dept / Account Range Exceptions

This is an exception table for Groups of Accounts for a Department

| | Department | Dept | FlexGroup | FlexStatistic | FlexPercent |
|--------------------------|----------------------------------------|-------|-----------|---------------|-------------|
| + | Add Dept / Account Range Exception | | | | |
| <input type="checkbox"/> | EMC Radiology - MRI (JobCode)-Supplies | 27200 | Supplies | KeyTot | 40.00% |

Dept / Account Exceptions

This is an exception table for a specific Dept / Account

| | Department | Dept | Acct | FlexStatistic | FlexPercent |
|--------------------------|------------------------------|-------|-------|---------------|-------------|
| + | Add Dept / Account Exception | | | | |
| <input type="checkbox"/> | 27280-Salaries - Regular | 27280 | 60100 | KeyTot | 80.00% |

► FlexCalculator by Month

Use this save-to-database report to post flexible budget calculations to the database. The calculations are based upon default assignments in the department and account dimensions as well as exceptions that can be defined in custom tables.

FLEXIBLE BUDGET CALCULATOR

| | | Driver | Init | | Flex | Acct | Default | | Dept Range | | Acct Range | | Dept / Acct |
|----------------------------------|---------------------------|--------|------|----|----------|---------|-----------|--------|------------|------------------|------------|------------------|------------------|
| 26140 - EMC Emergency Room (CDM) | | Driver | Row | ID | Type | Percent | FlexGroup | Driver | % | Exception Driver | % | Exception Driver | Exception Driver |
| KeyOP | Key Statistics | | | | | | | | | | | | |
| | Key Inpatient Statistic | KeyIP | | | | | | | | | | | |
| | Key Outpatient Statistic | KeyOP | | | | | | | | | | | |
| | Key Other Statistic | KeyOth | | | | | | | | | | | |
| KeyTOT | Total Key Statistics | KeyTOT | | | | | | | | | | | |
| Account Flex Calculations | | | | | | | | | | | | | |
| Expenses | | | | | | | | | | | | | |
| 60100 | Salaries - Regular | KeyTot | 31 | 1 | Salaries | 75.0% | NA | KeyTot | 75.0% | Not Defined | | Not Defined | Not Defined |
| 60110 | Salaries - Overtime | KeyTot | 31 | 1 | Salaries | 75.0% | NA | KeyTot | 75.0% | Not Defined | | Not Defined | Not Defined |
| 60120 | Salaries - Non-Productive | KeyTot | 31 | 1 | Salaries | 75.0% | NA | KeyTot | 75.0% | Not Defined | | Not Defined | Not Defined |
| 60600 | Salaries - Contract Labor | KeyTot | 31 | 1 | Salaries | 0.0% | NA | KeyTot | 0.0% | Not Defined | | Not Defined | Not Defined |
| 61100 | Employee Annuity | KeyTot | 31 | 1 | Benefits | 0.0% | NA | KeyTot | 0.0% | Not Defined | | Not Defined | Not Defined |
| 61200 | Medical Insurance | KeyTot | 31 | 1 | Benefits | 0.0% | NA | KeyTot | 0.0% | Not Defined | | Not Defined | Not Defined |
| 61220 | Group Term Life | KeyTot | 31 | 1 | Benefits | 0.0% | NA | KeyTot | 0.0% | Not Defined | | Not Defined | Not Defined |
| 61230 | Disability Insurance | KeyTot | 31 | 1 | Benefits | 0.0% | NA | KeyTot | 0.0% | Not Defined | | Not Defined | Not Defined |
| 61300 | FICA - Social Security | KeyTot | 31 | 1 | Benefits | 0.0% | NA | KeyTot | 0.0% | Not Defined | | Not Defined | Not Defined |

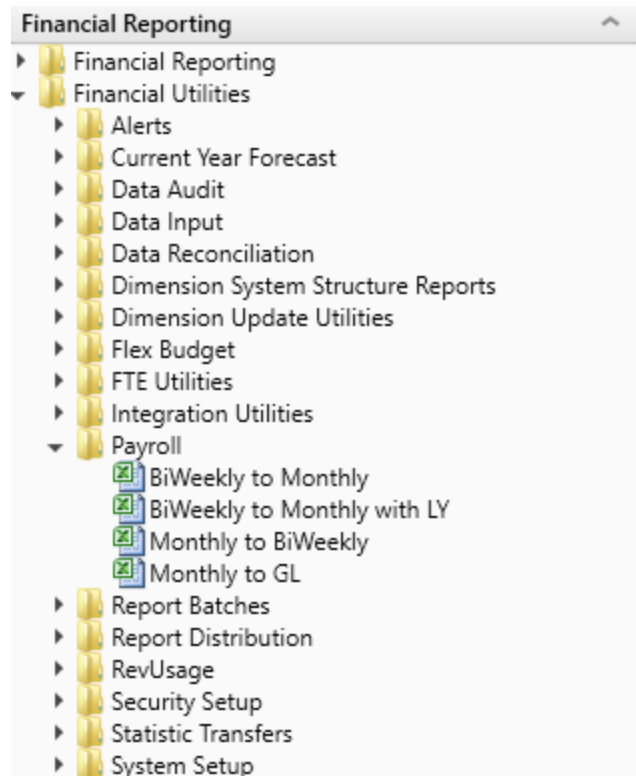
Payroll utilities

These utilities are designed to post calculated values to the database.

► Accessing these reports

The reports listed in this section are located in \Axiom\Reports Library\Management Reporting Utilities\Payroll. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Payroll**.



► BiWeekly to Monthly

Use this utility to accrue for both hours and dollars from your biweekly payroll load (Payroll26) into the monthly data tables (Payroll12).

Depending on how many years of biweekly payroll data are stored in your Axiom system, you have two utility options:

- **Biweekly to Monthly** – Your organization is in their first year in Axiom and have no prior year payroll data utilize this utility.
- **Biweekly to Monthly with LY** – Your organization has more than one year of historical payroll data to capture the days of the year-end biweekly payroll that may cross over their fiscal year utilize this utility.

In the **Refresh Variables** dialog, select from the following drop-downs options, and click **OK**:

| Option | Description |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Choose Year (Current Year or Last Year) | Depending on what biweekly payrolls you want to accrue, select CYA (Current Year) or LYA (Last Year) . |
| Choose Payroll Sequence (Hours, Dllrs, Stats) | Select Hours or Dllrs . NOTE: These need to be run individually so once you run one (Hours) you will have to then run the other (Dllrs). |
| Post results to the database? | To post the results to the Axiom database, select Yes ; otherwise, select No . |

TIP: Ensure that the number of FY days in First Pay Period are correct. If they are not, review the pay period dates on the **Custom Tables > Payroll** tab.

Biweekly to Monthly Payroll Accrual - Payroll27 to Payroll12

Year: 2018

No. of FY Days in First Pay Period: 31
Current Pay Period: PPEndDate: 18 Entity: 0

PayCycle: 1

This Utility will accrue Hours from Payroll27 to the Payroll12 Database.

Enter the Payroll 27 Timeseries to Transfer FROM:

| Table | Sequence |
|----------------|----------|
| ACT_PAY27_2018 | DLLRS |

Enter the Payroll 12 Timeseries to Transfer TO:

| Table | Sequence |
|----------------|----------|
| ACT_PAY12_2018 | DLLRS |

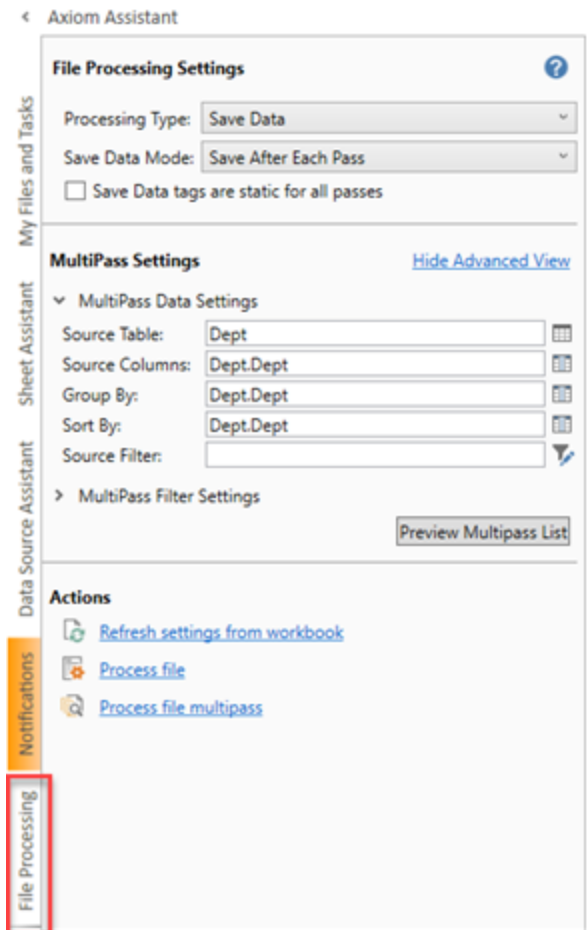
If you have multiple pay cycles, this report must be processed multi pass using File Processing
"Entity" table must be completely filled out for EVERY entity.
Select "Process File Multipass" to compute and post to the Payroll12 tables.

Biweekly to Monthly Payroll Accrual - Payroll27 to Payroll12
KHA Health

| DEPT | JobCode | PayType | EmpID | July | August | September | October | November | December | January | February | March | April | May | June |
|-------|---------|---------|-------|-------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-------|-------|
| 17840 | J00392 | P0001 | 26192 | 3,318 | 3,318 | 3,061 | 2,633 | 2,997 | 3,318 | 3,318 | 2,997 | 3,318 | 3,211 | 3,318 | 1,841 |
| 17840 | J00392 | P0004 | 26192 | 0 | 0 | 450 | 685 | 214 | 0 | 0 | 0 | 0 | 0 | 171 | 428 |
| 17840 | J00604 | P0001 | 25873 | 200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,802 | 0 | 0 | 0 |
| 17840 | J00785 | P0001 | 27101 | 611 | 611 | 591 | 611 | 591 | 611 | 614 | 569 | 611 | 591 | 611 | 394 |
| 17840 | J00785 | P0001 | 27130 | 2,685 | 2,735 | 2,523 | 2,612 | 2,647 | 2,735 | 2,735 | 2,470 | 2,641 | 2,647 | 2,735 | 1,518 |
| 17840 | J00785 | P0001 | 27134 | 2,956 | 3,011 | 2,778 | 2,875 | 2,914 | 3,011 | 3,011 | 2,720 | 2,907 | 2,914 | 3,011 | 1,671 |

| Cal Days Per Mth |
|------------------|
| 1 31 |
| 2 31 |
| 3 30 |
| 4 31 |
| 5 30 |
| 6 31 |
| 7 31 |
| 8 28 |
| 9 31 |
| 10 30 |
| 11 31 |
| 12 30 |

In the **File Processing** task pane, click **Process file multipass** to run the utility by department and post the values to the database. Repeat this step for the Hours by refreshing the report variables, select **Hours** from the refresh variable, and then **Process File multipass**. If you also load statistics into you biweekly payroll tables, you can also run this utility to move the statistics to your financial data source.



► BiWeekly to Monthly with LY

Use this utility to post accrued biweekly hours or dollars from the Payroll27 tables to the Payroll12 tables. The first period of the year is calculated using the final LY pay period.

Biweekly to Monthly Payroll Accrual - Payroll27 to Payroll12

| | | | |
|--------------------------------------------------------------------------------|----------------|-----------|-------|
| No. of FY Days in First Pay Period: | 2 | PayCycle: | 1 |
| Current Pay Period: | 18 | | |
| This Utility will accrue Hours from Payroll27 to the Payroll12 Database. | | | |
| Payroll 27 Timeseries to Transfer FROM: | ACT_PAY27_2016 | CY | HOURS |
| Payroll 12 Timeseries to Transfer TO: | ACT_PAY12_2016 | CY | HOURS |
| If you have multiple pay cycles, this report must be processed using Multipass | | | |
| Select "Process file Multipass" to compute and post to the Payroll12 database. | | | |

| CY | Cal Days Per Mth | LY | Cal Days Per Mth |
|----|------------------|----|------------------|
| 1 | 31 | | 30 |
| 2 | 31 | | |
| 3 | 30 | | |
| 4 | 31 | | |
| 5 | 30 | | |
| 6 | 31 | | |
| 7 | 31 | | |
| 8 | 28 | | |
| 9 | 31 | | |
| 10 | 30 | | |
| 11 | 31 | | |
| 12 | 30 | | |

| Month | 24 |
|-----------|------|
| July | |
| August | |
| September | |
| October | |
| November | |
| December | |
| January | |
| February | |
| March | |
| April | |
| May | |
| June | |
| Total | 0.00 |

| Dept | JobCode | PayType | EmpID | LY June | July | August | September | October | November | December | January | February | March | April | May | June | Employee Name | PP25 |
|------|---------|---------|-------|---------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|---------------|------|
| | | | | | | | | | | | | | | | | | | |

► Monthly to BiWeekly

Use this utility to post reverse-accrued budgeted monthly hours from the Payroll12 tables to biweekly amounts and post them to the Payroll27 tables for labor or productivity reporting.

Payroll12 to Payroll27 - Reverse Accrual

This report is a Save-to-Database report which maps data from the Payroll 12 month tables to the 27 period Payroll tables

The mapping matrix is set up to the right here - with the control checks shaded in green. Beginning with the first "stub" partial pay period, the pay period days are assigned to the months.

| Row | Month | Input Col | Days | DaysChk | PayPeriod > | | |
|-----------------------------------------------------------------------------------------------------------|-------|-----------|------|---------|-------------|-------|-------|
| | | | | | 1 | 2 | 3 |
| 1 | 13 | July | AL | 31 | 31 | 14 | 3 |
| 2 | 14 | August | AM | 31 | 31 | 0 | 11 |
| 3 | 15 | September | AN | 30 | 30 | 0 | 0 |
| 4 | 16 | October | AO | 31 | 31 | 0 | 0 |
| 5 | 17 | November | AP | 30 | 30 | 0 | 0 |
| 6 | 18 | December | AQ | 31 | 31 | 0 | 0 |
| 7 | 19 | January | AR | 31 | 31 | 0 | 0 |
| 8 | 20 | February | AS | 28 | 28 | 0 | 0 |
| 9 | 21 | March | AT | 31 | 31 | 0 | 0 |
| 10 | 22 | April | AU | 30 | 30 | 0 | 0 |
| 11 | 23 | May | AV | 31 | 31 | 0 | 0 |
| 12 | 24 | June | AW | 30 | 30 | 0 | 0 |
| Total | | | | 365 | 365 | 14 | 14 |
| Monthly Allocation % Matrix These %'s are applied against the monthly data in Columns AK-AV | | | | Mth1 % | 0.452 | 0.452 | 0.097 |
| | | | | Mth2 % | 0.000 | 0.000 | 0.355 |
| | | | | Mth3 % | 0.000 | 0.000 | 0.000 |
| | | | | Mth4 % | 0.000 | 0.000 | 0.000 |
| | | | | Mth5 % | 0.000 | 0.000 | 0.000 |
| | | | | Mth6 % | 0.000 | 0.000 | 0.000 |
| | | | | Mth7 % | 0.000 | 0.000 | 0.000 |
| | | | | Mth8 % | 0.000 | 0.000 | 0.000 |
| | | | | Mth9 % | 0.000 | 0.000 | 0.000 |
| | | | | Mth10 % | 0.000 | 0.000 | 0.000 |
| | | | | Mth11 % | 0.000 | 0.000 | 0.000 |
| | | | | Mth12 % | 0.000 | 0.000 | 0.000 |

CFLAG

Enter Payroll12 Timeseries to Transfer FROM:
Enter Payroll27 Timeseries to Transfer TO:

| Sequence | Tables |
|----------|----------------------|
| CY ACT | HOURS ACT_PAY12_2017 |
| CY ACT | HOURS ACT_PAY27_2017 |
| HOURS | |
| Yes | |

▶ Monthly to GL

If payroll hours are not coming through your GL Import, you can move your hours from the Payroll12 data tables created from the previous process to your Financial tables by running the Monthly to GL accrual utility.

IMPORTANT: Only run this utility if you are not loading hours from your GL via the GL12Month or Monthly Statistics imports.

Note: This routine uses the columns in your JobCode and PayType Dimensions called "HnkCCT"

Payroll12 to Financial DB Hours Transfer

Payroll12 Hours Timeseries to Transfer:
Financial Timeseries to Transfer To:
Running Multipass FALSE

| | |
|---------------|----------------|
| Year | 2017 |
| Payroll Table | ACT_PAY12_2017 |
| Actual table | ACT2017 |
| HOURS | |
| CYA | |

| DEPT | Acct | InitiativeID | ACT2017.P1 | ACT2017.P2 | ACT2017.P3 | ACT2017.P4 | ACT2017.P5 | ACT2017.P6 | ACT2017.P7 | ACT2017.P8 |
|-------|--------|--------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 17840 | 960100 | 1 | 177 | 177 | 168 | 147 | 149 | 177 | 177 | 160 |
| 17840 | 960120 | 1 | 0 | 0 | 19 | 30 | 23 | 0 | 0 | 0 |
| 17840 | 960100 | 1 | 29 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17840 | 960100 | 1 | 956 | 912 | 847 | 848 | 794 | 797 | 797 | 720 |
| 17840 | 960120 | 1 | 0 | 0 | 78 | 50 | 0 | 0 | 0 | 0 |
| 17840 | 960100 | 1 | 3 | 151 | 168 | 165 | 171 | 177 | 177 | 160 |
| 17890 | 960100 | 1 | 177 | 177 | 171 | 177 | 171 | 177 | 177 | 160 |
| 17881 | 960100 | 1 | 0 | 18 | 36 | 0 | 0 | 0 | 0 | 0 |
| 17881 | 960100 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 0 |
| 17881 | 960110 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 17881 | 960100 | 1 | 0 | 0 | 0 | 8 | 0 | 0 | 0 | 0 |
| 17881 | 960120 | 1 | 0 | 0 | 29 | 19 | 0 | 0 | 0 | 0 |
| 17881 | 960100 | 1 | 177 | 177 | 171 | 177 | 171 | 177 | 177 | 160 |
| 17883 | 960100 | 1 | 146 | 139 | 158 | 130 | 140 | 133 | 122 | 160 |
| 17883 | 960120 | 1 | 34 | 34 | 36 | 47 | 32 | 44 | 41 | 0 |
| 17883 | 960110 | 1 | 6 | 6 | 8 | 1 | 6 | 5 | 8 | 14 |
| 17883 | 960100 | 1 | 3 | 6 | 168 | 156 | 159 | 167 | 134 | 160 |
| 17883 | 960120 | 1 | 0 | 0 | 17 | 20 | 13 | 9 | 43 | 0 |
| 17883 | 960110 | 1 | 4 | 0 | 7 | 4 | 10 | 7 | 10 | 9 |
| 17883 | 960100 | 1 | 4 | 6 | 175 | 107 | 112 | 203 | 158 | 160 |
| 17883 | 960120 | 1 | 3 | 0 | 7 | 16 | 11 | 13 | 0 | 0 |
| 17883 | 960110 | 1 | 0 | 0 | 4 | 1 | 3 | 2 | 4 | 8 |

NOTE: Use the [Monthly to BiWeekly utility](#) to take budgeted Payroll12 data and reverse accrue it to a biweekly data set.

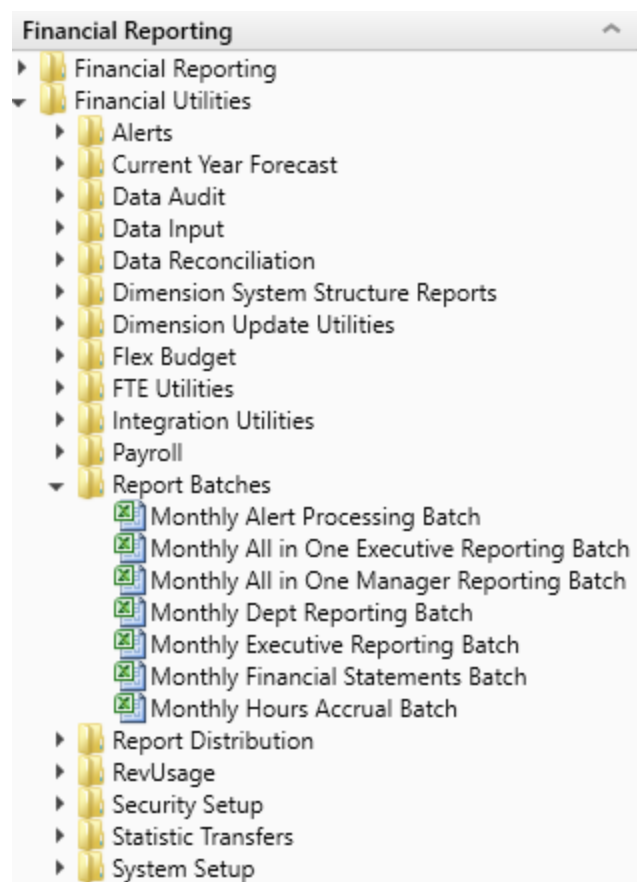
Report Batches

These reports are designed to process multiple reports for multiple outputs.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Report Batches**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Report Batches**.



► Monthly All in One Executive Reporting Batch

Use to run the Executive Monthly Package report for distribution.

BATCH CONTROL SHEET

| File Path | Enabled | Process Multipass | Multipass Source Column | Multipass Data Filter |
|------------------------------------------------------------------------------------------------------|---------|-------------------|-------------------------|-----------------------|
| \Axiom\Reports Library\Management Reporting\Report Packages\Executive\Executive Monthly Package.xlsx | On | On | | |
| \Axiom\Reports Library\Management Reporting\Report Packages\Executive\Executive Monthly Package.xlsx | On | On | | |

► Monthly All in One Manager Reporting Batch

Use to run the Department Monthly Package report for distribution.

| BATCH CONTROL SHEET | | | | |
|-----------------------------------------------------------------------------------------------|---------|-------------------|-------------------------|-----------------------|
| File Path | Enabled | Process Multipass | Multipass Source Column | Multipass Data Filter |
| \Axiom\Reports Library\Management Reporting\Report Packages\Manager\Dept Monthly Package.xlsx | On | On | | |

► Monthly Financial Statements Batch

Use to run the monthly Financial Statements for distribution.

BATCH CONTROL SHEET

| File Path | Enabled | Process Multipass | Multipass Source Column |
|-------------------------------------------------------------------------------------------------------------------------|---------|-------------------|-------------------------|
| \Axiom\Reports Library\Management Reporting\Financial Statements\Balance Sheet & Cash Flow\Balance Sheet.xlsx | On | Off | |
| \Axiom\Reports Library\Management Reporting\Financial Statements\Income Statement\Income Statement Summary.xlsx | On | Off | |
| \Axiom\Reports Library\Management Reporting\Financial Statements\Income Statement\Income Statement Summary.xlsx | On | On | |
| \Axiom\Reports Library\Management Reporting\Financial Statements\Balance Sheet & Cash Flow\Balance Sheet By Entity.xlsx | On | Off | |
| \Axiom\Reports Library\Management Reporting\Financial Statements\Income Statement\Income Statement By Entity.xlsx | On | Off | |
| \Axiom\Reports Library\Management Reporting\Financial Statements\Income Statement\Income Statement Summary-12Month.xlsx | On | On | |

► Monthly Hours Accrual Batch

Use to run the monthly the Hours accrual reports.

BATCH CONTROL SHEET

| File Path | Enabled | Process Multipass | Multipass Source Column | Multipass Data Filter |
|----------------------------------------------------------------------------------------|---------|-------------------|-------------------------|-----------------------|
| \Axiom\Reports Library\Management Reporting Utilities\Payroll\BiWeekly to Monthly.xlsx | On | On | Dept.Dept | |
| \Axiom\Reports Library\Management Reporting Utilities\Payroll\Monthly to GL.xlsx | On | On | Dept.Dept | |

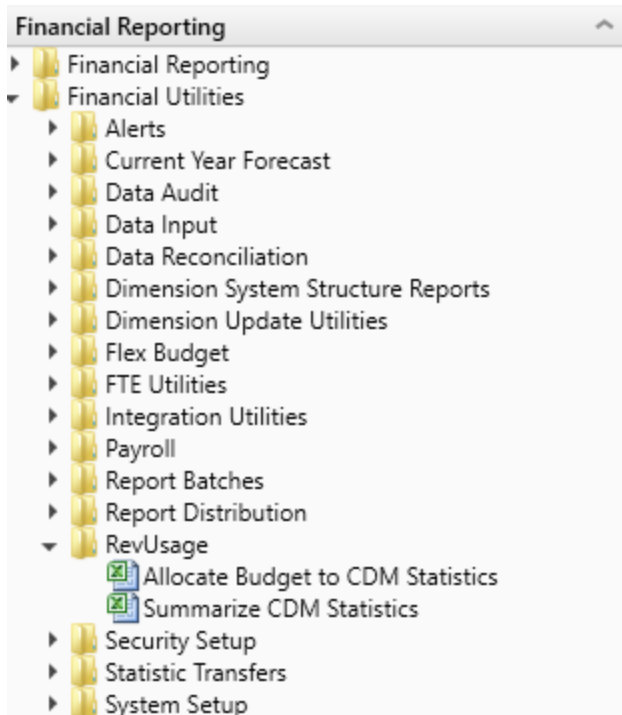
RevUsage utilities

This report is designed to calculate and post values to the database.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\RevUsage**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > RevUsage**.



► Summarize CDM Statistics (optional feature)

Use to summarize CDM values to department-level statistics and post them to the Financial database to use as key statistics for monthly reporting as well as budgeting.

Summarization of CDM Statistics

| Summarization of CDM Statistics | | | | | Current Year | | | | | |
|---------------------------------|----------------------------------|------|----------|-------|--------------|-------------|----------------|--------------|---------------|---------------|
| | | | | | RVU Adj Y | | | | | |
| CDMCode | Description | RVU | StatAcct | Dept | July 2016 | August 2016 | September 2016 | October 2016 | November 2016 | December 2016 |
| IP Statistics | | | | | | | | | | |
| C2614010150 | ER Level I <2Hr | 1.00 | 212 | 26140 | 7 | 5 | 5 | 7 | 4 | 4 |
| C2614010152 | ER Level II <2Hr | 1.00 | 212 | 26140 | 11 | 9 | 8 | 11 | 7 | 7 |
| C2614010153 | ER Level II >2Hr | 1.50 | 212 | 26140 | 2 | 2 | 2 | 2 | 2 | 2 |
| C2614010154 | ER Level III <2Hr | 1.00 | 212 | 26140 | 46 | 37 | 32 | 48 | 30 | 30 |
| C2614010155 | ER Level III >2Hr | 2.00 | 212 | 26140 | 194 | 156 | 134 | 198 | 124 | 126 |
| C2614010156 | ER Level IV <2Hr | 1.50 | 212 | 26140 | 119 | 95 | 81 | 122 | 77 | 78 |
| C2614010157 | ER Level IV >2Hr | 2.50 | 212 | 26140 | 1465 | 1175 | 1008 | 1505 | 943 | 960 |
| C2614010158 | ER Level V <2Hr | 2.00 | 212 | 26140 | 6 | 4 | 4 | 6 | 4 | 4 |
| C2614010159 | ER Level V >2Hr | 2.50 | 212 | 26140 | 88 | 70 | 60 | 90 | 58 | 58 |
| C2623023005 | CYS Intensive Care Room Charge | 1.00 | 0 | 26230 | 93 | 55 | 58 | 67 | 76 | 73 |
| C2631031000 | 3A Regular Private Room Charge | 1.00 | 0 | 26310 | 800 | 742 | 744 | 740 | 782 | 683 |
| C2632032000 | 3B Regular Private Room Charge | 1.00 | 0 | 26320 | 826 | 794 | 803 | 803 | 827 | 783 |
| C2634034005 | Cou Intensive Care Room Charge | 1.00 | 0 | 26340 | 210 | 145 | 139 | 183 | 173 | 181 |
| C2635033005 | AICU Intensive Care Room Charge | 1.00 | 0 | 26350 | 425 | 354 | 346 | 452 | 467 | 433 |
| C2644044000 | 4D Mother/Baby Private Room Chg | 1.00 | 0 | 26440 | 272 | 253 | 271 | 287 | 243 | 271 |
| C2644044002 | 4D Private Executive Room Charge | 1.00 | 0 | 26440 | 141 | 131 | 140 | 149 | 126 | 140 |
| C2645045005 | Nicu Intensive Care Room Charge | 1.00 | 0 | 26450 | 367 | 438 | 528 | 436 | 543 | 473 |
| C2646041000 | 5G Regular Private Room Charge | 1.00 | 0 | 26460 | 680 | 722 | 698 | 695 | 716 | 642 |

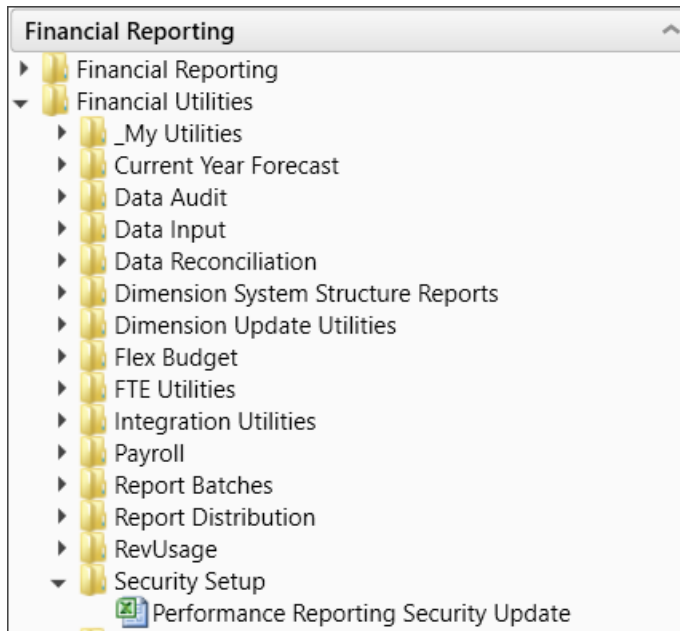
Security Setup utilities

These reports are designed to manage user roles and permissions.

► Accessing these reports

The reports listed in this section are located in `\Axiom\Reports Library\Management Reporting Utilities\Security Setup`. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Security Setup**.



Managing Performance Reporting user security

Use this utility to configure security for Axiom Performance Reporting users.

NOTE: This tool is intended only for adding users, subsystems, and roles. You cannot use this utility to remove a user from a system or role; instead, you must use the [Security Manager](#). However, be aware that removing users from roles or subsystems in the Security Manager will not remove the associated filters or revoke access in most cases.

► About the utility

This utility has the following sections:

- **EXISTING PERFORMANCE REPORTING USERS** – Lists existing users of the Management Reporting subsystem
- **EXISTING OTHER USERS** – Lists users that exist in security but are not members of the Management Reporting subsystem
- **NEW USERS** – Allows you to add new users to the Management Reporting subsystem

NOTE:Please note the following about changes and saving:

- Changed rows are indicated by a green **[Save]** tag, as shown in the following example. This tag indicates a change was made or an unexpected previous parameter was found and modified, thereby creating a change.
- Changes to a username, email, or password may not trigger a save unless accompanied by other changes, such as a change to filters, subsystems, or roles, that trigger the [Save] tag. If a [Save] tag does not appear at the beginning of a row to which you made a change, the change is not saved. Make the changes in the [Security Manager](#) if you are unable to make them in the update utility.
- If a user is assigned to a product subsystem but not a role, this tool automatically assigns them to the user role, thereby, creating a change.
- Executing the Process file option does not cause a refresh after save, so you will continue to see the newly added record in the NEW USERS section until you perform a refresh. Additional changes made to the record in this section will NOT be saved, even if you click the Save button in the Main ribbon tab to save subsequent changes unless you first refresh the utility, make additional changes, and then save.

Performance Reporting Security Update

* Note: This utility only adds users to systems & roles. If you need to REMOVE a user from a system or role, You must use the Security Manager. Not this utility

| Input | | | | | Select | Only Axiom Prompt | | | | Select | Select | Select | |
|-------------|-----------------------------|------------------------|-------------------------------------------|-----------------------------|--------------------|-------------------|---------------|-----------------|-----------|---------|-----------------------------|---------------------|---------------------------|
| LoginName | PrincipalID | FirstName | LastName | EmailAddress | AuthenticationType | Password | IsSyncEnabled | UserLicenseType | IsEnabled | IsAdmin | Management Reporting System | Productivity System | Mgmt Reporting Role |
| Update | << Update Database on SAVE? | | Select [SAVE] to post update the Security | | | | | | | | | | |
| myberg5 | 196 | Rod (Bud Users) | Nyberg | myberg2@kaufmanhall.com | Windows User | | TRUE | Standard | TRUE | FALSE | TRUE | FALSE | Management Reporting Use |
| myberg6 | 208 | Rod (RFAdmin) | Nyberg | myberg@kaufmanhall.com | Windows User | | TRUE | Standard | TRUE | FALSE | TRUE | FALSE | Management Reporting Adm |
| myberg7 | 209 | Rod (RF Analyst) | Nyberg | myberg@syntellis.com | Windows User | | TRUE | Standard | TRUE | FALSE | TRUE | FALSE | Management Reporting Anal |
| myberg8 | 216 | Rod (RF User) | Nyberg | myberg@Syntellis.com | Windows User | | TRUE | Standard | TRUE | FALSE | TRUE | FALSE | Management Reporting Use |
| myberg9 | 243 | Rod (Mgmt Repot Admin) | Nyberg | myberg@kaufmanhall.com | Windows User | | TRUE | Standard | TRUE | FALSE | TRUE | FALSE | Management Reporting Adm |
| RSrother | 154 | Roger | Strother | RSrother@syntellis.com | Windows User | | TRUE | Standard | TRUE | TRUE | | | |
| sbartlett | 198 | Stephanie | Bartlett | sbartlett@kaufmanhall.com | Windows User | | TRUE | Standard | TRUE | TRUE | | | |
| sbunn | 266 | Sarah | Bunn | SBunn@syntellis.com | Windows User | | TRUE | AxiomStaff | TRUE | TRUE | | | |
| sbunn1 | 267 | Sarah | Bunn | sbunn@syntellis.com | Windows User | | TRUE | Standard | TRUE | TRUE | | | |
| SEngel | 118 | Scott | Engel | SEngel@kaufmanhall.com | Windows User | | TRUE | Standard | TRUE | TRUE | | | |
| sgann | 182 | Shari | Gann | sgann@kaufmanhall.com | Windows User | | TRUE | Standard | TRUE | TRUE | | | |
| SKrishnappa | 227 | Soundarya | Krishnappa | SKrishnappa@syntellis.com | Windows User | | TRUE | Standard | TRUE | TRUE | | | |
| SMclaughlin | 111 | Sean | McLaughlin | SMclaughlin@kaufmanhall.com | Windows User | | TRUE | Standard | TRUE | TRUE | | | |
| smurphy | 396 | Sean | Murphy | smurphy@syntellis.com | Windows User | | TRUE | Standard | TRUE | TRUE | | | |
| tholland | 401 | Teresa | Holland | tholland@syntellis.com | Windows User | | TRUE | Standard | TRUE | FALSE | TRUE | TRUE | Management Reporting Adm |
| tknotts | 162 | Toby | Knotts | TKnotts@syntellis.com | Axiom Prompt | | TRUE | AxiomStaff | TRUE | TRUE | | | |
| tmckinlay | 134 | Tom | McKinlay | TMckinlay@kaufmanhall.com | Windows User | | TRUE | Standard | TRUE | TRUE | | | |
| Trainer | 117 | Trainer | Dine | Trainer@kaufmanhall.com | Axiom Prompt | | TRUE | Standard | TRUE | FALSE | TRUE | TRUE | Management Reporting Adm |

To configure security:

1. In the Bud Admin task pane under **Financial Reporting**, expand **Security Setup**, and then double-click **Performance Reporting Security Update**.
2. In the utility, moving from left to right, edit the data in the columns as needed. Use the following table as a guide. You can enter data into blue cells and select data from drop-downs in green cells.

NOTE: To add new users, enter them into the NEW USERS section at the bottom of the worksheet.

| Field | Steps |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LoginName | <p>The login name for the user.</p> <p>If your organization uses the login information supplied by your IT department, then the login name is auto generated.</p> <p>NOTE: If you attempt to add an existing user in the NEW USERS section, the name and row become highlighted to let you know that the user is already in the system. Delete the name, then locate the user in the sections above and make changes there.</p> |
| PrincipalID | This entry is auto generated by the system. Do not make changes to this cell. |
| FirstName | Type the user's first name. |
| LastName | Type the user's last name. |
| EmailAddress | Type the user's email address. |
| AuthenticationType | Click the drop-down to select how the user is authenticated to use the system. |
| Only Axiom Prompt Password | If the user uses Windows authentication, then this field remains blank. If this user uses the Axiom Prompt, then type in the user's password. |
| IsSyncEnabled | This information is imported from Security Manager. Do not make changes to this cell. |
| UserLicenseType | This information is imported from Security Manager. Do not make changes to this cell. |
| IsEnabled | This information is imported from Security Manager. Do not make changes to this cell. |
| IsAdmin | This information is imported from Security Manager. Do not make changes to this cell. |
| Management Reporting System | <p>Do one of the following:</p> <ul style="list-style-type: none"> To give a user access to Axiom Performance Reporting, select TRUE. To rescind or deny access to a user, select FALSE. |
| Productivity System | <p>Do one of the following:</p> <ul style="list-style-type: none"> To give access to the Productivity system, select TRUE. To rescind or deny access, select FALSE. |

| Field | Steps |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mgmt Reporting Role | <p>To give access to Management Reporting, from the drop-down, select one of the following:</p> <ul style="list-style-type: none"> • Management Reporting Admin – Provides access to Management reports, Management utilities, Dimension maintenance, imports, scheduled jobs, and Process Management. • Management Reporting Analyst – In addition to user role permissions, provides access to Axiom Explorer, scheduled jobs, Axiom Windows Client, and User Documents folder. • Management Reporting User – Provides access to Management reports. |
| Productivity Role | <p>To give access to the Productivity module, from the drop-down, select one of the following:</p> <ul style="list-style-type: none"> • Productivity User – Provides access to Productivity reports. • Productivity Admin – Provides access to Productivity reports and Productivity utilities. |
| Management Reporting Physician Role | To give access, from the drop-down, select Management Reporting Physician . |

3. Before saving, be sure you understand [how saving works in this utility](#). In the **Main** ribbon tab, click **Save**.

IMPORTANT: DO NOT execute a save-as or open in a read/write mode. Structural modifications to this tool could negatively impact your security setup.

4. In the **Main** ribbon tab, click **Refresh Data**.

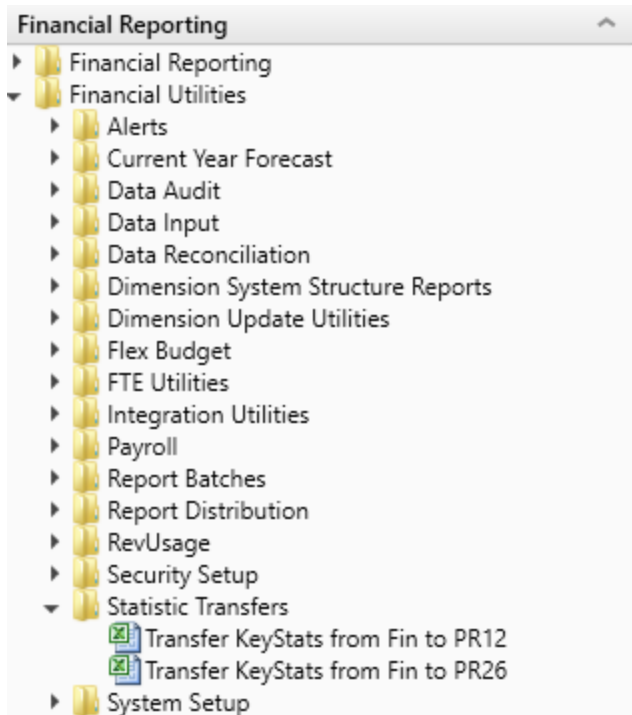
Statistic Transfer utilities

These reports are designed as save-to-database reports for statistics.

► Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\Statistic Transfers**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > Statistic Transfers**.



► Transfer Key Stats from Fin to PR12

Use this save-to-database report to transfer statistics from the Financial tables to the Payroll12 tables at the end of the budget process. The statistics can then be used once they are reverse accrued into biweekly periods for biweekly productivity.

Transfer Key Stats from Financial Tables to Payroll 12 Tables

KHA Health

Enter Financial Table to Transfer From:

Enter Payroll12 Table to Transfer To:

Act2017

Act_Pay12_2017

| | | | | | | | | | | | |
|-------|-------|-------|---|----|----|----|----|----|----|----|----|
| 17840 | Pstat | Jstat | 0 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 |
| 17870 | Pstat | Jstat | 0 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 |
| 17879 | Pstat | Jstat | 0 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 |
| 17880 | Pstat | Jstat | 0 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 |
| 17881 | Pstat | Jstat | 0 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 |
| 17883 | Pstat | Jstat | 0 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 |
| 17885 | Pstat | Jstat | 0 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 |
| 17886 | Pstat | Jstat | 0 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 |
| 17891 | Pstat | Jstat | 0 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 |
| 17894 | Pstat | Jstat | 0 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 |
| 17895 | Pstat | Jstat | 0 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 |
| 17896 | Pstat | Jstat | 0 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 |
| 18560 | Pstat | Jstat | 0 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 |
| 18900 | Pstat | Jstat | 0 | 31 | 31 | 30 | 31 | 30 | 31 | 31 | 28 |

► Transfer Key Stats from Fin to PR26

Use this save-to-database report to transfer statistics from the Financial tables to the Payroll27 tables at the end of the budget process. The statistics can then be used once they are reverse accrued into biweekly periods for biweekly productivity.

Transfer Key Statistics From Financial to Payroll 27

This report is a Save-to-Database report which maps data from a 12 month Financial table to a 27 period Payroll table

The mapping matrix is set up to the right here - with the control checks shaded in green. Beginning with the first "stub" partial pay period, the pay period days are assigned to the months.

The days on rows 28-39 are used to derive the %'s on Rows 43-54.

These are used in the formulas in cells H35-AH35, which transform the Input data in Columns - AX-BI, to the payperiod data in T35-AT35.

A control check is located at the bottom of the Variable length section, and can be found by hitting Control F (Find) and entering

CFLAG

| | | | | | PayPeriod > | | | | | | | | | | | |
|-----------------------|-----------|-----------|------|--------|-------------|-------|-------|-------|-------|-------|-------|-------|-------|------|------|------|
| Row | Month | Input Col | Days | DaysCm | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 28 | July | AX | 31 | 31 | 14 | 14 | 3 | | | | | | | | | |
| 29 | August | AY | 31 | 31 | | | 11 | 14 | 6 | | | | | | | |
| 30 | September | AZ | 30 | 30 | | | | 8 | 14 | 8 | | | | | | |
| 31 | October | BA | 31 | 31 | | | | | | 6 | 14 | 11 | | | | |
| 32 | November | BB | 30 | 30 | | | | | | | | 3 | 14 | 13 | | |
| 33 | December | BC | 31 | 31 | | | | | | | | | | | | |
| 34 | January | BD | 31 | 31 | | | | | | | | | | | | |
| 35 | February | BE | 29 | 29 | | | | | | | | | | | | |
| 36 | March | BF | 31 | 31 | | | | | | | | | | | | |
| 37 | April | BG | 30 | 30 | | | | | | | | | | | | |
| 38 | May | BH | 31 | 31 | | | | | | | | | | | | |
| 39 | June | BI | 30 | 30 | | | | | | | | | | | | |
| Total | | | | | 366 | 366 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | 14 |
| Monthly Allocation | | | | | MA1 % | 45.2% | 45.2% | 3.7% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| % Matrix | | | | | MA2 % | 0.0% | 0.0% | 35.5% | 45.2% | 19.4% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| | | | | | MA3 % | 0.0% | 0.0% | 0.0% | 0.0% | 26.7% | 46.7% | 26.7% | 0.0% | 0.0% | 0.0% | 0.0% |
| These %'s are applied | | | | | MA4 % | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 19.4% | 45.2% | 35.5% | 0.0% | 0.0% | 0.0% |

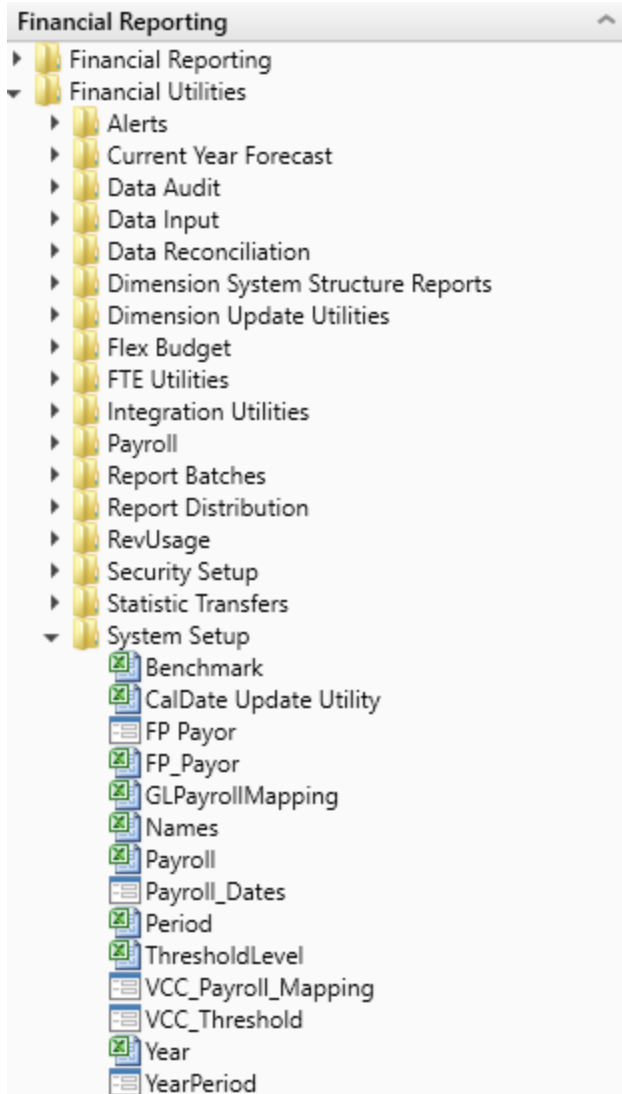
System Setup utilities

These reports are designed as utility reports to help you set up the system.

▶ Accessing these reports

The reports listed in this section are located in **\Axiom\Reports Library\Management Reporting Utilities\System Setup**. For instructions, see [Browsing the Report Library](#).

You can also access them from the Bud Admin task pane. In the **Financial Reporting** section, click **Financial Utilities > System Setup**.



► Benchmark

Used as factors in productivity reports.

Benchmark Factors

| Dept | Department Name | Worked Hours per Unit | Paid Hours per Unit | Salaries per Unit | Supplies per Unit | Total Expense per Unit |
|-------|--------------------------------------|-----------------------|---------------------|-------------------|-------------------|------------------------|
| 17840 | EHS Sports Medicine | 37.14 | 40.86 | 0.00 | 0.00 | 0.00 |
| 17880 | EPG Phys Clinic-North | 5.71 | 6.29 | 0.00 | 0.00 | 0.00 |
| 17881 | EPG Phys Clinic-Occ Hlth East | 5.71 | 6.29 | 0.00 | 0.00 | 0.00 |
| 17883 | EPG Phys Clinic-Occ Hlth Midtown | 17.30 | 19.03 | 0.00 | 0.00 | 0.00 |
| 17885 | EPG Phys Clinic-East | 15.02 | 16.53 | 0.00 | 0.00 | 0.00 |
| 17886 | EPG Phys Clinic-Occ Hlth/West | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 17891 | EPG Phys Clinic-South | 11.52 | 12.67 | 0.00 | 0.00 | 0.00 |
| 17894 | EPG Phys Clinic-Uptown | 6.18 | 6.80 | 0.00 | 0.00 | 0.00 |
| 17895 | EPG Phys Clinic-West | 5.71 | 6.29 | 0.00 | 0.00 | 0.00 |
| 19000 | EHS Administration | 117.25 | 128.97 | 0.00 | 0.00 | 0.00 |
| 19050 | EHS Trust | 17.21 | 18.93 | 0.00 | 0.00 | 0.00 |
| 19060 | EHS Corporate Communications | 42.82 | 47.10 | 0.00 | 0.00 | 0.00 |
| 19080 | EHS Teleservices | 30.56 | 33.62 | 0.00 | 0.00 | 0.00 |
| 19100 | EHS Accounting Operations (Employee) | 46.65 | 51.32 | 0.00 | 0.00 | 0.00 |
| 19105 | EHS Payroll | 14.90 | 16.39 | 0.00 | 0.00 | 0.00 |
| 19110 | EHS Administrative Finance | 17.14 | 18.85 | 0.00 | 0.00 | 0.00 |
| 19150 | EHS Information Services | 114.19 | 125.61 | 0.00 | 0.00 | 0.00 |
| 19160 | EHS Audit Services | 4.75 | 5.23 | 0.00 | 0.00 | 0.00 |
| 19170 | EHS Medical Information Network | 73.92 | 81.31 | 0.00 | 0.00 | 0.00 |

► CalDate Update Utility

Use as a utility to help you fill out the necessary columns in the CALDATE dimensions table. Only needed if licensed for Daily Productivity.

Calendar Date (CalDate)

| | | | | | | | | | | | |
|---------------------------------|----------|----------------------------------------------------------------------|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| Fiscal Year START Month >> | | 7 | | | | | | | | | |
| Enter the number of days to add | | 5 *The utility adds the new days at the bottom range of this utility | | | | | | | | | |
| Save to Database>> | | Do Not Save * Review & Adjust HOLIDAY & PAYPERIOD prior to SAVING | | | | | | | | | |
| Month | Jan 1 | Mar 3 | Apr 4 | May 5 | Jun 6 | Jul 7 | Aug 8 | Sep 9 | Oct 10 | Nov 11 | Dec 12 |
| Fiscal Mth | 7 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 |

| CALDATE | Description | CalMonth | CalDay | FiscalYear | Holiday | PayPeriod | DayOfWeek | CalYrMth | FiscalMth | FiscalYrMth | SerialDate |
|----------|-------------|----------|--------|------------|---------|-----------|-----------|----------|-----------|-------------|------------|
| 20091113 | | 0 | 13 | 2009 | | 0 | Tuesday | 0 | 0 | 0 | |
| 20091208 | | 0 | 8 | 2009 | | 0 | Wednesday | 0 | 0 | 0 | |
| 20091212 | | 0 | 12 | 2009 | | 0 | Thursday | 0 | 0 | 0 | |
| 20091214 | | 0 | 14 | 2009 | | 0 | Friday | 0 | 0 | 0 | |
| 20091216 | | 0 | 16 | 2009 | | 0 | Saturday | 0 | 0 | 0 | |
| 20091220 | | 0 | 20 | 2009 | | 0 | Sunday | 0 | 0 | 0 | |
| 20091221 | | 0 | 21 | 2009 | | 0 | Monday | 0 | 0 | 0 | |
| 20091222 | | 0 | 22 | 2009 | | 0 | Tuesday | 0 | 0 | 0 | |
| 20091223 | | 0 | 23 | 2009 | | 0 | Wednesday | 0 | 0 | 0 | |
| 20091224 | | 0 | 24 | 2009 | | 0 | Thursday | 0 | 0 | 0 | |
| 20091225 | | 0 | 25 | 2009 | | 0 | Friday | 0 | 0 | 0 | |
| 20091226 | | 0 | 26 | 2009 | | 0 | Saturday | 0 | 0 | 0 | |
| 20091227 | | 0 | 27 | 2009 | | 0 | Sunday | 0 | 0 | 0 | |

► FP Payor

Use to assign the payors for use in the Axiom Financial Planning product.

| Description | Payor |
|------------------------|----------|
| Medicare | Medicare |
| Medicaid | Medicaid |
| Commercial | Comm |
| Managed Care | MgdCare |
| Self Pay | SelfPay |
| Blue Cross/Blue Shield | BCBS |
| Other | Other |
| Payor 8 | Fill In |
| Payor 9 | Fill In |
| Payor 10 | Fill In |
| Payor 11 | Fill In |
| Payor 12 | Fill In |
| Payor 13 | Fill In |
| Payor 14 | Fill In |

► Names



Use this table in reports or FileCollect process to look up email, names, titles, and login information.

| Names | | | | | |
|-----------------|-----------|----------|----------------|------------|----------------------------------------------------|
| Name | FirstName | LastName | Title | NetLogin | Email |
| Sample Employee | Sample | Employee | Budget Manager | Semmployee | sample@epm.com |

► Payroll_Dates

Used in reports to look up the pay period end date and pay date for current year and last year. There are two sections if your organization uses two pay cycles.

Payroll Dates

| | | | | | | | | | | | | Save |
|----------------------------------------------------------------------------------------------|----------------------------------|-----------------------|--------------|-------------------------------|--------------------|------------------------------------------------------------------------------------------------|--------------------|------------------------------------|-------------------------|----------------|---------------------------------|----------------------|
| Cycle1 | | | | | | Cycle 2 | | | | | | Hide Cycle 1 |
| 7/1/2019  | | | | | | 7/1/2019  | | | | | | Hide Cycle 2 |
| <<< Select the initial period pay date | | | | | | <<< Select the initial period pay date | | | | | | |
| 6 | | | | | | 6 | | | | | | |
| <<< Select the number of days the Pay Date is after the Pay Period End Date | | | | | | <<< Select the number of days the Pay Date is after the Pay Pe | | | | | | |
| Pay Period | Current Year Pay Period End Date | Current Year Pay Date | Fiscal Month | Last Year Pay Period End Date | Last Year Pay Date | Next Year Pay Period End Date | Next Year Pay Date | Current Year Pay Period End Date 2 | Current Year Pay Date 2 | Fiscal Month 2 | Last Year Pay Period End Date 2 | Last Year Pay Date 2 |
| 1 | 7/1/2019 | 7/7/2019 | 1 | 7/2/2018 | 7/8/2018 | 7/13/2020 | 7/19/2020 | 7/1/2019 | 7/7/2019 | 1 | 7/2/2018 | 7/8/2018 |
| 2 | 7/15/2019 | 7/21/2019 | 1 | 7/16/2018 | 7/22/2018 | 7/27/2020 | 8/2/2020 | 7/15/2019 | 7/21/2019 | 1 | 7/16/2018 | 7/22/2018 |
| 3 | 7/29/2019 | 8/4/2019 | 1 | 7/30/2018 | 8/5/2018 | 8/10/2020 | 8/16/2020 | 7/29/2019 | 8/4/2019 | 1 | 7/30/2018 | 8/5/2018 |
| 4 | 8/12/2019 | 8/18/2019 | 2 | 8/13/2018 | 8/19/2018 | 8/24/2020 | 8/30/2020 | 8/12/2019 | 8/18/2019 | 2 | 8/13/2018 | 8/19/2018 |
| 5 | 8/26/2019 | 9/1/2019 | 2 | 8/27/2018 | 9/2/2018 | 9/7/2020 | 9/13/2020 | 8/26/2019 | 9/1/2019 | 2 | 8/27/2018 | 9/2/2018 |

► VCC_Payroll_Mapping

Used by Variance Comments and other payroll utilities to map GL accounts to job codes and/or pay types.

VCC Payroll Mapping Rules



▼ Show General Information and Instructions

| | Account | Description | GL Acct Dimension | Filter |
|--------------------------|---------|---------------------------|-------------------|------------------------|
| ^ Mapped Accounts | | | | |
| <input type="checkbox"/> | 60100 | Salaries - Regular | PayType ▼ | (PayType.GLAcct=60100) |
| <input type="checkbox"/> | 60110 | Salaries - Overtime | PayType ▼ | (PayType.GLAcct=60110) |
| <input type="checkbox"/> | 60120 | Salaries - Non-Productive | PayType ▼ | (PayType.GLAcct=60120) |
| <input type="checkbox"/> | 60900 | Salaries - Emp Incentive | PayType ▼ | (PayType.GLAcct=60900) |
| ▼ Unmapped Accounts | | | | |

► VCC_Threshold

Used to set configure how much an account can vary from budget before department managers are required to enter comments explaining the variance

Tolerance Level for Alerts



Custom Filter for Alert Processing: (Dept.Manager='Chris Sparks' or Dept=101010)

Comparison Time Series: Three Month Average ▼

Revenue & Usage Comparison: YTD Average ▼

Flag Max Positive Variances as Required: Yes ▼

Use H_UHours for Paid Hours filter: No ▼

Activate Variance Comments Collection tab on Month End Review Dashboard: Yes ▼

| FSSummary | Groups | Description | Min Yellow | Max Red | Threshold Red | Level of Comments | Summary Account |
|------------------------------------------------|-------------------|-----------------------|------------|---------|---------------|-------------------|-----------------------------------------------------|
| + Add Entry Exception to Threshold Level Table | | | | | | | |
| ▼ General Threshold Levels | | | | | | | |
| <input type="checkbox"/> | 1 - KH University | | | | | | Error(s) in entity exception. See error message(s). |
| | S_KeyStat | Key Statistic | 0.0% | 2.0% | | Summary ▼ | 700000 |
| | H_Hours | Paid Hours | 0.0% | 2.0% | | Summary ▼ | 700000 |
| | R_PatientRev | Patient Revenue | 0.5% | 5.0% | \$0 | Summary ▼ | 700000 |
| | R_OtherRev | Other Revenue | 0.0% | 5.0% | \$0 | Detail ▼ | |
| | R_NonOpRev | Non-Operating Revenue | 0.0% | 5.0% | \$0 | Detail ▼ | |
| | E_Salaries | Salaries | 0.5% | 5.0% | \$0 | Detail ▼ | |
| | E_Supplies | Supplies | 0.5% | 2.5% | \$0 | Detail ▼ | |
| | E_OtherExp | Other Expense | 0.5% | 2.5% | \$0 | Detail ▼ | |

► YearPeriod

Used in configure the first year and month of the fiscal year, number of work days in the current, last, and next year, and the standard FTE hours worked by employees in a year.

Primary Inputs

Fiscal Year: 2018
 Fiscal Start Month: July
 FTE Hours: 2080

Save

Working Days Inputs

| Serial | Month | Current Year Working Days 2018 | Last Year Working Days 2017 | Next Year Working Days 2019 |
|--------|-----------|--------------------------------------|-----------------------------------|-----------------------------------|
| 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 | 20 | 20 |
| 3 | March | 23 | 23 | 23 |
| 4 | April | 22 | 22 | 22 |
| 5 | May | 23 | 23 | 23 |
| 6 | June | 22 | 22 | 22 |
| | | 269 | 269 | 269 |

- ☐ Check to Hide Year table
☐ Check to Hide Period table

Year Table

| Year | Fiscal Year | Description |
|------|-------------|-------------|
| 2018 | FY18 | Actual |
| 2018 | FY18 | Budget |
| 2018 | FY18 | Projected |
| 2018 | FY18 | Flex Budget |
| 2016 | FY16 | L2 Actual |
| 2017 | FY17 | Last Year |
| 2017 | FY17 | LY Budget |
| 2019 | FY19 | NY Budget |
| 2018 | FY18 | Forecast |

Period Table

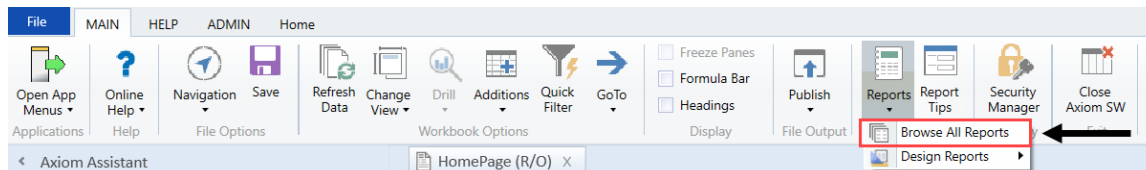
| Serial | Month | Quarter | Current Year | Last Year | Next Year | Current Year Month | Last Year Month | Next Year Month | Current Calendar Days | Last Year Calendar Days | Next Year Calendar Days | Current Year YTD Days | Last Year YTD Days |
|--------|-----------|---------|--------------|-----------|-----------|--------------------|-----------------|-----------------|-----------------------|-------------------------|-------------------------|-----------------------|--------------------|
| 7 | July | 1 | 2017 | 2016 | 2018 | Jul-2017 | Jul-2016 | Jul-2018 | 31 | 31 | 31 | 31 | 31 |
| 8 | August | 1 | 2017 | 2016 | 2018 | Aug-2017 | Aug-2016 | Aug-2018 | 31 | 31 | 31 | 62 | 62 |
| 9 | September | 1 | 2017 | 2016 | 2018 | Sep-2017 | Sep-2016 | Sep-2018 | 30 | 30 | 30 | 92 | 92 |
| 10 | October | 2 | 2017 | 2016 | 2018 | Oct-2017 | Oct-2016 | Oct-2018 | 31 | 31 | 31 | 123 | 123 |
| 11 | November | 2 | 2017 | 2016 | 2018 | Nov-2017 | Nov-2016 | Nov-2018 | 30 | 30 | 30 | 153 | 153 |
| 12 | December | 2 | 2017 | 2016 | 2018 | Dec-2017 | Dec-2016 | Dec-2018 | 31 | 31 | 31 | 184 | 184 |
| 1 | January | 3 | 2018 | 2017 | 2019 | Jan-2018 | Jan-2017 | Jan-2019 | 31 | 31 | 31 | 215 | 215 |
| 2 | February | 3 | 2018 | 2017 | 2019 | Feb-2018 | Feb-2017 | Feb-2019 | 28 | 28 | 28 | 243 | 243 |
| 3 | March | 3 | 2018 | 2017 | 2019 | Mar-2018 | Mar-2017 | Mar-2019 | 31 | 31 | 31 | 274 | 274 |
| 4 | April | 4 | 2018 | 2017 | 2019 | Apr-2018 | Apr-2017 | Apr-2019 | 30 | 30 | 30 | 304 | 304 |
| 5 | May | 4 | 2018 | 2017 | 2019 | May-2018 | May-2017 | May-2019 | 31 | 31 | 31 | 335 | 335 |
| 6 | June | 4 | 2018 | 2017 | 2019 | Jun-2018 | Jun-2017 | Jun-2019 | 30 | 30 | 30 | 365 | 365 |
| | | | | | | | | | 365 | 365 | 365 | | |

Browsing the Report Library

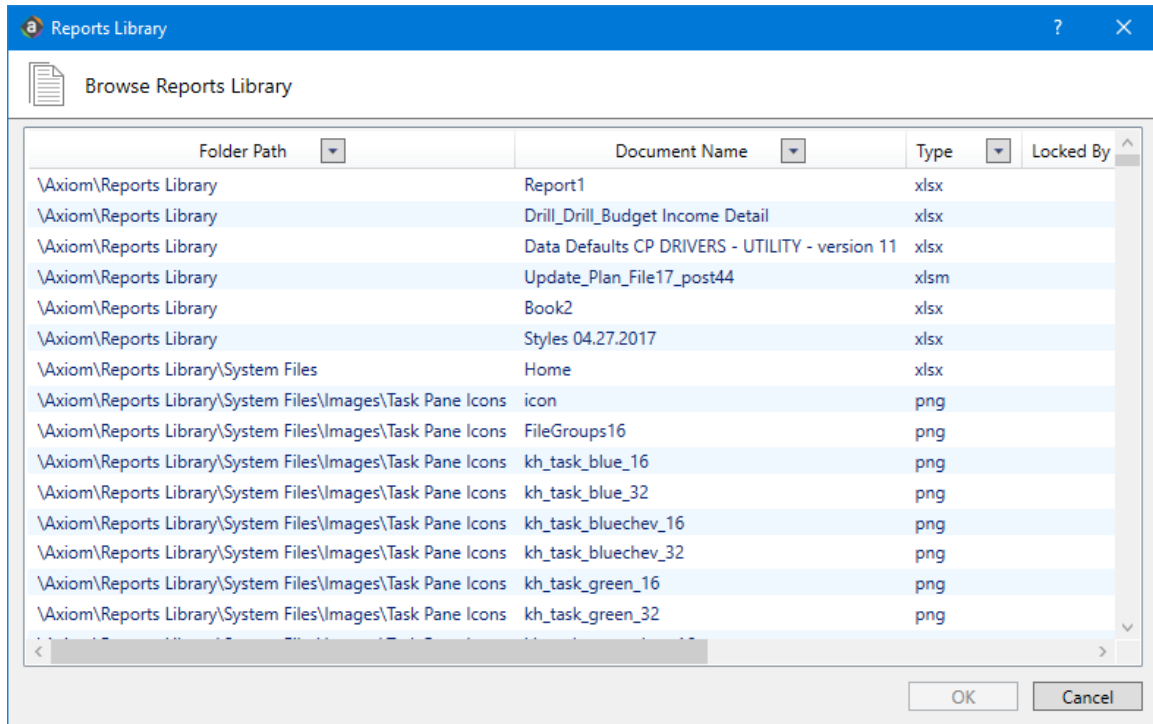
In addition to browsing the report folders in the Axiom Budgeting task panes, you can search all of the available Axiom reports in the Reports Library.

To browse the Report Library:

1. In the Main ribbon tab, in the Reports group, click Reports > Browse All Reports.



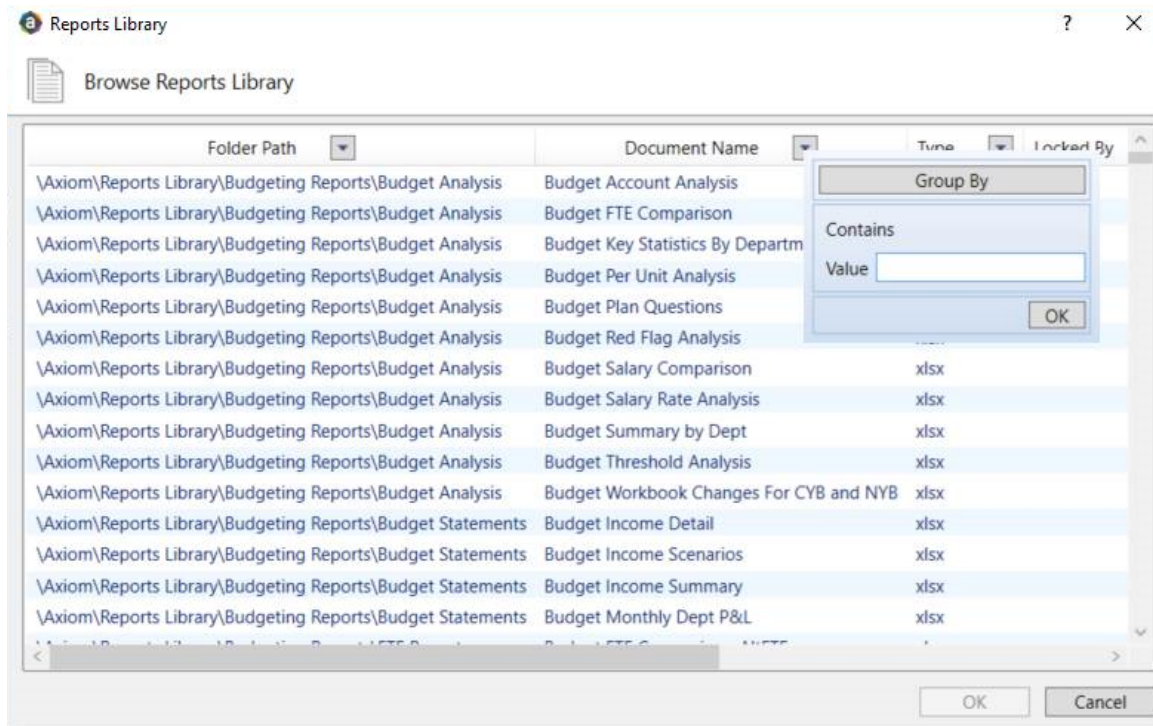
2. In the Reports Library dialog, you can do the following:



- To sort, group, or search by any of the columns, click the drop-down arrow next to the column label.
- To open a report, select it from the list, and click **OK**.

The system includes many different reports, but you can search through them more easily by using the following search functionality:

1. Click the down arrow beside the **Document Name** column header.



2. In the **Group By** box, type a search value, and click **OK**.

The system will display the reports that include the value you entered in the report name.

Navigating reports

Apart from each report having an Instructions tab, Axiom Software report files do not have a standard structure. Each report can have any number of sheets, layouts, custom views, drill-downs, GoTo targets, quick filters, and associated task panes—all configured for the specific information that displays.

Although not all of these features are available for every report, here is an overview of common report features:

► Instruction tab

Each report has an Instructions tab that provides an overview of its specific business purpose, features, and steps for processing the report.

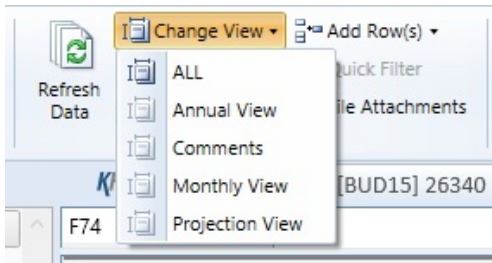
► Custom views

Custom views allow for different presentations of data within a report. For instance, a report might default to showing monthly data but have custom views defined for displaying data by quarter or year.

NOTE: Not all reports have custom views defined.

If custom views have been defined within a report, you can access them by doing the following:

1. In the **Main** ribbon tab, in the **Workbook Options** group, click **Change View**.



2. From the menu, select the view to use.

► Quick Filter

A Quick Filter is a temporary report filter. This allows you to quickly view the data at a different level of detail, without needing to alter the report configuration. For more information, see the following:

- [Applying a Quick Filter to a report](#)
- [Using the Advanced Filter Wizard](#)
- [Understanding hierarchy-based Quick Filters](#)

► Drills

Some reports contain rows (or columns) where the data represents a roll-up of values for multiple database records. For instance, an income summary report might combine patient revenue for all departments into a single total for the year, or a report on payroll by department might roll up both regular and non-productive hours into a combined number of hours for each department. In such cases, you can use drills to view the individual values for each item included in the roll-up.

To drill in a report, do the following:

1. In the report spreadsheet, select a cell.
2. In the **Main** ribbon tab, in the **Workbook Options** group, click **Drill**.
3. From the drop-down, select any of the available drills to view a breakdown by that dimension or value.

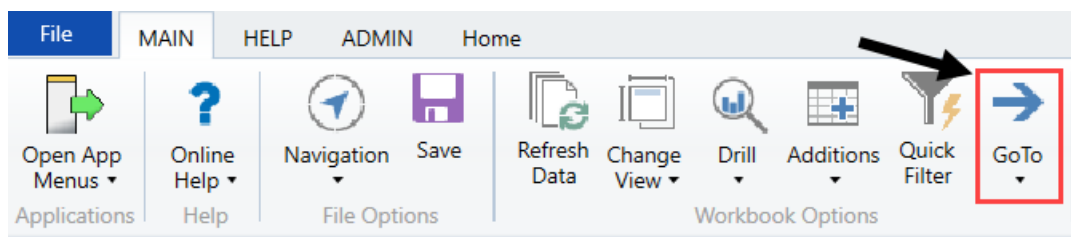
A new spreadsheet opens to display data at the specified drill-down level.

NOTE: While we have made an effort to deactivate any drill options that do not apply to a particular row/column/cell, there are simply too many possibilities for us to deactivate every invalid drilling method for every cell in every report. As a result, certain drill methods may produce strange results. For the most part, common sense should imply which dimensions or values you can drill for a given roll-up (for example, drilling by Vice President on a single department might result in a report with a single record, as a department typically has one VP assigned to it).

▶ GoTo targets

GoTo targets are simply bookmarks that allow you to jump to different sections of a report. Not all reports include GoTo targets. To navigate to a target, do the following:

1. In the **Main** ribbon tab, in the **Workbook Options** group, click **GoTo**.



2. From the menu, select the GoTo target.

Refreshing a report with data

To update a spreadsheet Axiom report with the most current data from the database, refresh the file. A refresh does the following:

- Updates active Axiom queries with data, according to the update settings defined for the query
- Updates Axiom functions with data
- Performs an Excel calculation
- Reapplies the currently active views (if applicable)

To refresh a report:

- On the **Axiom** tab, in the **File Options** group, click **Refresh**.

This refreshes all sheets in the workbook. If you want to refresh the current sheet only, click the down arrow on the right-hand side of the **Refresh** button, and then click **Refresh Active Sheet**.

In systems with installed products, this feature may be located on the **Main** tab.

You may be prompted to define values before the refresh occurs. If so, these values will be applied to the report to impact the data refresh.

TIP: You can also use F9 to refresh the entire workbook, and SHIFT+F9 to refresh only the active sheet.

Saving a report

When you save a report, the report file is updated in the Axiom Budgeting file system. If the report is configured to save data to the database, a save-to-database also occurs.

To save a report:

- On the **Axiom** tab, in the **File Options** group, click **Save**. (In systems with installed products, this feature may be located on the **Main** tab.)

Your file permission settings in Security determine whether you can save a particular report. If a report is open with read/write permissions, then you can save it. If the report is open as read-only, then the report file cannot be saved, but you may still be able to save data. You may also be able to save a copy of the report.

NOTE: Some files may use a Control Sheet setting that causes the data in the report to zero when the file is saved. This is a security precaution that is normally enabled in reports only. You can click **Refresh** to restore the data.

► Save-to-database reports

Some reports may be configured to save data to the database. If the report is configured to save to the database, then the file is validated before saving. If errors are found, the file still saves but the data save is stopped and the errors are displayed in the **Save Errors** pane. These errors must be corrected before data can be saved to the database. If no errors are found, then a confirmation message displays, with information about the number of records saved.

Your file permission settings in Security determine whether you can perform a save-to-database for a particular report. Note that the permission to save data is managed separately from the file access permission. Therefore, it is possible that you could have read-only permissions for the file, but still have rights to save data (or the opposite—you could have read/write permissions for the file, but not have the rights to save data).

When you click **Save**, Axiom Budgeting automatically performs all save actions that your user rights allow and that the file is configured to perform. If desired, you can use the additional save options to only save the file, or to only save data.

To save only the file:

- In the **Axiom** tab, in the **File Options** group, click the down arrow to the right of the **Save** button, and then click **Save File Only**.

The plan file is saved. All save-to-database processes are ignored.

To save only the data:

- In the **Axiom** tab, in the **File Options** group, click the down arrow to the right of the **Save** button, and then click **Save Data Only**.

Data from the file is saved to the database. The file itself is not saved.

NOTE: In systems with installed products, the additional save options may be located on the Main tab. In all systems, you can also access these options by right-clicking the file tab.

► **Saving a copy of a report**

You can save a copy of a report using **Save As** features. You might want to save a copy of a report to use as a starting point to create a new report, or to create an archive copy before making changes to the report.

In most cases, you should save the report to the Axiom Budgeting file system (in the Reports Library). However, it is possible to save report files outside of the Axiom Budgeting system (as non-managed files). Non-managed files have limited functionality, and are not covered by Axiom Budgeting security or included in system processes.

To save a copy of a report to the Reports Library:

1. On the **Axiom** tab, in the **File Options** group, click the down arrow to the right of the **Save** button, and then click **Save As (Repository)**.

TIP: The Save As options are also available by right-clicking the file tab.

The **Save As** dialog opens, displaying the contents of the Reports Library.

NOTE: By default this dialog only displays files with the same file extension as the current file. If you want to view all file types when using this dialog, select **View > Show All Files**. This setting will be remembered.

2. In the left-hand side of the dialog, navigate to the folder in the Reports Library where you want to save the file.

You must have read/write permissions to a folder in order to save a copy of the report there. A lock icon displays next to folders where you do not have read/write permissions to any folder in that folder tree.

3. In the **File name** box, type a name for the new report.
4. Optional. In the **Description** box, type a description for the report.
5. Click **OK**.

To save a copy of a report locally (as a non-managed file):

1. On the **Axiom** tab, in the **File Options** group, click the down arrow to the right of the **Save** button, and then click **Save As (Local File)**.

TIP: The Save As options are also available by right-clicking the file tab.

The **Save As** dialog opens.

2. Navigate to the desired location on your local computer or on a network file share, and then click **Save**.

You can change the name of the file and its file format when saving. In the Excel Client, you can save the file using any file format that your Excel version supports. In the Windows Client, you can save the file as XLSM, XLSX, or XLS.

Applying a Quick Filter to a report

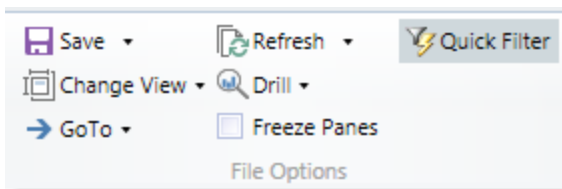
Using the Quick Filter feature, you can apply a temporary filter to a report. This allows you to quickly view the data at a different level of detail, without needing to alter the report configuration.

For example, you may be viewing an Income Statement report for the entire consolidated organization, and you want to view the same report at a different level of detail, such as for just North America or just the South region. You can use the Quick Filter to recalculate the report at the desired level of detail, and then clear the filter when you are done.

The Quick Filter is combined with your table security filters and any filters that are currently defined in the report, such as sheet filters and filters defined for Axiom queries.

To apply a Quick Filter to a report:

1. On the **Axiom** tab, in the **File Options** group, click **Quick Filter**.



NOTE: In systems with installed products, this feature may be located on the **Main** tab.

2. At the top of the dialog, specify how the filter should be applied:
 - **Workbook** (default): The Quick Filter is applied to all sheets in the workbook.
 - **Active Sheet**: The Quick Filter is only applied to the currently active sheet.

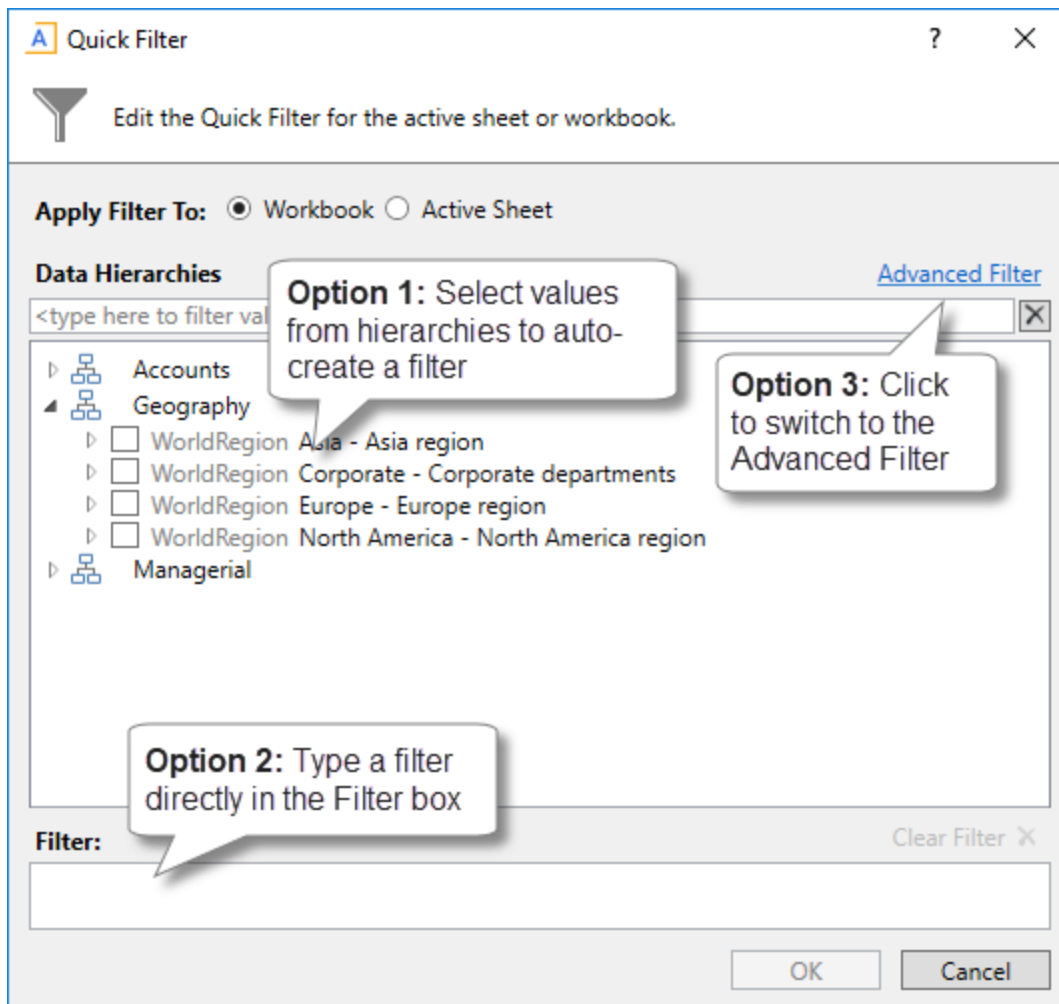
This selection may determine which hierarchies and tables are available in the dialog to build the filter. See [Hierarchy and table availability in the Quick Filter dialog](#).

3. In the **Quick Filter** dialog, define a filter using one of the following methods:

- **Data Hierarchies:** Select the desired hierarchy levels(s) from the hierarchies listed in the dialog. As you select items in the hierarchy, the corresponding filter is automatically built in the **Filter** box.

For example, you might have a hierarchy named Geography, which has local regions rolling up into countries, and countries rolling up into world regions. You can select the desired items that you want to see in the report, such as Europe, Asia, or North America as world regions. For more information and examples, see [Understanding hierarchy-based Quick Filters](#).

- **Manual Filter:** You can manually type a filter into the **Filter** box using standard filter criteria statement syntax. Fully qualified Table.Column syntax must be used.
- **Advanced Filter:** Click **Advanced Filter** to create a filter using any reference table columns (not just hierarchy columns).



Example Quick Filter dialog

4. Click **OK**.

If the Quick Filter is applied to the entire workbook, a warning message informs you that the entire workbook will be refreshed. If you do not want to see this message again in the future, select **Don't show this message again**. Click **OK** to continue.

If the Quick Filter is applied to the current sheet, that sheet is refreshed and no warning message appears.

If the file has been configured with `GetCurrentValue("QuickFilter")` functions, then these functions will display the currently applied Quick Filter for your reference. If not, you can view the current Quick Filter by clicking the **Quick Filter** button again. The current filter displays in the **Filter** box.

► Clearing the Quick Filter

Once a Quick Filter has been applied to a report, the filter remains applied until one of the following occurs:

- The file is closed. Quick Filters cannot be saved in the file and are always cleared when the file is closed.
- A new Quick Filter is applied by using the **Quick Filter** button and selecting a different filter.
- The Quick Filter is manually cleared. To clear the Quick Filter, click the **Quick Filter** button again and then click **Clear Filter**.

► Hierarchy and table availability in the Quick Filter dialog

The hierarchies and tables shown in the Quick Filter dialog are based on the Axiom queries in the report. Axiom Budgeting looks up the primary tables for the queries, and only shows the hierarchies and reference tables that are relevant to those primary tables. This is done to help ensure that the Quick Filter will be applicable to at least one query in the report.

If the filter applies to the entire workbook, then Axiom Budgeting looks at the primary tables for all Axiom queries in the workbook. If the filter applies to the active sheet only, then Axiom Budgeting looks at only the primary tables for the Axiom queries defined on the active sheet.

NOTE: In the Advanced Filter view, only reference tables are shown unless the primary table has potentially ambiguous lookup relationships. In that case, the primary data table is also shown so that the selections can be made directly on these lookup relationships, to avoid any ambiguity. For example, if the primary data table has columns `PrimaryPhysician` and `SecondaryPhysician` that both look up to `Physician.Physician`, then the selection must be made through the primary data table so that the correct path to `Physician.Physician` is used.

If the report uses `GetData` functions instead of an Axiom query, then all hierarchies and reference tables are listed in the dialog because Axiom Budgeting cannot determine the "primary table" in this context. In this case, it is possible to define a Quick Filter that does not apply to any `GetData` functions in the workbook. If this occurs, the filter will simply have no effect.

► Understanding hierarchy-based Quick Filters

When you use hierarchies to create a Quick Filter, Axiom Budgeting automatically creates the filter based on your selections. When only one item is selected, the filter is simple—only data that matches the selected item is included. For example, if you select Asia from a Geography hierarchy, you will get a filter something like: `Dept.WorldRegion='Asia'`.

Quick Filter ? X

Edit the Quick Filter for the active sheet or workbook.

Apply Filter To: ☒ Workbook ☐ Active Sheet

Data Hierarchies [Advanced Filter](#)

<type here to filter values> X

- Accounts
- Geography
 - ☒ WorldRegion Asia - Asia region
 - ☐ WorldRegion Corporate - Corporate departments
 - ☐ WorldRegion Europe - Europe region
 - ☐ WorldRegion North America - North America region
- Managerial

Filter: Clear Filter X

DEPT.WorldRegion = 'Asia'

OK Cancel

Simple Quick Filter

NOTE: Sometimes when you select a single "child" item underneath a "parent" item, the child and parent will be joined with AND. For example: `DEPT.VP='Jones' AND DEPT.Manager='Smith'`. This means that the DEPT table has other instances of Manager Smith that belong to different VPs, so the compound statement is to ensure that you only get the data where Manager Smith is under VP Jones. (You can manually edit the filter to remove the Jones portion of the statement if you want to see all data for Manager Smith, regardless of VP). If instead Axiom Budgeting constructs the filter as just `Dept.Manager='Smith'`, that means all instances of Manager Smith are also under VP Jones.

You can select multiple items in the same hierarchy or from different hierarchies. Items from the same hierarchy are combined using OR, which means data matching any of the selected items is included. Items from different hierarchies are combined using AND, which means only data that matches both selected items is included.

Quick Filter ? X

Edit the Quick Filter for the active sheet or workbook.

Apply Filter To: ☒ Workbook ☐ Active Sheet

Data Hierarchies [Advanced Filter](#)

<type here to filter values> X

- Accounts
- Geography
 - ☒ WorldRegion Asia - Asia region
 - ☐ WorldRegion Corporate - Corporate departments
 - ☒ WorldRegion Europe - Europe region
 - ☐ WorldRegion North America - North America region
- Managerial

Filter: [Clear Filter](#) X

DEPT.WorldRegion in ('Asia', 'Europe')

OK Cancel

Example 1

In example 1, we have selected two items from the same grouping level in a single hierarchy, so a simple filter criteria statement is created using IN. The resulting filter will include all data from Asia and Europe.

Quick Filter

Edit the Quick Filter for the active sheet or workbook.

Apply Filter To: ☒ Workbook ☐ Active Sheet

Data Hierarchies [Advanced Filter](#)

- Accounts
- Geography
 - ☐ WorldRegion Asia - Asia region
 - ☐ WorldRegion Corporate - Corporate departments
 - ☒ WorldRegion Europe - Europe region
 - ☐ Country France
 - ☒ Country Italy
 - ☐ Country UK
 - ☒ WorldRegion North America - North America region
 - ☒ Country USA
 - ☐ Region US Central - United States Central Sales Region
 - ☒ Region US East - United States Eastern Sales Region
 - ☐ Region US West - United States Western Sales Region
- Managerial

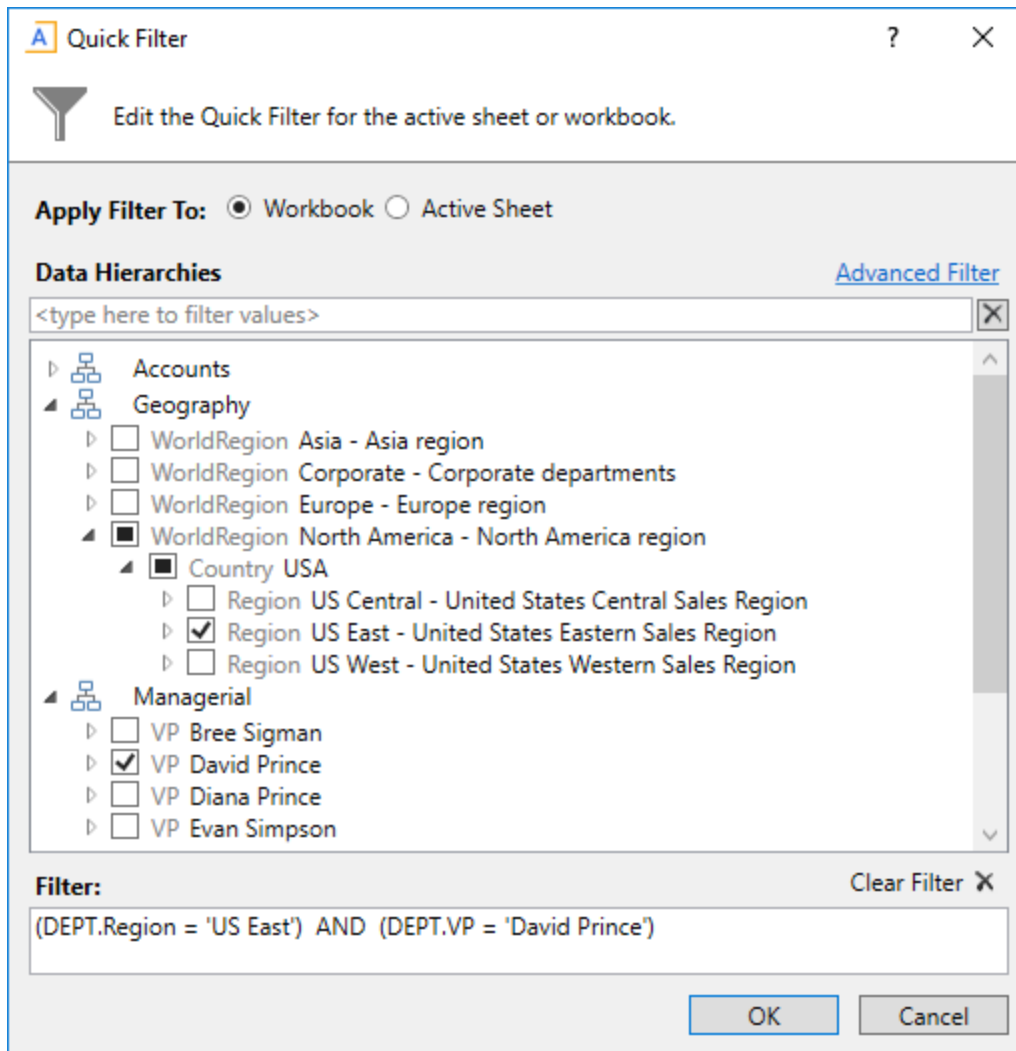
Filter: Clear Filter ✕

OK

Cancel

Example 2

In example 2, we have selected two items from different grouping levels, but within the same hierarchy. In this case a compound filter criteria statement is created using OR. The resulting filter will include all data that belongs to either Italy or US East.



Example 3

In example 3, we have selected two items from different hierarchies, so a compound filter criteria statement is created using AND. The resulting filter will include only data that belongs to both US East and VP David Prince.

Creating a new report

You can create a new report if you have read/write access to at least one folder in the Reports Library. You can use any of the methods discussed below to create a new report. If you do not have these permissions, then the associated menu options for creating new reports will not be available to you.

NOTE: After saving a new report to the Axiom file system, you may not see that new report displayed in Axiom Explorer or the Reports menu until the file system has been refreshed. You can go to **Reports > Refresh file system** to manually trigger a refresh and cause the new report to display.

► Creating a new report using the Report Wizard

You can create a new report using the Report Wizard. In the wizard, you make selections regarding the type of report that you want to create and the desired data, and then the wizard creates a report based on your choices. You can then further modify the report as needed.

To create a new report using the Report Wizard:

- On the **Axiom** tab, in the **Reports** group, select **Reports > Report Wizard**.

For more information on how the Report Wizard works and what types of reports can be made using the Report Wizard, see the *Axiom File Setup Guide*.

► Creating a new blank report

You can create a new report "from scratch" using the default blank report template. This template is entirely free-format.

If your organization has saved additional report templates, you can use those to create a new report as well. Only administrators can create new report templates.

To create a new blank report:

- On the **Axiom** tab, in the **Reports** group, select **Reports > New Report**.

If your system has multiple report templates, you can select the template that you want to use from this menu. Otherwise, the default ReportTemplate is automatically used.

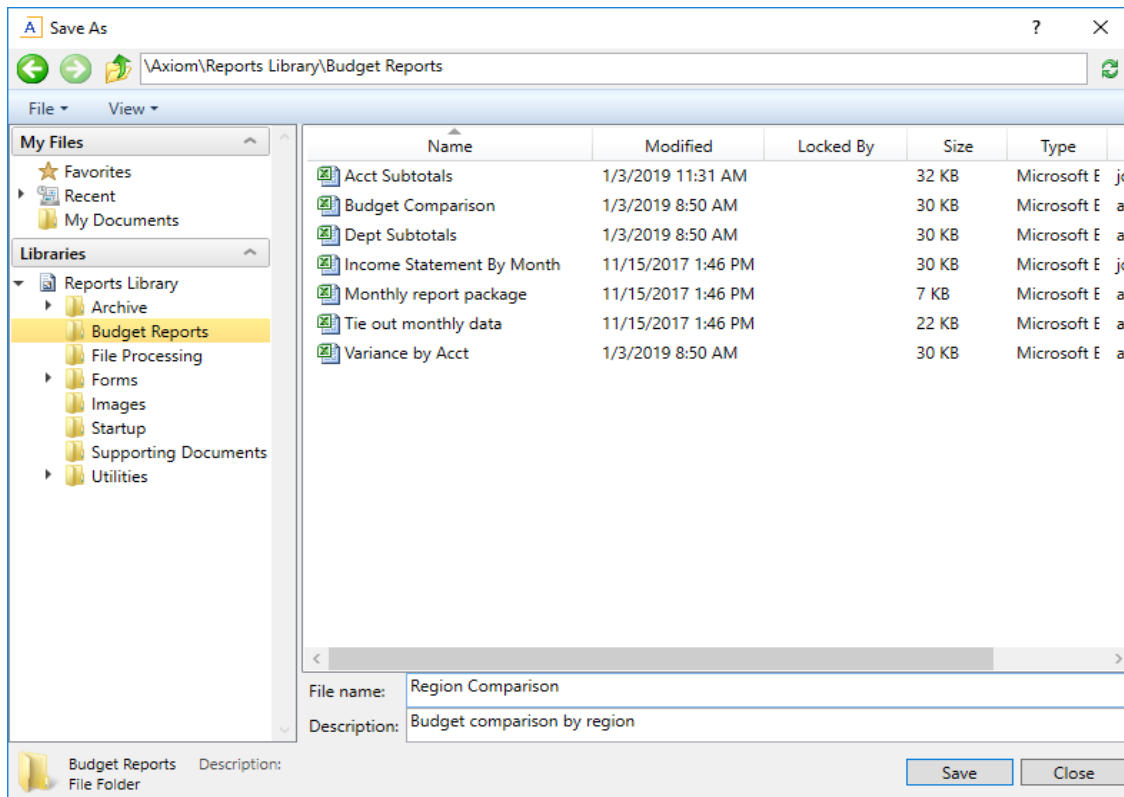
A new report file opens, containing a Control Sheet and one or more blank sheets. Give one of the blank sheets a name and configure it on the Control Sheet. You can use the Sheet Assistant to do this, or you can manually type the sheet name into the Control Sheet.

You can now use Axiom file functionality on this sheet, such as using Axiom queries to bring in data. For more details on setting up Axiom files, see the *Axiom File Setup Guide*.

Certain features do not require the sheet to be set up on the Control Sheet. For example, if you only want to use Axiom functions to query data, such as `GetData`, then you do not have to use the Control Sheet. However, in most cases you will want to configure used sheets on the Control Sheet.

► Saving a new report

To save a new report, click **Save** in the **File Options** group of the **Axiom** tab. When you save the new report for the first time, you are prompted to define a file name and select a folder location in the Reports Library. You can also define a description for the report.



You must have read/write permissions to a folder in order to save a report there. A lock icon displays next to folders where you do not have read/write permissions. If you have access to a My Documents folder, you can also save reports there for your own use.

If you later want to change the file name, location, or description, you can use Axiom Explorer. If you do not have rights to access Axiom Explorer, you can edit the description by using **Save As (Repository)** (save the file with the same name and location, but edit the description).

You can also choose to save the report to your local drive or to a network location, by using **Save As (Local File)**. In this case the report is not stored in the Axiom Budgeting database and is considered to be a *non-managed file*.

NOTE: Access to certain task panes (such as the Sheet Assistant) may depend on security permissions defined at a folder level. When a new report file is created, the file location is assumed to be the root of the Reports Library until the file is saved. Therefore access to task panes for brand new reports depends on the user's permissions defined at the Reports Library level. If a user does not have permission to the task panes at the Reports Library level but does have access at a sub-folder level, then the user will not see the task panes until they save the file to that sub-folder.

► Creating a new report based on an existing file

You can use **Save As** to create a new report based on a copy of an existing report. You can save the copied file to the Reports Library, or as a local non-managed file.

You can also create a report based on an existing Excel file, by opening the Excel file in Axiom Budgeting. If you want to use certain Axiom file features such as Axiom queries, you must add a Control Sheet to the report. Then you can use **Save As (Repository)** to save the file to the Reports Library.

Creating a new report using an existing report

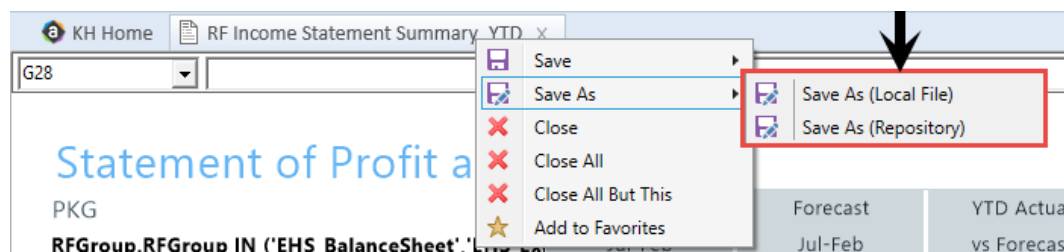
Axiom Budgeting comes with a wide array of standard reports for a variety of situations, and you should have no immediate need to create your own.

When the time comes that you require a customized report, however, Axiom Budgeting offers powerful and flexible options for building your own reports.

When creating custom reports, you can start from scratch, or perform a Save As on a standard report and begin customizing from there.

To create a new report using an existing report:

- To Save As, right click the report name, and select one of the following:
 - To save the new report in Axiom Budgeting, select **Save As (Repository)**.
 - To save the new report outside of Axiom Budgeting, select **Save As (Local File)**.



After you create a new report, we recommend saving it in My Files or some other location separate from the Axiom Budgeting list of standard reports.

Working with Report Processing

Some reports support automated processing. If so, the File Processing task pane displays collapsed on the left side of the screen when you open the report.

By using file processing, you can automatically refresh a file, such as a report, and then perform various actions on it. The file can be processed as-is, or you can leverage Multipass processing to cycle through each element of a dimension or grouping, with an appropriate data filter automatically applied to each pass.

You can use processing to perform the following actions:

- **Save snapshot of file** – Create a snapshot copy of the current file, and then save and/or email it.

- **Print** – Print the current file, using one or more print views.
- **Export to delimited text file** – Export data in the current file to a delimited text file, and then save and/or email it.
- **Save data** – Perform a save-to-database from the current file.
- **Alerts** – Process alert conditions defined in the file.
- **File collect** – Combine multiple spreadsheet files into a single file, and then save and/or email it.
- **Batch** – Perform file processing on multiple files in a batch process, including the ability to override certain file processing settings for the file.

One common use for file processing is report distribution, which allows you to automatically deliver report files to multiple recipients. This frequently involves using several different features of file processing, for example:

- Multiple reports configured for snapshot file processing and using Multipass processing. For example, an income statement processed by department, region, or VP, and creating a separate snapshot file for each element.
- A report configured for file collect, to collect all of the snapshots into targeted report packages, including adding things like cover sheets and other supporting information. These packages could be saved to designated file locations and/or emailed to the appropriate recipients.
- A report configured for batch processing to run everything at once. For example, the batch would contain an entry for each report configured for snapshot processing, and then finish with the file collect report.

File processing is set up on a per-file basis. File processing can be set up on any Axiom file, but the primary use case is in reports.

NOTE: To set up a report for processing, some processing actions require set up before they can be performed. For example, to run a file collect process, the report must have a File Collect sheet defined. For more information, see *File Processing* in Axiom Help (**Main** ribbon tab > **Help**).

After the file has been configured to use file processing, you can process it by using **File Output > File Processing**. From this menu, you can choose to **Process File** or **Process File Multipass**. File processing can also be performed using Scheduler and from a task pane.

Processing a report

If a report is set up to use file processing, you can process the report to automatically perform actions such as:

- Save snapshot copies of the file and automatically email them to various recipients
- Export data in the file to a CSV or TXT file
- Save data in the file to the database as part of a multipass process
- Collect multiple output files into a single report package

- Process multiple reports in batch

NOTES:

- The File Processing menu command and the associated task pane are only available to administrators or to users with the **Allow File Processing** permission for the current file.
- Other file types can be set up to use file processing, but the most common use is in a report.

To process a file using file processing:

1. Open the file. If you want to see what the file is configured to do during file processing before executing it, you can check the settings in the **File Processing** task pane.
2. In the **File Processing** task pane, in the **Actions** section, click one of the following options to start processing:
 - **Process File:** The file is processed once "as is." The file is refreshed and the file processing action is performed. No multipass filter or settings are applied.
 - **Process File Multipass:** The file is processed multiple times, with a unique filter applied for each pass. For example, if the file is set up to process by DEPT, then the file is processed once for each department. The data queries in the file are automatically filtered to return data for the current pass department only.

TIP: You can also process the file using the **File Processing** menu on the Axiom tab. (In systems with installed products, this feature may be located on the **Main** tab.)

Once file processing is initiated, the following occurs:

- The file is refreshed. If you are performing multipass processing, the file is refreshed using a data filter for the current pass item.
- The file processing action is performed. If you are performing multipass processing, the action may be performed after each pass, or it may be performed once all passes are complete, depending on the file processing settings.

A status bar displays the progress of the file processing. When the processing is complete, a confirmation box displays information about the process, such as how many passes were performed, how many files were created, etc.

Note that the file itself is not saved as part of file processing. You can process a file even if you have read-only rights to the file. However, if the file processing is set up to save to the database, you must have rights to save data for that file.

Removing reporting source files

Before running the monthly reports, we recommend that you first delete the reports that were sent out last month. Copies of these reports are stored in the **Explorer** task pane, in the **Financial Mgmt Utilities > Report Distribution > Sent Files** folder.

To remove reporting source files:

1. In [Explorer](#), in the **Libraries** section, click **Reports Library > Management Reporting Utilities > Report Distribution > Source Files**, and delete all of the files before running any batches.
2. In the **Financial Mgmt Utilities > Report Distribution > Sent Files** folder, make a copy for each month, and move the reports to a monthly folder for storage.

TIP: You may also want to keep these copies off the Axiom application server and in a designated place on your network.

Working with Variance Reporting

Variance Comments Collection automates the process of managers submitting explanations for variances between monthly budgets and actuals. In addition to collecting manager comments, Variance Comments Collection also prompts managers to submit proposed action plans for bringing their department's actuals in line with targets.

The Variance Comments Collection feature is implemented as an optional tab that you can include in the Month End Review Dashboard. This tab allows the following:

- Collect variance explanations and action plans for correction on a monthly basis.
- Enables one-stop shopping for the department manager by providing drill-downs.
- Provides a way to input variance explanations and actions plans for multiple departments at the same time.

Configuring Variance Comments Collection

Before you can collect variance comments for a new month, you must do the following:

1. [Set variance thresholds and alert flags.](#)
2. [Set VCC Payroll mapping.](#)
3. Set additional data requirements

Confirm that all necessary monthly data has been loaded, the payroll accrual process has been completed, and that periods have been set properly for the following data sources:

| Datasource | Definition |
|------------|------------------------------------------------------|
| Financial | Monthly GL & Statistics loaded and proper period set |

| Datasource | Definition |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Payroll12 | <p>Biweekly payroll (Payroll27) accrued to Payroll12 with EMPLOYEE NAME</p> <ul style="list-style-type: none"> • PP26to12_Hours– Act_Pay27_YYYY to Act_Pay12_YYYYHours sequence • PP26to12_Dollars – Act_Pay27_YYYY to Act_Pay12_YYYY Dollars sequence • EmpIDDesc |

Use the PP27to12 utility report to filter hours properly as well as transfer employee names from Payroll27 tables to Payroll12 tables.

Drilling Down to Detail

The following data is necessary to enable the corresponding drill-downs to detail.

- **GLDetail** – Journal entry transaction data imported for current period.
- **GLTransactions** - AP/MM/AR transaction data imported for current period.
- **RevUsage** – Monthly Gross Charges and Volumes by patient type (IP and OP) by CDM Code

Activating Variance Comments Collection

When activating Variance Comments Collection, you are adding the Variance Comments Collection tab to the Month End Review dashboard. This allows you to easily manage variance comments from one location. After you activate the tab, see [Using the Variance Comments Collection tab in the Month End Review dashboard](#).

NOTE: Before you can activate the tab, you must complete the setup steps. For more information, see [Configuring Variance Comments Collection](#).

To activate Variance Comments Collection:

1. Navigate to one of the following:
 - a. In the [Bud Admin](#) task pane, in the **Financial Reporting** section, click **Financial Utilities > System Setup**, and double-click **VCC_Threshold**.
 - b. In the [Mgmt Admin](#) task pane, in the **Dimension & Reference Maintenance** section, click **System Setup**, and double-click **VCC_Threshold**.
2. Click the **Activate Variance Comments Collection tab on Month End Review Dashboard** drop-down and click **Yes**.

Tolerance Level for Alerts

Custom Filter for Alert Processing:

Comparison Time Series:

Revenue & Usage Comparison:

Flag Max Positive Variances as Required:

Use H_JCHours for Paid Hours filter:

Activate Variance Comments Collection tab on Month End Review Dashboard:

| FSSummary | Min | Max | Threshold | Level of |
|-----------|--------|-----|-----------|----------|
| Groups | Yellow | Red | Red | Comments |

3. Click **Save**.

Using the Variance Comments Collection tab in the Month End Review dashboard

The Variance Comments Collection tab in the Month End Review dashboard allows you to manage variance comments. The tab displays as a sub-tab of the Operational Overview section within the dashboard. For instructions on activating the tab, see [Activating Variance Comments Collection](#).

SUMMARY

EXECUTIVE OVERVIEW

OPERATIONAL OVERVIEW

Variance Comments Collection

KPI

Patient Revenue

Other Revenue

Labor

Benefits

Other Expenses

Variance Comments Collection Summary

Vice President: Pending | Director: Pending | Manager: Pending | Period ending February 28, 2018

Month-End Variance Explanation - Feb-2018

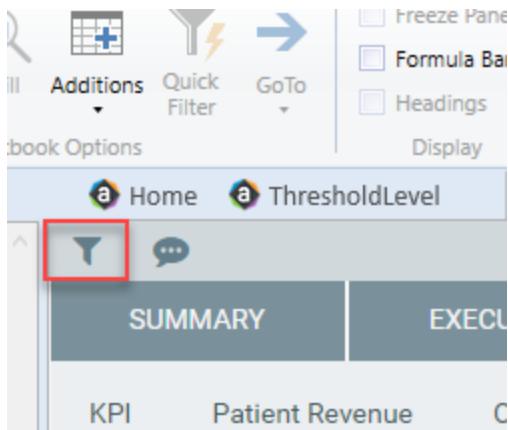
| Account | Description | Feb-2018 | Jan-2018 | Variance | Variance % | Last Mth Alert | Variance Explanation (max char 500) | Rate Volume Variance | | | |
|---------------------------|-------------|----------|----------|----------|------------|----------------|----------------------------------------|----------------------|--------|------------|-------------|
| | | Actual | Last Mth | | | | | Rate | Volume | Efficiency | 12 mo. Aler |
| Volume & Revenue Summary | | | | | | | | | | | |
| Paid Hours | | 0 | 0 | 0 | 0.00% | ✓ | | 0 | 0 | 0 | ✓ |
| Salary & Benefit Expenses | | 0 | 0 | 0 | 0.00% | ✓ | | 0 | 0 | 0 | ✓ |
| Supply Expense | | 0 | 0 | 0 | 0.00% | ✓ | | 0 | 0 | 0 | ✓ |
| Other Operating Expense | | 0 | 0 | 0 | 0.00% | ✓ | | 0 | 0 | 0 | ✓ |
| Total Expense | | 0 | 0 | 0 | 0.00% | ✓ | | 0 | 0 | 0 | ✓ |

► Applying filters

You must filter accounts before data will display.

To apply filters:

1. Click the filter icon in the upper-left toolbar.



2. In the drop-down menus that display, click options to set your time period, target, category, filter, and department. For more information on these filters, see [Viewing and filtering the Month End Review dashboard](#).
3. In the **Variance Comments Collection** section, complete the following options, as needed:

| Option | Description |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Which items do you want to see? drop-down | <p>Click one of the following options:</p> <ul style="list-style-type: none"> • All Items: displays all accounts. • Show Required Comments Only: displays only the accounts where variance comments are required based on threshold settings. |
| Action Plan checkbox | When checked, the tab displays the Action Plan column. The Action Plan column displays a text box for each account where comments are required. Use this text box to describe your action plan in regard to the variance. |
| Rate Volume Variance checkbox | This box is checked by default. When checked, the tab displays the following columns: Rate, Volume, Efficiency, and 12 mo. Alert. The alerts are based on threshold settings. |
| Year-To-Date checkbox | When checked, the tab displays the following columns: Current year Actual, Last Year, Variance, Variance %, and Last Year Alert. The alerts are based on threshold settings. |

▼ Variance Comments Collection

Which items do you want to see?

Required Comments Only ▼ ✕

☐ Action Plan

☒ Rate Volume Variance

☐ Year-To-Date

Apply Clear All Cancel

- Click **Apply**.
- In the **Variance Explanation** column, type a description that explains the variance from the previous year.

TIP: You can enter information in this column specific to the period you selected in Step 2.

- In the **Action Plan** column, type the actions your organization plans on taking to address the variance.

NOTE: This column only displays if you select the Action Plan check box in Step 3.

TIP: You can enter information in this column specific to the period you selected in Step 2.

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

► Drilling down to detail

Once you apply the filters, you can drill-down to greater levels of detail. To drill down, click the blue magnifying glass icon to see greater detail regarding the account in that row.

| ▼ | Salary & Benefit Expenses | 188,359 | 190,084 | 1,725 | 0.91% | 🟢 | | (11,033) | (5,489) | 18,248 | 🟢 |
|---|---------------------------------|---------|---------|---------|----------|---|---|----------|---------|--------|---|
| 🔍 | 60100 Salaries - Regular | 131,231 | 133,688 | 2,457 | 1.84% | 🟢 | – | (6,516) | (3,860) | 12,834 | 🔴 |
| 🔍 | 60110 Salaries - Overtime | 17,330 | 14,330 | (3,000) | (20.93%) | 🔴 | – | (3,962) | (414) | 1,376 | 🔴 |
| 🔍 | 60120 Salaries - Non-Productive | 12,983 | 12,159 | (824) | (6.77%) | 🟡 | – | (1,640) | (351) | 1,167 | 🟢 |
| 🔍 | 61100 Employee Annuity | 3,013 | 2,873 | (141) | (4.89%) | 🟢 | – | (333) | (83) | 276 | 🔴 |
| 🔍 | 61200 Medical Insurance | 11,835 | 11,835 | (0) | (0.00%) | 🟢 | – | (794) | (342) | 1,136 | 🔴 |
| 🔍 | 61220 Group Term Life | 252 | 234 | (17) | (7.45%) | 🟡 | – | (33) | (7) | 22 | 🔴 |

In the example below, we drill-down on Salaries - Overtime > all associated job codes > all associated employees.

NOTE: You can only access drill-downs for data that you have loaded already. For example, the JobCode Variance drill-down will not be available if you have not loaded job code data.

| | | | | | | | | | |
|---------------------------------|---------|---------|---------|----------|---|----------|---------|--------|--|
| Salary & Benefit Expenses | 188,359 | 190,084 | 1,725 | 0.91% | | (11,033) | (5,489) | 18,248 | |
| 60100 Salaries - Regular | 131,231 | 133,688 | 2,457 | 1.84% | - | (5,516) | (3,850) | 12,834 | |
| 60110 Salaries - Overtime | 17,330 | 14,330 | (3,000) | (20.93%) | - | (3,962) | (414) | 1,376 | |
| 60120 Salaries - Non-Productive | | | | | | | | | |
| 61100 Employee Annuity | | | | | | | | | |
| 61200 Medical Insurance | | | | | | | | | |
| 61220 Group Term Life | | | | | | | | | |

| Payroll - JobCode Variance | | | | | | | | | |
|----------------------------------------------------------------------------------------------------------|-------------|-----------------|--------------------|----------|-----------------|--------------------|----------|----------|--|
| Dept: 26610 - EMC 6A (JobCode ADC) Acct: 60110 - Salaries - Overtime Period ending February 28, 2018 | | | | | | | | | |
| JobCode | Description | Hours | | | Dollars | | | Variance | |
| | | Feb-2018 Actual | Feb-2018 3 Mth Avg | Variance | Feb-2018 Actual | Feb-2018 3 Mth Avg | Variance | | |
| J00090 Unit Clerk I | | | | | | | | | |
| J00495 Scheduling Clerk | | | | | | | | | |
| J00031 Clinical Technician | | | | | | | | | |
| J00324 Unit Clerk II | | | | | | | | | |
| J00323 LPN-BBHS | | | | | | | | | |
| J00772 Patient Care Associat | | | | | | | | | |
| J00191 Staff RN | | | | | | | | | |
| Total | | | | | | | | | |

| Payroll - Employee Variance | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|--------------------|----------|-----------------|--------------------|----------|----------|--|
| Dept: 26610 - EMC 6A (JobCode ADC) Acct: 60110 - Salaries - Overtime Jobcode: J00772 - Patient Care Associate Period ending February 28, 2018 | | | | | | | | | |
| * Files Dollars are estimated and may not tie to Jobcode Analysis totals | | | | | | | | | |
| EmpID | Description | Hours | | | Dollars | | | Variance | |
| | | Feb-2018 Actual | Feb-2018 3 Mth Avg | Variance | Feb-2018 Actual | Feb-2018 3 Mth Avg | Variance | | |
| 13857 Armstrong, Stephanie | | 25 | 17 | (8) | 619 | 301 | (318) | | |
| 25233 Douglass, Kelli | | 19 | 12 | (7) | 350 | 159 | (191) | | |
| 25934 Mallett, Monty | | 14 | 11 | (2) | 230 | 132 | (98) | | |
| 14120 Gates, Nancy | | 3 | 6 | 3 | 57 | 81 | 15 | | |
| 26800 Schulte, Mary | | 2 | 2 | (0) | 30 | 17 | (12) | | |
| 27314 Adams, Ella | | 1 | 2 | 1 | 20 | 23 | 3 | | |
| 27549 Sebrun, Margaret | | 1 | 1 | (0) | 22 | 11 | (11) | | |
| 24912 Williams, Ossie | | 1 | 7 | 7 | 11 | 81 | 70 | | |
| 0 | | 0 | 0 | 0 | 0 | 0 | 0 | | |
| 22496 Bailey, Addie | | 0 | 1 | 1 | 0 | 11 | 11 | | |
| 25217 Thomas, Layla | | 0 | 1 | 1 | 0 | 14 | 14 | | |
| 26880 Case, Robin | | 0 | 3 | 3 | 0 | 33 | 33 | | |
| 27430 Myers, Ragan | | 0 | 0 | 0 | 0 | 1 | 1 | | |
| 27658 Vanburen, Dorothy | | 0 | 3 | 3 | 0 | 22 | 22 | | |
| Total | | 66 | 67 | 2 | 1,348 | 887 | (461) | | |

▶ Viewing document images

AP and AR transactions may include links to supporting documentation that you can view directly in the Variance Comments Collection tab. To view the document links, drill down to the appropriate transaction, and click and drag the scroll bar until the **Link to Image** column displays. Click the icon to open the document image.

Transaction Information

Dept: 26610 - EMC 6A (JobCode ADC) | Acct: 61200 - Medical Insurance | Period ending February 29, 2020

| GL Source | Amount |
|-----------|----------|
| AP | 2,030.00 |

| Period | Amount |
|--------|----------|
| 201908 | 2,030.00 |

| n | JE No. | GL Sou... | Vendor | Item Description | Invoice No. | PO No. | Date | Check No. | Qty. | Amount | Link to Image |
|---|--------|-----------|--------|------------------|-------------|--------|------|-----------|------|--------|---------------|
| | | | | | | | | | 0 | 496.00 | |
| | | | | | | | | | 0 | 483.00 | |
| | | | | | | | | | 0 | 241.00 | |
| | | | | | | | | | 0 | 158.00 | |
| | | | | | | | | | 0 | 496.00 | |
| | | | | | | | | | 0 | 156.00 | |

| | |
|----|----------|
| AR | 1,638.00 |
| JE | 4,502.00 |
| MM | 1,666.00 |

Running the Monthly Reporting Process

Complete the following steps to generate a monthly report for your organization:

1. Load GL 12-month data.
2. Load Monthly Statistics data.
3. Load GL Detail data.
4. Load AP Detail data.
5. Load MM Detail data.
6. Load Accrued Receipts data.
7. Reconcile GL to GL Transactions.
8. Load Revenue and Usage data.
9. Reconcile monthly RevUsage reconciliation.
10. Summarize CDM statistics to financial.
11. Load Biweekly Payroll data.
12. Reconcile Biweekly Payroll.
13. Run Biweekly to Monthly Payroll Accrual report.
14. Run Monthly to GL Accrual utility.
15. Remove reporting source files.
16. Configure the Department Monthly Package report.
17. Process and distribute the Department Monthly Package report.
18. View the Month End Review dashboard.

Complete the following steps to generate a monthly report for your organization:

1. [Load GL 12-month data.](#)
2. [Load Monthly Statistics data.](#)
3. [Load GL Detail data.](#)
4. [Load AP Detail data.](#)
5. [Load MM Detail data.](#)
6. [Load Accrued Receipts data.](#)
7. [Reconcile GL to GL Transactions.](#)
8. [Load Revenue and Usage data.](#)

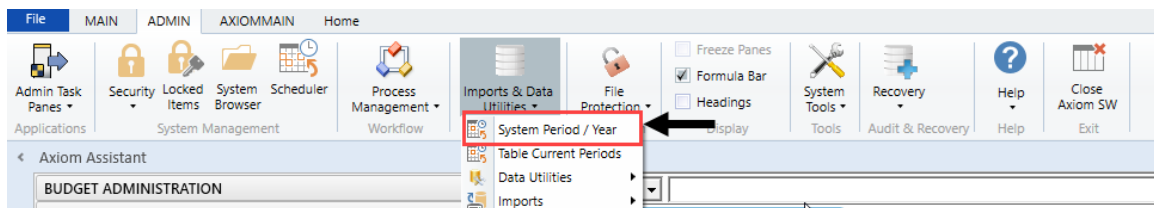
9. [Reconcile monthly RevUsage reconciliation.](#)
10. Summarize CDM statistics to financial.
11. [Load Biweekly Payroll data.](#)
12. [Reconcile Biweekly Payroll.](#)
13. [Run Biweekly to Monthly Payroll Accrual report.](#)
14. [Run Monthly to GL Accrual utility.](#)
15. [Remove reporting source files.](#)
16. [Configure the Department Monthly Package report.](#)
17. [Process and distribute the Department Monthly Package report.](#)
18. [View the Month End Review dashboard.](#)

Loading GL12 Month data

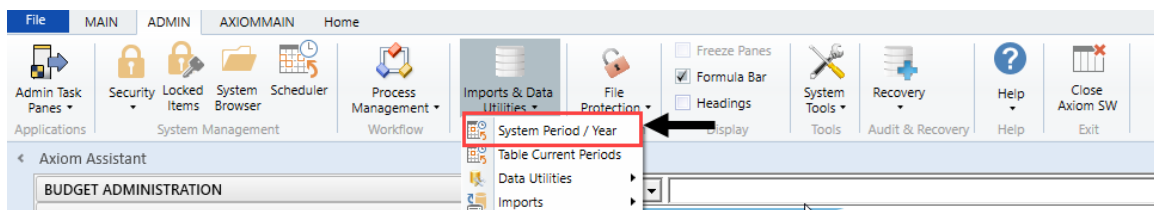
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a GL_ prefix.

To load GL12 Month data:

1. To change the current period, in the **Admin** ribbon tab, in the **Database** group, click **Imports & Utilities > System Period/Year**.

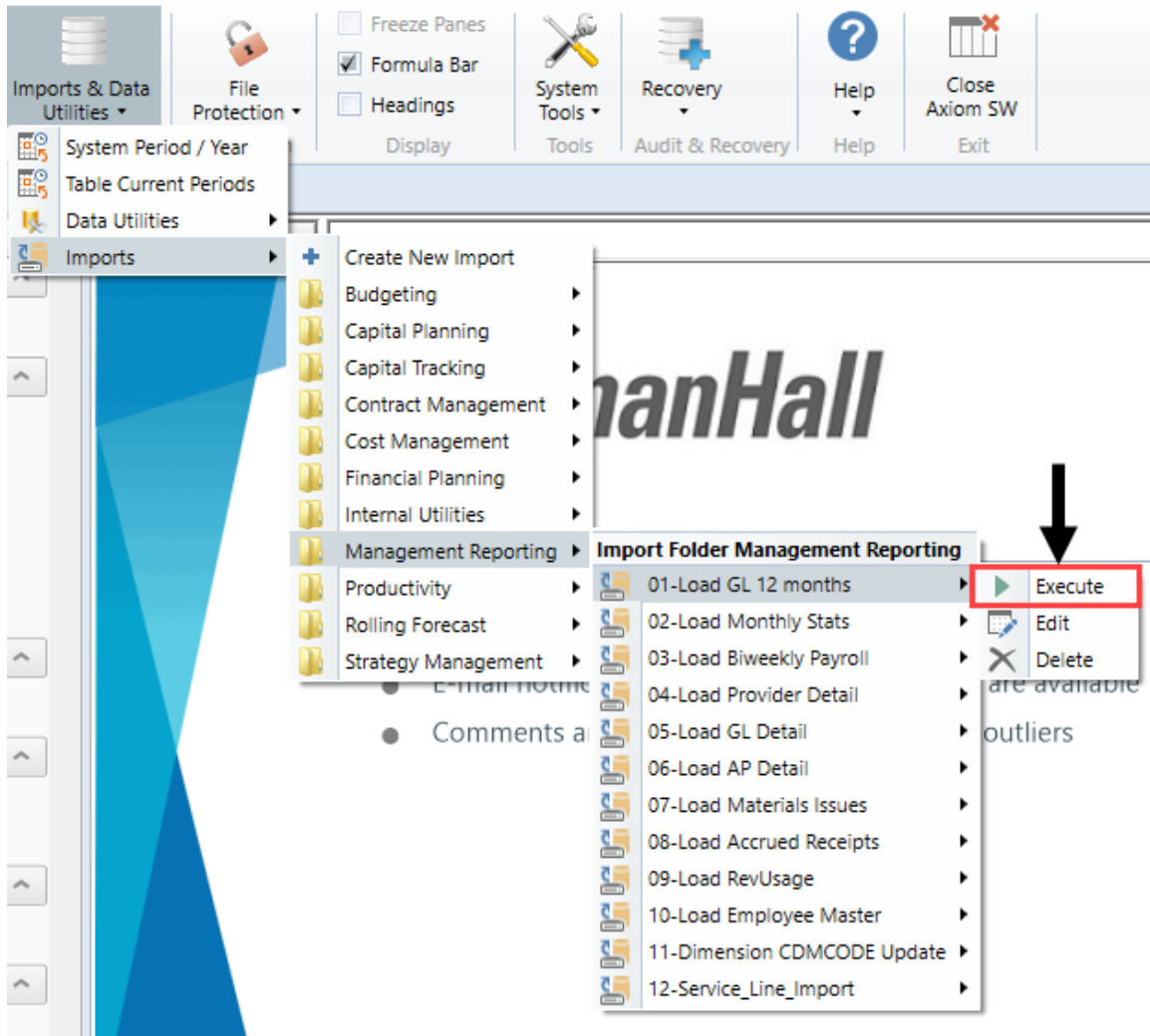


2. In the **System Current Period** dialog, in the **New Value** field, type the new month value, and click **OK**.

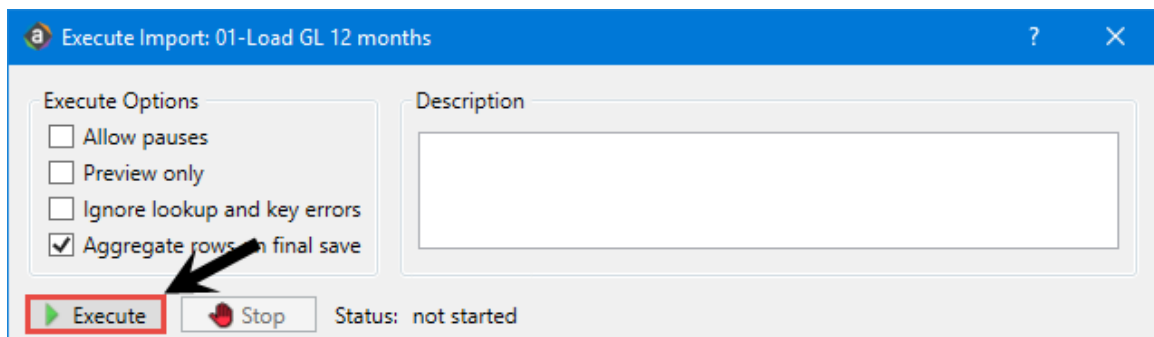


IMPORTANT: Do not change the **System Current Year** field unless changing over a new fiscal year. Setting the system period and year could affect other Axiom Healthcare Suite products.

3. In the Admin ribbon tab, in the Database group, click Imports & Data Utilities > Imports, Management Reporting> 01-Load GL 12 Months, and click Execute.



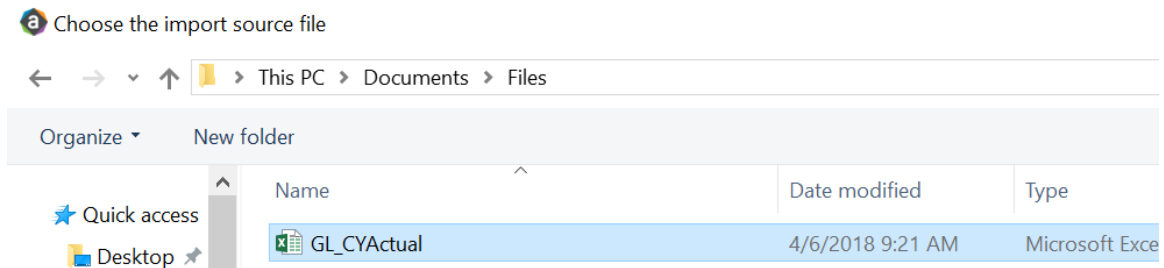
4. Click Execute.



5. In the Variables dialog, do the following, and click OK:

| Field | Steps |
|-----------------------------------|------------------------------|
| Table: Select Table | Select the ACT or BUD table. |
| Year Selection: Input Year (YYYY) | Type the year to load. |

6. In the **Choose the import source file** dialog, select the source file to load.-



If the import encounters validation errors, see [Resolving import validation errors](#).

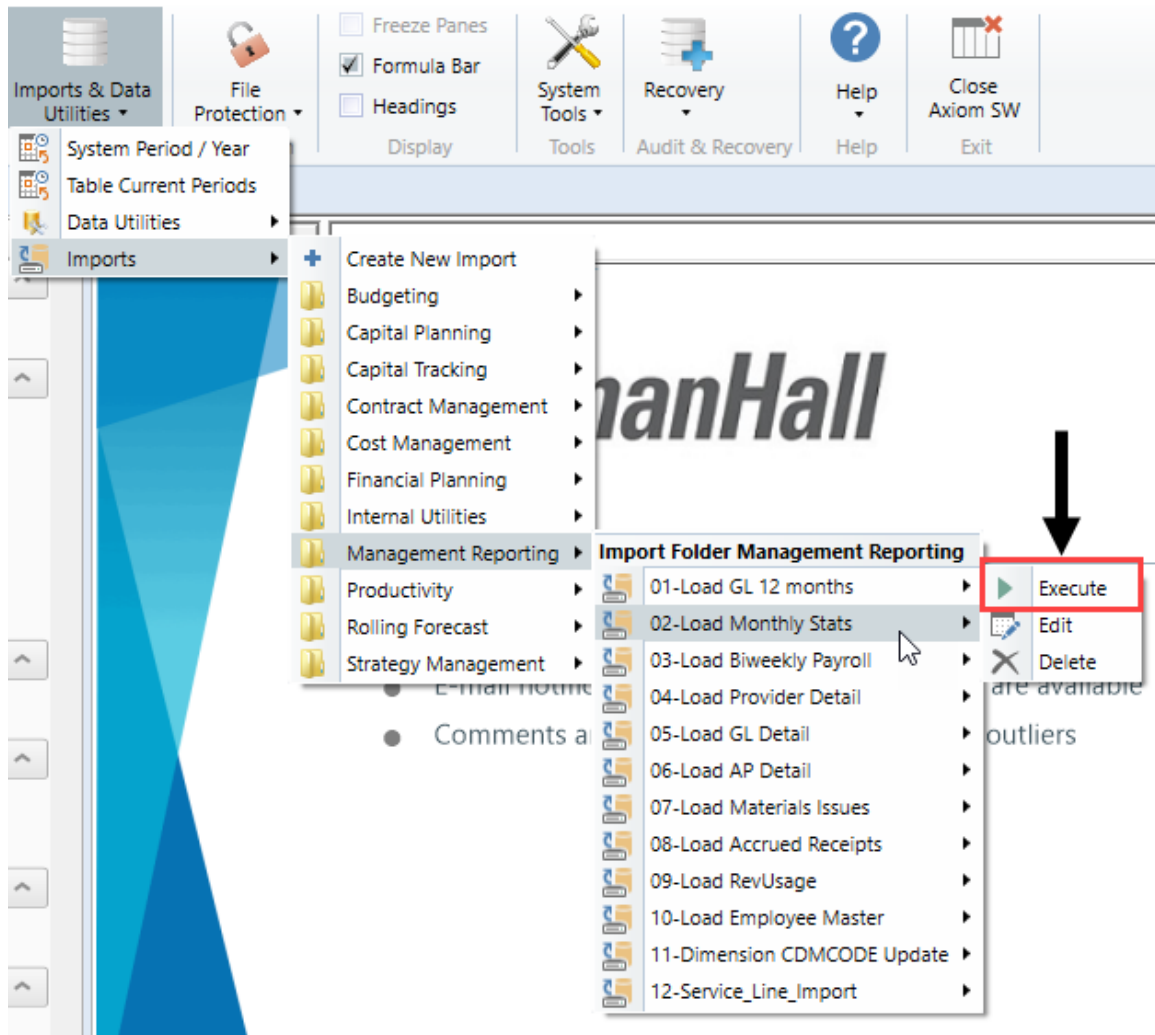
7. After you load the data, run the Income Statement Summary report in Explorer in **Reports Library > Management Reporting > Income Statement > Income Statement Summary** to reconcile to your GL income statement.

Loading Monthly Statistic data

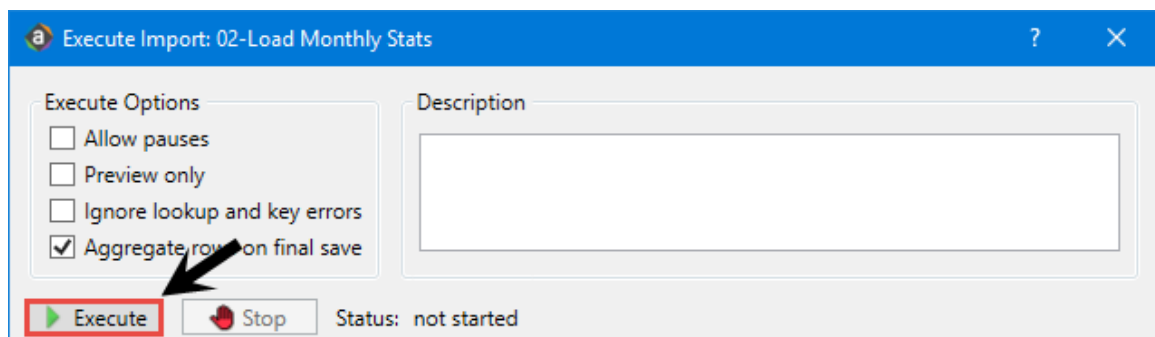
Make sure you create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a ST_prefix.

To load Monthly Statistic data:

1. In the **Admin** ribbon tab, in the **Database** group, click **Imports & Data Utilities > Imports > Management Reporting > 02-Load Monthly Stats**, and click **Execute**.



2. Click Execute.

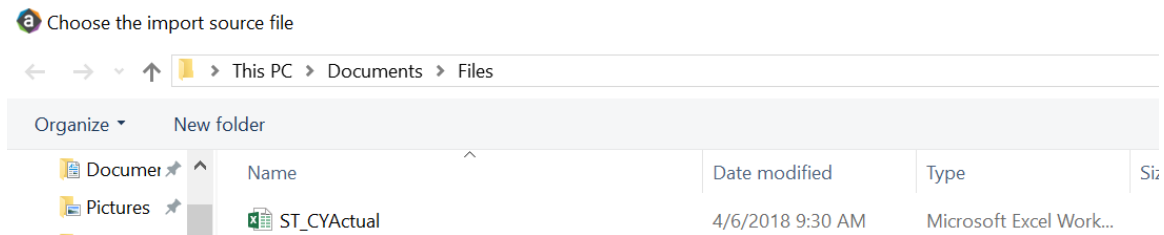


3. In the Variables dialog, do the following, and click OK:

| Field | Steps |
|-----------------------------------|------------------------------|
| Table: Select Table | Select the ACT or BUD table. |
| Year Selection: Input Year (YYYY) | Type the year to load. |

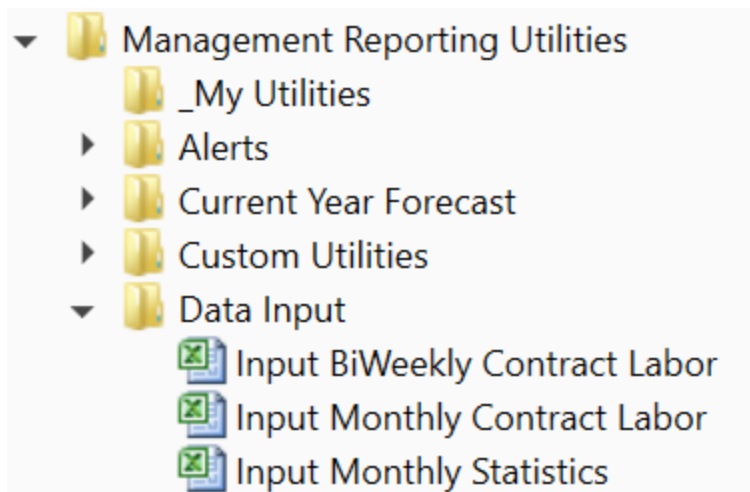
4. In the **Chose the import source file** dialog, navigate to the location where you stored the source file, and select it.

NOTE: We recommend that you name the file using a ST_ prefix.



If there are any import exceptions, follow the import exceptions remediation from [Resolving import validation errors](#).

5. If you are not loading your statistics through an import set up by your Kaufman Hall Implementation Consultant, then you can also load statistics using a Save to Database report. There are standard reports delivered with your system for this, which you can find in Explorer in Management Reporting Utilities > Data Input > Input Monthly Statistics.



6. Use the top section of the report, labeled **Add New Stats**, when entering a new Dept-Acct combination into the database.

If needed, you can copy additional rows by copying the entire row, and then using the **Insert Entire Row** option in Excel. If you Refresh the report, it will bring in all existing statistic combinations from the database, and you can then update any monthly value in the blue cells in the **Change Existing Stats** section.

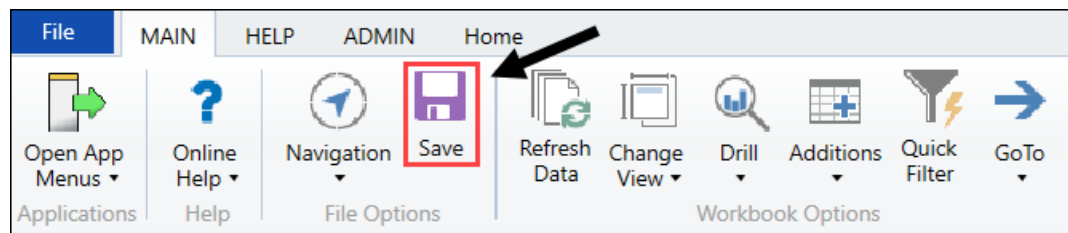
Monthly Statistics Input Form

KHA Health
Click "Save" to save values to database

No changes made

| Department | DEPT | Description | InitID | Acct | July | August | September | October |
|------------------------------------------------------|-------|---------------------|--------|------|------|--------|-----------|---------|
| Add New Stats | | | | | | | | |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 |
| Enter Valid Dept>>> | | Enter Valid Acct>>> | 1 | | 0 | 0 | 0 | 0 |
| <Copy above rows and insert here if more are needed> | | | | | | | | |
| Change Existing Stats | | | | | | | | |
| EHS Sports Medicine | 17840 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 |
| EHS *** Bldg-Med Office/East Hplex | 17870 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 |
| EPG Clinic Administration | 17879 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 |
| EPG Phys Clinic-North | 17880 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 |
| EPG Phys Clinic-Occ Hlth East | 17881 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 |
| EPG Phys Clinic-Occ Hlth Midtown | 17883 | Calendar Days | 1 | 300 | 31 | 31 | 30 | 31 |

- After you complete your inputs, from the **Main** ribbon tab, click **Save** to send the data into the database and save the report.

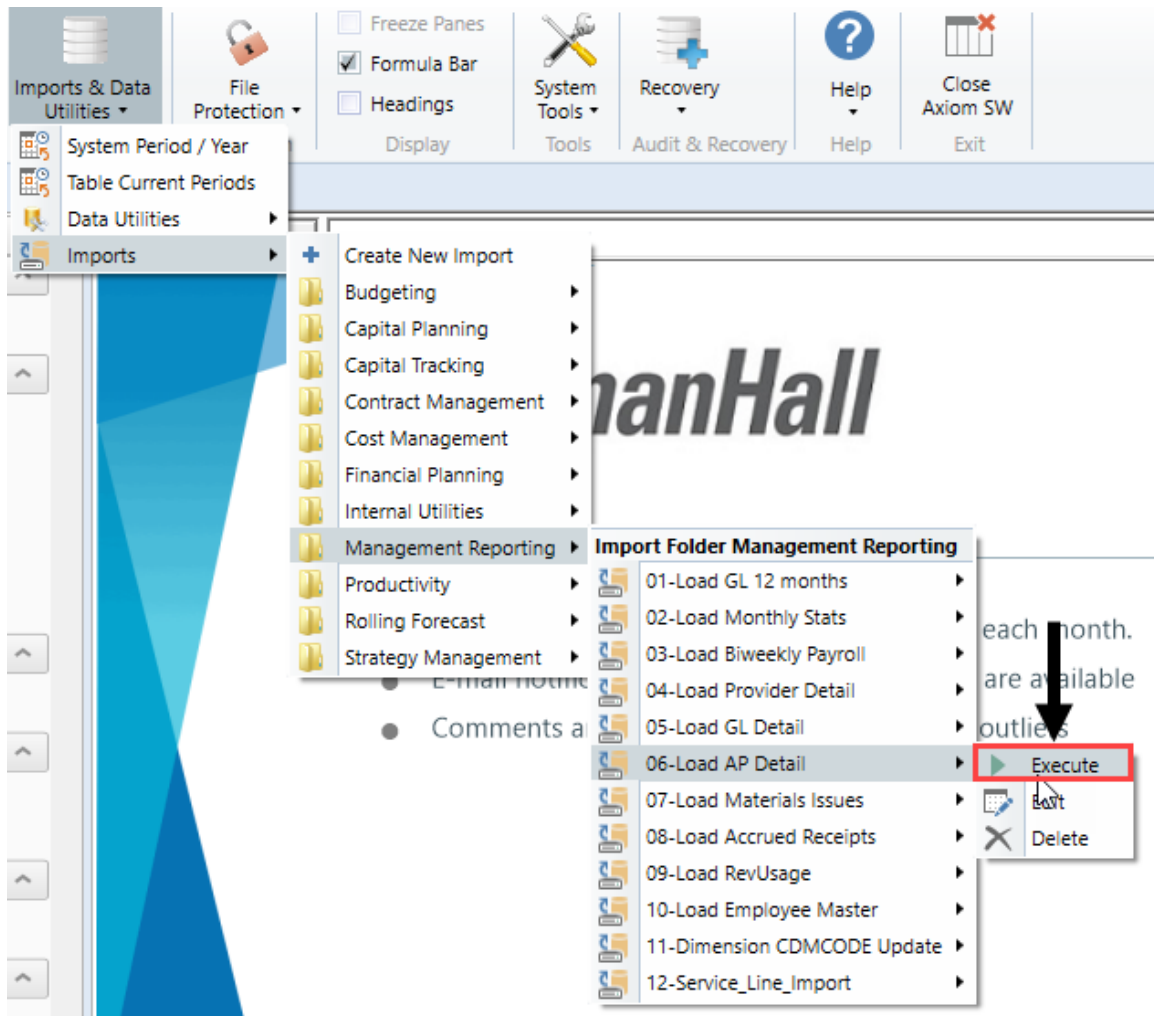


Loading AP Detail data

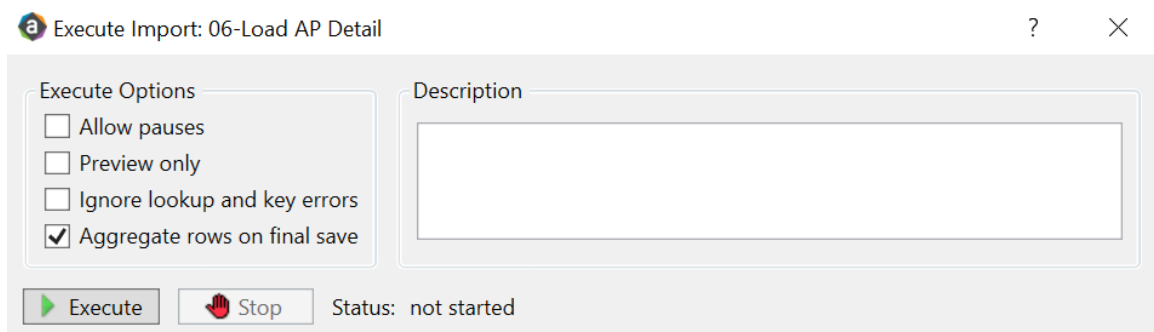
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an AP_prefix.

To load AP Detail data:

- In the **Admin** ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 06-Load AP Detail > Execute**.



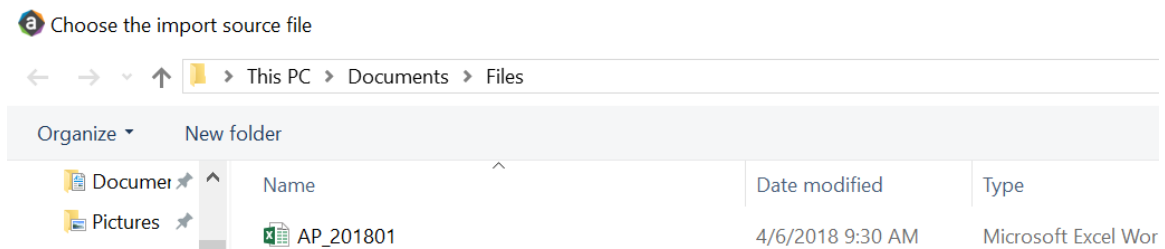
2. In the **Execute Import: 06-Load AP Data** dialog, click **Execute**.



3. In the **Variables** dialog, do the following, and click **OK**:

| Field | Steps |
|----------------------------|---------------------------------------------------|
| YR: Input Year (YYYY) | Type the year to load. |
| YearMonth: Select GLPeriod | In the drop-down, select the GLPeriod to load to. |

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



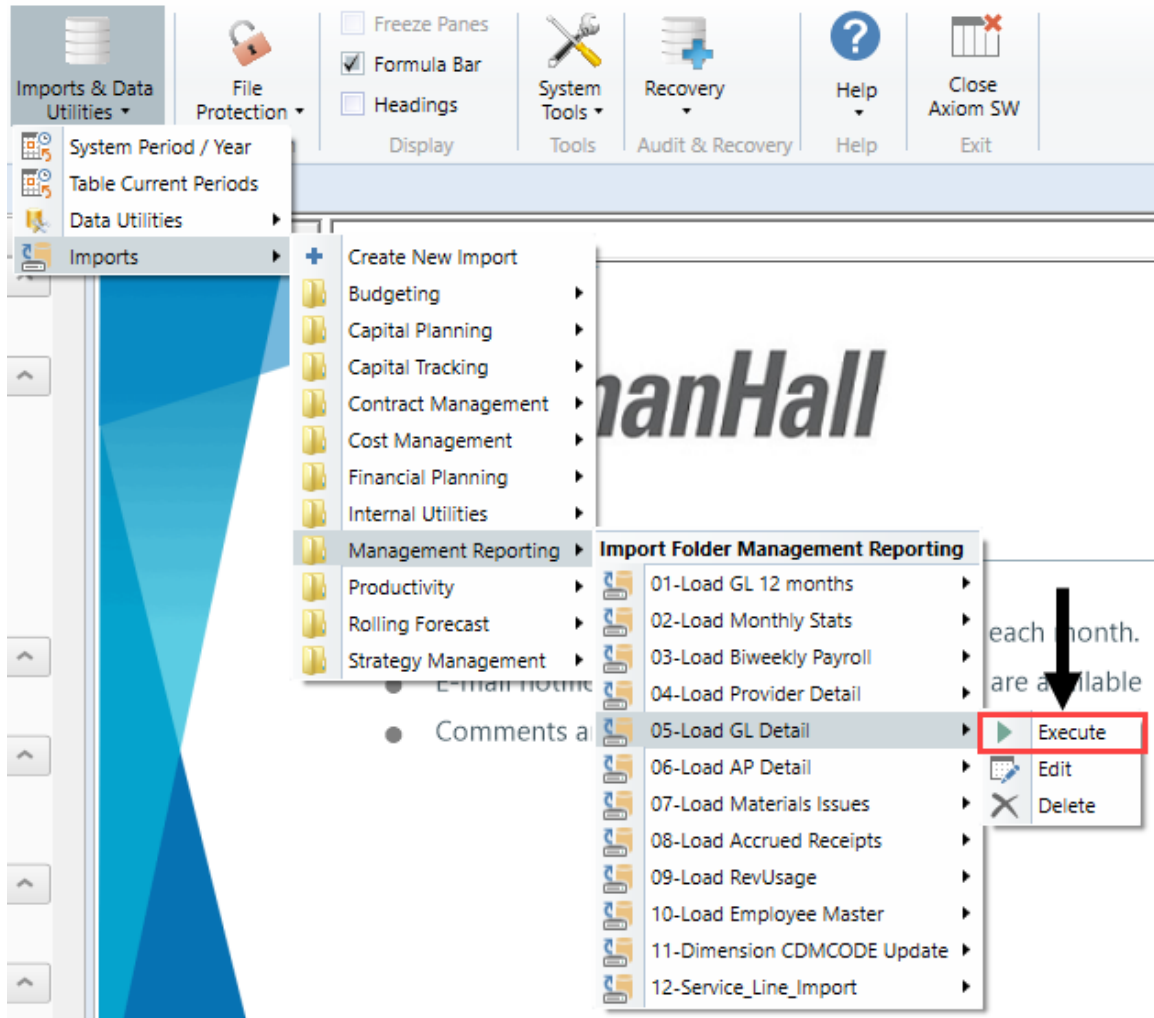
5. If there are any import exceptions, follow the import exceptions remediation from [Resolving import validation errors](#).

Loading GL Detail data

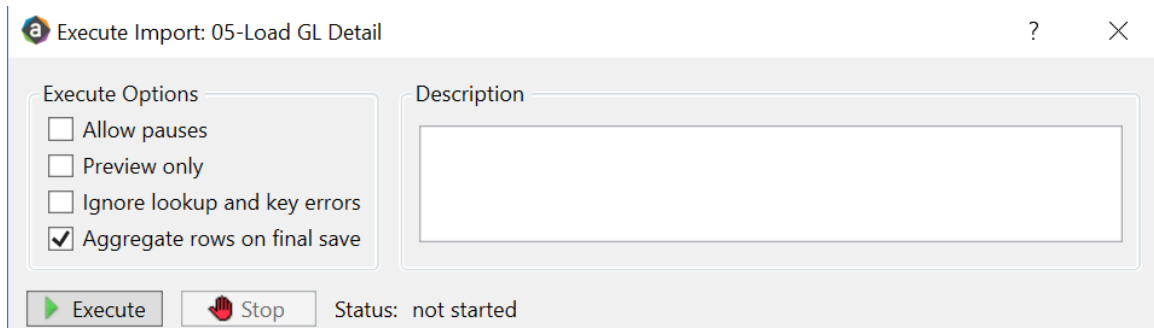
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a JE_prefix.

To load GL Detail data:

1. In the **Admin** ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 05-Load GL Detail > Execute**.



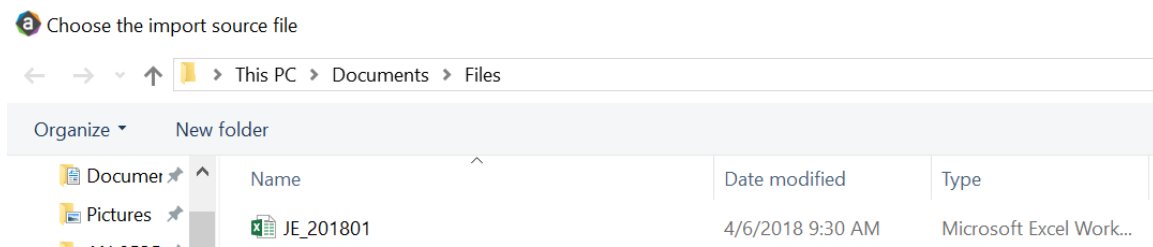
2. In the **Execute Import: 05-Load GL Data** dialog, click **Execute**.



3. In the **Variables** dialog, do the following, and click **OK**:

| Field | Steps |
|----------------------------|---------------------------------------------------|
| YR: Input Year (YYYY) | Type the year to load. |
| YearMonth: Select GLPeriod | In the drop-down, select the GLPeriod to load to. |

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



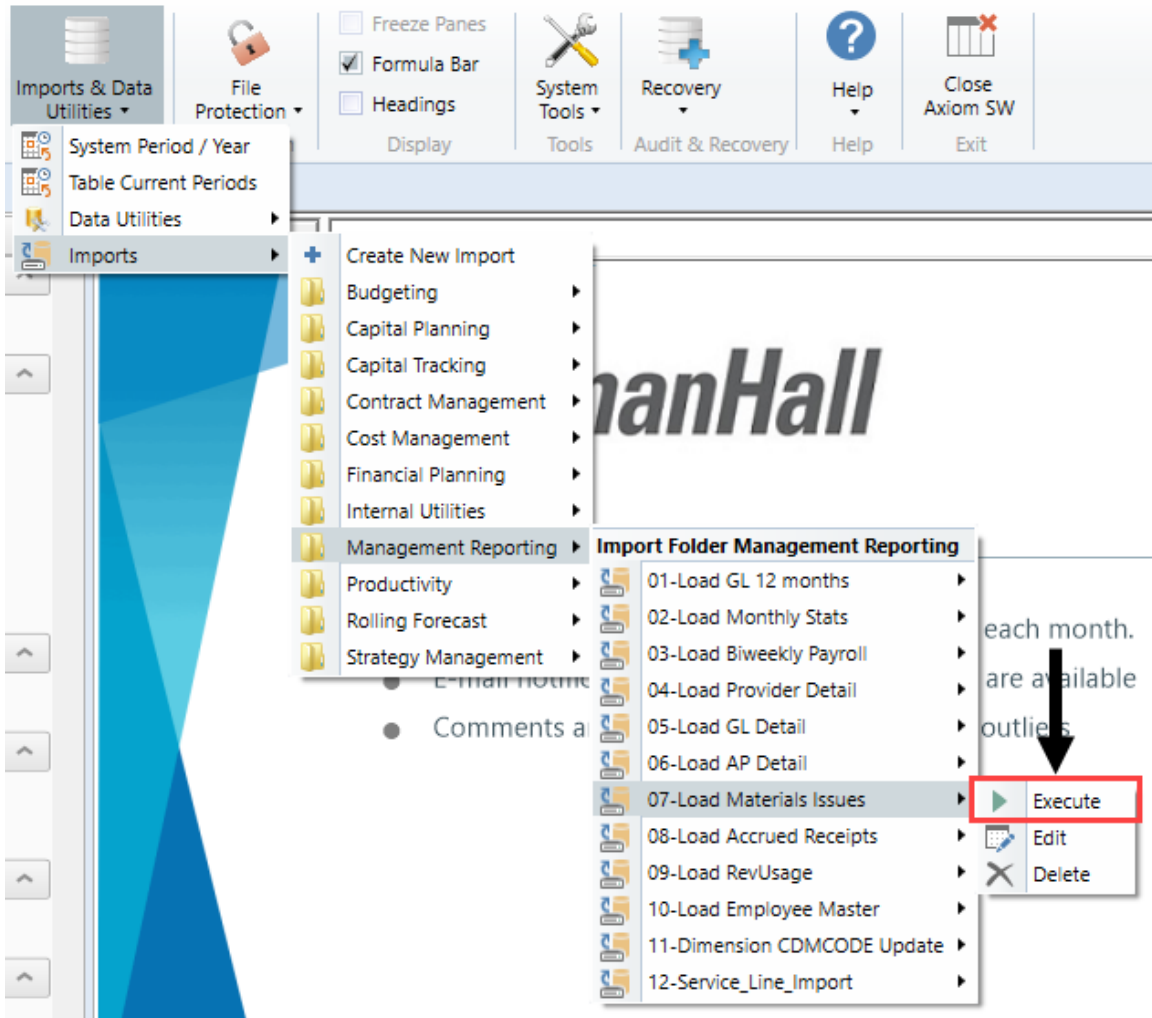
5. If there are any import exceptions, follow the import exceptions remediation from [Resolving import validation errors](#).

Loading MM Detail data

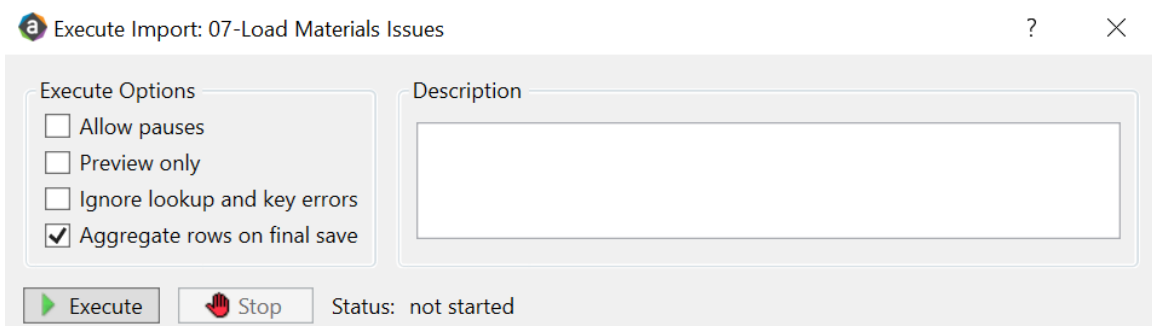
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with an MM_prefix.

To load MM Detail data:

1. In the **Admin** ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 07-Load Materials Issues> Execute**.



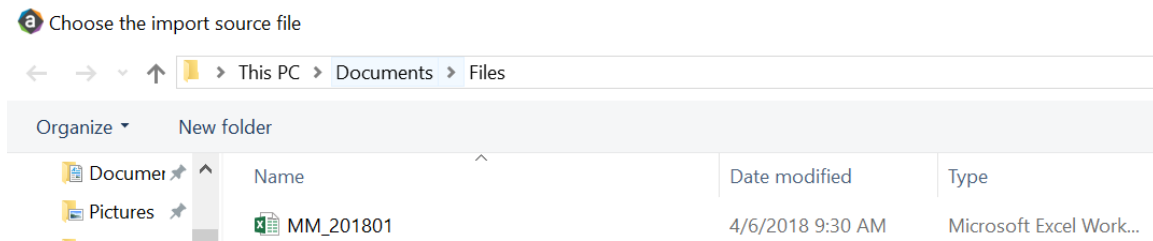
2. In the **Execute Import: 07-Load Materials Issues** dialog, click **Execute**.



3. In the **Variables** dialog, do the following, and click **OK**:

| Field | Steps |
|----------------------------|---------------------------------------------------|
| YR: Input Year (YYYY) | Type the year to load. |
| YearMonth: Select GLPeriod | In the drop-down, select the GLPeriod to load to. |

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



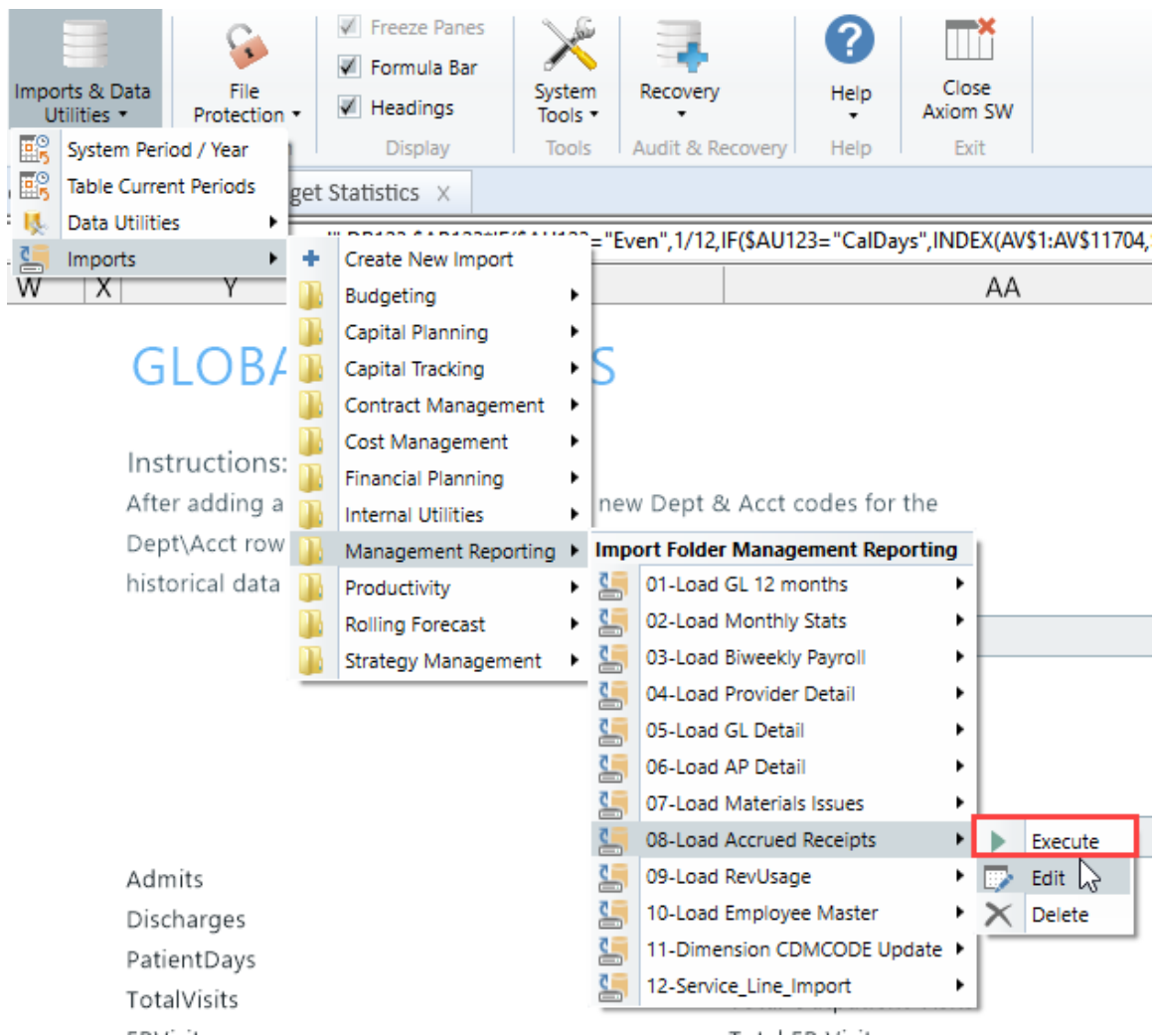
5. If there are any import exceptions, follow the import exceptions remediation from [Resolving import validation errors](#).

Loading Accrued Receipts data

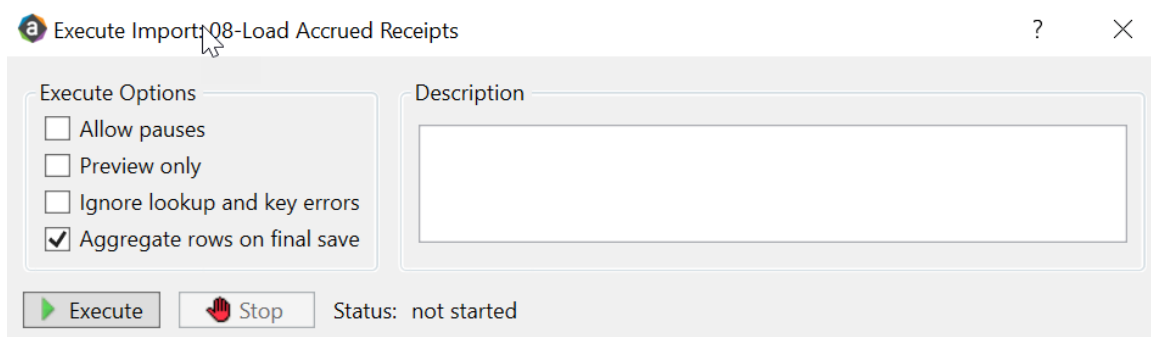
Make sure the import file is created and saved to a directory accessible by the Axiom Application server. We recommend naming the file with an AR_prefix.

To load Accrued Receipts data:

1. In the **Admin** ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 08-Load Accrued Receipts > Execute**.



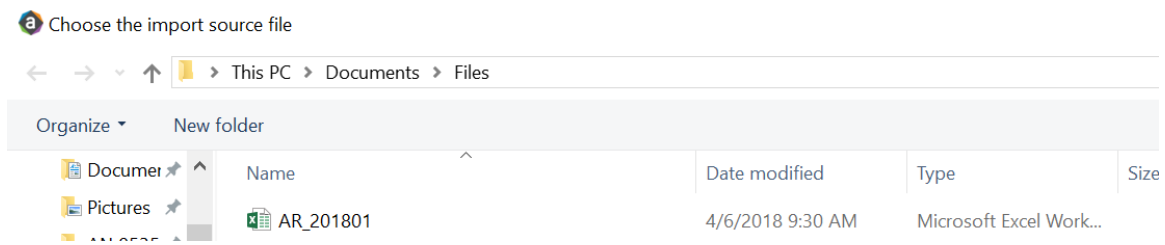
2. In the **Execute Import: 08-Load Accrued Receipts** dialog, click **Execute**.



3. In the **Variables** dialog, do the following, and click **OK**:

| Field | Steps |
|----------------------------|---------------------------------------------------|
| YR: Input Year (YYYY) | Type the year to load. |
| YearMonth: Select GLPeriod | In the drop-down, select the GLPeriod to load to. |

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



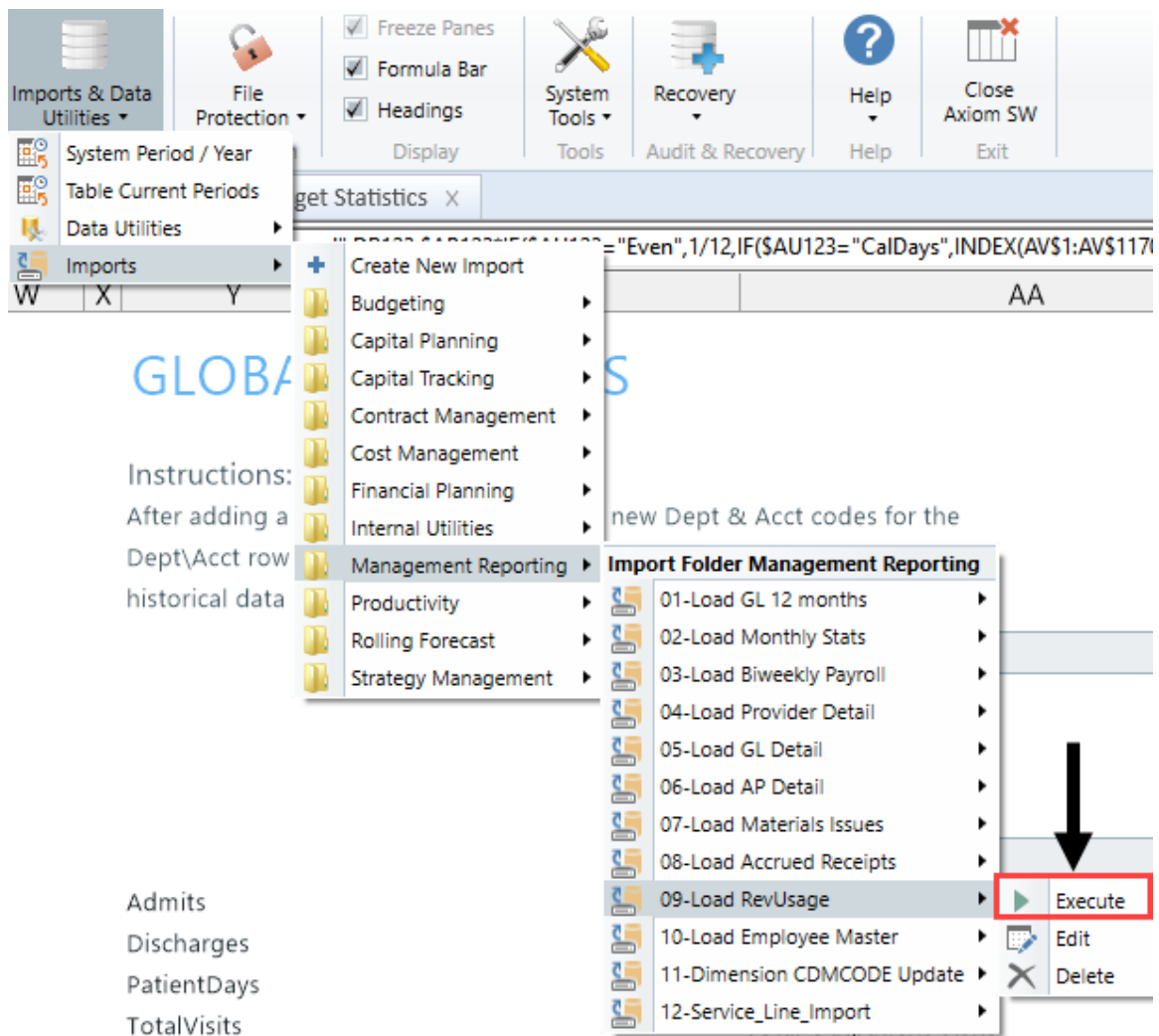
5. If there are any import exceptions, follow the import exceptions remediation from [Resolving import validation errors](#).

Loading Revenue and Usage data

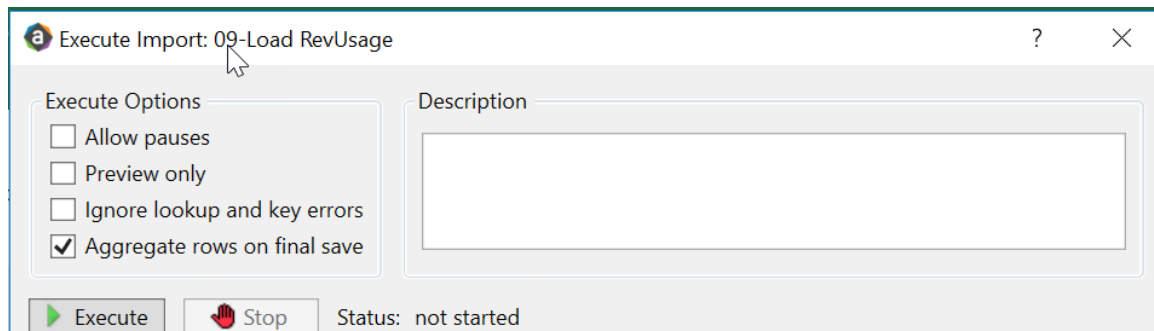
Make sure to create and save the import file to a directory accessible by the Axiom Application server. We recommend naming the file with a RU_prefix.

To load Revenue and Usage data:

1. In the **Admin** ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 09-Load RevUsage > Execute**.



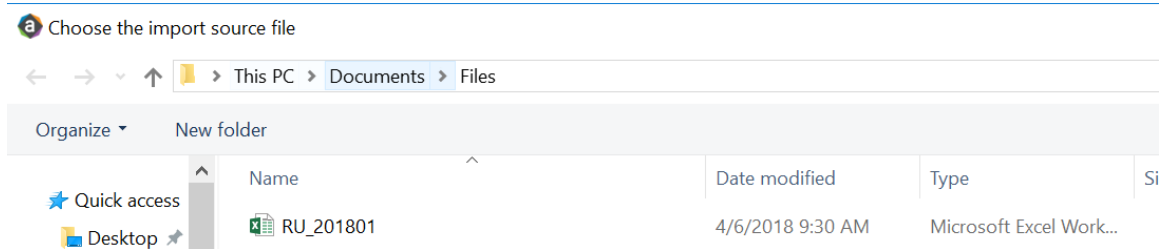
2. In the **Execute Import: 09-Load RevUsage** dialog, click **Execute**.



3. In the **Variables** dialog, do the following, and click **OK**:

| Field | Steps |
|--------------------------------|------------------------------------------------|
| YR: Input Year (YYYY) | Type the year to load. |
| Month: Select Current Month | In the drop-down, select the month to load to. |

4. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.



5. If there are any import exceptions, follow the import exceptions remediation from [Loading GL12 Month data](#).

Summarizing CDM statistics to financial

To use your Charge Master (CDMCODE) to create your statistics, we offer a save-to-database utility that summarizes the Inpatient and Outpatient volumes in the RevUsage database (ACT_RU_20XX) into statistic accounts that can be stored in the Financial database (ACT20XX). For this utility to work, your Kaufman Hall consultant will help you design your CDMCODE table during the implementation.

To summarize CDM statistics to financial:

1. To run this Save to Database utility, navigate to In the [Explorer](#) task pane, in the **Libraries** section, click the **Reports Library > Management Reporting Utilities > RevUsage** folder, and double-click **Summarize CDM Statistics**.
2. In the drop down box in cell M19, select whether you are running the process for **Current Year** or **Last Year**.

Home Summarize CDM Statistics (R/O) x

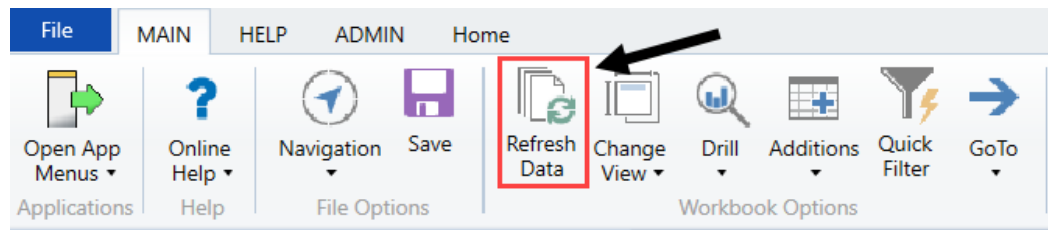
Select Year to process:
 Current Year
 Current Year
 Last Year

Summarization of CDM Statistics

| CDMCode | Description | RVU | StatAcct | Dept | July 2017 |
|---------|-------------|-----------------------------------|----------|---------|-----------|
| 3304 | C2842020017 | Group Therapy Weight Control (Nd) | 1.00 | 0 28420 | 79 |
| 3305 | C2842020020 | Ol 4 Week Group Program | 1.00 | 0 28420 | 4 |
| 3306 | C2842020023 | Office Visit - Staff | 1.00 | 0 28420 | 89 |
| 3307 | C2842050006 | Nutrit Supp Nutrirmed Box | 1.00 | 0 28420 | 457 |
| 3308 | C2842060005 | Comprehensive Metabolic Panel | 1.00 | 0 28420 | 67 |
| 3309 | C2842060006 | Cpk | 1.00 | 0 28420 | 68 |
| 3310 | C2842060020 | Magnesium | 1.00 | 0 28420 | 68 |
| 3311 | C2842060031 | Uric Acid | 1.00 | 0 28420 | 67 |
| 3312 | C2842060032 | Elkg | 1.00 | 0 28420 | 11 |
| 3313 | C2843050004 | Sam-Individual Therapy | 1.00 | 0 28430 | 164 |
| 3315 | C2851003377 | Nutrit Supp Ultracal 4359-06 Ltr | 1.00 | 0 28510 | 3 |
| 3316 | C2851010018 | Med Nutr Therapy - Initial | 1.00 | 0 28510 | 6 |
| 3317 | C2851010020 | Med Nutr Therapy - Group | 1.00 | 0 28510 | 3 |

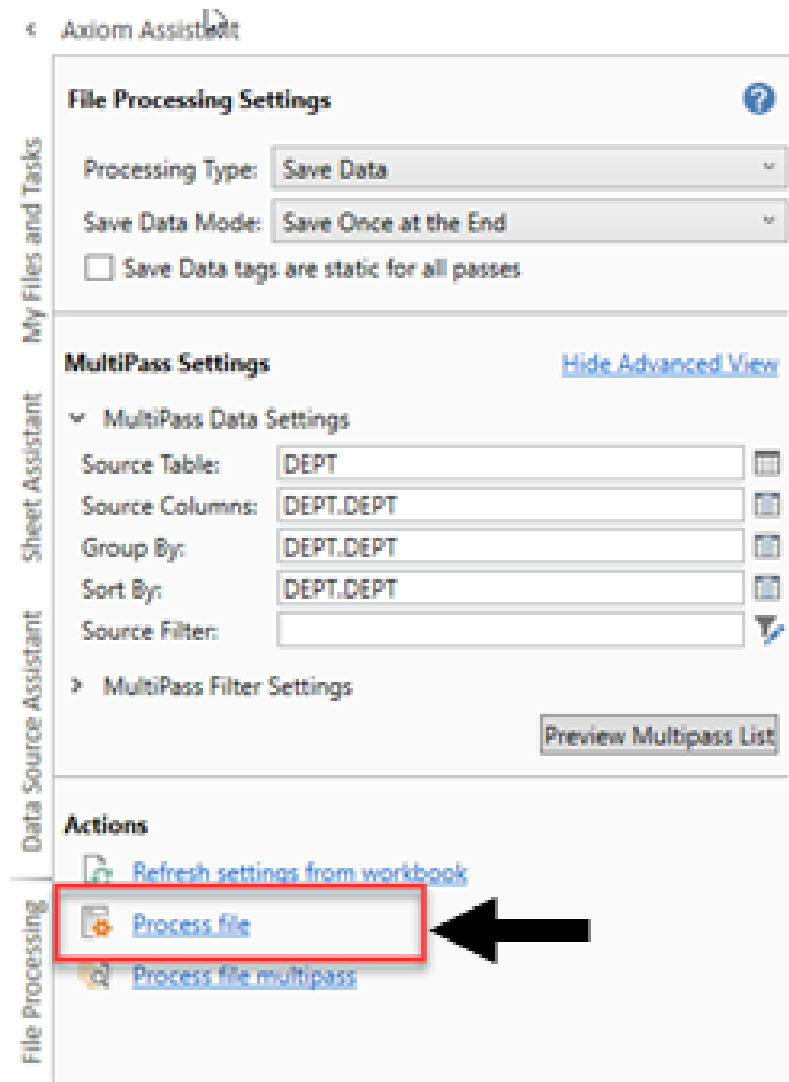
3. Refresh the data by doing one of the following:

- In the Main ribbon tab, click Refresh Data.



- Press F9.

4. In the File Processing task pane, click Process file.



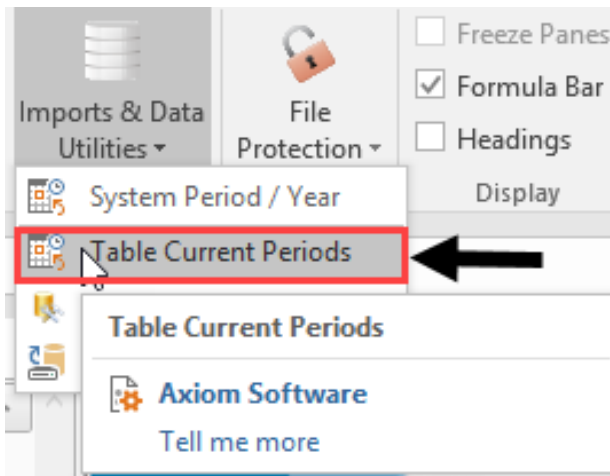
NOTE: You do not need to run this utility using Multipass unless you are a large health system and are noting performance issues when previously running.

Loading Biweekly Payroll data

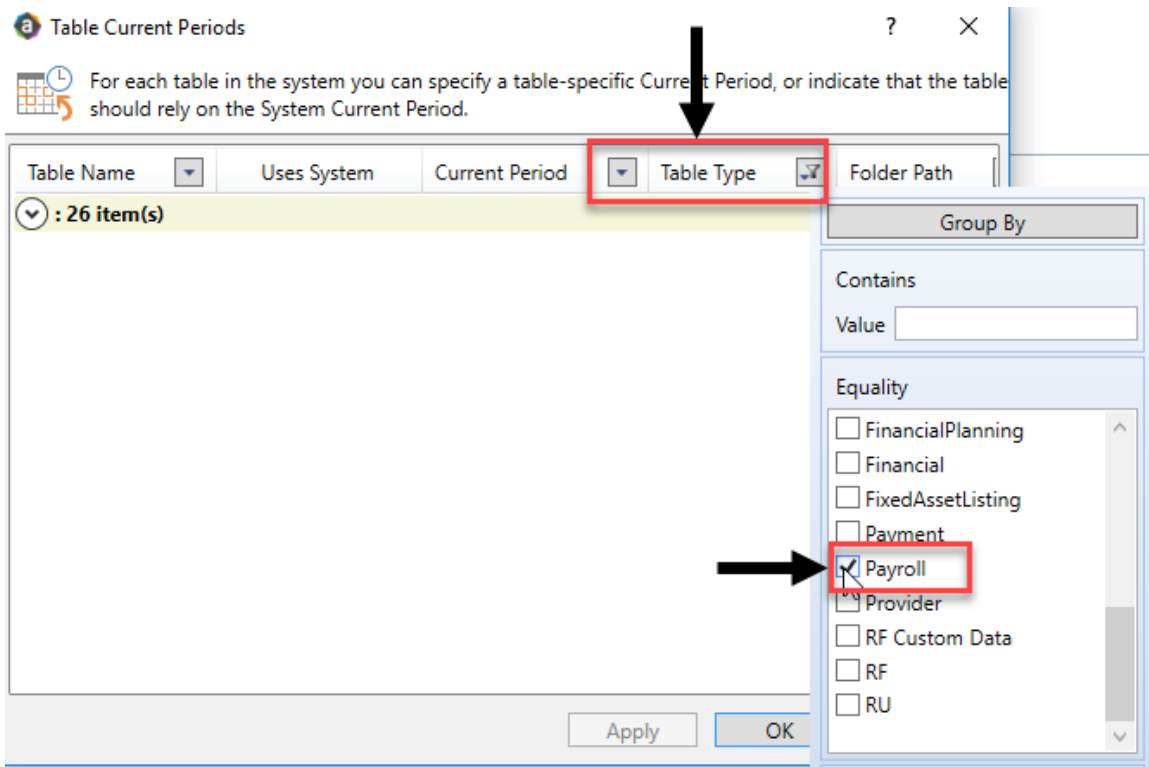
Make sure you create and save the import file to a directory accessible by the Axiom Application server. The file should be saved as LD_MMDDYY_PP. For example, LD_100418_1

To load Biweekly Payroll data:

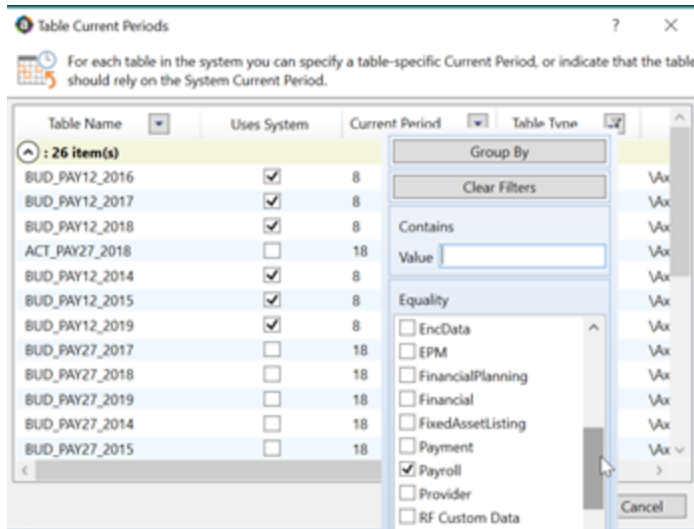
1. In the Admin ribbon tab, click **Imports & Data Utilities > Table Current Periods**.



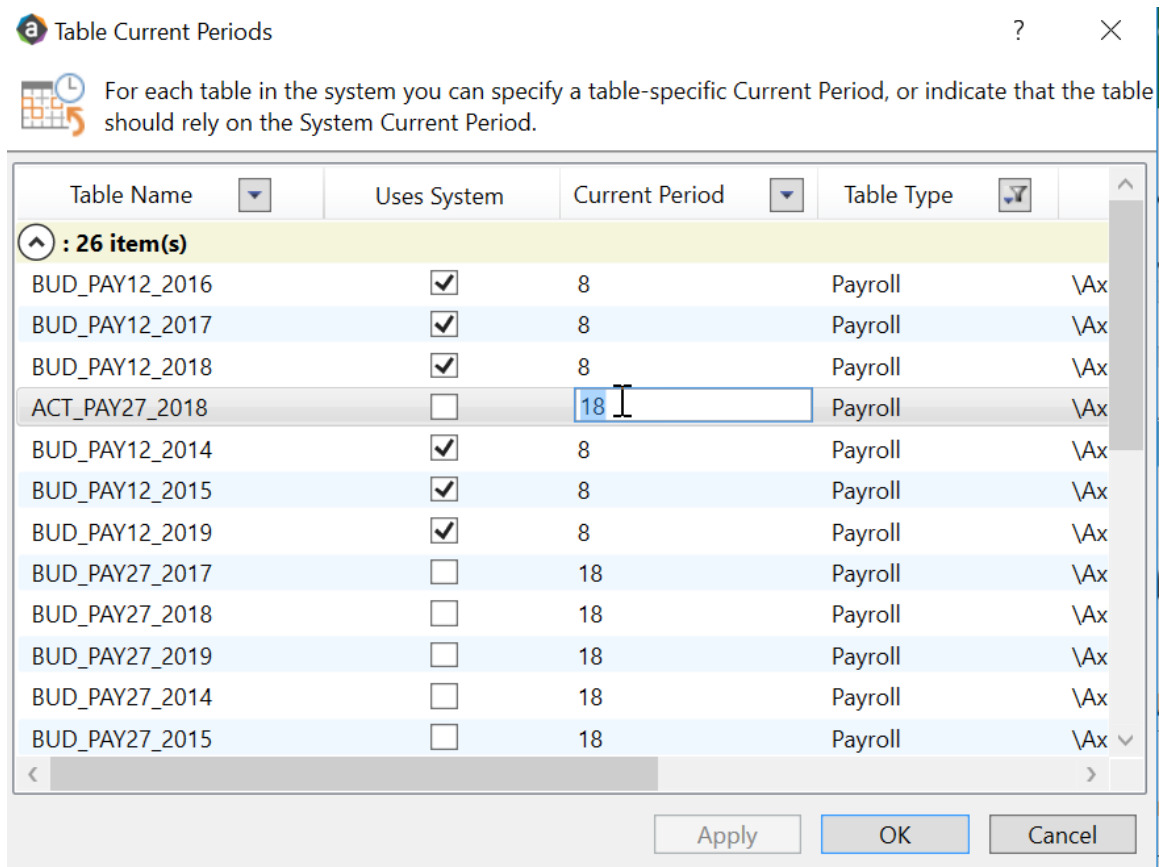
2. Filter using the Table Type, and select **Payroll**.



3. Change the period for all of the payroll tables where the **Uses System** checkbox is not selected.

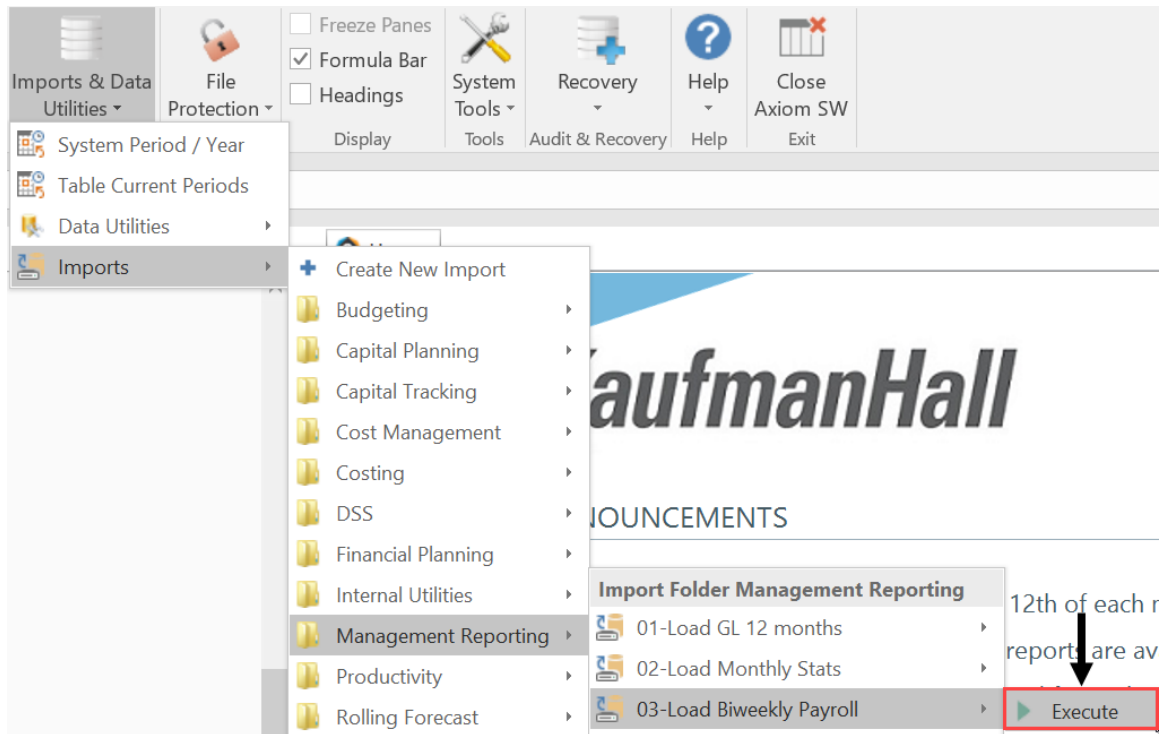


4. In the **Table Current Periods** dialog, double-click the current period for the table, and type the new period.

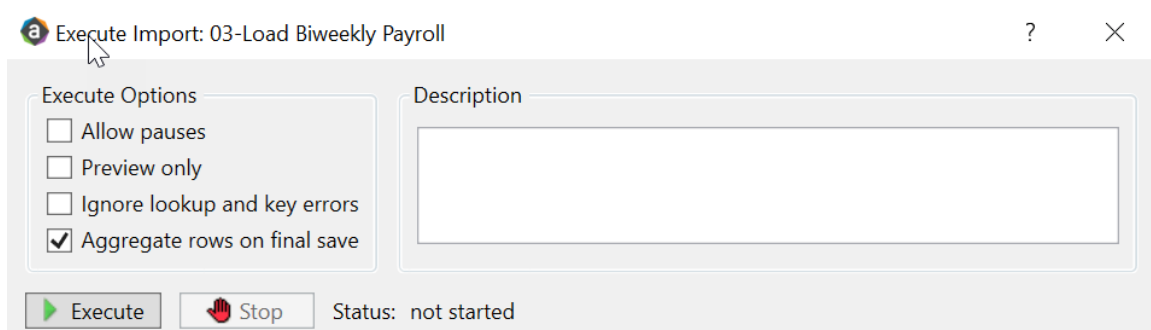


5. When you have finished all the tables, click **OK**.

6. In the Admin ribbon tab, click **Imports & Data Utilities > Imports > Management Reporting > 03-Load Biweekly Payroll > Execute**.



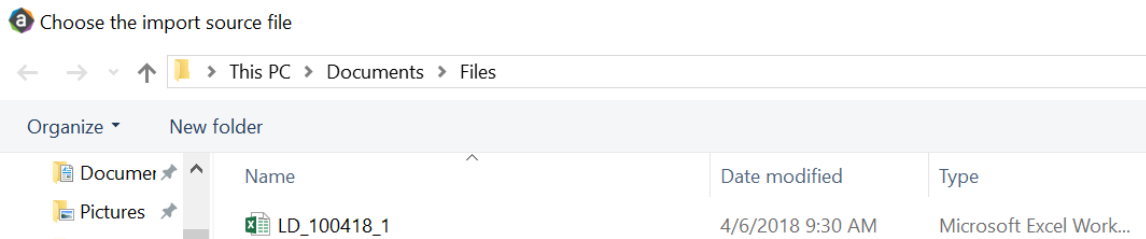
7. In the **Execute Import: 03-Load Biweekly Payroll** dialog, click **Execute**.



8. In the **Variables** dialog, do the following, and click **OK**:

| Field | Steps |
|-----------------------------------|-----------------------------------------------------|
| Year Selection: Input Year (YYYY) | Type the year to load. |
| PayPeriod: Input Period (1 – 27) | In the drop-down, select the pay period to load to. |

9. In the **Choose the import source file** dialog, navigate to the location where you stored the source file, and select it.

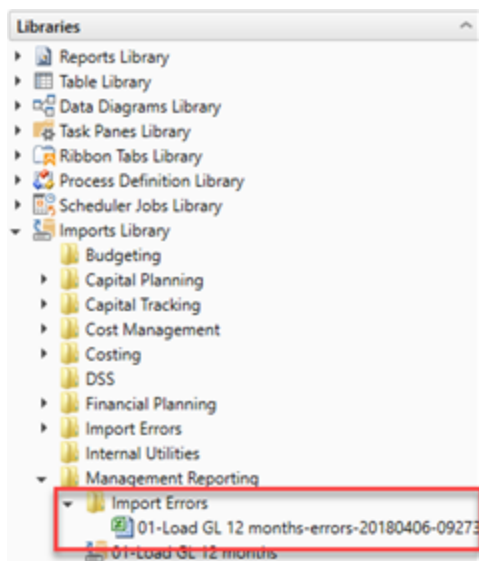


10. If there are any import exceptions, follow the import exceptions remediation from .

Resolving import validation errors

If the import experiences import validation errors, you can view them in two places in the system: a separate CSV file and the Execution log area of the Execute Import dialog, as shown in Step 8 of [Loading GL12 Month data](#).

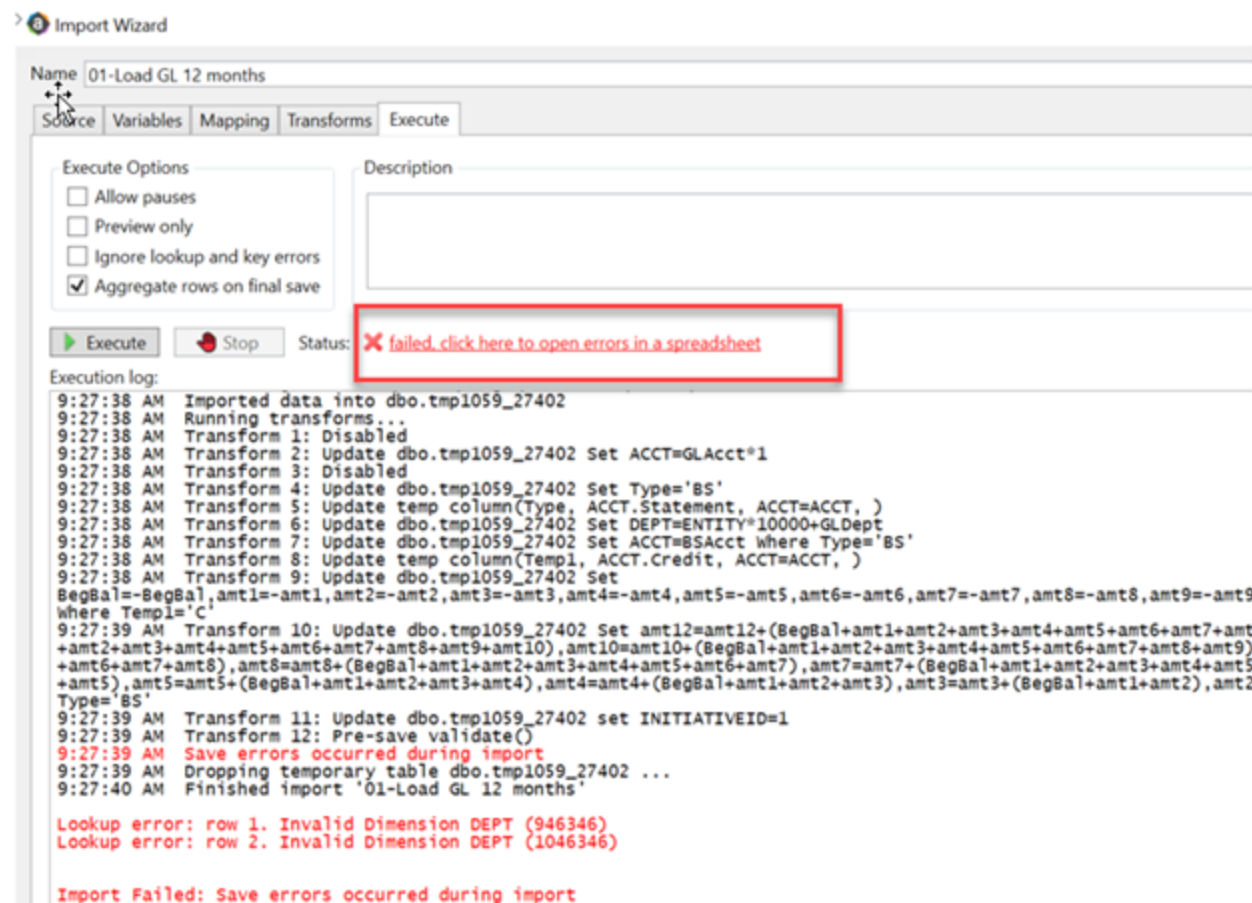
The CSV file is located in **Explorer** in the **Imports Library > Management Reporting > Import Errors** folder.



The CSV file shows you which rows of data were invalid within the context of the import data. This error file includes the following:

- Look up validation errors from Kaufman Hall's Software's built-in validation against lookup columns.
- Validation errors from any Custom Data Validation steps in the transforms.
- Key validation errors such as blank keys or duplicate keys.

You can also open the file from the Execute Import dialog by clicking the link the Status area. The status displays either "failed" or "warning," followed by "click here to open errors in a spreadsheet." The status type depends on whether the option to Ignore lookup and key errors is selected.



Each execution of an import that results in a lookup error generates a unique error file (differentiated by a date/time stamp). These error files are not automatically deleted; you must manually delete them when you finish investigating the error.

The CSV file contains the import data, followed by one or more validation columns. Validation columns are labeled as follows:

- **LookupColumnName Lookup Error column** – Contains lookup and key validation messages. For example, Acct Lookup Error"\ when looking up against the ACCT column.
- **AXTRANSFORM_StepNumber column** – Contains Custom Data Validation messages where StepNumber is the number of the associated transformation step. For example, AXTRANSFORM_5 when the associated transform is step 5 in the list.

If there are errors (most commonly new codes in Dimensions), add those codes to dimensions, and re-run the import.

Working with the Month End Review dashboard

The Month End Review dashboard allows executives and managers to easily view variances between the month/YTD plan versus actual for all of your organization all the way down to the department level. It provides a visual summary of performance, including trends by month and Key Performance Indicators (KPIs). Use the filter function to specify the information to display in the dashboard.

TIP: The rolling 12 month charts actually display 13 months of data so that you can compare the current period with the same period last year.

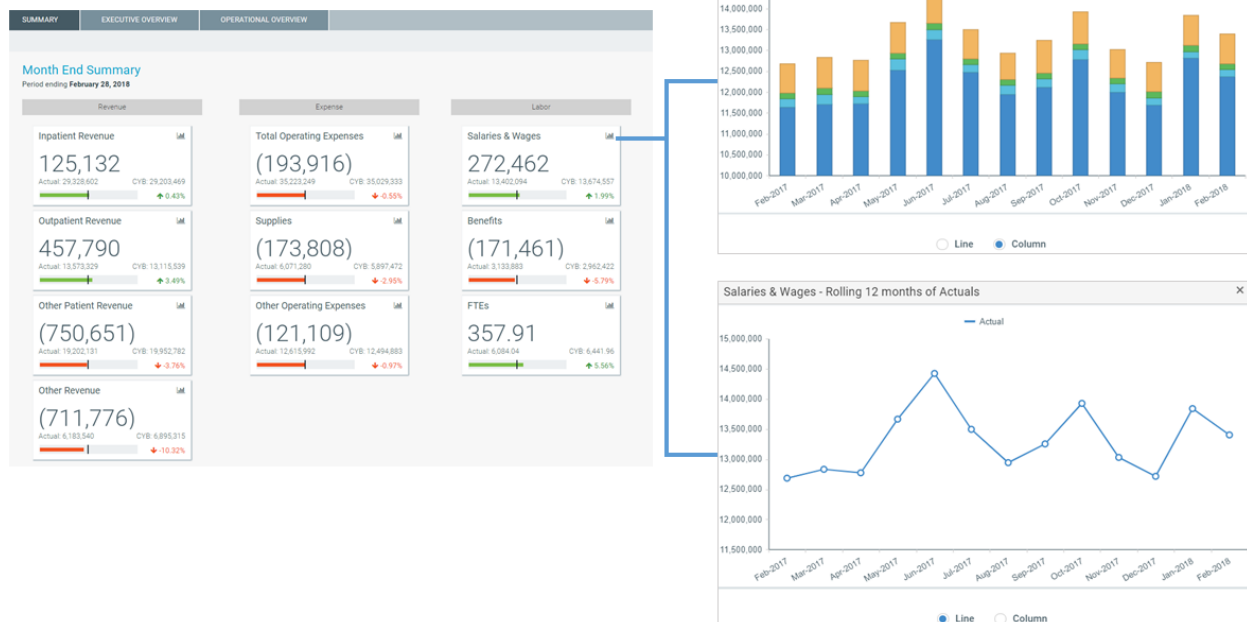
► Summary tab

The Summary tab is the first tab that displays in the dashboard. It provides a visual representation of actuals versus target, grouped into Revenue, Labor, and Expense categories. This tab provides KPI visibility into all of your departments for the current period and year.

NOTE: The page will only include those departments in which you have permissions to view.

To view the statistic and per-unit KPI information at the department-level, go to the Operational Overview tab.

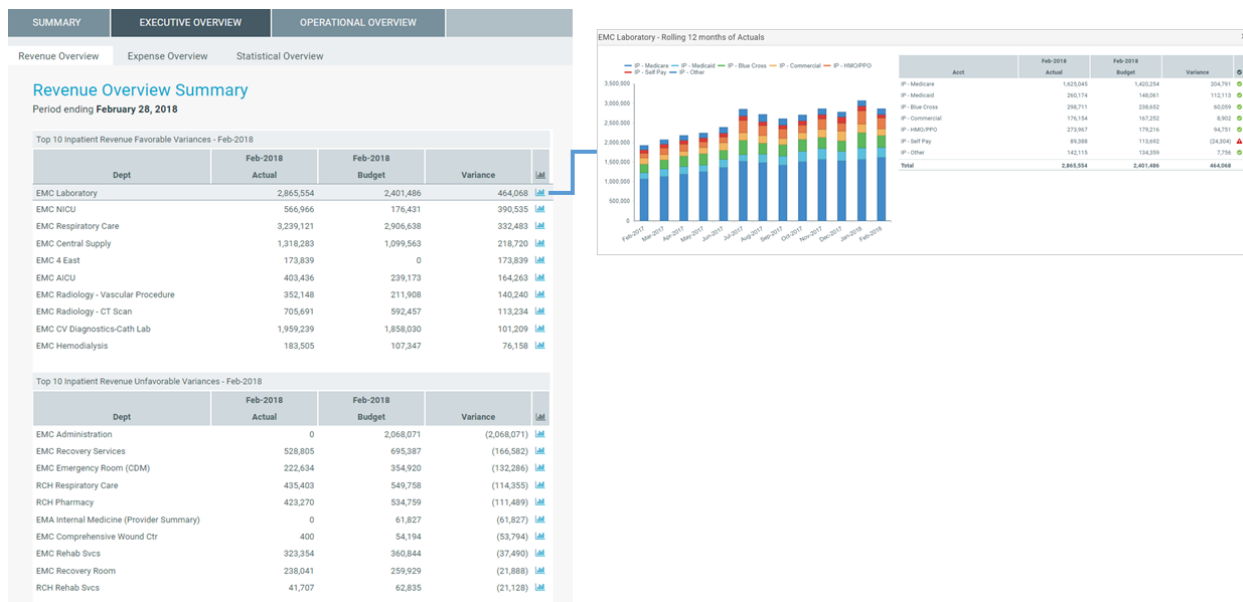
To see a chart of rolling 12 months actuals, click the chart icon in the upper left corner of each box.



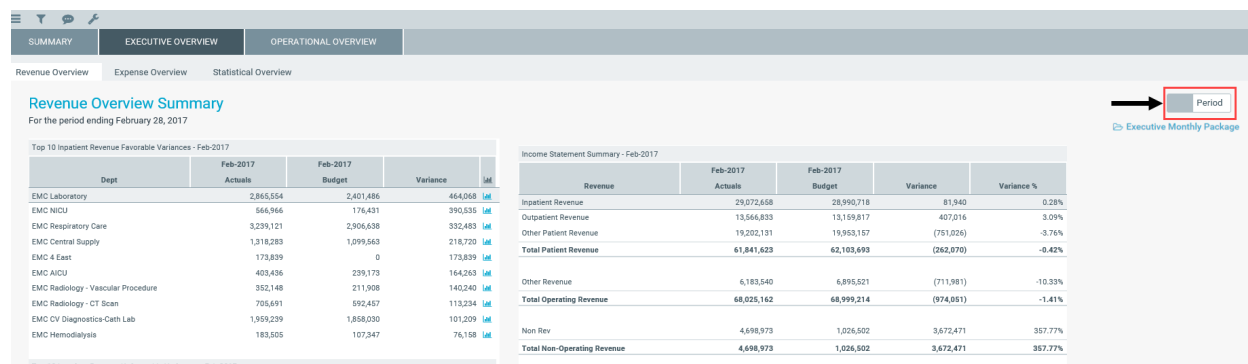
► Executive Overview

The Executive Overview tab displays summary-level revenue, expense, and statistics information for all the departments in your organization.

To see a chart of rolling 12 months actuals, click the chart icon in the upper left corner of each box.



You can also toggle between viewing the data for the period or YTD.



► Revenue Overview and Expense Overview tabs

The Revenue Overview and Expense Overview tabs work similarly by displaying the following sections for revenue and expenses:

- **Income Statement Summary** – Shows the actuals, targets, variance, and variance percentage for inpatient revenue, outpatient revenue, other patient revenue, other revenue, and non-revenue categories. As you click each category, the Top 10 Favorable and Unfavorable sections list the departments that make up those values. For example, if you click Inpatient Revenue, the Top 10 Favorable and Unfavorable inpatient departments display.

Summary

Executive Overview

Operational Overview

Revenue OverviewExpense OverviewStatistical Overview

Revenue Overview Summary

For the period ending February 28, 2017

Top 10 Inpatient Revenue Favorable Variances - Feb-2017

| Dept | Feb-2017 Actuals | Feb-2017 Budget | Variance | ⬇ |
|------------------------------------|------------------|-----------------|----------|---|
| EMC Laboratory | 2,865,554 | 2,401,486 | 464,068 | ⬇ |
| EMC NICU | 566,966 | 176,431 | 390,535 | ⬇ |
| EMC Respiratory Care | 3,239,121 | 2,906,638 | 332,483 | ⬇ |
| EMC Central Supply | 1,318,283 | 1,099,563 | 218,720 | ⬇ |
| EMC 4 East | 173,839 | 0 | 173,839 | ⬇ |
| EMC AICU | 403,436 | 239,173 | 164,263 | ⬇ |
| EMC Radiology - Vascular Procedure | 352,148 | 211,908 | 140,240 | ⬇ |
| EMC Radiology - CT Scan | 705,691 | 592,457 | 113,234 | ⬇ |
| EMC CV Diagnostics-Cath Lab | 1,569,239 | 1,858,030 | 101,209 | ⬇ |
| EMC Hemodialysis | 183,505 | 107,347 | 76,158 | ⬇ |

Top 10 Inpatient Revenue Unfavorable Variances - Feb-2017

| Dept | Feb-2017 Actuals | Feb-2017 Budget | Variance | ⬆ |
|------------------------------------------|------------------|-----------------|-------------|---|
| EMC Administration | 0 | 2,068,071 | (2,068,071) | ⬆ |
| EMC Recovery Services | 528,805 | 695,387 | (166,582) | ⬆ |
| EMC Emergency Room (CDM) | 222,634 | 354,920 | (132,286) | ⬆ |
| RCH Respiratory Care | 435,403 | 549,758 | (114,355) | ⬆ |
| RCH Pharmacy | 423,270 | 534,759 | (111,489) | ⬆ |
| EMA Internal Medicine (Provider Summary) | 0 | 61,827 | (61,827) | ⬆ |
| EMC Comprehensive Wound Ctr | 400 | 54,194 | (53,794) | ⬆ |
| EMC Rehab Svcs | 323,354 | 360,844 | (37,490) | ⬆ |
| EMC Recovery Room | 238,041 | 259,929 | (21,888) | ⬆ |
| RCH Rehab Svcs | 41,707 | 62,835 | (21,128) | ⬆ |

Income Statement Summary - Feb-2017

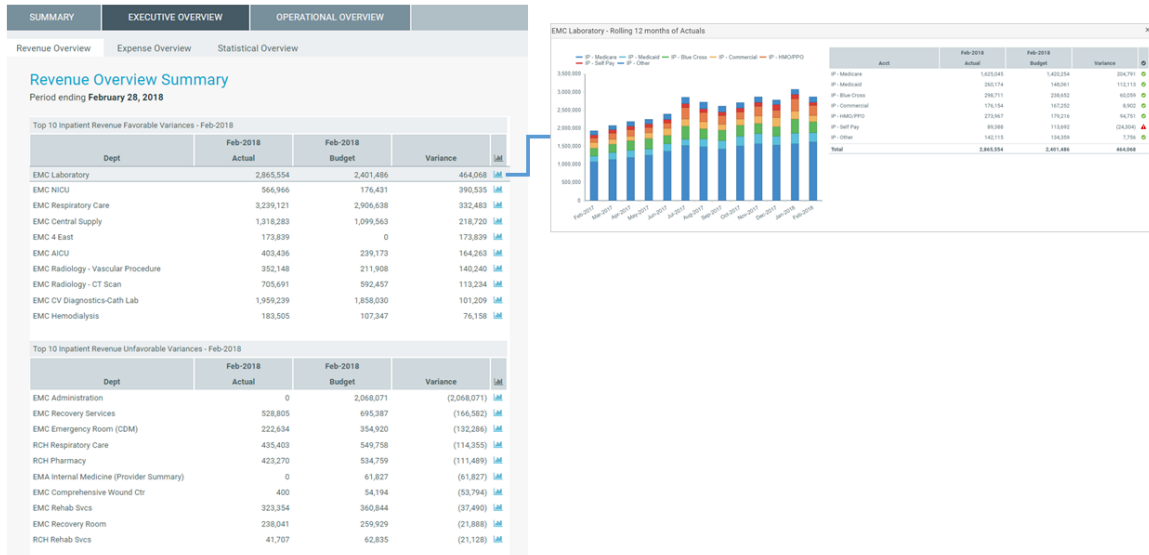
| Revenue | Feb-2017 Actuals | Feb-2017 Budget | Variance | Variance % |
|-----------------------------|------------------|-----------------|-----------|------------|
| Inpatient Revenue | 29,072,658 | 28,990,718 | 81,940 | 0.28% |
| Outpatient Revenue | 13,566,833 | 13,169,817 | 407,016 | 3.09% |
| Other Patient Revenue | 77,131 | 19,953,157 | (751,026) | -3.76% |
| Total Patient Revenue | 6 | 6 | (62,070) | -0.42% |
| Other Revenue | | | 711,981 | -10.33% |
| Total Operating Revenue | 6 | 6 | (74,051) | -1.41% |
| Non Rev | 4,698,973 | 1,026,502 | 3,672,471 | 357.77% |
| Total Non-Operating Revenue | 4,698,973 | 1,026,502 | 3,672,471 | 357.77% |

Click a category to see the Top 10 Favorable and Unfavorable departments

- **Top 10 Favorable Variances** – Shows the top ten departments with the highest positive variance (actuals minus target) by department, actual, target, and variance.

- **Top 10 Unfavorable Variances** - Shows the top ten departments with highest negative variance (actuals minus target) by department, actual, target, and variance.

For each department in the Top 10 Favorable and Unfavorable sections, click the department chart icon to see a rolling 12 months of actuals as well as the actuals, target, and variance listed by account.



You can also access the Executive Monthly Package from either tab.



► Statistical Overview tab

The Statistical Overview tab shows a list of key statistics by department for the selected month and year. This tab shows:

- Prior month, two month, and three month data
- Four month average
- Variance to the prior month
- Variance to the four month average
- Current target (3 Month Average, Last Month, or Same Month Last Year)
- Variance to target

By using the filter function, you can filter the data by:

- **Target** - Select the target of either Budget, 3 Month Average, Last Month, or Same Month Last Year
- **Category** - Select VP, Director, Manager, Budget Group, Division, Dept (RPTMap).
- **Time Period** - Select a month and year.

You can also sort the data by either the Variance to Prior Month, Variance 4 month Average, or Variance to Target column as well as export the data to Excel.

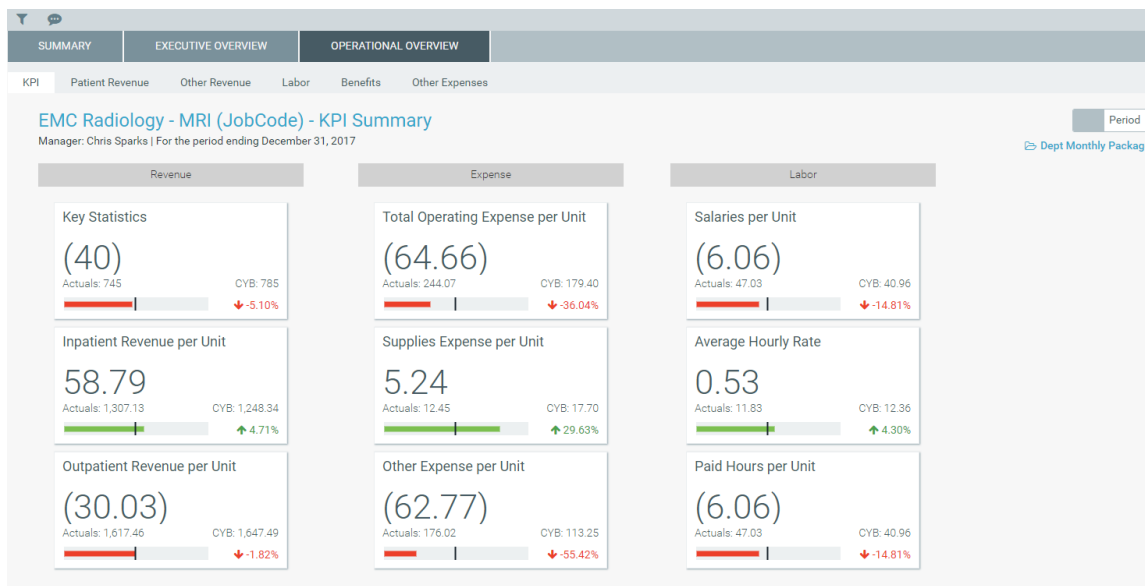
| SUMMARY EXECUTIVE OVERVIEW OPERATIONAL OVERVIEW | | | | | | | | | |
|--------------------------------------------------------|-----------------------------------|---------------|-----------|--------------------|-------------------|-----------|-----------|-----------------|--|
| Revenue Overview Expense Overview Statistical Overview | | | | | | | | | |
| Statistical Overview Summary | | | | | | | | | |
| For the period ending February 28, 2018 | | | | | | | | | |
| Export to Excel | | | | | | | | | |
| Dept | Description | Statistic | 4 Mth Avg | Variance 4 Mth Avg | Variance Last Mth | Feb-2018 | Budget | Variance Budget | |
| 29310 | EMC Facility Operations | Square Feet | 1,186,151 | | - | 9,489,208 | 9,363,476 | 125,732 | |
| 29300 | EMC Environmental Services | Square Feet | 1,144,678 | | - | 9,157,424 | 9,036,088 | 121,336 | |
| 29540 | EMC Mailroom | Items | 403,681 | | 77,253 | 2,887,853 | 3,548,316 | (660,463) | |
| 28530 | EMC Linen Services | Pounds | 340,242 | | 10,469 | 2,724,130 | 2,512,937 | 111,193 | |
| 28510 | EMC Food And Nutrition Services | Calendar Days | 112,817 | | (7,488) | 894,285 | 850,891 | 43,393 | |
| 27640 | EMC Surgery | Minutes | 90,199 | | 8,018 | 724,248 | 733,273 | (9,025) | |
| 27650 | EMC Recovery Room | Cases | 56,182 | | (3,063) | 582,138 | 591,850 | (9,712) | |
| 27060 | EMC Laboratory | Procedures | 52,335 | (583) | 2,687 | 415,979 | 711,145 | (295,166) | |
| 27070 | EMC Pathology Support | Procedures | 41,911 | (2,794) | (546) | 342,835 | 696,405 | (353,570) | |
| 29510 | EMC Purchasing | Orders | 34,071 | (546) | (1,339) | 267,689 | 256,463 | 11,226 | |
| 29520 | EMC Receiving | Orders | 33,971 | 420 | (794) | 273,342 | 275,850 | (2,508) | |
| 101010 | EMA Internal Medicine (Provider) | 0 | 20,083 | (403) | (1,123) | 158,431 | 84,811 | 73,620 | |
| 29330 | EMC Patient Transportation | Orders | 19,646 | (2) | 1,102 | 158,038 | 151,364 | 6,674 | |
| 29210 | EMC Health Information Management | Visits | 18,077 | 307 | 262 | 144,364 | 133,389 | 10,975 | |
| 27030 | EMC Central Supply | Units | 15,560 | 696 | 1,338 | 123,309 | 103,196 | 20,113 | |
| 107090 | EMA Pathology | 0 | 14,558 | (5,275) | (4,068) | 126,117 | - | 126,117 | |

Operational Overview

The Operational Overview tab allows you to view the details regarding how a department is performing by providing data regarding KPIs, patient revenue, expenses, labor, and benefits. This tab includes the following sub-tabs:

KPI tab

The KPI tab displays a visual representation of actuals versus target, grouped into Revenue, Labor, and Expense categories. This tab provides KPI visibility into a department for the current period and year. You can also access the Dept Monthly Package from this tab.

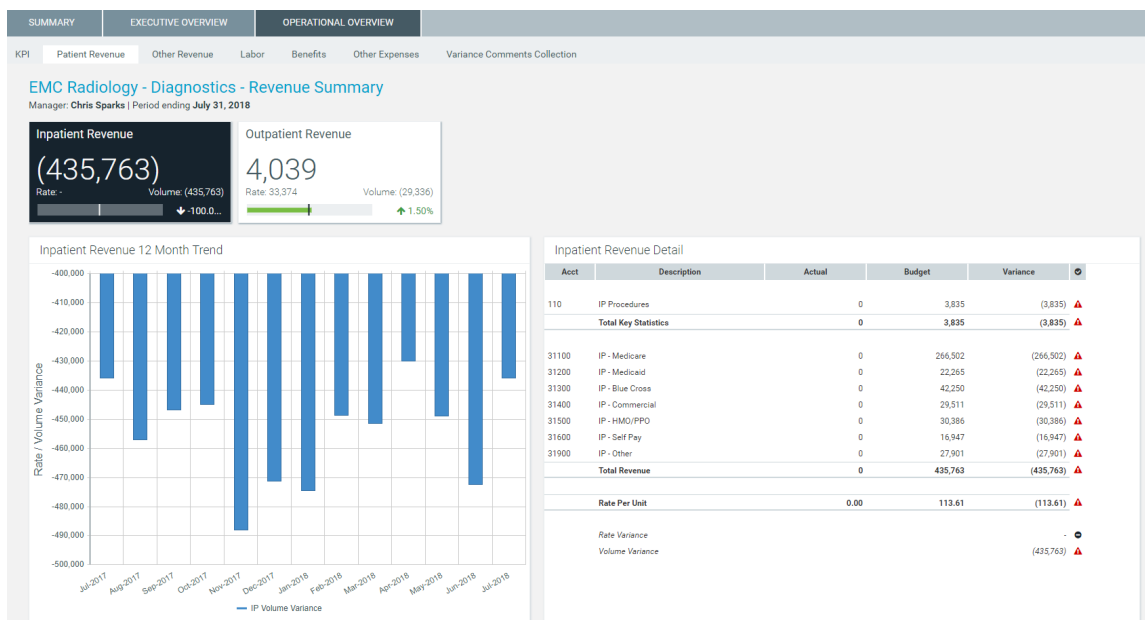


► Patient Revenue tab

The Revenue tab displays inpatient and outpatient revenue, broken out by rate and volume variance.

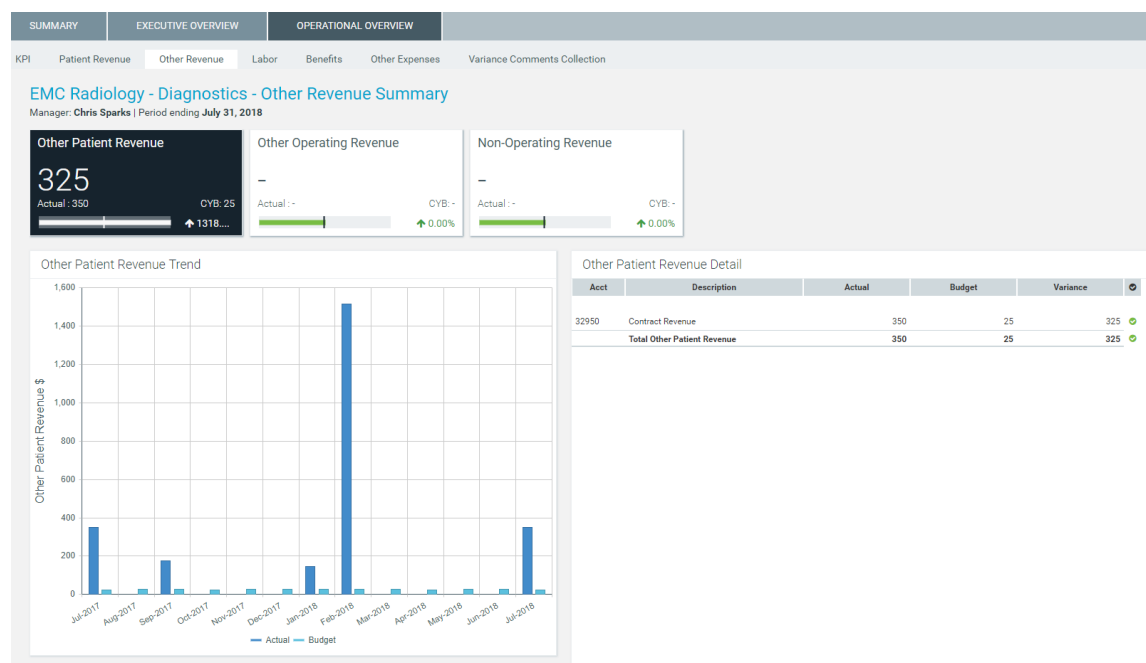
To view the 12-month revenue trend and details, click the **Inpatient Revenue** and **Outpatient Revenue** boxes.

To view actuals for the period or Year to Date, click the Period/YTD toggle in the upper right corner of the page.



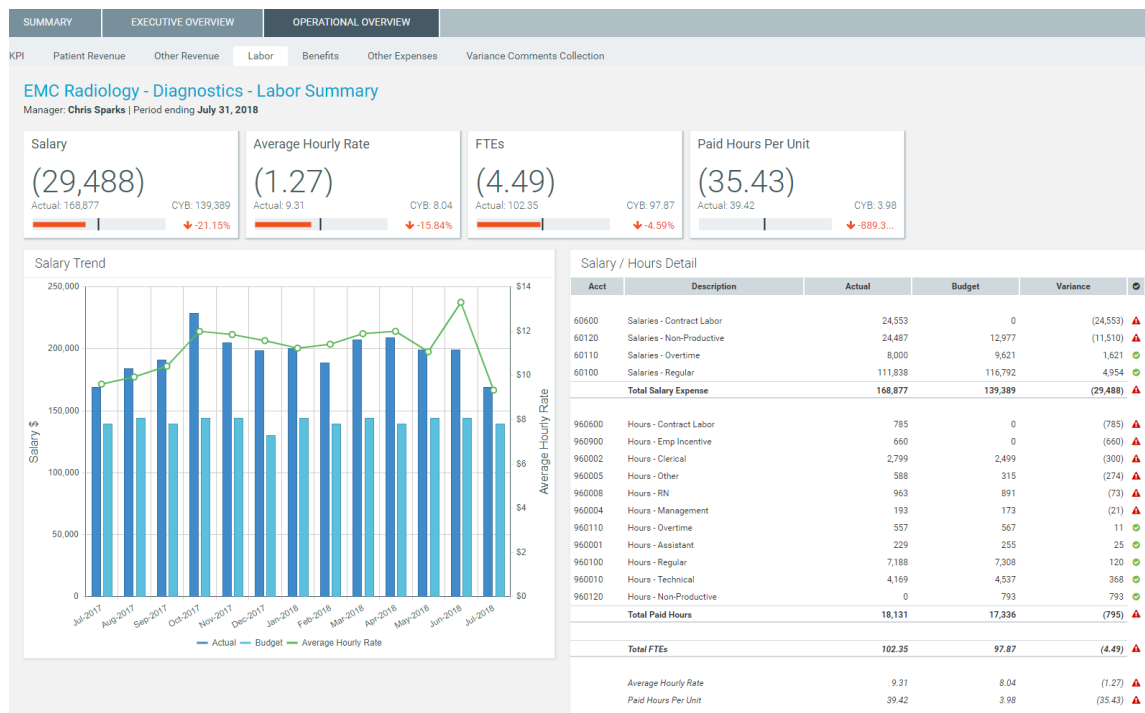
► Other Revenue

The Other Revenue displays other patient, operating, and non-operating revenue. Click the boxes to view the 12-month revenue trend for the associated revenue category.



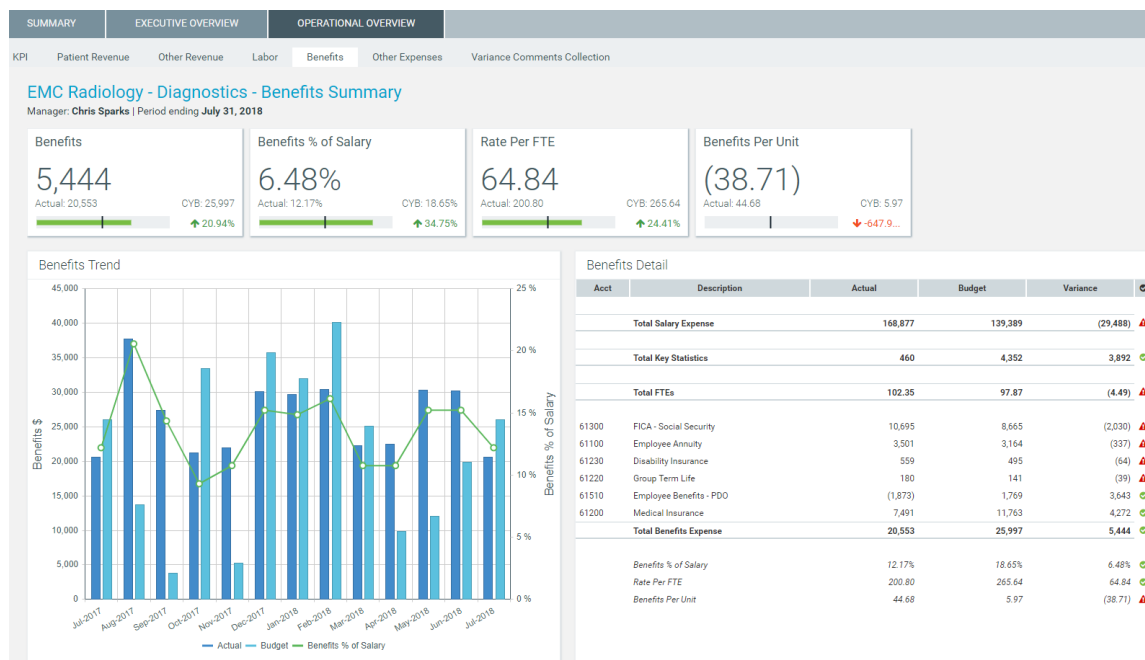
► Labor tab

The Labor tab displays an overview of labor expenses excluding benefits. This tab shows salaries, the average hourly rate, FTEs, and the paid hours per unit. The tab also shows the salary and hour details as well as KPIs.



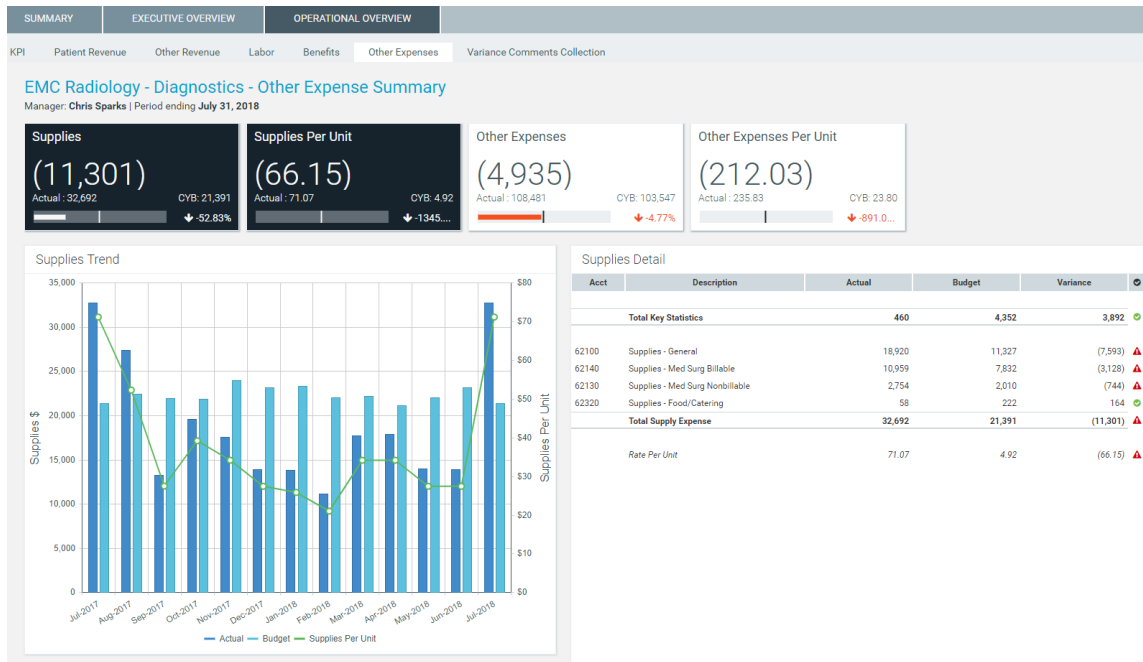
► Benefits tab

The Benefits tab displays benefit information including benefits, percentage of salaries, rate per FTE, and benefits per unit. The tab also displays details for each benefit type as well as KPIs.

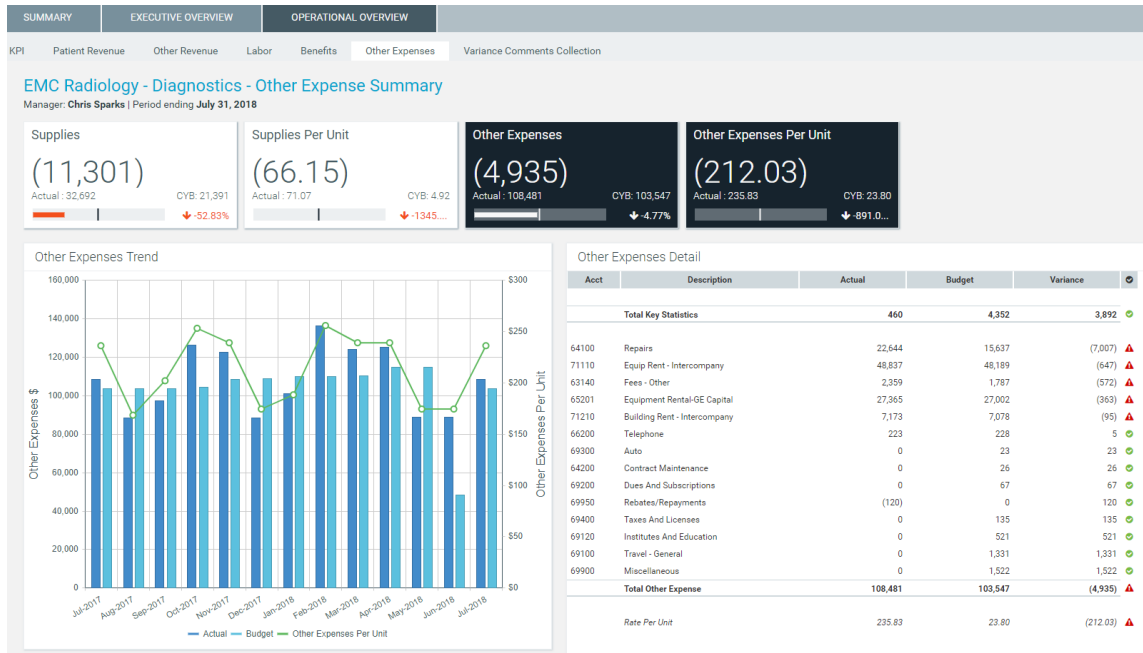


► Other Expenses tab

Supplies view



Other Expenses view



Variance Comments Collection

SUMMARY

EXECUTIVE OVERVIEW

OPERATIONAL OVERVIEW

KPI

Patient Revenue

Other Revenue

Labor

Benefits

Other Expenses

Variance Comments Collection

Variance Comments Collection Summary

Vice President: Scott Johanson | Director: Dianne Parnell | Manager: Chris Sparks | Period ending July 31, 2018

Month-End Variance Explanation - Jul-2018

| | Q | Acct | Description | Jul-2018 Actual | Jul-2017 Same Mth LY | Variance | Variance % | Same Mth LY Alert | Variance Explanation (max char 500) | Rate Volume Variance | | | | |
|---|---|--------|---------------------------|-----------------|----------------------|-------------|------------|-------------------|-------------------------------------|----------------------|--------|------------|--------------|---|
| | | | | | | | | | | Rate | Volume | Efficiency | 12 mo. Alert | |
| ▼ | | | Volume & Revenue Summary | | | | | | | | | | | |
| | | | Key Volume Statistics | 460 | 460 | 0 | 0.00% | 🟢 | | 0 | 0 | 0 | 🔴 | |
| 🔍 | | 720000 | Patient Revenue | 274,395 | 793,590 | (519,195) | (65.42%) | 🔴 | | (519,195) | 0 | 0 | 0 | 🔴 |
| | | 730000 | Other Operating Revenue | 0 | 0 | 0 | 0.00% | 🟢 | | 0 | 0 | 0 | 🟢 | |
| | | | Non-Operating Revenue | 0 | 0 | 0 | 0.00% | 🟢 | | 0 | 0 | 0 | 🟢 | |
| ▼ | 🔍 | 710000 | Paid Hours | 8,941 | 8,941 | 0 | 0.00% | 🟡 | | 0 | 0 | 0 | 🔴 | |
| | | | FTEs | 50.48 | 50.48 | 0.00 | 0.00% | | | | | | | |
| | | | Hours Per Unit of Service | 19.44 | 19.44 | 0.00 | 0.00% | | | | | | | |
| | | | Revenue Per FTE | 5,436.19 | 15,722.23 | (10,286.05) | (65.42%) | | | | | | | |
| | | | Wages Per Hour | 18.89 | 18.89 | 0.00 | 0.00% | | | | | | | |
| ▼ | | 750000 | Salary & Benefit Expenses | 189,430 | 189,430 | 0 | 0.00% | 🟡 | | 0 | 0 | 0 | 🔴 | |
| 🔍 | | 60100 | Salaries - Regular | 111,838 | 111,838 | 0 | 0.00% | 🟢 | | 0 | 0 | 0 | 🟢 | |
| 🔍 | | 60110 | Salaries - Overtime | 8,000 | 8,000 | 0 | 0.00% | 🟢 | | 0 | 0 | 0 | 🟢 | |

► Drilling data

Some line items display a magnifying glass icon next to them. This indicates that you can drill for more information regarding that line item. Some drills include multiple layer of drills, depending on the types of data available.

SUMMARY

EXECUTIVE OVERVIEW

OPERATIONAL OVERVIEW

KPI

Patient Revenue

Other Revenue

Labor

Benefits

Other Expenses

Variance Comments Collection

Variance Comments Collection Summary

Vice President: Sarah Falkner | Director: User_DEV | Manager: Sarah Falkner | Period ending July 31, 2018

Save

Month-End Variance Explanation - Jul-2018

| Month-End Variance Explanation - Jul-2018 | | | | | | | | | Rate Volume Variance | | | |
|-------------------------------------------|---------------------------------|-----------------|-----------------|-------------|---------------|--------------|-------------------------------------|-------------|----------------------|------------|--------------|--|
| Acct | Description | Jul-2018 Actual | Jul-2018 Budget | Variance | Variance % | Budget Alert | Variance Explanation (max char 500) | Rate | Volume | Efficiency | 12 mo. Alert | |
| | Wages Per Hour | 65.84 | 0.00 | (65.83) | (1546162.64%) | | | | | | | |
| ▼ | Salary & Benefit Expenses | 1,749,855 | 43,804 | (1,706,051) | (3894.74%) | ▲ | | (1,749,755) | 3,347 | 40,357 | ▲ | |
| Q | 60100 Salaries - Regular | 257,271 | 34,311 | (222,960) | (649.82%) | ▲ | Test 101010 | (257,193) | 2,622 | 31,611 | ✓ | |
| Q | 60110 Salaries - Overtime | 7,849 | 0 | (7,849) | (100.00%) | ● | | (7,849) | 0 | 0 | ✓ | |
| Q | 60120 Salaries - Non-Productive | 14,803 | 0 | (14,803) | (100.00%) | ▲ | | (14,803) | 0 | 0 | ✓ | |
| Q | 60200 Salaries - Provider | 350,168 | 0 | (350,168) | (100.00%) | ▲ | | (350,168) | 0 | 0 | ✓ | |
| Q | 60300 Salaries - MidLevel | 68,580 | 0 | (68,580) | (100.00%) | ▲ | | (68,580) | 0 | 0 | ✓ | |
| Q | 60600 Salaries - Contract Labor | 3,106 | 0 | (3,106) | (100.00%) | ● | | (3,106) | 0 | 0 | ✓ | |
| Q | 60900 Salaries - Emp Incentive | 1,000 | 0 | (1,000) | (100.00%) | ● | | (1,000) | 0 | 0 | ✓ | |

To open a drill, double-click the magnifying glass icon. The system opens a separate tab with the drill information. Click the X in the tab to close the drill.

Home Month End Review Dashboard VCC_KHA_Drill10Physician X

Physician Revenue

Dept: 101010 - EMA Internal Medicine (Provider) | Period ending July 31, 2018

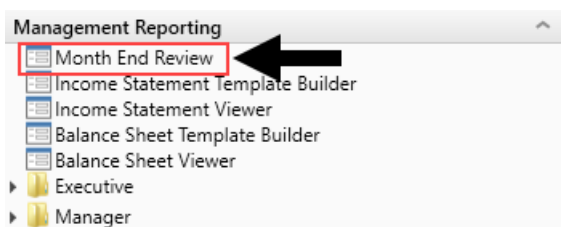
* Since Flex is not an option for Provider data, it will use Budget instead

| ID | Physician | Current Period | | | |
|--------|-------------------------|-----------------|-----------------|----------|------------|
| | | Jul-2018 Actual | Jul-2018 Budget | Variance | Variance % |
| D10528 | Champion, Richard A. MD | 0 | 0 | 0 | 0.0% |

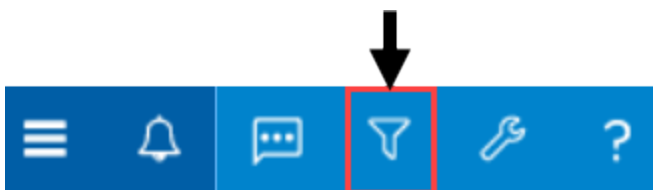
Viewing and filtering the Month End Review dashboard

To view the Month End Review dashboard:

1. In the Mgmt Reporting or Mgmt Admin task pane, in the Performance Reporting section, double-click **Month End Review**.



2. To filter the data for the dashboard, in the upper left tool bar, click the funnel icon.



3. Complete the following filter options, as needed:

| Option | Description |
|-------------|-----------------------------|
| Time Period | Select the period and year. |

| Option | Description |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Target (All Except Statistical) | <p>Select one of the following target types:</p> <ul style="list-style-type: none"> • Budget • Flex • 3 Month Average • Last Month • Same Month LY <p>NOTE: This filter does not apply to the Executive Overview > Statistical Overview tab.</p> |
| Category & Filter (Summary & Executive) | <p>a. From the Select Category drop-down, select the organization level in which to view data. For example, to view all of the departments and accounts at the VP level, select VP.</p> <p>b. From the Select Filter drop-down, select the filter created by your organization.</p> <p>NOTE: This filter only applies to the Summary and Executive Overview tabs.</p> |
| Target (Only Statistical) | <p>Select one of the following target types to filter the data in the Executive Overview > Statistical Overview tab:</p> <ul style="list-style-type: none"> • Budget • 3 Month Average • Last Month • Same Month LY |
| Dept (Only Operational) | <p>Select the department to filter the data in the Operational Overview tab.</p> <p>NOTE: The drop-down list includes more departments than what the system displays. To include a specific department, we recommend just typing the department number into the field. Also, note that the list only includes those departments assigned to you.</p> |

4. Click **Apply**.

Working with the Budget Assessment Dashboard

The Budget Assessment dashboard allows you to compare a department's proposed budget for next year with internal and external peer groups.

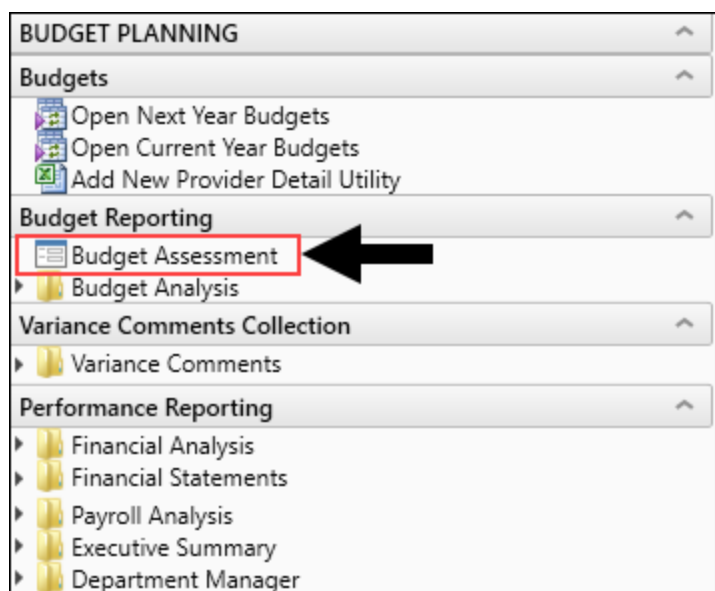
NOTE: This feature requires a license for Axiom Comparative Analytics.

► Opening the dashboard

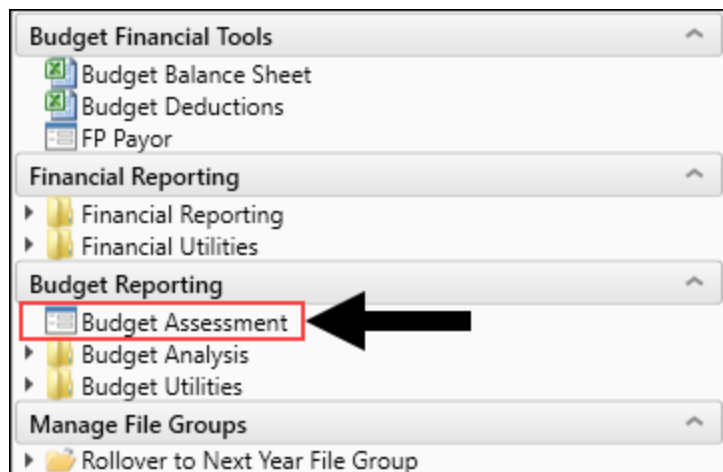
Users must be assigned either the Budget Admin or Budget User role plus the Comparative Analytics - Dept role to use the dashboard.

To open the dashboard:

In the **Budgeting** or **Bud Admin** task pane, in the **Budget Reporting** section, double-click **Budget Assessment**.



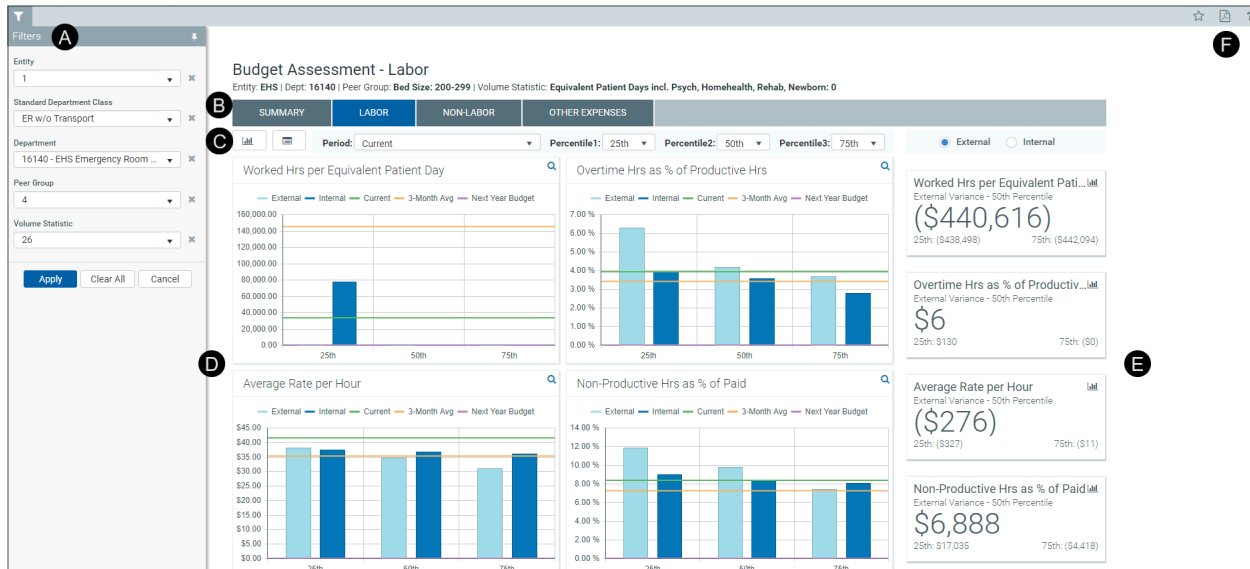
Location of dashboard in Budgeting task pane



Location of dashboard in Bud Admin task pane

► Using the dashboard

The dashboard is comprised of the following areas:

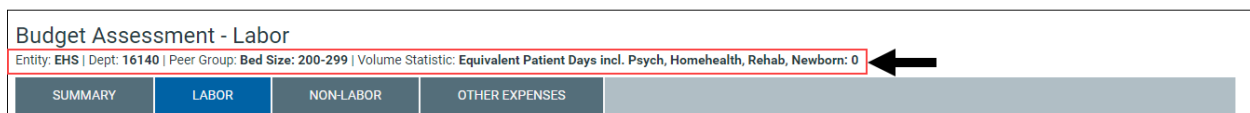


A Filters

Do any of the following:

- Configure the criteria to include in the dashboard by selecting the filter criteria options in the drop-downs, and click **Apply**.
- To clear a filter criteria option, click the **X** next to the drop-down.
- To clear all the filter criteria options, click **Clear All**.

The filter criteria detail you select also display above the tabs.



B Tabs

Budget comparison data is segmented into four areas: Summary, Labor, Non-Labor, and Other Expenses. Click any of the tabs to view the data comparison charts and KPIs.

C Data Controls

The section below the tabs and above the data charts includes controls that allow you to customize the report data.

Graph and data view

Toggle between viewing graphical and detailed data.

Period: Current

Percentile1: 25th

Percentile2: 50th

Percentile3: 75th

☒ External
☐ Internal

These categories listed are the same for both the graph view and the data view.

Budget Assessment - Labor

Entity: EHS | Dept: 16140 | Peer Group: Bed Size: 200-299 | Volume Statistic: Equivalent Patient Days incl. Psych, Homehealth, Rehab, Newborn: 0

SUMMARY

LABOR

NON-LABOR

OTHER EXPENSES

Period: Current

Percentile1: 25th

Percentile2: 50th

Percentile3: 75th

[Export to Excel](#)

| | | External | | | Internal | | | |
|---------------------------------------|----------|------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | | Mar - 2020 | 25th | 50th | 75th | 25th | 50th | 75th |
| Worked Hrs per Equivalent Patient Day | | | | | | | | |
| | Actuals | 33,311.28 | 273.91 | 114.31 | 2.96 | 77,838.67 | 0.00 | 0.00 |
| | Variance | | (\$438,498) | (\$440,616) | (\$442,094) | \$591,002 | (\$442,133) | (\$442,133) |
| Overtime Hrs as % of Productive Hrs | | | | | | | | |
| | Actuals | 3.93% | 6.30% | 4.18% | 3.68% | 3.91% | 3.56% | 2.77% |
| | Variance | | \$130 | \$6 | (\$0) | (\$193) | \$0 | \$0 |
| Average Rate per Hour | | | | | | | | |
| | Actuals | \$41.48 | \$38.06 | \$34.56 | \$31.04 | \$37.36 | \$36.63 | \$36.13 |
| | Variance | | (\$327) | (\$276) | (\$11) | (\$111,799) | \$0 | \$0 |
| Non-Productive Hrs as % of Paid | | | | | | | | |
| | Actuals | 8.36% | 11.89% | 9.79% | 7.44% | 9.01% | 8.38% | 8.07% |
| | Variance | | \$17,035 | \$6,888 | (\$4,418) | \$3,149 | \$85 | (\$1,410) |

Period

Select the period in which to view data.

Period: Current

Percentile1: 25th

Percentile2: 50th

Percentile3: 75th

☒ External
☐ Internal

Percentiles

Select the percentiles to use to display the dollar variance between each of the percentiles in the KPI section of the dashboard and determine what data displays in the charts.

Period: Current

Percentile1: 25th

Percentile2: 50th

Percentile3: 75th

☒ External
☐ Internal

External and internal comparison

Select to compare data against peers outside of your organization (External) or your department (Internal). This only applies to the KPI section.

Period: Current

Percentile1: 25th

Percentile2: 50th

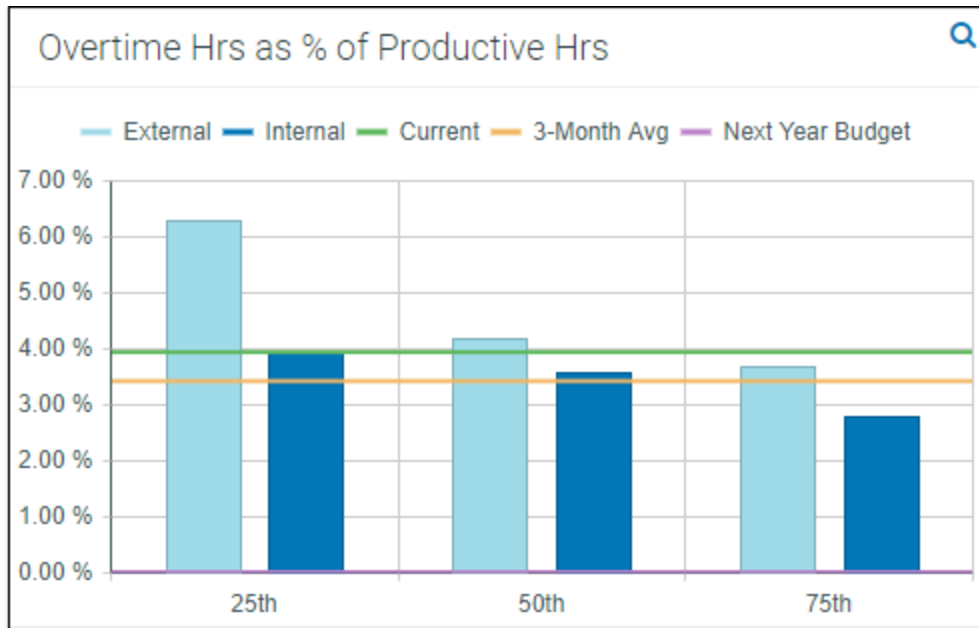
Percentile3: 75th

☒ External
☐ Internal

D Graphs

The graph view displays by default and compares the budget areas against performance of peers (external) and your department (internal) across percentiles. The horizontal bars show how the department selected in the filter and the peer data compare to the current, 3-month, and next year

budget's percentages.

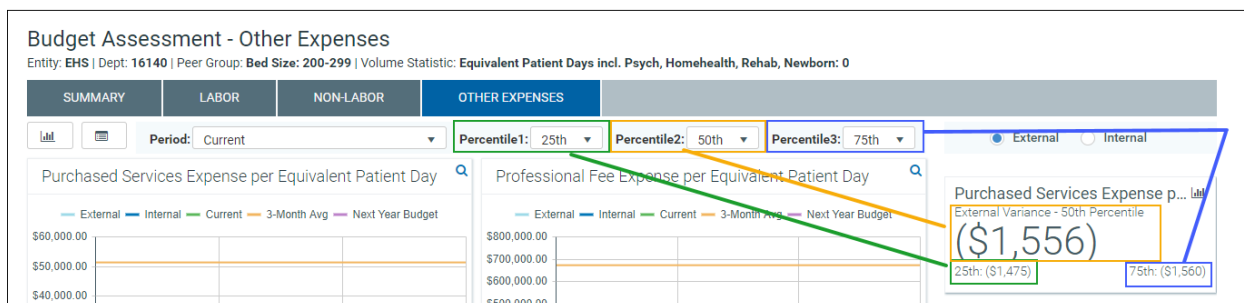


To view the detailed data behind this graph, click the magnifying glass icon in the upper right corner of the screen. This opens the Metric Explorer dashboard. For more information, see [Working with the Metric Explorer dashboard](#).

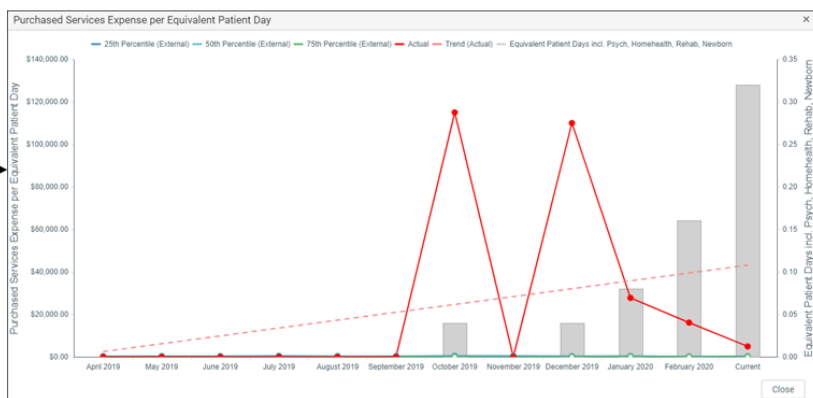
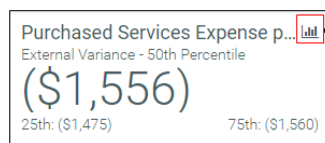
E Key Performance Indicators (KPIs)

The KPI boxes, to the right of the graphs, display the dollar variance between each of the percentiles selected at the top of the report. You can customize the percentiles and the time period used for calculations using those drop-down menus.

NOTE: The system shows the variance between the actuals (rather than budget) and each of the percentiles.



Click the graph icon in the upper-right corner of the KPI card to display a detailed graph of the percentiles and actuals over the last year.

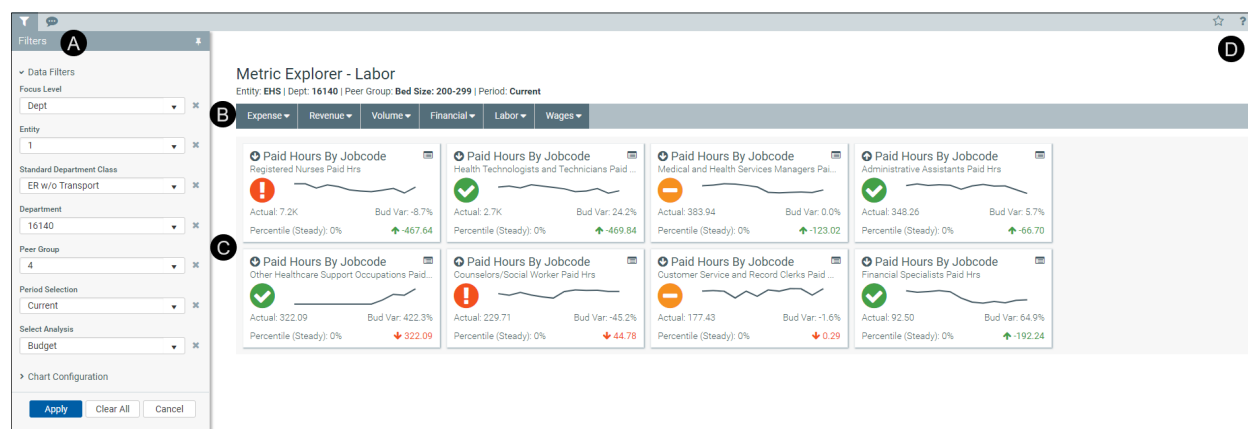


Working with the Metric Explorer dashboard

The Metric Explorer dashboard allows you to evaluate monthly and annual performance of key metric areas for business segments and provides a deeper analysis of data that displays in the [Budget Assessment dashboard](#).

► Using the dashboard

The dashboard is comprised of the following areas:

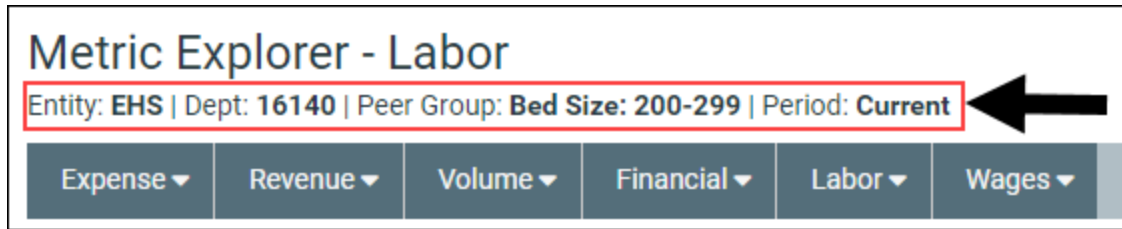


A Filters

Do any of the following:

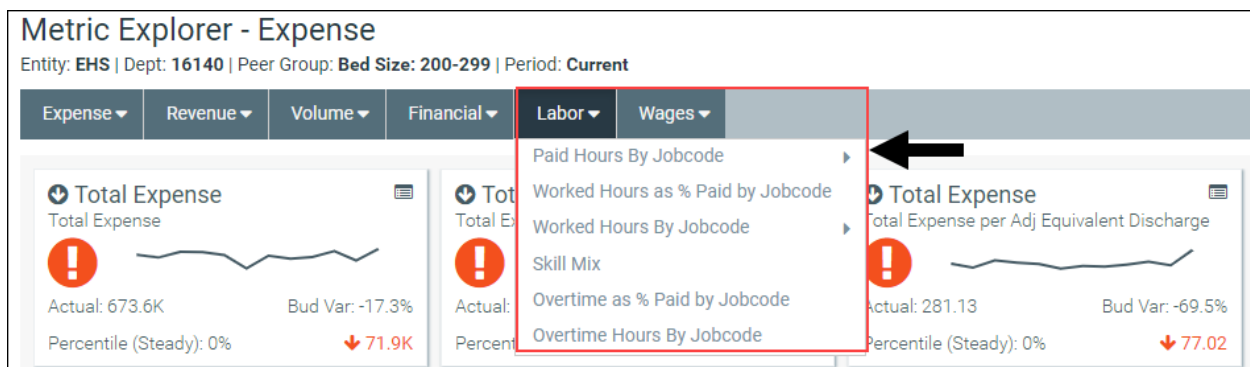
- Configure the criteria to include in the dashboard by selecting the filter criteria options in the drop-downs, and click **Apply**.
- To clear a filter criteria option, click the **X** next to the drop-down.
- To clear all the filter criteria options, click **Clear All**.

The filter criteria detail you select also display above the tabs.



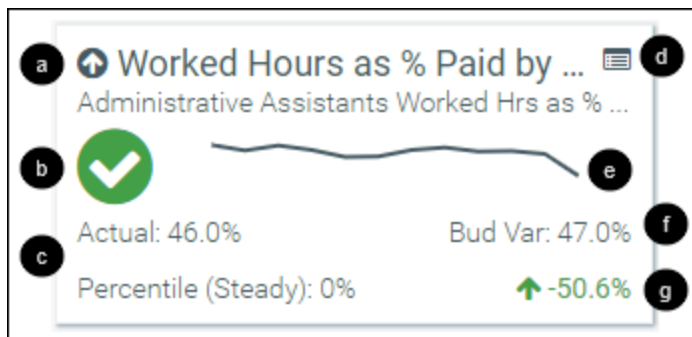
B Tabs

Data metrics are segmented into several categories and sub-categories. Click a drop-down menu category, and click a sub-category to display the data for that element.






C Key Performance Indicators (KPIs)

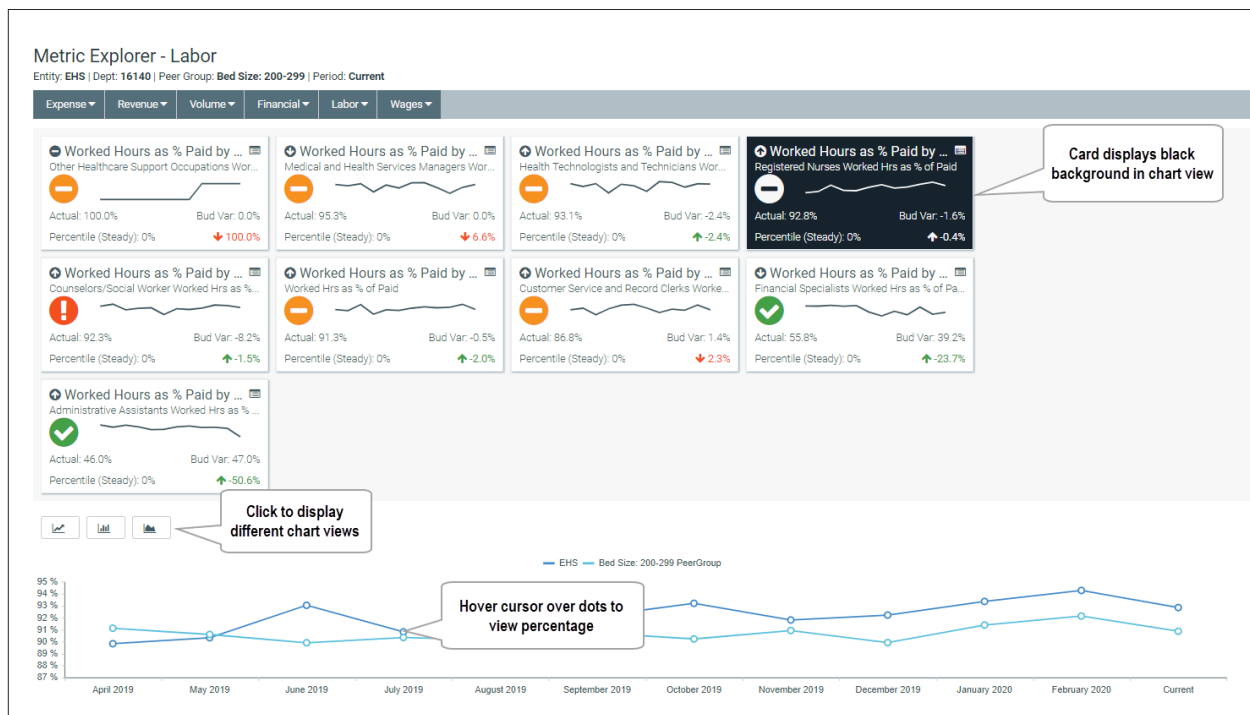
The Metric Explorer dashboard displays Key Performance Indicators (KPI) data in the form of cards, which includes the following visual indicators and data points:



- a An arrow communicates month-over-month change. An up arrow indicates that the current month has improved over the previous month. A down arrow indicates that the current month worsened over the previous month. The large text next to the arrow displays the title of the metric title and the text below displays the metric description.

- b** An alert icon indicates a visual representation of budget variance performance.
 -  - Favorable variance to budget
 -  - Within a 0%-5% threshold of budget
 -  - Unfavorable variance by >5% to budget
- c** The first line in this section details the actuals for the period selected. The second line displays the percentile rank for the selected period. The text indicates if the percentile is rising (higher rank than the previous period), steady, or falling (lower rank than the previous period).
- d** Click the icon to view more information comparing your organization's KPI ranking among your peer group.
- e** A graph displays a 12-month trend from the most recent period of data available.
- f** This area displays the budget variance percentage.
- g** The indicator in the lower-right corner of the KPI provides you with the year-over-year (YoY) percentage change value. An up arrow indicates that the current year has improved over the previous year. A down arrow indicates the current year has worsened over the previous year.

Click the KPI card to view different charts associated with the data. When the chart view is activated, the card displays a black background. Beneath the cards, the dashboard provides three different chart view options in which to view the card data. Hover your cursor over each dot in any of the graphs to view the percentage details. To exit the chart view, click the card again.



Understanding the Executive Monthly Package

To help speed up report processing and distribution, you can generate executive-level reports by using the Executive Monthly Package, which combines all of the individual reports into one file. Each tab in the workbook represents a different report.

Scorecard-Detail
KHA Health
For The Period Ending February 29, 2020
27200 - EMC Radiology - MRI (JobCode)

VP: Scott Johanson
Director: Dianne Parnell
Manager: Chris Sparks
Report Date: Dec-2019

| Account | Description | For the Month of February | | | | | Rate Volume Variance | | | | |
|---------|--------------------------------------|---------------------------|----------|-----------------|-----------------|------------|----------------------|----------|------------|------------------|-------------|
| | | Actual | Flex | Flex Variance | Percent | Flex Alert | Rate | Volume | Efficiency | Flex Variance | Trend Alert |
| 700000 | Key Volume Statistic | 851 | 0 | 851 | 0.0% | ▲ | 851 | 0 | | 6,366 | ▲ |
| 730000 | Patient Revenue | 1,257,999 | 0 | 1,257,999 | 0.0% | ▲ | 1,257,999 | 0 | 0 | 9,579,309 | ▼ |
| | Other Operating Revenue | 1,419 | 0 | 1,419 | 0.0% | ▲ | 1,419 | 0 | 0 | 10,993 | ▲ |
| | Non-Operating Revenue | 1,419 | 0 | 1,419 | 0.0% | ▲ | 1,419 | 0 | 0 | 10,993 | ▲ |
| 760000 | Paid Hours | 1,257 | 0 | (1,257) | (1) | ▼ | (1,257) | 0 | 0 | (10,595) | ▼ |
| | FTEs | 7.50 | 0.00 | (7.50) | (100.0%) | | | | | (7.61) | |
| | FTEs (based on Paid UDS) | 7.50 | 0.00 | (7.50) | (100.0%) | | | | | | |
| | Hours Per Unit of Service | 1.48 | 0.00 | (1.48) | (100.0%) | | | | | (1.66) | |
| | Revenue per FTE | 167,695.20 | 0.00 | 167,695.20 | 100.0% | | | | | 157,412.03 | |
| | Wages per Hour | 25.46 | 0.00 | (25.46) | (100.0%) | | | | | (25.37) | |
| | Salary & Benefit Expenses | 38,103 | 0 | (38,103) | (100.0%) | ▼ | (38,103) | 0 | 0 | (310,423) | ▼ |
| 60100 | Salaries - Regular | 28,838 | 0 | (28,838) | (100.0%) | ▼ | (28,838) | 0 | 0 | (215,479) | ▼ |
| 60110 | Salaries - Overtime | 630 | 0 | (630) | (100.0%) | ▼ | (630) | 0 | 0 | (11,228) | ▼ |
| 60120 | Salaries - Non-Productive | 1,675 | 0 | (1,675) | (100.0%) | ▼ | (1,675) | 0 | 0 | (35,605) | ▼ |
| 60600 | Salaries - Contract Labor | 865 | 0 | (865) | (100.0%) | ▼ | (865) | 0 | 0 | (6,465) | ▼ |
| 61100 | Employee Annuity | 675 | 0 | (675) | (100.0%) | ▼ | (675) | 0 | 0 | (5,445) | ▼ |

Cover_27200 / Scorecard_27200 / SCDetail_27200 / VarAlert_27200 / BudVar_27200 / Charts_27200 / GL_27200 / AP_27200 / MM_27200 / AR_27200 / JC_27200 / EmpID_27200 / RU_27200 / Cover_27210 / Scorecard_27210 / SCDetail_27210 / VarAlert_27210 / BudVar_27210 / Charts_27210 / GL_27210 / AP_27210

You can then process and email the report to the appropriate management personnel and attach the report file or a link to a directory. You can run the report generation process manually or set up a Scheduler job to process the reports automatically at certain times of the month.

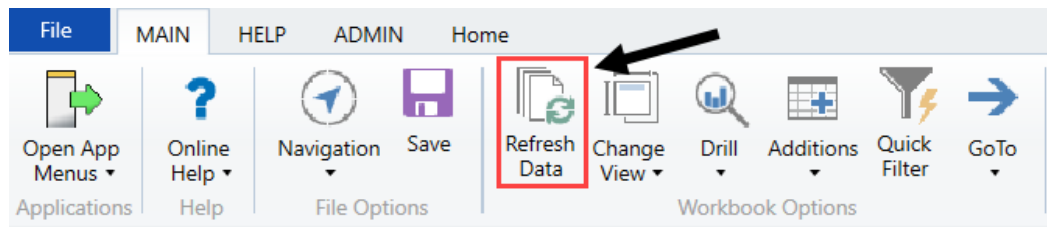
For descriptions of each report included in the Executive Monthly Package, see [Reports in the Executive Monthly Package](#).

Configuring the Executive Monthly Package report

Use this utility to select and combine the multiple executive reports into a single report, which you can then distribute multiple ways - including sending an email with the attached report or a link to the directory where the report is stored. For a description of each report included in this package, see [Reports in the Executive Monthly Package](#).

To configure the Executive Monthly Package report:

1. Navigate to one of the following:
 - In the **Mgmt Admin** task pane, in the **Management Reporting** section, click **Executive**, and double-click **Executive Monthly Package**.
 - In the **Mgmt Report** task pane, in the **Performance Reporting** section, click **Executive**, and double-click **Executive Monthly Package**.
2. Refresh the data by doing one of the following:
 - In the **Main** ribbon tab, click **Refresh Data**.



- Press **F9**.
3. Complete the following refresh variables, and click **OK**:

| Option | Description |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Select Time Comparison | Select Budget , Flex , 3 Mth Avg , Last Month , or Last Year . |
| Select Method for Projection Option in Trend Reports | Select to populate the projection months by Budget , Current Year Forecast , or Last Year Actuals . |
| Choose Rollup Level | Select to run the report by VP or Director . |

| Option | Description |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pick Director/VP | Select a Director or VP, depending on the option selected from the Choose Rollup Level drop-down. To return the data for all, leave the field blank. Leave the field blank to view all data. |
| Fiscal Year (optional) | Select the fiscal year to include in the report. |
| Fiscal Period (optional) | Select the month to include in the report (based on the year you selected in the Fiscal Year field). |
| Pay Period (optional) | Select the pay period to include in the report (based on the year you selected in the Fiscal Year field). |

4. To specify the reports to output data in this batch report, do the following:
- To output data for a report when processing, type an **X** in the cell next to the report name. By default, an X displays next to each report name.
 - To exclude a report from generating data when processing, clear the **X** from the cell.

IMPORTANT: When you run the batch report on your screen, the system processes the data for the reports and displays each report as a tab—even those where you have removed the X. However, when you actually process the batch report, the system will not include any data in those reports where you have removed the X, though the tab still displays.

| Configuration | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---|--------|---|----------------|---|-------------------|---|---------------|---|------------|---|---------|---|----------|---|-------|---|-----|---|
| Operation | | | | | | | | | | | | | | | | | | | | | |
| Select How To Process the Files: | Save Files | | | | | | | | | | | | | | | | | | | | |
| Select Report Tabs to Include: Input an 'X' for tabs to include | <table border="1"> <tbody> <tr><td>Cover</td><td>X</td></tr> <tr><td>TopTen</td><td>X</td></tr> <tr><td>Cons-Financial</td><td>X</td></tr> <tr><td>Variance_Overview</td><td>X</td></tr> <tr><td>Dept_Variance</td><td>X</td></tr> <tr><td>Dept_Trend</td><td>X</td></tr> <tr><td>StatSum</td><td>X</td></tr> <tr><td>BVRollup</td><td>X</td></tr> <tr><td>BVSum</td><td>X</td></tr> <tr><td>Pay</td><td>X</td></tr> </tbody> </table> | Cover | X | TopTen | X | Cons-Financial | X | Variance_Overview | X | Dept_Variance | X | Dept_Trend | X | StatSum | X | BVRollup | X | BVSum | X | Pay | X |
| Cover | X | | | | | | | | | | | | | | | | | | | | |
| TopTen | X | | | | | | | | | | | | | | | | | | | | |
| Cons-Financial | X | | | | | | | | | | | | | | | | | | | | |
| Variance_Overview | X | | | | | | | | | | | | | | | | | | | | |
| Dept_Variance | X | | | | | | | | | | | | | | | | | | | | |
| Dept_Trend | X | | | | | | | | | | | | | | | | | | | | |
| StatSum | X | | | | | | | | | | | | | | | | | | | | |
| BVRollup | X | | | | | | | | | | | | | | | | | | | | |
| BVSum | X | | | | | | | | | | | | | | | | | | | | |
| Pay | X | | | | | | | | | | | | | | | | | | | | |

5. In the **Configuration** section, do the following:

| Configuration | |
|-----------------------------------------------------|---------------------------------------------------------|
| File Prefix: | Mar-2018 + Executive Level + Executive Name = File Name |
| Dept Variance Threshold: | 25.0% |
| Select Hours Code For Dept_Variance and Dept_Trend: | HoursJC |

| Option | Description |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| File Prefix | Displays the year and month selected in the refresh variables selected in Step 3. You can edit this field, as needed. The prefix name is followed by the executive level and name. For example, Feb-2017VPSallyKlein. |
| Dept Variance Threshold | Type the variance percentage to use in the trend-based reports. |
| Select Hours Code for Dept_Variance and Dept_Trend | Select the code used for hours accounts. |

- There are multiple ways to generate and distribute the report package, depending on your need. For more information and instructions, see [Processing and distributing the Executive Monthly Package report](#).

Processing and distributing the Executive Monthly Package report

This topic covers the ways in which you can process and distribute the Executive Monthly Package report to executive personnel. To configure the reports to include in the package and the reporting variables, see [Configuring the Executive Monthly Package report](#).

NOTE: Before processing this report package, you may consider removing the reports from last month. For instructions, see [Removing reporting source files](#).

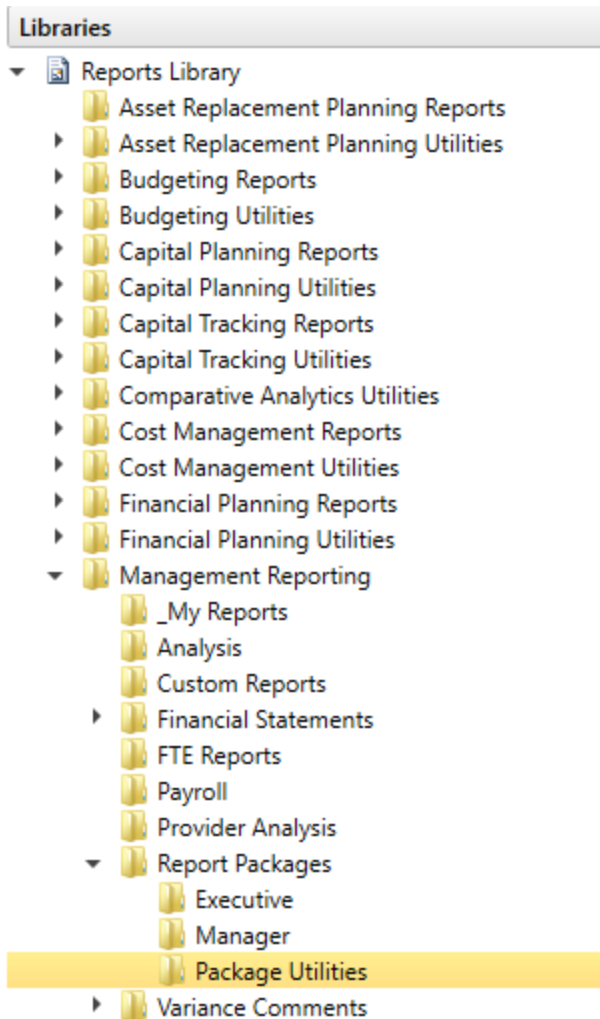
► File collect

The ExecutiveMonthlyPackage_FileCollect utility allows you to process and distribute multiple Executive Monthly Package reports to multiple people using one tool. You can configure the file source and output settings and delivery method (email and/or save as a file to a directory location). If sending the report by email, you can configure the email subject line and body text, the recipient type, and file attachment options.

TIP: If you use file collect, you can add it to the Monthly All in One Executive Reporting batch control sheet, which allows you to automate the process of

To process and distribute package reports using the file collect:

1. From [Axiom Explorer](#), in the Libraries section, click Reports > Management Reporting > Report Packages > Package Utilities, and double-click ExecutiveMonthlyPackage_FileCollect.



2. Complete the following options in the Source and Output Settings section:

| Setup | |
|------------------------------------------|---------------------------------------------------------------------------------------|
| Executive Monthly Package - File Collect | |
| Source and Output Settings | |
| Source file name prefix | Mar-2018 VP_(DEPT.VP).xlsx |
| Source file location | \Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SourceFiles |
| Output file name suffix (no extension) | VP_(DEPT.VP)_ExecutiveMonthlyPackage .xlsx |
| Output file location | \Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SentFiles |
| Delivery Method Settings | |
| Assemble by | VP |
| Save or email generated files | Save File |

| Option | Description |
|----------------------------------------|-------------------------------------------------------------------|
| Source file name prefix | Edit the source file name prefix, if needed. |
| Output file name suffix (no extension) | Edit the file name for report. |
| Output file location | Enter the location in which to save the generated report file(s). |

3. Complete the following options in the **Delivery Methods** section:

| Setup | |
|------------------------------------------|---------------------------------------------------------------------------------------|
| Executive Monthly Package - File Collect | |
| Source and Output Settings | |
| Source file name prefix | Mar-2018 VP_(DEPT.VP).xlsx |
| Source file location | \Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SourceFiles |
| Output file name suffix (no extension) | VP_(DEPT.VP)_ExecutiveMonthlyPackage.xlsx |
| Output file location | \Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SentFiles |
| Delivery Method Settings | |
| Assemble by | VP |
| Save or email generated files | Save File |

| Option | Description |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assemble by | Select the executive level in which to generate and distribute the report package. |
| Save or email generated files | <p>Select one of the following:</p> <ul style="list-style-type: none"> To save the report file(s) to a directory, select Save File. To include the report file(s) as attachment(s) or a link to a directory where the files are stored in an email, select Email File. To save the report file(s) to a directory and send an email, select Save File and Send Email. |

4. If you select email or save file and send email as the output option, complete the **Email Settings** section:

| | |
|-----------------------------|-----------------------------------------------------------|
| Email Settings | |
| Subject text | Executive Monthly Package Mar-2018 by VP |
| Body text | Executive Monthly Package Mar-2018 is attached for review |
| Recipient | Approver |
| Attach file to email | Yes |
| Attach each file separately | On |

| Option | Description |
|--------------|-------------------------------------------|
| Subject text | Type the subject line text for the email. |

| Option | Description |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Body text | Type the body text to include in the email. |
| Recipient | Select the recipient type in which to send the reports. |
| Attach file to email | Select one of the following: <ul style="list-style-type: none"> To attach the report file(s) to the email, select Yes. To include a link to the directory location for the report file instead of attaching a file, click No. |
| Attach each file separately | NOTE: This option does not display if you select the Save File and Send Email option in step 3. Select one of the following: <ul style="list-style-type: none"> To include the packaged reports into a single report file with tabs for each report, click Off. To generate the packaged reports as individual report files, click On. |

- After making your changes, in the **Main** ribbon tab, click **Save**.

NOTE: The system will prompt you to save your settings as a new file. This allows you to create multiple setting versions, if needed.

- In the **Save As** dialog, type a name for the file, and click **Save**.
- When you are ready to process the report, in the **Main** ribbon tab, click **Publish > File Processing > Process File Multipass**. For more information, see [Running file processing on an Axiom file](#).

► Executive Monthly Package utility

You can also process and distribute the report package directly from the Executive Monthly Package utility. This option is useful when generating one-off packages to just a few people or for someone wants a variant of the reporting package outside of your normal regularly scheduled process.

To process and distribute package reports using the Executive Monthly Package utility:

- [Open the Executive Monthly Package utility](#), and make any necessary report or variable configuration changes, including selecting the executive-level personnel to receive the report.
- From the **Select How To Process the Files** drop-down, select one of the following:
 - To save the report, select **Save Files**. By default, the file saves to the following output folder: `\Axiom\Reports Library\Management Reporting Utilities`
 - To email the files, select **Email Files**. The report outputs to the recipient email addresses listed in the **Email Settings/Groupings** section of this report.

- To save and email the report, select **Save and Email files**.

3. If emailing the files, in the **Email Settings/Groupings** section, do the following:

| | | |
|---------------------------------|----------|--------------------------------------------------------------------|
| Email Settings: | Approver | Smith.Sally@company.com |
| Email Grouping: | | |
| Recipient Email Address: | | |
| Subject Line: | | 0-Feb-2017 Monthend Report Package |
| Body Text: | | Attached is the Feb-2017 monthly financial reporting package for 0 |

| Option | Description |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Recipient Email Address | Displays the email addresses the report will be sent to. NOTE: Email addresses are derived from the security profile for the user. |
| Subject Line | Edit the content for the email subject line, as needed. |
| Body Text | Edit the content for the email body text, as needed. |

4. When you are ready to process the report, in the **Main** ribbon tab, click **Publish > File Processing > Process File Multipass**. For more information, see [Running file processing on an Axiom file](#).

► Batch processing and Scheduler

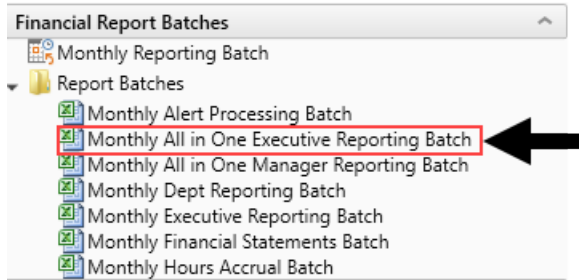
Another way to process the report package is to use a report batch control sheet, which allows you to process multiple reports simultaneously. The system comes preloaded with the Monthly All in One Executive Reporting Batch control sheet, which is pre-configured with the settings needed to run the Executive Monthly Package for both the VP-level and Director-level reports, but you can change these settings if needed. After you have set up the batch control sheet, you can then perform a file process.

TIP: To make generating the report package even easier, you can configure a Scheduler job to process the batch control sheet for a specific date and time. By default, the Monthly All in One Executive Reporting batch control sheet does not include the ExecutiveMonthlyPackage_FileCollect utility because not all organizations use file collect. However, you can also automate the process of distributing the report by adding the file collect utility to the batch control sheet.

To process and distribute package reports using batch processing and Scheduler:

1. [Open the Executive Monthly Package utility](#), and make any necessary report or variable configuration changes.
2. To include the file collect in the batch control sheet, [open the file collect utility](#), and make any necessary changes.

3. In the **Mgmt Admin** task pane, in the **Financial Reporting Batches** section, click **Report Batches**, and double-click **Monthly All in One Executive Reporting Batch**.



4. Update the batch control sheet, as needed, including adding the file collect utility location to generate multiple reports for multiple people. For more information, see the following:
 - For configuring the Batch tab, see [Batch Control Sheet](#).
 - For an overview of file processing and how it works, see [File processingFile Processing](#).
5. To process the batch, you can do one of the following:
 - In the batch control sheet, click **File Processing > Process File**.
 - Create a Scheduler job to process the report the package, if desired. For more information, see [Batch processing using Scheduler](#).

Understanding the Department Monthly Package

To help speed up report processing and distribution, you can generate manager-level reports by using the Department Monthly Package, which combines all of the individual reports into one file. The Department Monthly Package allows management personnel to view department performance against a static or flexible budget and against prior year's performance and Enables one-stop shopping for the department manager by providing the department's overall performance as well as reports with the detail transactions that support the expenses on the Summary reports. Each tab in the workbook represents a different report.

The purpose of the this package is to understand financial performance and find opportunities for improvement where possible. In this section, we describe the financial review process in two steps and, in each section, provide an overview of the reports available in the Department Monthly Package to complete the analysis:

- Analysis of Monthly General Ledger (Account-level) data
- Additional Analysis of Labor (Salary Expenses and FTE amounts)

Summary Income Statement

OrgName

For The Period Ending April 30, 2020

| | Current Month - April | | | Year-To-Date - April | | | | |
|--------------------------------------------------------|-----------------------|--------------------|--------------------|----------------------|--------------------|--------------------|----------------------|--------------------|
| | Apr-2020 Actual | Apr-2020 Budget | Variance | Apr-2019 Actual | Apr-2020 Actual | Apr-2020 Budget | Variance | Apr-2019 Actual |
| Patient Revenue | | | | | | | | |
| Inpatient | 426,315 | 1,066,544 | (640,229) | 426,315 | 151,289,679 | 10,665,443 | 140,624,237 | 151,289,679 |
| Outpatient | 947,595 | 1,363,970 | (416,375) | 947,595 | 72,229,686 | 13,639,701 | 58,589,985 | 72,229,686 |
| Other Patient Revenue | 485 | 1,532 | (1,047) | 485 | 1,341,326 | 15,316 | 1,326,010 | 1,341,326 |
| Total Patient Revenue | 1,374,395 | 2,432,046 | (1,057,651) | 1,374,395 | 224,860,691 | 24,320,459 | 200,540,232 | 224,860,691 |
| Deductions From Revenue | | | | | | | | |
| Charity Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contractual Allowances | 0 | 1,010,286 | 1,010,286 | 0 | 169,471,732 | 10,102,857 | (159,368,875) | 169,471,732 |
| Other Discounts | 0 | 0 | 0 | 0 | 56,084 | 0 | (56,084) | 56,084 |
| Bad Debt | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Deductions | 0 | 1,010,286 | 1,010,286 | 0 | 169,527,815 | 10,102,857 | (159,424,958) | 169,527,815 |
| Net Patient Revenue | 1,374,395 | 1,421,760 | (47,365) | 1,374,395 | 55,332,876 | 14,217,602 | 41,115,274 | 55,332,876 |
| Other Operating Revenue | 1,628 | 1,376 | 252 | 1,628 | 15,981 | 13,760 | 2,221 | 15,981 |
| Total Operating Revenue | 1,376,023 | 1,423,136 | (47,113) | 1,376,023 | 55,348,857 | 14,231,361 | 41,117,495 | 55,348,857 |
| Excess of Revenue Over Expenses from Operations | 1,376,023 | 1,229,612 | 146,411 | 1,376,023 | 6,562,132 | 12,295,282 | (5,733,149) | 6,562,132 |
| Unrestricted Contributions | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Non Operating Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Non Operating Revenue - Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Investment Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Interest Income | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Gain(Loss) on Sale of Assets | 1,628 | 1,376 | 252 | 1,628 | 13,911 | 13,760 | 151 | 13,911 |
| Total Non-Operating | 1,628 | 1,376 | 252 | 1,628 | 13,911 | 13,760 | 151 | 13,911 |

◀ ▶ ⌂ Cover_Scott Johanson / TopTen_Scott Johanson / Cons-Financial_Scott Johanson / Variance_Overview_Scott Johanson / Dept_Variance_Scott Johanson / Dept_Trend_Scott Johanson / StatSum_Scott Johanson / BVRollup_Scott Johanson / BVSum_Scott Johanson / Pay_Scott Johanson /

You can then process and email the report to the appropriate management personnel and attach the report file or a link to a directory. You can run the report generation process manually or set up a Scheduler job to process the reports automatically at certain times of the month.

For descriptions of each report included in the Department Monthly Package, see [Reports in the Department Monthly Package](#).

NOTE: Before running the report package, you may need to update the imported data used in the reports. For more information, see [Preparing data for budget go-live](#).

Configuring the Department Monthly Package report

Use this utility to select and combine the multiple management reports into a single report, which you can then distribute multiple ways - including sending an email with the attached report or a link to the directory where the report is stored. For a description of each report included in this package, see [Reports in the Department Monthly Package](#).

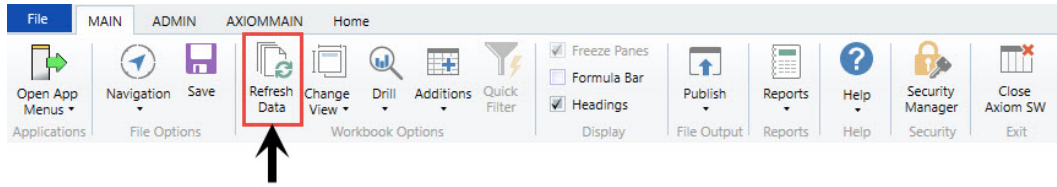
Before generating this report package, you may consider removing the reports from last month. For instructions, see [Removing reporting source files](#).

To configure the Department Monthly Package report:

1. Navigate to one of the following:

- In the **Mgmt Admin** task pane, in the **Management Reporting** section, click **Manager**, and double-click **Dept Monthly Package**.
- In the **Mgmt Report** task pane, in the **Performance Reporting** section, click **Manager**, and double-click **Dept Monthly Package**.

2. Refresh the data by doing one of the following:
 - In the **Main** ribbon tab, click **Refresh Data**.



- Press **F9**.
3. Complete the following refresh variables, and click **OK**:

| Option | Description |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BudVar Report ONLY - Select Comparison Time Series | For comparing to actual amounts within the reports, select either Budget (Static Budget) or Flex (Flex Budget). |
| BudVar Report ONLY - Populate Remaining Months with... | To populate remaining months in your trend report, select Budget (Static Budget), Current Year Forecast , or Last Year Actuals (Flex Budget). |
| Choose Department Rollup | Select the department to include in the report. |
| Fiscal Year (optional) | Select the fiscal year to include in the report. |
| Fiscal Period (optional) | Select the month to include in the report (based on the year you selected in the Fiscal Year field). |
| Pay Period (optional) | Select the pay period to include in the report (based on the year you selected in the Fiscal Year field). |

4. To specify the reports to output data in this batch report, do the following:
 - To output data for a report when processing, type an **X** in the cell next to the report name. By default, an X displays next to each report name.
 - To exclude a report from generating data when processing, clear the **X** from the cell.

IMPORTANT: When you run the batch report on your screen, the system processes the data for the reports and displays each report as a tab—even those where you have removed the X. However, when you actually process the batch report, the system will not include any data in those reports where you have removed the X, though the tab still displays.

| Configuration | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---|----|---|-----------|---|----|---|----------|---|----|---|----------|---|----|---|--------|---|----|---|--------|---|-------|---|----|---|--|--|
| Operation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Select How To Process the Files: | <div>Save Files</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Select Report Tabs to Include: Input an 'X' for tabs to include | <table border="1"> <tr> <td>Cover</td> <td>X</td> <td>AP</td> <td>X</td> </tr> <tr> <td>Scorecard</td> <td>X</td> <td>MM</td> <td>X</td> </tr> <tr> <td>SCDetail</td> <td>X</td> <td>AR</td> <td>X</td> </tr> <tr> <td>VarAlert</td> <td>X</td> <td>RU</td> <td>X</td> </tr> <tr> <td>BudVar</td> <td>X</td> <td>JC</td> <td>X</td> </tr> <tr> <td>Charts</td> <td>X</td> <td>EmpID</td> <td>X</td> </tr> <tr> <td>GL</td> <td>X</td> <td></td> <td></td> </tr> </table> | Cover | X | AP | X | Scorecard | X | MM | X | SCDetail | X | AR | X | VarAlert | X | RU | X | BudVar | X | JC | X | Charts | X | EmpID | X | GL | X | | |
| Cover | X | AP | X | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Scorecard | X | MM | X | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SCDetail | X | AR | X | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VarAlert | X | RU | X | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BudVar | X | JC | X | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Charts | X | EmpID | X | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GL | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Selection: Cover;Scorecard;SCDetail;VarAlert;BudVar;Charts;GL;AP;MM;AR;RU;JC;EmpID | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

5. In the **Configuration** section, do the following:

| Configuration | |
|-------------------------------------------------------|---------|
| File Prefix: | Apr2020 |
| Configured Comparison Period for BudVar Tab: | CYB |
| Select Other Comparison Period for BudVar Tab: | LYA |
| Trend - Remaining Yr Months for BudVar Tab: | BUD |

+ Department Number = File Name
 CYB = Cur Yr Budget FLX=Flex Budget -Multi-Pass Settings
 LYA = Last Yr Actual CYB = Current Yr Budget -Default Settings from Threshold Table
 CYF=Cur Fcst Bud= Cur Bud LYACT=LY Actual

| Option | Description |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| File Prefix | Displays the year and month selected in the refresh variables selected in Step 3. You can edit this field, as needed. The prefix name is followed by the executive level and name. For example, Feb-2017SallyKlein. |
| Configured Comparison Period for BudVar Tab | Select one of the following: <ul style="list-style-type: none"> Current Year Budget (CYB) Flex Budget (FLX) |
| Select Other Comparison Period for BudVar Tab | Select one of the following: <ul style="list-style-type: none"> Last Year Actuals (LYA) Current Year Budget (CYB) |
| Trend - Remaining Yr Months for BudVar Tab | Select one of the following: <ul style="list-style-type: none"> Current Year Forecast (CYF) Current Budget (BUD) Last Year Actuals (LYACT) |

6. There are multiple ways to generate and distribute the report package, depending on your need. For more information and instructions, see [Processing and distributing the Department Monthly Package report](#).

Processing and distributing the Department Monthly Package report

This topic covers the ways in which you can process and distribute the Department Monthly Package report to executive personnel. To configure the reports to include in the package and the reporting variables, see [Configuring the Department Monthly Package report](#). The Department Monthly Package report may also be referred to as the Manager Monthly Report.

NOTE: Before processing this report package, you may consider removing the reports from last month. For instructions, see [Removing reporting source files](#).

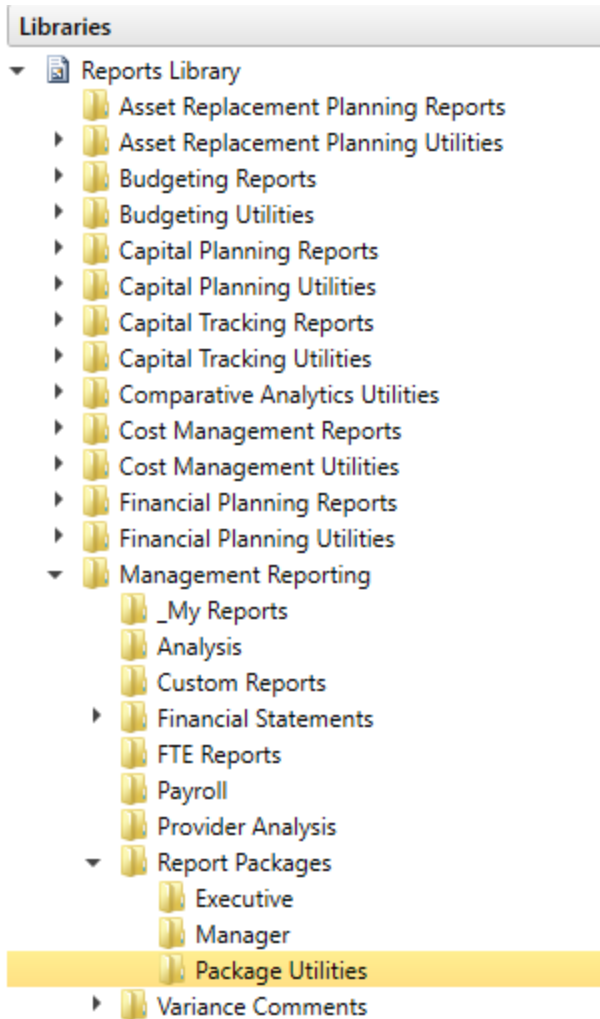
► File collect

The DeptMonthlyPackage_FileCollect utility allows you to process and distribute multiple Department Monthly Package reports to multiple people using one tool. You can configure the file source and output settings and delivery method (email and/or save as a file to a directory location). If sending the report by email, you can configure the email subject line and body text, the recipient type, and file attachment options.

TIP: If you use file collect, you can add it to the Monthly All in One Manager Reporting batch control sheet, which allows you to automate the process of

To process and distribute package reports using the file collect:

1. From [Axiom Explorer](#), in the **Libraries** section, click **Reports > Management Reporting > Report Packages > Package Utilities**, and double-click **DeptMonthlyPackage_FileCollect**.



2. Complete the following options in the **Source and Output Settings** section:

| Setup | |
|----------------------------------------|---------------------------------------------------------------------------------------|
| Dept Monthly Package - File Collect | |
| Source and Output Settings | |
| Source file name prefix | Mar2018 (DEPT.RPTMap).xlsx |
| Source file location | \Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SourceFiles |
| Output file name suffix (no extension) | RPTMap_(DEPT.RPTMap)_ DeptMonthlyPackage .xlsx |
| Output file location | \Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SentFiles |
| Delivery Method Settings | |
| Assemble by | RPTMap |
| Save or email generated files | Save File |

| Option | Description |
|-------------------------|--------------------------------------|
| Source file name prefix | Edit the source location, if needed. |

| Option | Description |
|-------------------------------------------|-------------------------------------------------------------------|
| Output file name suffix (no extension) | Edit the file name for report. |
| Output file location | Enter the location in which to save the generated report file(s). |

3. Complete the following options in the **Delivery Methods** section:

| Setup | |
|----------------------------------------|---------------------------------------------------------------------------------------|
| Dept Monthly Package - File Collect | |
| Source and Output Settings | |
| Source file name prefix | Mar2018 .(DEPT.RPTMap).xlsx |
| Source file location | \Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SourceFiles |
| Output file name suffix (no extension) | RPTMap_(DEPT.RPTMap)_ DeptMonthlyPackage .xlsx |
| Output file location | \Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SentFiles |
| Delivery Method Settings | |
| Assemble by | RPTMap |
| Save or email generated files | Save File |

| Option | Description |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assemble by | Select the management level in which to generate and distribute the report package. |
| Save or email generated files | <p>Select one of the following:</p> <ul style="list-style-type: none"> To save the report file(s) to a directory, select Save File. To include the report file(s) as attachment(s) or a link to a directory where the files are stored in an email, select Email File. To save the report file(s) to a directory and send an email, select Save File and Send Email. |

4. If you select email or save file and send email as the output option, complete the **Email Settings** section:

| Setup | |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dept Monthly Package - File Collect | |
| Source and Output Settings | |
| Source file name prefix | Mar2018 .(DEPT.RPTMap).xlsx |
| Source file location | \Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SourceFiles |
| Output file name suffix (no extension) | RPTMap_(DEPT.RPTMap;DEPT.Approver)_ DeptMonthlyPackage .xlsx |
| Output file location | \Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SentFiles |
| Delivery Method Settings | |
| Assemble by | RPTMap |
| Save or email generated files | Save File and Send Email |
| Email Settings | |
| Subject text | Dept Monthly Package Mar2018 by RPTMap |
| Body text | Dept Monthly Package Mar2018 is attached and available for review \Axiom\Reports Library\Management Reporting Utilities\Report Distribution\SentFiles |
| Recipient | Approver |
| Attach file to email | Yes |

| Option | Description |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subject text | Type the subject line text for the email. |
| Body text | Type the body text to include in the email. |
| Recipient | Select the recipient type in which to send the reports. |
| Attach file to email | Select one of the following: <ul style="list-style-type: none"> To attach the report file(s) to the email, select Yes. To include a link to the directory location for the report file instead of attaching a file, click No. |
| Attach each file separately | NOTE: This option does not display if you select the Save File and Send Email option in step 3. Select one of the following: <ul style="list-style-type: none"> To include the packaged reports into a single report file with tabs for each report, click Off. To generate the packaged reports as individual report files, click On. |

- After making your changes, in the **Main** ribbon tab, click **Save**.

NOTE: The system will prompt you to save your settings as a new file. This allows you to create multiple setting versions, if needed.

- In the **Save As** dialog, type a name for the file, and click **Save**.
- When you are ready to process the report, in the **Main** ribbon tab, click **Publish > File Processing > Process File Multipass**. For more information, see [Running file processing on an Axiom file](#).

► Dept Monthly Package utility

You can also process and distribute the report package directly from the Dept Monthly Package utility. This option is useful when generating one-off packages to just a few people or for someone wants a variant of the reporting package outside of your normal regularly scheduled process.

To process and distribute package reports using the Dept Monthly Package utility:

- Open the [Dept Monthly Package utility](#), and make any necessary report or variable configuration changes, including selecting the management-level personnel to receive the report.
- From the **Select How To Process the Files** drop-down, select one of the following:
 - To save the report, select **Save Files**. By default, the file saves to the following output folder: \Axiom\Reports Library\Management Reporting Utilities

- To email the files, select **Email Files**. The report outputs to the recipient email addresses listed in the **Email Settings/Groupings** section of this report.
- To save and email the report, select **Save and Email files**.

3. If emailing the files, in the **Email Settings/Groupings** section, do the following:

| | | |
|-----------------------------------|-------|-------------------------------------------------------------------|
| Email Settings | Dept: | 0 |
| Select the Recipient Role: | Owner | |
| Recipient Email Address: | | |
| Subject Line: | | 0-Apr2020 Monthend Report Package |
| Body Text: | | Attached is the Apr2020 monthly financial reporting package for 0 |

| Option | Description |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Select the Recipient Role | Select the role type of the email recipient. |
| Recipient Email Address | Displays the email addresses the report will be sent to. NOTE: Email addresses are derived from the security profile for the user. |
| Subject Line | Edit the content for the email subject line, as needed. |
| Body Text | Edit the content for the email body text, as needed. |

4. When you are ready to process the report, in the **Main** ribbon tab, click **Publish > File Processing > Process File Multipass**. For more information, see [Running file processing on an Axiom file](#).

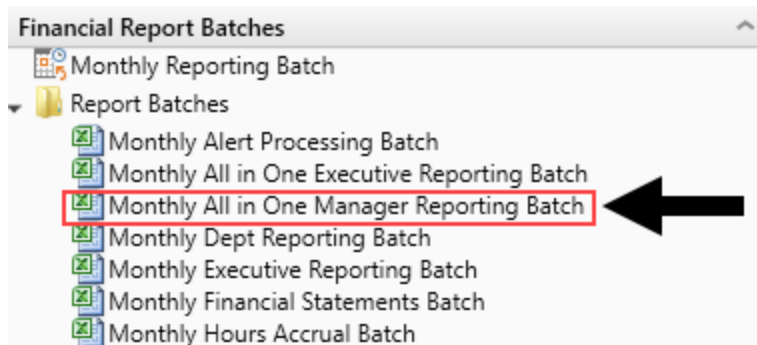
► Batch processing and Scheduler

Another way to process the report package is to use a report batch control sheet, which allows you to process multiple reports simultaneously. The system comes preloaded with the Monthly All in One Manager Reporting Batch control sheet, which is pre-configured with the settings needed to run the Department Monthly Package for multiple management-level reports, but you can change these settings if needed. After you have set up the batch control sheet, you can then perform a file process.

TIP: To make generating the report package even easier, you can configure a Scheduler job to process the batch control sheet for a specific date and time. By default, the Monthly All in One Manager Reporting batch control sheet does not include the DeptMonthlyPackage_FileCollect utility because not all organizations use file collect. However, you can also automate the process of distributing the report by adding the file collect utility to the batch control sheet.

To process and distribute package reports using batch processing and Scheduler:

1. [Open the Dept Monthly Package utility](#), and make any necessary report or variable configuration changes.
2. To include the file collect in the batch control sheet, [open the file collect utility](#), and make any necessary changes.
3. In the **Mgmt Admin** task pane, in the **Financial Reporting Batches** section, click **Report Batches**, and double-click **Monthly All in One Executive Reporting Batch**.

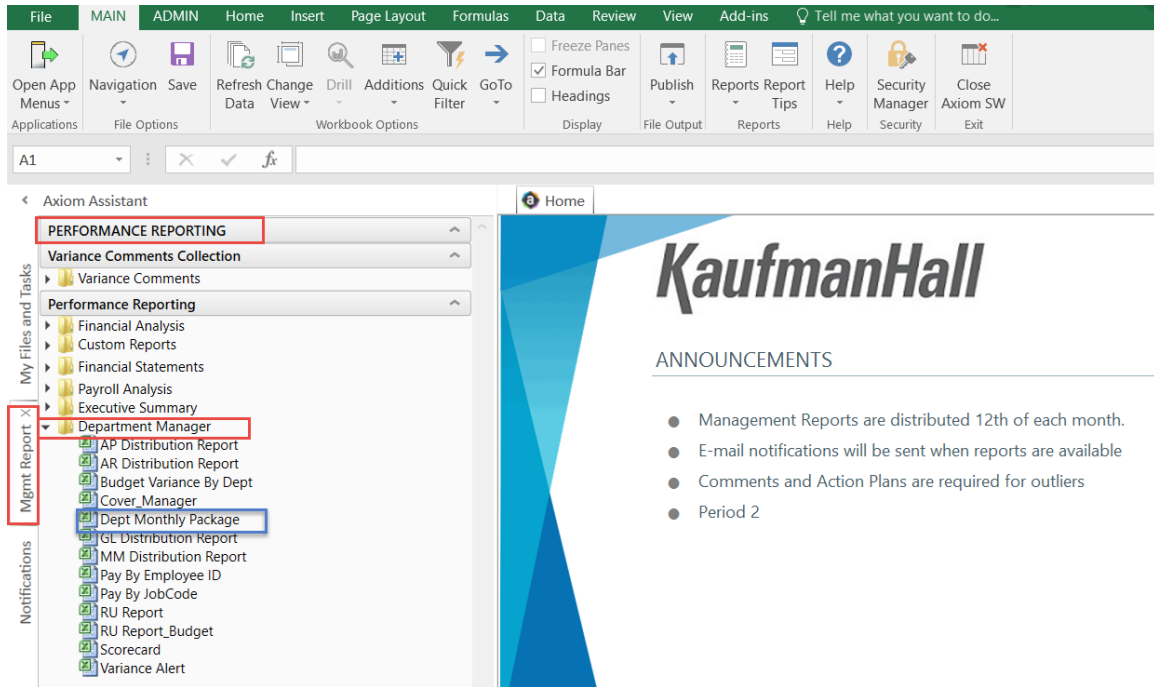


4. Update the batch control sheet, as needed, including adding the file collect utility location to generate multiple reports for multiple people. For more information, see the following:
 - For configuring the Batch tab, see [Batch Control Sheet](#).
 - For an overview of file processing and how it works, see [File Processing](#).
5. To process the batch, you can do one of the following:
 - In the batch control sheet, click **File Processing > Process File**.
 - Create a Scheduler job to process the report the package, if desired. For more information, see [Batch processing using Scheduler](#).

Opening Manager reports

To open Manager reports:

1. In the **Main** ribbon tab, click **Open App Menus**, and click **Management Reporting**.
2. In the **Mgmt Report** task pane, click **Department Manager**:
 - Mgmt Report displays on the task bar tab to indicate that the Management Reporting task pane is open.
 - The term Performance Reporting is used synonymously with Management Reporting.
 - The task pane lists all of the reports listed within the Department Management folder.
 - The Dept Monthly Package includes each individual report as a tab for a selected department.
 - To open a report, double-click the report name.



Understanding financial performance

The purpose of the monthly financial package is to understand financial performance and find opportunities for improvement where possible. In this guide, we describe the financial review process in two steps and, in each section, provide an overview of the reports available in the Manager Monthly Report Package to complete the analysis:

- Analysis of Monthly General Ledger (Account-level) data
- Additional Analysis of Labor (Salary Expenses and FTE amounts)

Understanding Monthly Variance Analysis

Monthly Variance Analysis is focused on departmental volumes and all expenses. While this also includes Salary related expenses and FTEs, further analysis is often completed for these items by reviewing the bi-weekly the reports in the [Labor Analysis](#) section.

Steps and questions for reviewing monthly general ledger data:

1. Review monthly financial data for variances and determine cause of variances. Then, analyze whether variances will continue, could have been prevented, or were strategic (such as “bulk buy to reduce total costs”).
2. Review monthly financial data for positive and negative trends.

A focus on expense per unit (also known as per key statistic) values in volume-sensitive areas is particularly useful to determine if any expense variances are caused by a volume variance, a rate or cost variance, or related to efficiency. For example, if an expense line item is showing a variance and the actual expense per unit equals the budgeted expense per unit, this situation is considered a Volume variance. However, if the line item's actual expense per unit is higher than the budgeted expense per unit, volume cannot be the cause of the variance. In this case, you would determine the following:

- Is the price we are paying for the supply or service higher than budgeted causing a Rate variance? If so are there ways to lower the price? Or was this an unexpected cost increase that will cause a budget variance for the rest of the year?
- Are we using more of the supply or service on a per unit basis than planned causing an Efficiency variance, or
- Is there a combination of the circumstances above causing the variance to be attributed to both Rate and Efficiency?

In each case, why is this occurring and can we get a lower price or use the resource more efficiently?

The following tools in the Manager Monthly Package can be used for this review:

► Cover

The Cover tab is the first sheet that displays within the Dept Monthly Package. It is also included as part of the Manager's month-end distributed package.

This sheet provides general information such as the current reporting period and type of information provided within each report.

[Home](#)
[Dept Monthly Package](#)
[Sample Monthly Manager Package_February 2017](#)

Month Ending: Feb-2017
Reporting Period

Department Month-End Report Package-Dept 27280-EMC Ultrasound
Department

This package contains a copy of your current month-end financial reports for your review and records. Please review the contents for accuracy and omissions.

Any accounts required a variance explanation are indicated on the "Var_" tab.

Comments

Need Help?
Please call/email Finance at 123-456-7890
Finance Contacts

REPORT TYPES

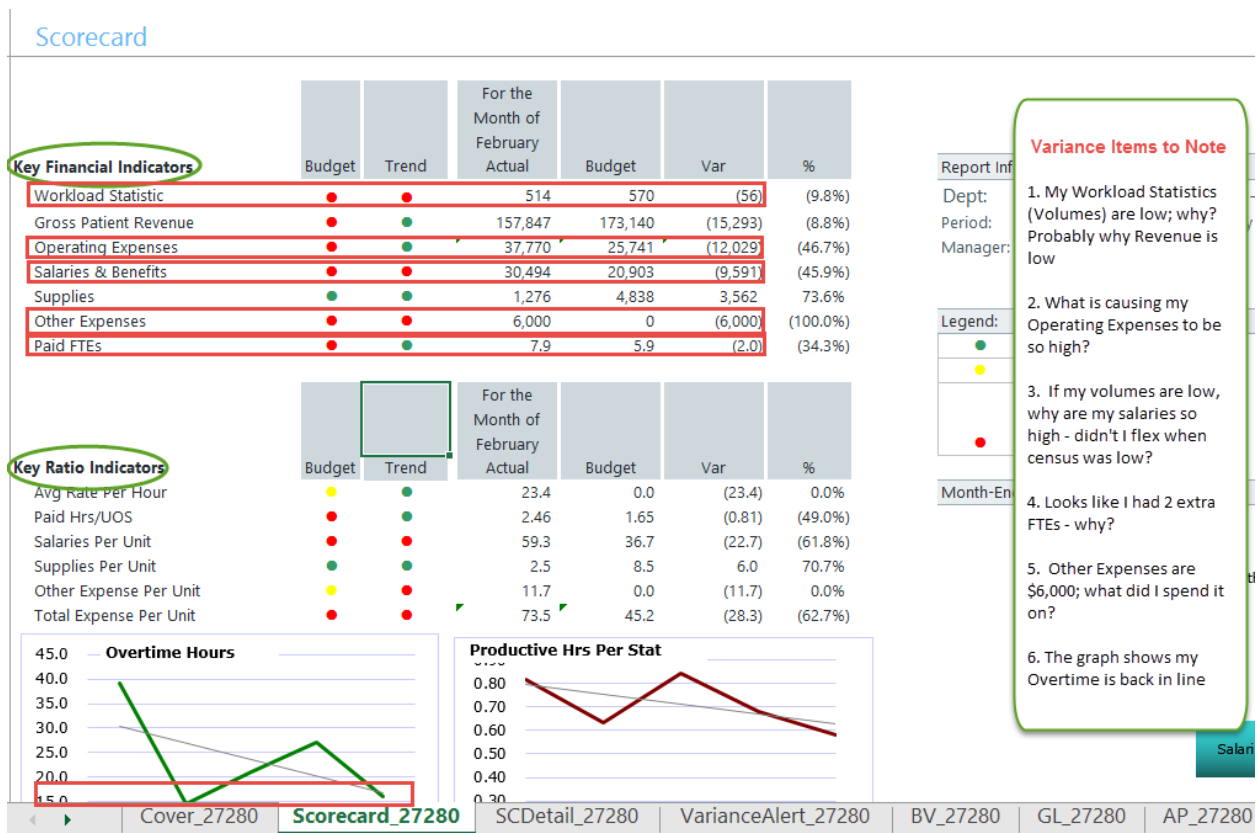
| Tab Name | Type of Report |
|-----------------|-------------------------------------------|
| SC_Dept Number | Scorecard |
| Var_Dept Number | Required Variance Explanation Summary |
| BV_Dept Number | Mth/YTD Summary Variance by Natural Class |
| GL_Dept Number | Journal Entries |
| AP_Dept Number | Accounts Payable Listing |
| MM_Dept Number | Store Issues / Materials Management |
| AR_Dept Number | Accrued Receipts Listing |
| RU_Dept Number | Revenue & Usage |
| JC_Dept Number | Department Summary by Job Code |
| ID_Dept Number | Department Summary by Employee ID |

Reports in Package

Cover_27280
Scorecard_27280
SCDetail_27280
VarianceAlert_27280
BV_27280
GL_27280
AP_27280

Scorecard

The Scorecard report shows Key Financial and Ratio Indicators. It provides an overview of departmental performance, and highlights areas requiring further review.



► Scorecard Detail report (SCDetail)

The Scorecard Detail report (SCDetail) shows actual versus budget information and flags the areas requiring variance comment input explanations within the Axiom Variance Comments Collection module.

Note that some additional details can be derived from this report, we can now answer some of the questions posed within the **Variance Items to Note** box from the previous [Scorecard](#) section:

- Salaries are over due to Contract Labor; only benefits were budgeted in this department.
- In **Other Expenses**, the \$6,000 unfavorable variance was spent on Recruitment.

Scorecard-Detail

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

Vice President: Scott Johanson
Director: Dianne Parnell
Manager: Chris Sparks

| Account Description | Month Actual | Budget | + / - Variance | Percent | Budget Alert | Rate Volume Variance Rate | Volume | Efficiency | YTD Variance | Trend Alert |
|---------------------------------|--------------|--------|----------------|----------|--------------|---------------------------|--------|------------|--------------|-------------|
| 700000 Key Volume Statistic | 514 | 570 | (56) | (9.8%) | ▼ | 0 | (56) | | (287) | ▼ |
| 60600 Salaries - Contract Labor | 29,646 | 0 | (29,646) | (100.0%) | ▼ | (29,646) | 0 | 0 | (241,955) | ▼ |
| 69230 Recruitment | 6,000 | 0 | (6,000) | (100.0%) | ▼ | (6,000) | 0 | 0 | (11,730) | ▼ |

► Variance Alert report (VarAlert)

The Variance Alert (VarAlert) report provides the following:

- Variance by individual account lines provide further detail. If your organization uses the Variance Comments Collection (VCC) tool, this report highlights which accounts require a variance explanation entry.
- Displays any Variance Comments and Action Plans previously entered within the VCC tool.

Month-End Variance Alert Notification

KH Health System
For The Period Ending February 28, 2017
27280 - EMC Radiology - Ultrasound

The Following Dept | Accounts require comment responses for this past month.

| Account | Description | Department | February Actual | Budget | +/- Budget Variance | Percent | Alert | Variance | Current Period Comments | Action Plan |
|-------------------------|---------------------------|------------|-----------------|--------|---------------------|----------|-------|-----------|-------------------------|-------------|
| Salary Expenses | | | | | | | | | | |
| 60100 | Salaries - Regular | 27280 | 14,524 | 15,423 | 899 | 5.8% | ▲ | 18,506 | | |
| 60110 | Salaries - Overtime | 27280 | 975 | 1,173 | 198 | 16.9% | ▲ | 4,083 | | |
| 60120 | Salaries - Non-Productive | 27280 | 1,182 | 1,713 | 531 | 31.0% | ▲ | (3,502) | | |
| 60600 | Salaries - Contract Labor | 27280 | 29,646 | 0 | (29,646) | (100.0%) | ▼ | (241,955) | | |
| 61300 | FICA - Social Security | 27280 | 1,252 | 1,513 | 261 | 17.2% | ▲ | 524 | | |
| 61510 | Employee Benefits - PDO | 27280 | 848 | 20,903 | 20,055 | 95.9% | ▲ | 6,025 | | |
| Other Operating Expense | | | | | | | | | | |
| 64100 | Repairs | 27280 | 0 | 548 | 548 | 100.0% | ▲ | (12,423) | | |
| 66200 | Telephone | 27280 | 42 | 4 | (38) | (950.0%) | ▼ | (48) | | |
| 69230 | Recruitment | 27280 | 6,000 | 0 | (6,000) | (100.0%) | ▼ | (11,730) | | |
| 69950 | Rebates/Repayments | 27280 | (120) | 0 | 120 | 100.0% | ▲ | 2,158 | | |

► Budget Variance report (BudVar)

The Budget Variance report (BudVar) includes the following information:

- Key and supplemental statistics information
- Operating revenue and expenses
- Key per-unit calculations
- Staffing information

The Budget Variance Report is broken out into four sections:

- Income Statement Summary - Current Month and Year-to-Date
- Income Statement Account detail - Current Month and Year-to-Date
- Current Year Forecast Summary
- Current Year Forecast Account detail

If opened within the Axiom system, all four sections display on the same tab. If the report is delivered through email or saved on a network drive, the four sections may be presented on a single sheet or separated on four individual tabs.

Review the Summary Level information, then look to the detail for further explanation regarding variances. Determining the account numbers with variances will provide the link to the detailed information on the AP, AR, MM, etc. reports that support the expense. As in our example above, Salaries and Other Expenses resulted in a Red Flag Variance, specifically within accounts 60600 Salaries-Contract Labor and 69230-Recruitment.

The first section of the report contains Current Month and Year to Date information at a Summary level.

Monthly Departmental Budget Variance Report

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

Dianne Parnell
Chris Sparks

| Current View: Default | | | | | | | Current View: Default | | | | | |
|--------------------------|---------------------|-----------------|-----------------|----------------------|----------------------|-----------|-------------------------|--------------------------|-----------------|----------------------|-----------|---------------|
| Current Month - February | | | | | | | Year To Date - February | | | | | |
| Account Number | Account Description | Feb-2017 Actual | Actual Per Unit | Feb-2017 Flex Budget | Flex Budget Per Unit | Variance | Feb-2017 Budget | Account Description | Feb-2017 Actual | Feb-2017 Flex Budget | Variance | Annual Budget |
| Department Volumes | | | | | | | Department Volumes | | | | | |
| 110 | IP Procedures | 274 | | 274 | | 0 | 256 | IP Procedures | 2,100 | 2,100 | 0 | 2,987 |
| 210 | OP Procedures | 240 | | 240 | | 0 | 314 | OP Procedures | 1,762 | 1,762 | 0 | 3,435 |
| Total Volume | | 514 | | 514 | | 0 | 570 | Total Volume | 3,862 | 3,862 | 0 | 6,422 |
| Revenue | | | | | | | Revenue | | | | | |
| Inpatient Revenue | | 70,781 | 258.32 | 80,575 | 294.07 | (9,794) | 75,282 | Inpatient Revenue | 558,716 | 587,933 | (29,217) | 848,164 |
| Other Patient Revenue | | 0 | 0.00 | 173 | 0.34 | (173) | 226 | Other Patient Revenue | 440 | 1,326 | (886) | 2,544 |
| Total Revenues | | 34,176 | 66.49 | 155,371 | 302.28 | (121,195) | 173,140 | Total Revenues | 226,631 | 1,162,368 | (935,736) | 1,950,673 |
| Operating Expenses | | | | | | | Operating Expenses | | | | | |
| Salaries & Wages | | 16,680 | 32.45 | 16,960 | 33.00 | 280 | 18,309 | Salaries & Wages | 128,604 | 140,197 | 11,593 | 222,755 |
| Contract Labor | | 29,646 | 57.68 | 0 | 0.00 | (29,646) | 0 | Contract Labor | 241,955 | 0 | (241,955) | 0 |
| Employee Benefits | | 3,389 | 6.59 | 23,374 | 45.47 | 19,985 | 23,374 | Employee Benefits | 19,170 | 23,111 | 3,941 | 19,643 |
| Medical Supplies | | 1,440 | 2.80 | 4,485 | 8.73 | 3,045 | 4,842 | Medical Supplies | 13,486 | 33,422 | 19,936 | 54,564 |
| Other Supplies | | 661 | 1.29 | 702 | 1.37 | 41 | 758 | Other Supplies | 5,035 | 5,233 | 198 | 8,543 |
| Lease and Rental | | 7,090 | 13.79 | 7,090 | 13.79 | 0 | 7,090 | Lease and Rental | 56,719 | 56,720 | 1 | 85,080 |
| Other Expenses | | 5,880 | 11.44 | 0 | 0.00 | (5,880) | 0 | Other Expenses | 10,578 | 0 | (10,578) | 0 |
| Total Operating Expenses | | 65,248 | 126.94 | 53,583 | 104.25 | (11,665) | 55,345 | Total Operating Expenses | 497,591 | 266,456 | (231,135) | 401,825 |

Below the first section is Current Month and Year to Date information, detailed by Account Number.

Monthly Departmental Budget Variance Report

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

Dianne Parnell
Chris Sparks

| Current View: Default | | | | | | | Current View: Default | | | | | |
|--------------------------|---------------------------|----------|----------|--------------------------|----------|----------|-----------------------|---------------------------|---------|-------------|-----------|---------|
| Account Number | | Feb-2017 | Actual | Current Month - February | | | Feb-2017 | Year To Date - February | | | Annual | |
| Account Description | | Actual | Per Unit | Flex Budget | Per Unit | Variance | Budget | Account Description | Actual | Flex Budget | Variance | Budget |
| DETAIL INFORMATION | | | | | | | DETAIL INFORMATION | | | | | |
| *** Expenses *** | | | | | | | *** Expenses *** | | | | | |
| 60100 | Salaries - Regular | 14,524 | 28.26 | 14,287 | 27.79 | (237) | 15,423 | Salaries - Regular | 105,901 | 118,095 | 12,194 | 187,638 |
| 60110 | Salaries - Overtime | 975 | 1.90 | 1,087 | 2.11 | 112 | 1,173 | Salaries - Overtime | 5,376 | 8,979 | 3,603 | 14,266 |
| 60120 | Salaries - Non-Productive | 1,182 | 2.30 | 1,587 | 3.09 | 405 | 1,713 | Salaries - Non-Productive | 17,326 | 13,123 | (4,204) | 20,851 |
| Total Salaries & Wages | | 16,680 | | 16,960 | 33.00 | 280 | 18,309 | Total Salaries & Wages | 128,604 | 140,197 | 11,593 | 222,755 |
| 60600 | Salaries - Contract Labor | 29,646 | 57.68 | 0 | 0.00 | (29,646) | 0 | Salaries - Contract Labor | 241,955 | 0 | (241,955) | 0 |
| Total Contract Labor | | 29,646 | 57.68 | 0 | 0.00 | (29,646) | 0 | Total Contract Labor | 241,955 | 0 | (241,955) | 0 |
| 69100 | Travel - General | 0 | 0.00 | 0 | 0.00 | 0 | 0 | Travel - General | 26 | 0 | (26) | 0 |
| 69230 | Recruitment | 6,000 | 11.67 | 0 | 0.00 | (6,000) | 0 | Recruitment | 11,730 | 0 | (11,730) | 0 |
| 69900 | Miscellaneous | 0 | 0.00 | 0 | 0.00 | 0 | 0 | Miscellaneous | 980 | 0 | (980) | 0 |
| 69950 | Rebates/Repayments | (120) | (0.23) | 0 | 0.00 | 120 | 0 | Rebates/Repayments | (2,158) | 0 | 2,158 | 0 |
| Total Other Expenses | | 5,880 | 11.44 | 0 | 0.00 | (5,880) | 0 | Total Other Expenses | 10,578 | 0 | (10,578) | 0 |
| Total Operating Expenses | | 65,248 | 126.94 | 53,583 | 104.25 | (11,665) | 55,345 | Total Operating Expenses | 497,591 | 266,456 | (231,135) | 401,825 |

To the right of the first section is Monthly Trend information at a Summary Level.

Monthly Departmental Side by Side Report

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

| Current View: Default | | Current View: Default | | Jul-2016 | Aug-2016 | Sep-2016 | Oct-2016 | Nov-2016 | Dec-2016 | Jan-2017 | Feb-2017 |
|---------------------------------|---------------------|---------------------------------|---------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Account Number | Account Description | Account Number | Account Description | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual |
| SUMMARY INFORMATION | | SUMMARY INFORMATION | | | | | | | | | |
| Department Volumes | | Department Volumes | | | | | | | | | |
| 110 | IP Procedures | 110 | IP Procedures | 301 | 268 | 208 | 257 | 269 | 247 | 276 | 274 |
| 210 | OP Procedures | 210 | OP Procedures | 224 | 248 | 194 | 186 | 225 | 205 | 240 | 240 |
| Total Volume | | Total Volume | | 525 | 516 | 402 | 443 | 494 | 452 | 516 | 514 |
| Operating Expenses | | Operating Expenses | | | | | | | | | |
| Salaries & Wages | | Salaries & Wages | | 17,362 | 17,610 | 17,346 | 17,303 | 12,935 | 12,879 | 16,489 | 16,680 |
| Contract Labor | | Contract Labor | | 24,062 | 34,108 | 30,155 | 35,988 | 31,855 | 30,688 | 25,454 | 29,646 |
| Employee Benefits | | Employee Benefits | | 1,554 | 3,081 | 3,489 | 1,915 | 1,112 | 1,605 | 3,025 | 3,389 |
| Medical Supplies | | Medical Supplies | | 2,110 | 1,574 | 1,272 | 1,445 | 2,549 | 718 | 2,379 | 1,440 |
| Other Supplies | | Other Supplies | | 325 | 603 | 814 | 320 | 1,853 | 0 | 459 | 661 |
| Lease and Rental | | Lease and Rental | | 7,090 | 7,090 | 7,090 | 7,090 | 7,090 | 7,090 | 7,090 | 7,090 |
| Other Expenses | | Other Expenses | | 2,000 | (1,678) | 178 | 2,597 | 1,815 | (120) | (94) | 5,880 |
| Total Operating Expenses | | Total Operating Expenses | | 54,922 | 63,639 | 62,838 | 68,877 | 64,412 | 53,209 | 64,446 | 65,248 |

To the right of the Detail for Current and Year to Date is Monthly Trend information by Account Number.

Monthly Departmental Side by Side Report

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

| Current View: Default | | Jul-2016 | Aug-2016 | Sep-2016 | Oct-2016 | Nov-2016 | Dec-2016 | Jan-2017 | Feb-2017 |
|-----------------------------------|---------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Account Number | Account Description | Actual | Actual | Actual | Actual | Actual | Actual | Actual | Actual |
| DETAIL INFORMATION | | | | | | | | | |
| *** Expenses *** | | | | | | | | | |
| 60100 | Salaries - Regular | 12,505 | 14,980 | 16,145 | 12,959 | 10,394 | 9,458 | 14,937 | 14,524 |
| 60110 | Salaries - Overtime | 719 | 814 | 459 | 453 | 23 | 752 | 1,181 | 975 |
| 60120 | Salaries - Non-Productive | 4,137 | 1,816 | 743 | 3,891 | 2,518 | 2,669 | 370 | 1,182 |
| Total Salaries & Wages | | 17,362 | 17,610 | 17,346 | 17,303 | 12,935 | 12,879 | 16,489 | 16,680 |
| 60600 | Salaries - Contract Labor | 24,062 | 34,108 | 30,155 | 35,988 | 31,855 | 30,688 | 25,454 | 29,646 |
| Total Contract Labor | | 24,062 | 34,108 | 30,155 | 35,988 | 31,855 | 30,688 | 25,454 | 29,646 |
| 69100 | Travel - General | 0 | 0 | 0 | 0 | 0 | 0 | 26 | 0 |
| 69230 | Recruitment | 2,000 | 0 | 178 | 1,618 | 1,935 | 0 | 0 | 6,000 |
| 69900 | Miscellaneous | 0 | 0 | 0 | 980 | 0 | 0 | 0 | 0 |
| 69950 | Rebates/Repayments | 0 | (1,678) | 0 | 0 | (120) | (120) | (120) | (120) |
| Total Other Expenses | | 2,000 | (1,678) | 178 | 2,597 | 1,815 | (120) | (94) | 5,880 |

Charts

The Charts report provides an overview of comparative trends across periods for Volume, Total Expense per unit, Worked Hours per unit, and Salary Expense per unit.

Similar to the Scorecard, this report can be used to review performance trends that may require further research.

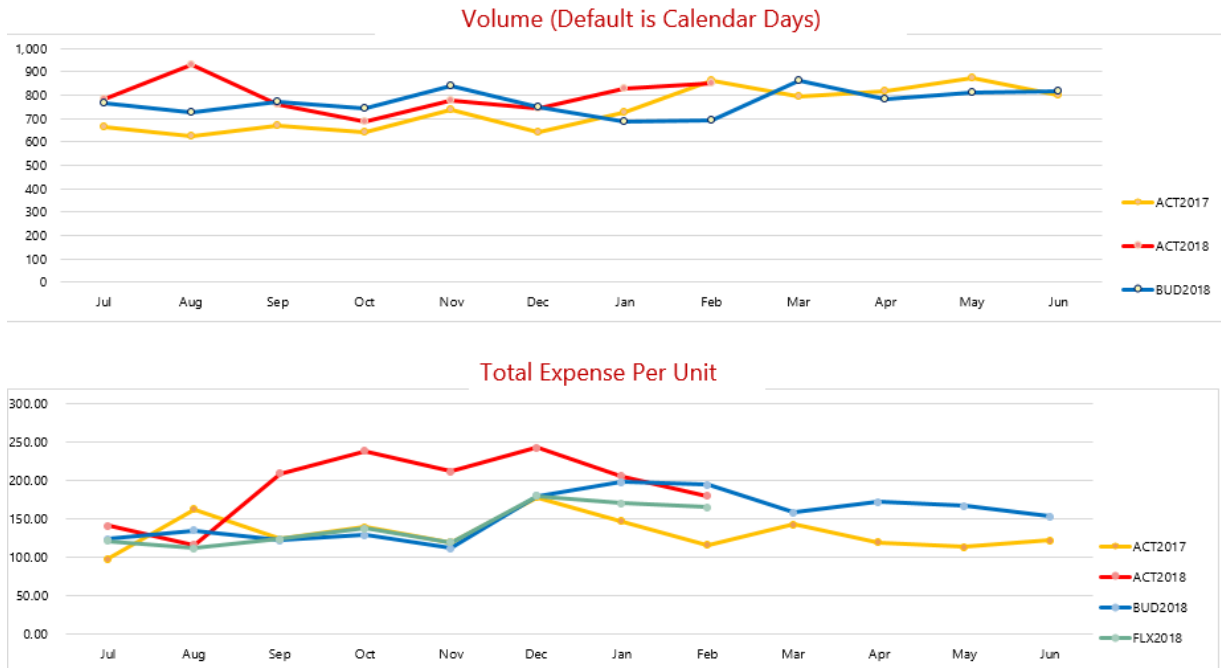
- **Volume chart** - Compares the department's key statistic amounts by month for current year actual, current year budget, and last year actual
- **Total Expense Per Unit chart** - Compares the department's total expense per key statistic amounts by month for current year actual, current year budget, last year actual, and current year flex budget (if used)
- **Worked Hours Per Unit chart** - Compares the department's total worked (productive) hours per key statistic amounts by month for current year actual, current year budget, last year actual, and current year flex budget (if used)
- **Salary Expense Per Unit chart** - Compares the department's total salary expense per key statistic amounts by month for current year actual, current year budget, last year actual, and current year flex budget (if used)

For example, when reviewing the Volume and Total Expense Per Unit charts within the screen shot below, you will notice the following:

- The department's current year actual key statistic volume represented by the red line has been moving in a positive direction since December, and is above the current year budget's blue line and is equal to last year actual's yellow line for the current month of February.
- The department's actual total expenses per unit (key statistic volume) represented by the red line is moving in the right direction with the downward trend since December. For the current month of February the actual is slightly below the current year static budget's blue line, and slightly above the current year flex budget's green line.

These trends provide a couple of positive observations for the current month of February—departmental volume is above budget expectations, and total expenses per key stat are below the static budget and in line with the flex budget. The details behind these trends can be explained by reviewing the pertinent reports within this package.

27200 - EMC Radiology - MRI (JobCode)



► General Ledger report (GL)

The General Ledger report (GL) contains every transaction that makes up the total dollar amount for each expense account. This report, combined with the AP, MM, and AR reports described below, helps you understand the nature of the expenses. In other words, they help you recall items purchased or services utilized for each account.

The standard JE Source codes of each GL transaction are categorized as follows (individual company source codes may vary slightly):

- Salaries and wages come from the payroll source system and usually have a PR in the JE Source. To ensure the JE Salary dollars are in line with FTE amounts, the [JC](#) and [EmpID](#) tabs included in the reporting package allow you to review payroll hours by Jobcode and individual Employee.
- Invoices have a JE Source of **AP** or accounts payable if the invoice has already been processed for payment, click the [AP tab](#).
- Invoices have a JE Source of **AR** or accrued receipts for purchase order acquisitions that have been received but have not been invoiced. For further detail of an AR expense, click the [AR tab](#).
- Inventory items coming from supply chain or your materials management department customarily have a **MM** in the JE Source. For further detail of an MM expense, click the [MM tab](#).

- A journal entry or JE code are expenses processed by the Accounting department. An example of a JE item would be an annual prepaid subscription. Even though the invoice for the subscription was paid in full with a single payment to the vendor, Accounting would hold the total amount and book one month's worth of the expense to your department for each of the 12 months covered under the subscription. For further details related to JE expense transactions, please contact your assigned Finance representative.

GL Detail Listing

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

| Acct | JE Source | JE Number | Description | JE Date | Amount |
|---------------------------|-----------|-----------|----------------------|----------|-----------|
| Salaries - Regular | | | | | |
| 60100 | PR | 5275 | PPE 2/19/16 | 02/07/17 | 8,590.61 |
| Salaries - Contract Labor | | | | | |
| 60600 | AP | 5896 | Accounts Payable | 02/28/17 | 29,645.96 |
| Supplies - General | | | | | |
| 62100 | MM | 6273 | Materials Management | 02/28/17 | 266.10 |
| 62100 | AR | 6875 | Accrued Receipts | 02/26/17 | 395.36 |
| Recruitment | | | | | |
| 69230 | AP | 5896 | Accounts Payable | 02/28/17 | 6,000.00 |
| Equip Rent - Intercompany | | | | | |
| 71110 | JE | 5222 | JE-Interco Rent-Eq | 02/06/17 | (367.80) |
| 71110 | JE | 6133 | JE-Interco Rent-Eq | 03/06/17 | 441.36 |

► Accounts Payable Distribution report (AP)

The Accounts Payable Distribution report (AP) comes directly from the Accounts Payable Source System and provides individual invoice information for purchases made including Description, Vendor Name, PO Number, and Amount.

AP Detail Listing





KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

| Acct | Vendor | Vendor Name | PO Number | Item Description | Invoice # | Invoice Date | Check # | Check Date | Amount |
|---------------------------------------|--------|-------------------------------|-----------|------------------|-------------|--------------|---------|------------|-----------|
| 60600 | 10400 | AUREUS RADIOLOGY LLC | M01701 | Imaging Services | 144781 | 01/10/17 | 35715 | 02/09/17 | 2,285.85 |
| 60600 | 10133 | HEALTH EDUCATION CENTER LTD | KPrather | 47468 KPrather | 47468 | 01/14/17 | 35716 | 02/13/17 | 3,816.12 |
| 60600 | 10133 | HEALTH EDUCATION CENTER LTD | KPrather | 47674 KPrather | 47674 | 01/23/17 | 35718 | 02/22/17 | 3,948.18 |
| 60600 | 10133 | HEALTH EDUCATION CENTER LTD | KPrather | 47867 KPrather | 47867 | 01/28/17 | 35720 | 02/27/17 | 3,525.59 |
| 60600 | 10133 | HEALTH EDUCATION CENTER LTD | KPrather | 48063 KPrather | 48063 | 02/04/17 | 35722 | 03/06/17 | 2,662.61 |
| 60600 | 10133 | HEALTH EDUCATION CENTER LTD | KPrather | 48063 KPrather | 48063 | 02/04/17 | 35723 | 03/06/17 | 848.71 |
| 60600 | 10133 | HEALTH EDUCATION CENTER LTD | KPrather | 48063 KPrather | 48063 | 02/04/17 | 35724 | 03/06/17 | 78.16 |
| 60600 | 10400 | AUREUS RADIOLOGY LLC | M01701 | Imaging Services | 145608 | 01/14/17 | 35717 | 02/13/17 | 2,832.61 |
| 60600 | 10400 | AUREUS RADIOLOGY LLC | M01701 | 146357 M01701 | 146357 | 01/23/17 | 35719 | 02/22/17 | 3,086.41 |
| 60600 | 10400 | AUREUS RADIOLOGY LLC | M01701 | 147312 M01701 | 147312 | 01/28/17 | 35721 | 02/27/17 | 3,403.32 |
| 60600 | 10400 | AUREUS RADIOLOGY LLC | M01701 | 148263 M01701 | 148263 | 02/04/17 | 35725 | 03/06/17 | 2,949.48 |
| 60600 | 10400 | AUREUS RADIOLOGY LLC | M01701 | 148263 M01701 | 148263 | 02/04/17 | 35726 | 03/06/17 | 143.99 |
| 60600 | 10400 | AUREUS RADIOLOGY LLC | M01701 | 148263 M01701 | 148263 | 02/04/17 | 35727 | 03/06/17 | 64.93 |
| Total 60600 Salaries - Contract Labor | | | | | | | | | 29,645.96 |
| 69230 | 10266 | AMER EXPRESS | - | 3782921723510 | 37829217235 | 01/23/17 | 35761 | 02/22/17 | 2,898.42 |
| 69230 | 18711 | RITT HAWKINS & ASSOCIATES INC | - | 127195 | 127195 | 01/17/17 | 35760 | 02/16/17 | 3,101.58 |
| Total 69230 Recruitment | | | | | | | | | 6,000.00 |

AP transactions may include links to supporting documentation. In the **Link to Image** column, click the folder to open the document image.

| AP Detail | | | | | | | | | |
|--------------------------------------------------|-----------|------------------|----------------|--------------|--------------|------------|--------|---------------------------------------------------------------------------------------|--|
| For The Period Ending February 28, 2017 - EMC 6A | | | | | | | | | |
| Acct | PO Number | Item Description | Invoice Number | Invoice Date | Check Number | Check Date | Amount | Link to Image | |
| 61200 | | | | | | | 496.00 |  | |
| 61200 | | | | | | | 483.00 | | |
| 61200 | | | | | | | 241.00 |  | |
| 61200 | | | | | | | 158.00 | | |
| 61200 | | | | | | | 496.00 |  | |
| 61200 | | | | | | | 156.00 |  | |

► Materials Management Distribution report (MM)

The Materials Management Distribution report (MM) comes directly from the inventory system (store room) and provides transaction detail items pulled from inventory including Item Description, Quantity, and Amount.

MM Detail Listing

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

| Acct | Item Number | Item Description | Location | Unit of | Unit Price | Quantity | Amount |
|---------------------------------------------|-------------|------------------------------|----------|---------|------------|----------|--------|
| 62100 | 5728 | Highlighters, Yellow | Stores | BX | 2.57 | 4 | 10.29 |
| 62100 | 5729 | Post-it Notes, Multicolor | Stores | BX | 1.42 | 1 | 1.42 |
| 62100 | 5730 | Paper 8x10 | Stores | RM | 5.00 | 25 | 124.96 |
| 62100 | 5731 | Paper 4x6 | Stores | RM | 4.46 | 1 | 4.46 |
| 62100 | 5732 | Folders, 3 tab | Stores | BX | 4.17 | 30 | 124.96 |
| Total 62100 Supplies - General | | | | | | | 266.10 |
| 62130 | 5737 | Tray, Plastic | Stores | EA | 2.41 | 10 | 24.12 |
| Total 62130 Supplies - Med Surg Nonbillable | | | | | | | 24.12 |
| 62140 | 5740 | Electrode Diaphoretic 3S | Stores | ST | 0.26 | 1 | 0.26 |
| 62140 | 5741 | Cup Medicine 1 oz. | Stores | TB | 0.56 | 13 | 7.31 |
| 62140 | 5742 | Syringe 3CC LI | Stores | BX | 3.60 | 22 | 79.20 |
| 62140 | 5743 | Alcohol Prep Pads 2 Ply Med | Stores | BX | 1.37 | 3 | 4.10 |
| 62140 | 5744 | IV Tubing Primary 100 Inch Y | Stores | EA | 2.27 | 26 | 58.99 |

► Accounts Receipts Distribution report (AR)

The Accrued Receipts Distribution report (AR) comes directly from the purchasing system and provides purchase order detail. Items on this report have been received in your purchasing system, however, your organization has not received an invoice for the purchases. Information provided on this report includes Vendor Name, PO Number, Item Description, Invoice Number, and Amount.

AP Detail Listing





KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

| Acct | Vendor | Vendor Name | PO Number | Item Description | Invoice # | Invoice Date | Check # | Check Date | Amount |
|---------------------------------------|--------|-------------------------------|-----------|------------------|-------------|--------------|---------|------------|-----------|
| 60600 | 10400 | AUREUS RADIOLOGY LLC | M01701 | Imaging Services | 144781 | 01/10/17 | 35715 | 02/09/17 | 2,285.85 |
| 60600 | 10133 | HEALTH EDUCATION CENTER LTD | KPrather | 47468 KPrather | 47468 | 01/14/17 | 35716 | 02/13/17 | 3,816.12 |
| 60600 | 10133 | HEALTH EDUCATION CENTER LTD | KPrather | 47674 KPrather | 47674 | 01/23/17 | 35718 | 02/22/17 | 3,948.18 |
| 60600 | 10133 | HEALTH EDUCATION CENTER LTD | KPrather | 47867 KPrather | 47867 | 01/28/17 | 35720 | 02/27/17 | 3,525.59 |
| 60600 | 10133 | HEALTH EDUCATION CENTER LTD | KPrather | 48063 KPrather | 48063 | 02/04/17 | 35722 | 03/06/17 | 2,662.61 |
| 60600 | 10133 | HEALTH EDUCATION CENTER LTD | KPrather | 48063 KPrather | 48063 | 02/04/17 | 35723 | 03/06/17 | 848.71 |
| 60600 | 10133 | HEALTH EDUCATION CENTER LTD | KPrather | 48063 KPrather | 48063 | 02/04/17 | 35724 | 03/06/17 | 78.16 |
| 60600 | 10400 | AUREUS RADIOLOGY LLC | M01701 | Imaging Services | 145608 | 01/14/17 | 35717 | 02/13/17 | 2,832.61 |
| 60600 | 10400 | AUREUS RADIOLOGY LLC | M01701 | 146357 M01701 | 146357 | 01/23/17 | 35719 | 02/22/17 | 3,086.41 |
| 60600 | 10400 | AUREUS RADIOLOGY LLC | M01701 | 147312 M01701 | 147312 | 01/28/17 | 35721 | 02/27/17 | 3,403.32 |
| 60600 | 10400 | AUREUS RADIOLOGY LLC | M01701 | 148263 M01701 | 148263 | 02/04/17 | 35725 | 03/06/17 | 2,949.48 |
| 60600 | 10400 | AUREUS RADIOLOGY LLC | M01701 | 148263 M01701 | 148263 | 02/04/17 | 35726 | 03/06/17 | 143.99 |
| 60600 | 10400 | AUREUS RADIOLOGY LLC | M01701 | 148263 M01701 | 148263 | 02/04/17 | 35727 | 03/06/17 | 64.93 |
| Total 60600 Salaries - Contract Labor | | | | | | | | | 29,645.96 |
| 69230 | 10266 | AMER EXPRESS | | 3782921723510 | 37829217235 | 01/23/17 | 35761 | 02/22/17 | 2,898.42 |
| 69230 | 18711 | RITT HAWKINS & ASSOCIATES INC | | 127195 | 127195 | 01/17/17 | 35760 | 02/16/17 | 3,101.58 |
| Total 69230 Recruitment | | | | | | | | | 6,000.00 |

AR transactions may include links to supporting documentation. In the **Link to Image** column, click the folder to open the document image.

| AR Detail Listing | | | | | | | |
|-------------------------------------------------------------------------|--------|-------------|-----------|------------------|----------|--------|-------------------------------------------------------------------------------------|
| For The Period Ending February 29, 2020 26610 - EMC 5A (JobCode ADC) | | | | | | | |
| Acct | Vendor | Vendor Name | PO Number | Item Description | Quantity | Amount | Link to Image |
| 61200 | | | | | 0 | 356.00 |  |
| 61200 | | | | | 0 | 201.00 | |
| 61200 | | | | | 0 | 486.00 |  |
| 61200 | | | | | 0 | 194.00 | |
| 61200 | | | | | 0 | 272.00 |  |
| 61200 | | | | | 0 | 129.00 |  |

► Labor Analysis

Labor is typically the largest expense in healthcare organizations and thus a key component to understanding and potentially improving your department's financial performance.

Steps and questions for reviewing labor (salaries and hours) data:

1. In the previous section you may have identified variances in salary and/or hours at a general ledger account level. The expense per unit data on those reports would let you know if the variance is related to volume. If not volume, more detail is helpful in determining whether the cause is efficiency (using more labor hours than budgeted) or rate (paying more labor dollars per unit). If the variance is due to paying more labor dollars per unit, the cause could be an issue related to:
 - **Staffing Mix** where higher paid positions are used more than the budgeted profile (an unplanned higher use of RNs instead of LPNs); or
 - **Salary Rates** where the individuals within the budgeted positions earning more dollars per hour than planned.
2. Review payroll data to identify variances, their causes and trend data. Useful questions include:

Overtime:

- Is overtime usage value-added or resulting from undisciplined employee clocking habits?
- Is overtime usage approved?
- Is overtime the most efficient way to leverage departmental staff vs. float employees, or could a different staffing mix be used (are there other staff members available for scheduling who would not incur overtime in given period)?

Productivity:

- Are productive hours per unit consistent with budget? If not, what is cause? Are there opportunities to flex or increase/decrease staffing with an increase/decrease in departmental volumes?
- Are salary rates per productive hour consistent with budget? If not, is staffing mix a factor

(using more high cost positions than lower cost)?

Use the following reports in the Manager Monthly Package to complete the Labor Analysis:

Pay by Employee ID report (EmpID)

The Pay by Employee ID (EmpID) report contains Hour and FTE information by individual Employee , including recent individual pay periods and year-to-date.

Hours are categorized by Productive, Overtime, and Non Productive categories.

| Dept Payroll Summary - By Employee ID | | | | | | | | | | | | |
|-----------------------------------------|-------------------------------|-------------|-------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------------|--|
| KH Health System | | | | | | | | | | | | |
| For The Period Ending February 28, 2017 | | | | | | | | | | | | |
| 27280 - EMC Radiology - Ultrasound | | | | | | | | | | | | |
| Pay Period Ending: | | | | 12/03/15 | 12/17/15 | 12/31/15 | 01/14/16 | 01/28/16 | 02/11/16 | 02/25/16 | FY 2017 | |
| Job Code | Description | Employee ID | Employee Name | PP-12 Hours | PP-13 Hours | PP-14 Hours | PP-15 Hours | PP-16 Hours | PP-17 Hours | PP-18 Hours | YTD-Actual Hours | |
| J00688 | Diagnostic Medical Sonographe | 24545 | Sellars, Tanya M. | 0 | 0 | 0 | 30 | 45 | 44 | 44 | 725 | |
| J00498 | Record Clerk | 25695 | Norwood, Stacey | 75 | 59 | 70 | 54 | 77 | 68 | 68 | 1,164 | |
| J00688 | Diagnostic Medical Sonographe | 25841 | Smith, Tambra | 78 | 78 | 70 | 70 | 64 | 68 | 68 | 1,249 | |
| J00688 | Diagnostic Medical Sonographe | 26515 | Cornelius, Rosa | 54 | 24 | 47 | 55 | 48 | 56 | 56 | 841 | |
| J00688 | Diagnostic Medical Sonographe | 27179 | Waggoner, Aisher | 65 | 69 | 70 | 80 | 64 | 72 | 72 | 1,171 | |
| Total - Productive Hours | | | | 272 | 229 | 257 | 288 | 299 | 308 | 308 | 5,150 | |
| Total FTEs-Productive | | | | 3.40 | 2.86 | 3.21 | 3.60 | 3.73 | 3.85 | 3.85 | 3.58 | |
| J00688 | Diagnostic Medical Sonographe | 24545 | Sellars, Tanya M. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 | |
| J00498 | Record Clerk | 25695 | Norwood, Stacey | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 10 | |
| J00688 | Diagnostic Medical Sonographe | 25841 | Smith, Tambra | 0 | 5 | 22 | 22 | 16 | 25 | 25 | 250 | |
| J00688 | Diagnostic Medical Sonographe | 26515 | Cornelius, Rosa | 6 | 2 | 0 | 0 | 0 | 2 | 2 | 65 | |
| J00688 | Diagnostic Medical Sonographe | 27179 | Waggoner, Aisher | 0 | 10 | 19 | 1 | 16 | 0 | 0 | 118 | |
| Total - Overtime Hours | | | | 7 | 17 | 40 | 22 | 32 | 27 | 27 | 452 | |
| Total FTEs-Overtime | | | | 0.08 | 0.21 | 0.50 | 0.28 | 0.41 | 0.33 | 0.33 | 0.31 | |
| Total FTEs-Worked | | | | 3.49 | 3.08 | 3.71 | 3.88 | 4.14 | 4.18 | 4.19 | 3.89 | |
| J00688 | Diagnostic Medical Sonographe | 24545 | Sellars, Tanya M. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 173 | |

Pay by Job Code (JC) report

The Pay by Job Code (JC) report contains Hour and FTE information by individual Jobcode , including recent individual pay periods and year-to-date.

Hours are categorized by Productive, Overtime, and Non Productive categories.

Department Payroll Summary - By Job Code

KH Health System

For The Period Ending February 28, 2017

27280 - EMC Radiology - Ultrasound

| Pay Period Ending: | | 12/03/16 | 12/17/16 | 12/31/16 | 01/14/17 | 01/28/17 | 02/11/17 | 02/25/17 | FY 2017 | FY 2017 |
|-----------------------------------------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------------|---------------------|
| | | PP-12 Hours | PP-13 Hours | PP-14 Hours | PP-15 Hours | PP-16 Hours | PP-17 Hours | PP-18 Hours | YTD-Actual Hours | YTD-Budget Hours |
| Job Code Description | | | | | | | | | | |
| J00498 Record Clerk | | 75 | 59 | 70 | 54 | 77 | 68 | 68 | 1,164 | 1,163 |
| J00688 Diagnostic Medical Sonographer | | 197 | 170 | 187 | 235 | 221 | 240 | 240 | 3,986 | 5,387 |
| Total - Productive Hours (excluding OT) | | 272 | 229 | 257 | 288 | 299 | 308 | 308 | 5,150 | 6,550 |
| Total FTEs-Productive (excluding OT) | | 3.40 | 2.86 | 3.21 | 3.60 | 3.73 | 3.85 | 3.85 | 3.58 | 4.55 |
| J00498 Record Clerk | | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 10 | 10 |
| J00688 Diagnostic Medical Sonographer | | 6 | 17 | 40 | 22 | 32 | 27 | 27 | 442 | 580 |
| Total - Overtime Hours | | 7 | 17 | 40 | 22 | 32 | 27 | 27 | 452 | 590 |
| Total FTEs-Overtime | | 0.08 | 0.21 | 0.50 | 0.28 | 0.41 | 0.33 | 0.33 | 0.31 | 0.41 |
| Total FTEs-Worked | | 3.49 | 3.08 | 3.71 | 3.88 | 4.14 | 4.18 | 4.19 | 3.89 | 4.96 |
| J00498 Record Clerk | | 0 | 19 | 9 | 14 | 3 | 11 | 11 | 180 | 178 |
| J00688 Diagnostic Medical Sonographer | | 6 | 32 | 0 | 0 | 0 | 0 | 0 | 418 | 587 |
| Total - NonProductive Hours | | 6 | 51 | 9 | 14 | 3 | 11 | 11 | 598 | 766 |
| Total FTEs-NonProductive | | 0.08 | 0.64 | 0.11 | 0.17 | 0.03 | 0.14 | 0.14 | 0.42 | 0.53 |
| Grand Total Hours | | 285.30 | 297.20 | 306.15 | 324.03 | 333.85 | 345.45 | 345.86 | 6,199.76 | 7,905.77 |
| Total FTEs | | 3.57 | 3.71 | 3.83 | 4.05 | 4.17 | 4.32 | 4.32 | 4.31 | 5.49 |

Revenue and Usage report

This report displays actual Volume and Revenue by individual Inpatient/Outpatient CDM code for the appropriate departments.

Please note the detailed lines shown here will sum up to the actual key stat volume totals displayed within the other financial reports of this package. For example, the screen shot below provides the CDM details related to the sample department's current period key stat volume of 514 previously shown within the Scorecard section of this guide.

CDM Codes Included in Department Statistics:

- Included to determine key stat volume totals for driving variable items for Budgeting, also used as the denominator for departmental per unit calculations including Gross Revenue per unit, Salaries per unit, etc.

CDM Codes Not Included in Department Statistics:

- CDM Charges that are billed and included as revenue, but not included in the departmental key stat volume totals. For example, Supply related codes are captured and billed as revenue, but any related volume is not included or counted as a key statistic.

| Revenue & Usage Report by CDM Code | | | | | | | | | | | | | | | | | | | | |
|-----------------------------------------------|-----------------------------------|-----------|--------------------------------|-----|-------|--------|-----|-------|------------|--------|---------|------------------------------|-------|-------|--------|-------|-------|------------|---------|-----------|
| KH Health System | | | | | | | | | | | | | | | | | | | | |
| For The Period Ending February 28, 2017 | | | | | | | | | | | | | | | | | | | | |
| 27280 - EMC Radiology - Ultrasound | | | | | | | | | | | | | | | | | | | | |
| CDM Code | Description | RVU Value | Current Period - February 2016 | | | | | | | | | Year-to-Date - February 2016 | | | | | | | | |
| | | | Units IP | OP | Total | RVU IP | OP | Total | Revenue IP | OP | Total | Units IP | OP | Total | RVU IP | OP | Total | Revenue IP | OP | Total |
| CDM Codes included in Dept Statistics | | | | | | | | | | | | | | | | | | | | |
| C2728005001 | Us Encephalography | 1.00 | 27 | - | 27 | 27 | - | 27 | 5,827 | - | 5,827 | 213 | - | 213 | 213 | - | 213 | 45,992 | - | 45,992 |
| C2728005004 | Us Abdominal Survey | 1.40 | 56 | 15 | 71 | 78 | 21 | 99 | 22,988 | 5,971 | 28,959 | 443 | 107 | 550 | 620 | 150 | 770 | 181,461 | 43,746 | 225,207 |
| C2728005006 | Us Renal W/Wo Biopsy | 1.60 | 42 | 16 | 58 | 67 | 26 | 93 | 14,718 | 5,461 | 20,179 | 331 | 114 | 445 | 530 | 182 | 712 | 116,179 | 40,012 | 156,191 |
| C2728005008 | Us Pregnancy Complete | 0.80 | 4 | 17 | 21 | 3 | 14 | 17 | 1,290 | 5,742 | 7,031 | 31 | 121 | 152 | 25 | 97 | 122 | 10,180 | 42,069 | 52,245 |
| C2728005012 | Us Pelvis | 1.00 | 16 | 24 | 40 | 16 | 24 | 40 | 5,560 | 8,374 | 13,934 | 125 | 175 | 300 | 125 | 175 | 300 | 43,890 | 61,351 | 105,241 |
| C2728005026 | Us Guidance For Thoracentesis | 0.80 | 7 | 6 | 13 | 6 | 5 | 10 | 1,276 | 1,217 | 2,493 | 52 | 46 | 98 | 42 | 37 | 78 | 10,069 | 8,917 | 18,986 |
| C2728005030 | Us Biopsy Procedure | 1.00 | 5 | 33 | 38 | 5 | 33 | 38 | 1,262 | 8,987 | 10,249 | 36 | 244 | 280 | 36 | 244 | 280 | 9,958 | 65,848 | 75,806 |
| C2728005056 | Us-Ruq | 1.70 | 37 | 21 | 58 | 63 | 36 | 99 | 8,971 | 4,993 | 13,964 | 295 | 152 | 447 | 502 | 258 | 760 | 70,814 | 36,582 | 107,396 |
| C2728005076 | Us-32000 Thoracentesis,Punc Pl Ca | 0.90 | 7 | 5 | 12 | 6 | 5 | 11 | 981 | 780 | 1,761 | 52 | 38 | 90 | 47 | 34 | 81 | 7,745 | 5,716 | 13,461 |
| C2728005502 | Us-Op Ultrasound Soft Tiss/Thyr | 0.50 | - | 7 | 7 | - | 4 | 4 | - | 1,602 | 1,602 | - | 54 | 54 | - | 27 | 27 | - | 11,737 | 11,737 |
| C2728005504 | Us-Op Ultrasound Abdominal Survey | 0.75 | 2 | 25 | 27 | 2 | 19 | 20 | 766 | 10,235 | 11,002 | 15 | 183 | 198 | 11 | 137 | 149 | 6,049 | 74,993 | 81,042 |
| C2728005506 | Us-Op Renal W/Wo Biopsy | 0.70 | - | 16 | 16 | - | 11 | 11 | - | 5,461 | 5,461 | - | 114 | 114 | - | 80 | 80 | - | 40,012 | 40,012 |
| C2728005508 | Us-Op Pregnancy Complete | 0.60 | - | 19 | 19 | - | 11 | 11 | - | 5,992 | 5,992 | - | 137 | 137 | - | 82 | 82 | - | 43,899 | 43,899 |
| C2728005512 | Us-Op Pelvis Ultrasound | 0.95 | 1 | 35 | 36 | 1 | 33 | 34 | 327 | 12,378 | 12,705 | 8 | 258 | 266 | 8 | 245 | 253 | 2,582 | 90,693 | 93,275 |
| Total - CDM Codes included in Dept Statistics | | | 204 | 239 | 443 | 274 | 240 | 514 | 63,966 | 77,192 | 141,158 | 1,601 | 1,743 | 3,344 | 2,157 | 1,749 | 3,906 | 504,919 | 565,575 | 1,070,494 |
| CDM Codes Not included in Dept Statistics | | | | | | | | | | | | | | | | | | | | |
| C2728005002 | Us Soft Tissue/Thyroid | - | 3 | 1 | 4 | - | - | - | 617 | 229 | 846 | 23 | 8 | 31 | - | - | - | 4,868 | 1,677 | 6,545 |
| C2728005003 | Us Breast | - | - | 2 | 2 | - | - | - | - | 458 | 458 | - | 16 | 16 | - | - | - | 3,353 | 3,353 | 6,706 |

Understanding file output options

Axiom Budgeting provides a variety of file output options to share data with people throughout your organization. This section explains the file setup to use these features.

- **Print view setup:** You can set up one or more custom print views for each sheet in an Axiom file. You can associate these print views with sheet views to automatically hide and/or format rows and columns in the print copy.
- **Snapshot setup:** Users can take snapshot copies of Axiom files without requiring any advance setup. However, if desired, you can flag certain rows and columns in the sheet to be deleted in the snapshot copy. The primary use for this would be to delete work areas or Axiom query artifacts that are no longer necessary in the snapshot copy.

Printing an Axiom file

You can print a spreadsheet Axiom file on a per sheet basis. You can decide to print one or more sheets, or all available sheets.

Each sheet can have one or more defined print views. The print views can be used to print different "views" of the sheet, and to set certain standard print options such as the print orientation. For example, for a plan file, you might have one print view that prints a "summary" view of the sheet (with certain columns and rows hidden for printing), and another print view that prints a "detail" view of the sheet (with all columns and rows visible).

If a sheet has no predefined print views, then the sheet can be printed using the settings defined for the spreadsheet using standard Excel printing features. For more information on defining print settings for a spreadsheet, see the Microsoft Excel Help. In the Windows Client, the spreadsheet print settings are defined in the Workbook Explorer, in the **Page Setup** section for each sheet.

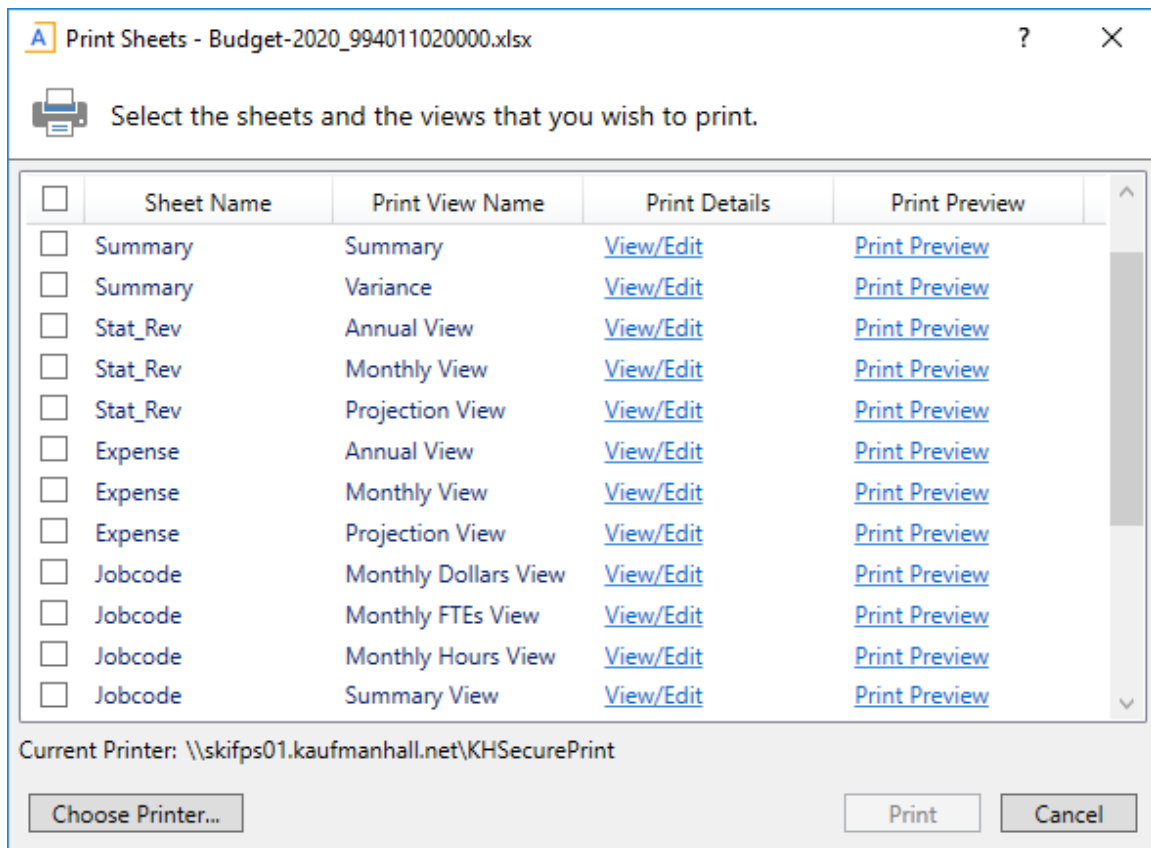
NOTE: You can always print the file using standard spreadsheet print functionality, even if Axiom Budgeting print views have been defined.

To print an Axiom file:

1. On the **Axiom** tab, in the **File Output** group, select one of the following:
 - If you want to be able to select print views from all sheets in the workbook, click **Print**.
 - If you want to print only the current sheet, then click the arrow to the right of the **Print** button, and then click **Print This Sheet**.

NOTE: In systems with installed products, this feature may be located on the **Main** tab—either directly on the ribbon or under **Publish**.

The **Print Sheets** dialog opens. This dialog lists the available print views for the entire workbook or for the current sheet, depending on how you entered the dialog. To sort this list by the Sheet Name or Print View Name, click the column header.



Example Print Sheets dialog

NOTES:

- If a sheet does not have a defined print view, then it is listed with a print view name of "Default," and will use the print settings defined for the spreadsheet.
- Control Sheets cannot be printed using the Axiom Budgeting printing feature, whether they are visible or hidden. If you want to print a Control Sheet, use the standard spreadsheet printing features.

2. In the **Print Sheets** dialog, select the sheet / print view combinations that you want to print.

If you want to print all print views for all sheets, then select the check box in the column header to select all.

If you opened this dialog by using **Print This Sheet** and the sheet has only one available print view, then that view is selected by default.

3. You can also do any of the following before printing:
 - **View and edit the print settings.** If you want to view and potentially change the print settings for a selected view, click the **View/Edit** link. In the **Print Options** dialog, you can change any of the print settings, for the current print job only (the changes are not saved in the file).
 - **Preview a print view.** If you want to preview a print view, click the **Print Preview** link. The native spreadsheet Print Preview feature will open to preview the print job. Only one view can be previewed at a time.
 - **Select a printer.** If you want to print to a different printer than your default printer, click **Choose Printer** at the bottom of the dialog. In the **Printer Setup** dialog, select the printer that you want to use, and then click **OK**.

NOTE: In the Windows Client, the printer is always your default printer unless you change it for a particular print job. In the Excel Client, the printer starts as your default printer, but if you change the printer for a print job, the changed selection will be remembered for any future print jobs in the current session.

4. Click **Print**.

The selected items are printed.

Print Options dialog

The **Print Options** dialog displays the print settings for the current print view. If desired, you can edit settings for the current print job only. Any changes made will not be saved in the file.

NOTE: Print options are read-only when using the **Print Plan Files** option to print multiple plan files.

This dialog displays all of the settings that will be applied to the print job, whether the setting is defined in the associated Print tag or inherited from the spreadsheet settings. If a setting is blank, then that print option is not defined and will not be applied to the print job.

Print View Options

| Item | Description |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print View Name | The name of the current print view. |
| View Name | The name of the sheet view to be applied when printing. These are the same sheet views that are available from the Change View menu. For example, if the sheet view is configured to hide columns or rows, those columns and rows will be hidden in the print copy. Row and column sizing is also applied. |
| Paper Size | The paper size for the print job, either Letter or Legal . |
| Orientation | The print orientation for the print view, either Portrait or Landscape . |
| Repeat Rows | The rows to repeat at the top of the page. Rows must be specified as a range; for example: 1 : 3. |
| Repeat Columns | The columns to repeat at the left of the page. Columns must be specified as a range; for example: A : C. |

Scaling

| Item | Description |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Fit To Pages Wide | The number of pages on which to fit the print area. For example, if you want the print area to fit on one page, specify 1. |
| Percent Zoom | The percent zoom to apply to the print range. Specify the number without a percent sign. For example, to zoom by 90%, specify 90. |

Headers and Footers

| Item | Description |
|---------------|--------------------------------------------------------------|
| Left Header | Header text to display in the left-hand side of the header. |
| Center Header | Header text to display in the center of the header. |
| Right Header | Header text to display in the right-hand side of the header. |
| Left Footer | Footer text to display in the left-hand side of the footer. |
| Center Footer | Footer text to display in the center of the footer. |
| Right Footer | Footer text to display in the right of the footer. |

Emailing a hyperlink to an Axiom file

You can email a hyperlink to a spreadsheet Axiom file using the **E-mail** feature. Axiom Budgeting creates a URL hyperlink to the file and includes it in an email. The email recipient can click on the link to launch the system and open the file directly, assuming that the recipient is an Axiom Budgeting user who has rights to access the file.

The email can be sent using your default email client (such as Microsoft Outlook), or you can send the file using the Axiom Budgeting Scheduler email service. Note that the Scheduler email service does not support HTML format for email.

NOTES:

- Alternatively, you can obtain a URL to an Axiom file using a variety of ways and then paste it into an email that you create manually. For example, you can use `GetDocumentHyperlink` or right-click a file in Axiom Explorer to obtain a URL. The email hyperlink feature is provided as a convenience to quickly send a hyperlink to the current file.
- The email hyperlink feature cannot be used to send a hyperlink to open a form-enabled file as an Axiom form; the source file will always be opened as a spreadsheet.
- The hyperlink included in the email uses the same format as hyperlinks generated using `GetDocumentHyperlink`, including the differing URL format for systems using SAML or OpenID Authentication.

To email a hyperlink to an Axiom file:

1. Open the file in Axiom Budgeting.
2. On the **Axiom** tab, in the **File Output** group, select **E-mail**.

NOTE: In systems with installed products, this feature may be located on the **Main** tab—either directly on the ribbon or under **Publish**.

The **E-mail Active Workbook** dialog opens.

3. For **Send As**, select **Document Link**.
4. For **Send using**, select one of the following:
 - **Outlook:** Send the email using the default email client on your local machine (for example, Microsoft Outlook). The name of this option may be customized for your organization.
 - **Axiom Mail Service:** Send the email using the Axiom Budgeting Scheduler email service.
5. Optional. Complete the **Document Link Options** in the dialog:

| Option | Description |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sheet Filter | <p>If desired, enter a filter to apply to the file when it is opened. You can type the filter statement or use the Filter Wizard.</p> <p>The filter is applied like a Quick Filter and affects any data queries in the file. For example, <code>Dept.Region='West '</code> means that all data queried will be limited to the West region.</p> |
| Cell Address | <p>If desired, specify the cell to be made active when the document is opened. For example:</p> <p style="text-align: center;"><code>Sheet1!D22</code></p> <p>If the specified location would not be in view normally then the file will be scrolled to that location; otherwise the file will open in its default view with the cursor placed at that location.</p> |

6. Click **OK**.

If you selected to send the hyperlink using your default email client, then a new email message opens, with the hyperlink included in the body text. You can then specify the recipient, subject, and additional body text for the email, and then send it.

If you selected to send the hyperlink using the Axiom mail service, then an **E-Mail** dialog opens so that you can specify the recipient, subject, and additional body text for the email. In the **To** and **Cc** boxes, you can either type an email address, or click the button to select an Axiom Budgeting user. If you select a user, the email will be sent using the user's email address as defined in Axiom Budgeting security. When you click **OK**, the email settings are saved to the database, to be sent the next time the Scheduler SMTP Email Delivery task is run.

Emailing a snapshot of an Axiom file

You can email a snapshot of a spreadsheet Axiom file using the **E-mail** feature. Axiom Budgeting creates a snapshot copy of the file and attaches it to an email. The copy can then be viewed outside of Axiom Budgeting by someone who may have no access to the system. When you use this feature, Axiom Budgeting creates a snapshot copy of the file just like it would if you used the **Snapshot** feature.

The email can be sent using your default email client (such as Microsoft Outlook), or you can send the file using the Axiom Budgeting Scheduler email service. Note that the Scheduler email service does not support HTML format for email.

NOTES:

- The name of the emailed file is either **Sheetname_snapshot** (if the snapshot contains only one sheet) or **FileName_snapshot** (if the snapshot has multiple sheets). The name cannot be changed.
- You can also email snapshot copies using the File Processing feature. File processing is typically used when you want to automate the process and employ multipass processing to send the same file to different people using different data. The E-mail feature is best used to send "one-off" snapshots as needed.

To email a snapshot copy of an Axiom file:

1. Open the file in Axiom Budgeting.
2. On the **Axiom** tab, in the **File Output** group, select **E-mail**.

NOTE: In systems with installed products, this feature may be located on the **Main** tab—either directly on the ribbon or under **Publish**.

The **E-mail Active Workbook** dialog opens.

3. For **Send As**, select **Snapshot**.
4. For **Send using**, select one of the following:
 - **Outlook:** Send the email using the default email client on your local machine (for example, Microsoft Outlook). The name of this option may be customized for your organization.
 - **Axiom Mail Service:** Send the email using the Axiom Budgeting Scheduler email service.
5. Complete the following **Snapshot Options** in the dialog:

| Option | Description |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Send file as | Select XLS , XLSX , XLSM , or PDF . XLSX is selected by default. |
| Include | Select one of the following: <ul style="list-style-type: none">• Entire Workbook: All sheets are included in the snapshot (except Control Sheets and hidden sheets, which are always removed).• Active Worksheet Only (default): Only the active worksheet is included in the snapshot. |

| Option | Description |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Formulas | <ul style="list-style-type: none"> • Convert All Formulas (default): All formulas are converted to values. • Retain Excel Native Formulas: Axiom formulas are converted to values, but Excel formulas are left as is. Note that if an Excel formula references a sheet that is not included in the snapshot, that formula will be converted to a value. <p>NOTE: If the file contains a pivot table, this option must be selected in order for the pivot table to work in the snapshot copy.</p> <p>This option does not apply if PDF is the selected file type.</p> |

6. Click **OK**.

If you selected to send the file using your default email client, then a new email message opens, with the snapshot file attached. You can then specify the recipient, subject, and body text for the email, and then send it.

If you selected to send the file using the Axiom mail service, then an **E-Mail** dialog opens so that you can specify the recipient, subject, and body text for the email. In the address boxes (**To**, **Cc**, and **BCC**), you can either type an email address, or click the button to select an Axiom Budgeting user. If you select a user, the email will be sent using the user's email address as defined in Axiom Budgeting security. When you click **OK**, the email settings are saved to the database, to be sent the next time the Scheduler SMTP Email Delivery task is run.